



Summary of the:

## GQA Level 4 Diploma in Occupational Leadership in a Glass or Glass Related Working Environment (QCF)

600/9176/9

### Who is this qualification for?

This qualification is aimed at those who have the responsibility and/or opportunity for providing leadership in a Glass or Glass Related working environment. This qualification is at Level 4, although some units may be at different levels.

Level 4 qualifications are aimed at those who are fully trained and experienced in a wide range of roles that involve decision making.

Candidates will require knowledge of Health and Safety and environmental issues in their part of the Glass Industry along with the need to understand the importance of keeping their own and others skills and knowledge current.

The qualification has been written in a way that will require the candidate to also prove knowledge of technical matters and how to make improvements to the business as a whole and individuals within the business. This may be in terms of identifying potential for improvements in working practices and procedures of themselves, individuals, departments and processes and procedures.

Although the qualification would be ideally suited to Business Owners this is not the only group of people it could be taken by, nor is it restricted to those with managerial responsibility but Candidates must ensure they will have the opportunity to produce the required evidence.

Due to the wide range of job roles and the diverse nature of organisations in the Glass Industry it is difficult to give a definitive list of job roles the qualification may be appropriate for.

*Some possible examples of job titles are shown below:*

- General Manager
- Operations Manager
- Department/Process Manager
- Supervisor
- Line Manger
- Team Leader
- Site Manager
- Production Coordinator

### What is required from candidates?

QCF qualifications are made up of a number of units that have a credit value or credits.

These credits must be achieved in the correct combination from mandatory and optional units: this qualification has 5 mandatory units with a credit value of 30 credits and 3 groups of optional units. Candidates must achieve credits for all 5 mandatory units, plus a minimum of 3 credits from optional group 1, a minimum of 7 credits from optional group 2 and a minimum of 12 credits from optional group 3. This makes the minimum credit value of the qualification 52 credits.

When selecting the optional units it is necessary for candidates to have or be able to gain the skills, knowledge and opportunity to demonstrate a full understanding of the unit content.

### Mandatory Units (30 Credits)

Unit Ref	Title	Level	Credit
GEN115	Knowledge of promoting, maintaining and evaluating Health and Safety in the Glass or Glass related working environment	4	6
PR444	Understanding the Environment Impact of work activities	4	6
GEN112	CPD as a self development tool	3	4
PR556	Provide Leadership in the Workplace	4	8
PR560	Understanding and contributing to the aims of the Organisation	4	6

**Group B Occupational Knowledge Units (a minimum of 3 credits must be achieved)**

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
GRO18	Know how to set up and monitor equipment in a Glass or Glass related working environment	3	5
AG15	Understanding Automotive Glazing products	3	5
FIS1	Understanding the Building Regulations in the Fenestration Industry	3	3
GRO16	Knowledge of Glass Cutting with a range of Glass types	3	4
GRO17	Know how to produce specifications for Windows and Doors or Conservatories and evaluate their effectiveness	3	6
FRG1	Principles Of Fire-Resistant Glazing	3	5
GCM2	Knowledge of the Glass Container Manufacturing Process	3	13
GRO19	Knowledge of the Fascia Soffit and Bargeboard removal and installation process	2	4
FT3	Theory of Curtain Walling	4	5
GDW005	The Principles of Glass and Glass related Distribution and Warehousing	2	6
PV2	Knowledge of Photovoltaic systems	3	6

**Group C Business Improvement Units (a minimum of 7 credits must be achieved)**

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
GEN991	Understanding Methods of Continuous Improvement	4	10
GEN990	Understanding How To Review Job Changeover Processes	4	9
GEN992	Understand how to Organise The Workplace	4	7

**Group D Leadership Units (a minimum of 12 credits must be achieved)**

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
GEN098	Providing Operational Support	4	4
GDW017	Monitor and develop individual staff to improve performance and efficiency	3	8
GEN998	Delivery of Effective Training Programmes	4	10
PR559	Understanding and contributing to the achievement of Customer satisfaction	4	6
GEN113	Identifying and organising resources to fulfil work requirements	4	6
PR555	Understanding Internal and External Supply Chains	4	6
PR557	Understanding the Principles of Quality Auditing	4	6
GEN996	Supervising others	3	6

Achieving all of the Mandatory units will mean the qualification has been completed and GQA will provide the Certificate with the qualification title. Where a candidate has completed additional credits the Certificate will list these as “additional credits”, in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of Unit credit can be issued for the units achieved.

**Assessment guidance**

Evidence should show that candidates can complete all of the learning outcomes for each unit being taken.

**Types of evidence:**

Evidence of knowledge is required, this can be demonstrated through a variety of ways, for example; completion of assignments, projects performance, Professional Discussion or by responding to questions.

### **Quantity of evidence:**

Evidence should show that candidate can meet the requirements of the units consistently over an appropriate period of time.

### **Potential sources of evidence:**

Due to the diverse range of units, activities and Businesses there are many potential sources of evidence. These could include the following types of physical or documentary evidence:

- Training records
- CPD records
- Quality/production records
- Environmental reports/records
- Audit reports
- Prepared and Completed Customer orders
- Witness testimonies
- Purchase orders
- Staff records
- Emergency procedures, risk assessments, accident reporting systems
- Photographic evidence
- Professional discussion
- Responses to oral and written questions
- Written narrative

**Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA External Verifier.**

GQA Qualifications, Unit 1, 12 O'Clock Court, Attercliffe Road, Sheffield, S4 7WW  
Tel: 0114 272 0033 Fax: 0114 276 8466 Email: [info@gqaqualifications.com](mailto:info@gqaqualifications.com)  
Website: [www.gqaqualifications.com](http://www.gqaqualifications.com)

July 2013

(GQA Level 4 Diploma in Occupational Leadership in a Glass or Glass Related Working Environment (QCF) – 600/9176/9)

