

Summary of the:

GQA PAA\VQSET LEVEL 3 NVQ DIPLOMA IN SIGNMAKING 600/0081/8

This qualification will provide recognition of the skills and knowledge of individuals working in the Signmaking industry. It covers monitoring and maintaining health, safety and environment; creating, developing and maintaining effective working relationships; and receiving, interpreting and confirming instructions.

Establishing underpinning knowledge and understanding for individuals working in the Signmaking industry, this qualification is intended to be capable of delivery through both a taught programme of off-the-job learning or through workplace assessment (for those with access to the real workplace).

Learners must achieve 3 mandatory units,

What is required from candidates?

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 units: this qualification has 3 mandatory units, and 14 Credits to be achieved from Option Group A, and 6 credits from Option Group B.

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 unit.

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 TQT is 370 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 is 245 hours.

Unit Number	Unit Name	Credit
Mandatory Units		
23	Monitor and Maintain Safety, Health and Environment in a Signmaking Environment	8
24	Create, Develop and Maintain Effective Working Relationships in a Signmaking Environment	5
25	Receive, Interpret and Confirm Instructions in a Signmaking Environment	4
Optional group A		
20	Determine and Carry Out Maintenance of Sign Products in a Signmaking Environment	10
26	Prepare and Produce Quotations in a Signmaking Environment	8
27	Establish and Identify Variations to Contract in a Signmaking Environment	6
28	Plan and Monitor Production Process in a Signmaking Environment	8
29	Prepare, Plan and Monitor Installation Process in a Signmaking Environment	18
30	Enable Learning Through Demonstration and Instruction in a Signmaking Environment	3
31	Conduct Site Survey in a Signmaking Environment	6
32	Establish and Develop Detailed Design Work for Signmaking	10
33	Produce Traffic Signface Designs using Computer Software in a Signmaking Environment	10
Optional Group B		
8	Carry out Wide Format Digital Print Operations in a Signmaking Environment	6
9	Carry out Shaping Operations in a Signmaking Environment	6
10	Carry out Joining Operations in a Signmaking Environment	6
11	Carry out Engraving Operations in a Signmaking Environment	6
12	Carry out Etching Operations in a Signmaking Environment	6
13	Carry out Hand Finishing Operations in a Signmaking Environment	10
14	Carry out Spray Paint Operations in a Signmaking Environment	10
15	Carry out Screen Print Operations in a Signmaking Environment	6

16	Carry out Forming Operations in a Signmaking Environment	6
17	Carry out Self-Adhesive Operations in a Signmaking Environment	6
21	Carry Out the Installation Operation for Commercial Signage Operations	12
22	Carry Out Basic Installation Operations for Road Traffic Signage Operations	10
34	Specify and Produce Graphical Images using ICT (Information Communication Technology) in a Signmaking Environment	10
35	Carry Out Complex Installation Operations for Road Traffic Signage Operations	12

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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 systems
- Safety records
- Training records
- Audio records
- Job specifications and documentation
- Delivery Records
- Witness testimonies
- Correspondence with customers
- Notes and memos
- Photo/video evidence
- Work diaries
- Timesheets
- Telephone Logs
- Meeting records
- Records of toolbox talks
- Equipment
- Prepared materials and sites
- Completed work

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 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.



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