



Summary of the:

**GQA LEVEL 4 DIPLOMA IN OCCUPATIONAL LEADERSHIP IN A GLASS OR GLASS RELATED WORKING ENVIRONMENT**

600/9176/9

**Who is this qualification for?**

This qualification is aimed at you if you have the responsibility and/ or opportunity for providing leadership in a Glass or Glass Related Working Environment. It is suitable for you if you are fully trained and experienced in a wide range of roles that involve decision making. This qualification covers both the practical skills and knowledge and understanding to carry out this role competently. The qualification is designed so that a broad range of skills in occupational leadership are demonstrated which are required by employers in this industry. The qualification is structured in a way which is flexible and will meet the specific needs of a number of different types of operational leadership which are required in the glass industry.

By achieving this qualification you will demonstrate your skills and knowledge technical matters relating to the products of the organisation, how to suggest and make business improvements to the business and individuals within the business. This can include making improvements to working practices and procedures, individuals and departments. By completing the qualification you would be competent to be employed as an occupational leader within the glass industry and in associated industries.

**What is required from candidates?**

This qualification is 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 and 3 groups of optional units. You 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 qualification has a minimum credit value of 52 credits.

Unit Ref	Title	Level	Credit
<b>Mandatory Units</b>			
J/504/5671 GEN115	Knowledge of promoting, maintaining and evaluating Health and Safety in the Glass or Glass related working environment	4	6
Y/503/3847 PR444	Understanding the Environmental Impact of work activities	4	6
H/503/4094 GEN112	CPD as a self development tool	3	4
T/503/4097 PR556	Provide Leadership in the Workplace	4	8
A/503/4831 PR560	Understanding and contributing to the aims of the Organisation	4	6
<b>Optional Units Group B - Occupational Knowledge (Optional - Credits: 3 Minimum)</b>			
L/600/8454 GRO18	Know how to Set-Up and Monitor Equipment in a Glass or Glass Related Environment	3	5
L/600/7451 AG15	Understanding Automotive Glazing Products	3	5
K/600/8445 FIS1	Understanding the Building Regulations in the Fenestration Industry	3	3
F/600/8449 GRO16	Knowledge of Glass Cutting With a Range of Glass Types	3	4
D/600/8460 GRO17	Know How to Produce Specifications for Windows and Doors, or Conservatories and Evaluate their Effectiveness	3	6
L/502/9309 FRG1	Principles of Fire-Resistant Glazing	3	5
T/600/8495 GRO19	Knowledge of the Fascia, Soffit and Bargeboard Removal and Installation Process	2	4
T/503/0454	Theory of Curtain Walling	4	5

FT3			
T/503/6187	The Principles of Glass and Glass Related Distribution and Warehousing	2	6
GDW005			
L/502/9715	Knowledge of Photovoltaic systems	3	6
PV2			
K/600/7960	Knowledge of the Glass Container Manufacturing Process	3	13
GCM2			
<b>Optional Units Group C - Business Improvements (Optional - Credits: 7 Minimum)</b>			
L/503/4199	Understanding Methods of Continuous Improvement	4	10
GEN991			
J/503/4198	Understanding How to Review Job Changeover Processes	4	9
GEN990			
F/503/3843	Understand how to Organise The Workplace	4	7
GEN992			
<b>Optional Units Group D - Leadership (Optional - Credits: 12 Minimum)</b>			
R/503/1188	Providing Operational Support	4	4
GEN098			
K/503/6185	Monitor and develop individual staff to improve performance and efficiency	3	8
GDW017			
K/503/4095	Delivery of Effective Training Programmes	4	10
GEN998			
L/503/3862	Understanding and contributing to the achievement of Customer satisfaction	4	6
PR559			
L/503/1187	Identifying And Organising Resources To Fulfil Work Requirements	4	6
GEN113			
K/503/3836	Understanding Internal and External Supply Chains	4	6
PR555			
Y/503/4190	Understanding the principles of Quality Auditing	4	6
PR557			
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:

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
- Staff records
- Emergency procedures, risk assessments, Accident Reporting systems
- Photographic evidence
- Professional discussion
- Responses to oral and written questions

- Prepared and Completed customer orders
- Witness testimonies
- Purchase orders
- 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 EQA.**

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)

December 2017

GQA LEVEL 4 DIPLOMA IN OCCUPATIONAL LEADERSHIP IN A GLASS OR GLASS RELATED WORKING ENVIRONMENT

