



## Combined Working Practices (QCF)

These QCF qualifications will provide recognition of the skills, competence and knowledge of individuals working within a processing environment in a variety of contexts. It demonstrates competence in a range of responsibilities covering some engineering as well as processing to support the work carried out.

Document detail:

Level 2 NVQ Diploma in Combined Working Practices (QCF) - 37 Credits

Level 3 NVQ Diploma in Combined Working Practices (QCF) - 42 Credits

Who are the Qualifications for:

The Level 2 qualification is intended for those who may often work, but not exclusively, in a team and usually on shifts with limited direct supervision. They will be responsible for their own activities within operational limits and management guidance and make decisions within that environment. They are expected to demonstrate knowledge that underpins flexible working and collaborate with others within and outside their working area.

The Level 3 qualification will provide recognition for individuals who will, usually, be working in an autonomous team on their own without supervision, often self-managing and responsible for a wide range of complex processing operations with overall responsibility for the performance for the processing environment. The learner will be expected to demonstrate a range of knowledge of the direct work area and related areas to solve problems and make decisions on all parameters of technical requirements and to co-ordinate others including team members and functional specialists.

NVQ Diploma in Combined Working Practices (QCF)	Level 2	37 Credits
	600/0369/8	
Last Registration Date	31 <sup>st</sup> August 2014	
Last Certification Date	31 <sup>st</sup> August 2016	

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For the Diploma: A minimum of 9 Units totalling a minimum of 37 Credits are required.

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#### Mandatory Units

H& S 1	Ensure responsibility for actions to reduce risks to health and safety - 4 Credits
CWP 102	Support the achievement of work objectives - 3 Credits
CWP 103	Support own and others' improvement in the work environment - 3 Credits
CWP 104	Identify and respond to process problems - 5 Credits
CWP 146	Make sure own actions within the workplace aim to protect the environment - 2 Credits
CWP 147	Respond to accidents, hazardous incidents and emergencies - 5 Credits

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#### Optional Units - Group A

*Learners must achieve a minimum of 15 Credits from Optional Units; a minimum of 3 Optional Units must be taken, 2 Units from Group A and 1 Unit from Group B. If learners choose unit LAT2-012, unit LAT2-013 may not be taken and vice-versa.*

CWP 105	Produce process outcomes using manual operations - 4 Credits
CWP 106	Prepare materials for processing according to instructions - 3 Credits
CWP 107	Run machine led process operations, which are under process control - 6 Credits
LAT2-012	Carry out simple scientific or technical tests using manual equipment - 7 Credits
LAT2-013	Carry out simple scientific or technical tests using automated equipment - 10 Credits
CWP 109	Separate and dispose of processing materials, by-products and wastes - 4 Credits
LAT2-015	Carry out sampling operations for scientific or technical tests - 5 Credits
PMO2-2.15	Producing packaged products - 15 Credits
2SfL30	Assemble orders for dispatch in logistics operations - 3 Credits
CWP 113	Move loads for processing - 4 Credits
CWP 114	Exchange responsibility for control of process operations - 2 Credits

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#### Optional Units - Group B

*Learners must achieve a minimum of 15 Credits from Optional Units, a minimum of 3 Optional Units must be taken, 2 Units from Group A and 1 Unit from Group B.*

CWP 115	Contribute to the improvement of routine working practices - 4 Credits
CWP 116	Change process systems to meet requirements - 5 Credits
CWP 117	Operate programmable processes - 4 Credits
CWP 118	Carry out planned maintenance procedures on process equipment - 3 Credits
CWP 119	Adjust process equipment to meet operating requirements - 3 Credits
CWP 120	Maintain the condition of process equipment - 4 Credits
CWP 121	Analyse and interpret the results of tests on process products or equipment - 3 Credits
CWP 122	Contribute to the provision of ancillary systems - 4 Credits

NVQ Diploma in Combined Working Practices (QCF)	Level 3	42 Credits
	600/0380/7	
Last Registration Date	31 <sup>st</sup> August 2014	
Last Certification Date	31 <sup>st</sup> August 2017	

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**For the Diploma:** A minimum of 10 Units totalling a minimum of 42 Credits are required.

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#### Mandatory Units

H&S 1	Ensure responsibility for actions to reduce risks to health and safety - 4 Credits
CWP 115	Contribute to the improvement of routine working practices - 4 Credits
CWP 123	Rectify process problems - 6 Credits
MSC A1	Manage personal development - 4 Credits
CWP 126	Contribute to the efficiency and effectiveness of process and manufacturing operations - 2 Credits
CWP 146	Make sure own actions within the workplace aim to protect the environment - 2 Credits
CWP 147	Respond to accidents, hazardous incidents and emergencies - 5 Credits

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#### Optional Units - Group A

*Learners must achieve a minimum of 15 Credits from Optional Units, a minimum of 3 Optional Units must be taken, 1 Unit from Group A, 1 Unit from Group B, and 1 Unit from Group C.*

CWP 127	Oversee complex operations - 9 Credits
CWP 128	Carry out complex manual operations - 5 Credits
CWP 129	Establish the conditions for a process operation - 5 Credits
CWP 130	Optimise standard operations which are under process control - 5 Credits

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#### Optional Units - Group B

*Learners must achieve a minimum of 15 Credits from Optional Units, a minimum of 3 Optional Units must be taken, 1 Unit from Group A, 1 Unit from Group B, and 1 Unit from Group C.*

LAT3-003	Carry out scientific or technical testing operations - 12 Credits
CWP 118	Carry out planned maintenance procedures on process equipment - 3 Credits
CWP 119	Adjust process equipment to meet operating requirements - 3 Credits
CWP 132	Plan process activities - 5 Credits
CWP 133	Test and maintain the performance of a computer controlled process operation - 4 Credits
CWP 134	Diagnose faults in process equipment - 4 Credits
CWP 135	Provide operational support to users of process equipment - 6 Credits

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### Optional Units - Group C

*Learners must achieve a minimum of 15 Credits from Optional Units, a minimum of 3 Optional Units must be taken, 1 Unit from Group A, 1 Unit from Group B, and 1 Unit from Group C. If Unit PIO 3.6k is chosen, Unit PIO 3.6c must also be completed and vice-versa.*

- CWP 114 Exchange responsibility for control of process operations - 2 Credits
- MSC D5 Plan, allocate and monitor work of a team - 5 Credits
- CWP 137 Prepare and issue written procedures - 3 Credits
- MSC B5 Set objectives and provide support for team members - 5 Credits
- MSC C1 Support team members in identifying, developing and implementing new ideas - 4 Credits
- PIO 3.6k How to contribute to the maintenance of product quality within processing and manufacturing environments - 5 Credits
- PIO 3.6c Contribute to the maintenance of product quality within processing and manufacturing environments - 5 Credits

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### Optional Units - Group D

*Learners must achieve a minimum of 15 Credits from Optional Units. Units may be taken from this Option Group but are not required for the qualification.*

- CWP 143 Reduce the risks to health, safety and the environment in the workplace - 4 Credits
- CWP 144 Monitor procedures to safely control work operations - 5 Credits
- CWP 145 Promote a health and safety culture in the workplace - 7 Credits