



Summary of the:

GQA LEVEL 3 NVQ CERTIFICATE IN CARTON MANUFACTURE

Qualification Number 600/5452/9 Welsh Qualification Number C00/1244/4

Who is this qualification for?

This qualification is aimed at those who undertake activities in the carton manufacturing working environment.

The standards cover the most important aspects of the job. This qualification is at Level 3, although some units may be at different levels. Level 3 qualifications are primarily aimed at those who are fully trained and experienced in a wide range of roles that may involve decision making, quality checks, supervising and supporting others.

Candidates for this qualification will need to contribute to Company objectives, follow health and safety and environmental guidelines and have an understanding of the activities within the Organisation as a whole in addition to the specific duties involved in their job role.

In this qualification there is also the opportunity for making contributions to improvements in the performance of individuals, and in working practices and procedures. Candidates may also work closely with internal and external customers and have well-developed knowledge of the organisation worked for and their industry.

There is a suite of qualifications to cover a wide range of job roles in other parts of the print industry, please visit the GQA website at www.gqaqualifications.com for information.

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the units.

These credits must be achieved in the correct combination from mandatory and optional units. Candidates should achieve all of the mandatory units listed below, which have a total credit value of 22, plus a minimum of 7 credits from optional units Group B and a further 4 credits from optional units Group C. This gives the qualification a minimum credit value of 33 credits. 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, this qualification has a TQT of 330 hours. Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to pass the qualification. These are referred to as Guided Learning Hours (GLH). The GLH for this qualification is 134.

Unit ref	Title	Level	Credit
Mandatory Units Group A (all units must be taken)			
K/601/9395 PR004	Maintain Print Equipment in Working Order	3	6
L/601/9390 PR002	Promote and Maintain Health and Safety in a Print Related Working Environment	3	4
D/601/9393 PR999	Contribute to Improving the Effectiveness of the Print Organisation	3	5
J/502/8501 PR120	Plan work to meet production requirements	3	4
A/503/9012 CM001	Environmental Issues in the Carton Manufacturing Working Environment	2	3
Optional Units Group B (a minimum of 7 credits must be achieved)			
K/502/8586 PR601	Manage Cutting and Creasing Machinery	3	9
L/502/8581 PR691	Manage Carton Enhancing Machinery	3	7
F/503/9013 CM003	Manage Gluing and Finishing Machinery	3	9

L/503/9015	Produce dies and tooling for use in Carton Manufacture	3	7
CM004			
Y/503/9048	Produce CAD, carton design or sample making	3	7
CM005			
Optional Units Group C (a minimum of 4 credits must be achieved)			
K/503/6185	Monitor and develop individual staff to improve performance and efficiency	3	8
GDW017			
L/502/8645	Improve Practice Through The Use Of Resources, Communication And Working Relationships In The Processing And Manufacturing Industries	3	5
GEN2			
H/503/4094	CPD as a self development tool	3	4
GEN112			
J/503/4136	Supervising others	3	6
GEN996			

Assessment Guidance

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

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting system
- Safety record
- Training records
- CPD records/appraisals
- Witness testimonies
- Resource planning documentation
- Reports
- Job cards/orders
- Customer feedback
- Notes/memos
- Job diaries
- Photographic/video evidence

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 EQA.

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November 2018

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