

THE PATHWAY TO YOUR QUALIFICATIONS.

B. Tec

NVQ Performing Engineering Operations.

ECITB

Keyskills

NVQ – National Vocational Qualifications.

Level 2 – Performing Engineering Operations.

This qualification requires you succeed in eight units. Three of the units are non-practical.

Health and Safety.

Working Efficiently.

Communications.

The remaining five units are all workshop based practical units, requiring you to carry out specific tasks.

In order to gain your qualification you have to build a portfolio of evidence to prove:-

1. You have carried out the practical tasks.
2. You have complied with health and safety in doing so.
3. You can answer questions on the underpinning knowledge. (Theory)
4. You are competent in what you do.

The evidence must be gathered by you and your training officer will help and advice with this.

When your training officer feels you have compiled enough evidence he will assess your portfolio and if he feels you have met the criteria, he will sign off the unit, pertaining to what you have completed.

When he has signed off the entire portfolio this is assessed again by the IV. (Internal Verifier)

It is then assessed again by the EV, (external verifier) from the awarding body.

The evidence you gather for one portfolio can be cross referenced into the portfolio for a different award.

Examples:- Evidence for health and safety in your EMTA NVQ portfolio can also be used for your ECITB portfolio.

Evidence for communications in your EMTA portfolio can also be used for both your B.Tec and your ECITB portfolio.

You therefore only have to concentrate on gathering one set of evidence but must become accustomed to the technique of cross referencing that evidence for the other portfolios.

Your training officer will help you with this, although after some practice it will become evident.

BUT BEFORE YOU START.

DISCIPLINE.

During your training you will be expected to conduct yourself in an adult manner at all times.

You must adhere to the rules and regulations of TTE.

You must wear PPE at all times in the workshop areas and boots must be worn at all times, including when in the classrooms.

You do not wear overalls when sitting on canteen chairs.

Overalls must be worn correctly.

No rolled up sleeves.

Fastened up the chest and not worn, tied around the waist.

Safety specs must be worn at all times.

Your overalls are laundered and you are expected to wear clean overalls as provided.

Do not take your PPE home.

If you arrive and have no PPE, you **will not** be allowed into workshop areas and we will consider you have arrived not prepared to work.

Your polo shirts must be worn and you **must not** cover the polo shirt with any other garment.

No hoods.

NO MOBILE PHONES.

Any trainee using a mobile phone except during lunch breaks, for any reason including texts or even as a calculator – will have the phone confiscated. Your phone will be returned at 4.35 and not before. For persistent offenders you will not be allowed to bring your phone on site at all.

TEAM LEADER

The group are required to replace all tools after use, ensure all machinery is closed down correctly and tidy the entire area where you have worked.

Other areas also require attention and for this reason a team leader is appointed each week.

The team leaders' responsibilities are:-

To appoint members of his team to undertake tasks.

To ensure tools are returned and cupboards locked.

Machines turned off and isolated.

Check the areas and ensure duties have been carried.

Complete the end of day closure form.

There is to be no horn or halo selection by the team leader.

You mother doesn't work here – YOU clean up!

The areas you are all responsible for are:-

Your workshop bay:-

Benches cleaned down.

Tools returned.

Floor brushed.

Cupboards locked.

Machinery turned off.

Lights turned off.

Other areas include:-

Classrooms brushed and chairs replaced tidily.

Centre aisle and safe area brushed.

Library .

Toilets.

Canteen.

Outside areas.

The areas are cleaned **each and every day** and in addition the internal areas are **mopped twice per week.**

JOB FREEZES, ROTAS AND RISK ASSESSMENTS.

There is a cleaning rota on the notice board informing you which group is responsible for which area, on a rotational basis.

The team leader is also responsible for carrying a job freeze at least twice per week.

The job freeze form is to be logged and filed in the appropriate folder.

A risk assessment must be carried before undertaking any task.

Each trainee will take their turn as team leader.

The choice is made alphabetically

BREAKS

You are expected to return **promptly** from breaks and lunch.

You **do not** have a legal or moral right to tea breaks and if you insist on abusing them and returning late, we will suspend all tea breaks.

Tea breaks and lunch must be taken in accordance with the time table rota which you will find on the notice board.

Disciplinary action will be taken for anyone consistently returning late from lunch.

Your training officer does not expect to have to come and get you!

RETURN ON TIME.

UNDERPINNING KNOWLEDGE

When attending classroom sessions for underpinning knowledge you are required to bring with you on each and every occasion:-

A4 lined note pad.

Ruler.

Pen.

Pencil.

Rubber.

Scientific calculator.

We do not supply them.

FINALLY.....

We will not tolerate any verbal abuse,
bad attitude,
duckers,
divers,
Skivers
or
head workers!

Any practical jokes carried out or horseplay, especially when in the workshop or classroom areas, or damage to, or theft of TTE property, will result in disciplinary action, to the point where you may lose your apprenticeship.

