Qualification Title: GQA Level 4 Diploma In Occupational Leadership in a Glass or Glass Related Working Environment

Qualification Number: 600/9176/9

Qualification Specification

# 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
* Team Leader
* Operations Manager
* Site Manager
* Department /Process Manager
* Production Coordinator
* Supervisor
* Line Manager

# Entry requirements

There are no formal entry requirements for learners undertaking this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.

# Qualification support

This qualification has been designed and developed by GQA Qualifications with the support of

# Regulatory information

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| --- | --- |
| Countries offered in:  | England, Northern Ireland  |
| Qualification type: | Occupational Qualification |
| Subject/sector areas  | Manufacturing technologies |
| Qualification operational start date:  | 01-Jun-2013 |
| Qualification review date:  |  |
| Applicable age ranges (years):  | 16-18, 19+ |

# Further information

Further information about this qualification can be obtained from: [www.gqaqualifications.com/qualifications](http://www.gqaqualifications.com/qualifications)

You can also contact GQA Qualifications directly at:

GQA Qualifications Ltd, Unit 1, Provincial House, Sheffield S4 7WW.

Tel 01142 720033, email to info@gqaqualifications.com

# Qualification achievement

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.

GQA qualifications are made up of units that have a credit value or credits. These credits must be achieved in the correct combination of mandatory and optional units. Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria.

The units of assessment set out learning outcomes which describe what learners need to be able to do and understand. The learning outcomes are defined by assessment criteria which are used to assess competence, expressed as skills achieved and learned knowledge and understanding, to achieve the units. Achievement of the mandatory unit and optional units will mean the qualification has been completed and will be subject to approval of a claim for certification. GQA Qualifications will issue a certificate complete with the learner’s name, the qualification and unit titles and the credits achieved.

# Qualification Structure

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| --- | --- |
| **Qualification Title:**  | GQA Level 4 Diploma In Occupational Leadership in a Glass or Glass Related Working Environment |
| **Qualification Number (QAN):** | 600/9176/9 |
| **Total Credits:** | 52 |
| **Total Qualification Time (TQT):** | 520 |
| **Guided Learning Hours (GLH):** | 176 |
| 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. |
| **Mandatory units**  |
| **Unit number**  | **Title**  | **Level** | **Credit** |
| J/504/5671 | Knowledge of promoting, maintaining and evaluating health and safety in the glass or glass related working environment | 4 | 6 |
| Y/503/3847 | Understanding the environmental impact of work activities | 4 | 6 |
| H/503/4094 | CPD as a self development tool | 3 | 4 |
| T/503/4097 | Provide leadership in the workplace | 4 | 8 |
| A/503/4831 | Understanding and contributing to the aims of the organisation | 4 | 6 |
| **Optional Units Group 1** |
| L/600/8454 | Know how to set-up and monitor equipment in a glass or glass related environment | 3 | 5 |
| L/600/7451 | Understanding automotive glazing products | 3 | 5 |
| K/600/8445 | Understanding the building regulations in the fenestration industry | 3 | 3 |
| F/600/8449 | Understanding the building regulations in the fenestration industry | 3 | 3 |
| F/600/8449 | Knowledge of glass cutting with a range of glass types | 3 | 4 |
| D/600/8460 | Know how to produce specifications for windows and doors, or conservatories and evaluate their effectiveness | 3 | 6 |
| L/502/9309 | Principles of fire-resistant glazing | 3 | 5 |
| T/600/8495 | Knowledge of the fascia, soffit and bargeboard removal and installation process | 2 | 4 |
| T/503/0454 | Theory of curtain walling | 4 | 5 |
| T/503/6187 | The principles of glass and glass related distribution and warehousing | 2 | 6 |
| L/502/9715 | Knowledge of photovoltaic systems | 3 | 6 |
| K/600/7960 | Knowledge of the glass container manufacturing process | 3 | 13 |
| **Optional Units Group 2** |
| L/503/4199 | Understanding methods of continuous improvement | 4 | 10 |
| J/503/4198 | Understanding how to review job changeover processes | 4 | 9 |
| F/503/3843 | Understand how to organise the workplace | 4 | 7 |
| **Optional Units Group 3** |
| R/503/1188 | Providing operational support | 4 | 4 |
| K/503/6185 | Monitor and develop individual staff to improve performance and efficiency | 3 | 8 |
| K/503/4095 | Delivery of effective training programmes | 4 | 10 |
| L/503/3862 | Understanding and contributing to the achievement of customer satisfaction | 4 | 6 |
| L/503/1187 | Identifying and organising resources to fulfil work requirements | 4 | 6 |
| K/503/3836 | Understanding internal and external supply chains | 4 | 6 |
| Y/503/4190 | Understanding the principles of quality auditing | 4 | 6 |
| J/503/4136 | Supervising others | 3 | 6 |

# Assessment

The qualification must be assessed using the following assessment method:

* Aural Examination,
* Coursework,
* E-assessment,
* Oral Examination,
* Portfolio of Evidence,
* Practical Examination.

Learners are required to achieve all learning outcomes within units of assessment. All assessment is subject to internal quality assurance within approved centres providing this qualification. External quality assurance of assessment and internal quality assurance within approved centres is provided by GQA Qualifications.