



“TRAIN TO GAIN”

**FUNDED WORKFORCE DEVELOPMENT
INFORMATION FOR EMPLOYERS**



ISSUED 08/08 VERSION 3

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WHAT IS TRAIN TO GAIN?

Train to Gain is a new service from the Learning and Skills Council (LSC) designed to help businesses identify and undertake the training they and their employees need to succeed.

BUSINESS BENEFITS

More and more companies view training & development for their workforce as an investment, not as a luxury and view NVQ's (National Vocational Qualifications) as an integral part of their business development strategy. NVQ's give you a focused, on-the-job context for the skills development of your staff. They are an excellent way of making sure that your staff development programmes and your business strategy go hand in hand.

NVQ's are based on national standards of performance developed by representatives from industry, commerce and education. Matching the skills and knowledge of your potential candidates against these nationally agreed industry standards gives you a good idea of where there might be room for improvement. This kind of skills and knowledge audit is a useful business exercise in its own right, following this up with an effective NVQ programme to develop the skills of your staff gives you a significant competitive edge.

PERFORMANCE

Once a training and development programme is underway and staff are working towards their NVQ's, many employers begin to notice clear material benefits including healthier bottom-line performance. One extensive study of NVQ's in the food and drink manufacturing sector reported the following improvements:

- Productivity up 20%
- Quality up 12%
- Wastage down 6%
- Complaints down 12%
- Accidents down 56%
- Absenteeism down 20%
- Staff retention up 27%

These figures are fact! Working to national standards of competence through an effective NVQ programme is the way forward for progressive companies.

WHO CAN BENEFIT FROM THE TRAINING?

Train to Gain works to further the skills of all kinds of people, including:

- contracted employees (full and part-time)
- self-employed people
- volunteers
- employment agency workers
- Learners must have been resident in the UK for at least 3 years



I HAVE ALREADY ACCESSED FUNDING THROUGH TRAIN TO GAIN, AM I ABLE TO ACCESS ADDITIONAL FUNDING SUPPORT?

New funding flexibilities for Train to Gain were made available from 1st August 2008, please contact Train'd Up for further information on funding eligibility.

NVQ's CURRENTLY AVAILABLE THROUGH TRAIN'D UP:

- NVQ Business Administration Level 2
- NVQ Business Administration Level 3
- NVQ Customer Service Level 2
- NVQ Customer Service Level 3
- NVQ Gas Network Operations Level 2
- NVQ Performing Engineering Operations Level 2
- NVQ Plant Operations Level 2
- NVQ Engineering Maintenance Level 3
- NVQ Railway Engineering Level 2
- NVQ Railway Engineering Level 3
- NVQ Team Leading Level 2
- NVQ Management Level 3

All of the above NVQ's are work-based assessed and are delivered in such a way as to minimise disruption to normal working activities. Our assessment team always arrange visits well in advance and will provide regular reports on candidate progress. Train'd Up also provide a free training needs analysis service for all participating employers.

For further information or to discuss your organisations training and development needs in detail please contact our Workforce Development team on **0870 850 4525** or train2gain@traintup.org:

Tel: 0870 850 4525

Fax: 0870 850 3397

E-mail: enquiries@traintup.org

Web Site: www.traintup.org

WHAT ARE NVQ'S AND WHY INVEST IN THEM?

More and more companies are seeing education and training for their workforce as an investment, not as a luxury. More and more companies are seeing NVQ's as an integral part of their business development strategy. NVQ's (National Vocational Qualifications) give employers a focused, on-the-job context for training and developing their staff. They are an excellent way of making sure that staff development programmes and their business strategy go hand-in-hand.

NVQ's are based on national standards of performance developed by representatives from industry, commerce and education. Matching the skills and knowledge of potential candidates against these nationally agreed industry standards gives employers a good idea of where there might be room for improvement. This kind of skills and knowledge audit is a useful business exercise in its own right, following this up with an effective NVQ programme to develop the skills of staff gives employers a significant competitive edge.

National Vocational Qualifications (NVQ's) are vocational awards in England & Wales that are achieved through assessment and training. They are practical qualifications based on being able to do a job. There are five levels of NVQ, ranging from Level 1, which focuses on basic work activities, to Level 5 for senior management. For our Train to Gain contract Level 2 and Level 3 have been funded to support business development. The Level 2 and Level 3 are by far the most commonly used levels of NVQ's in business today.

NVQ LEVEL 2: Competence that involves the application of knowledge in a significant range of varied work activities, performed in a variety of contexts. Some of these activities are complex or non-routine and there is some individual responsibility or autonomy. Collaboration with others, perhaps through membership of a work group or team, is often a requirement.

NVQ LEVEL 3: Competence that involves the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

The following pages provide details on the content breakdown of each of the funded NVQ's available via our current Train to Gain contracts.



NVQ Level 2 Business and Administration

Awarding Body City & Guilds

Accredited From 20/07/05 - Accredited To 31/07/08

Standards

This NVQ is based on standards developed by Council for Administration. Council for Administration draws its membership from the administration sector.

Structure of the NVQ

The way the NVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

Carry Out Your Responsibilities at Work 2

1. Communicate information
2. Plan and be accountable for your work
3. Improve your own performance
4. Behave in a way that supports effective working

Work Within your Business Environment 2

1. Work to achieve your organisation's purpose and values
2. Apply your employment responsibilities and rights
3. Support diversity
4. Maintain security and confidentiality

Optional units

Candidates must also complete 3 of the following units, in addition to the mandatory units:

Ensure Your Own Actions Reduce Risks to Health and Safety

1. Identifying hazards and evaluating risks
2. Reducing risks to health and safety

Maintain Customer Relations

1. Identify customer needs and expectations
2. Deliver services



Manage Diary Systems

1. Manage diary systems

Organise Business Travel and Accommodation

1. Organise business travel and accommodation

Deal with Visitors

1. Deal with visitors

Process Customer Financial Transactions

1. Receive payments from and make payments to customers
2. Monitor customers' payments

Operate Credit Control Procedures

1. Assess the nature of non-payment
2. Take appropriate action to recover monies due

Store, Retrieve and Archive Information

1. Process information
2. Retrieve information
3. Archive information

Research and Report Information

1. Research information
2. Report information

Organise and Support Meetings

1. Prepare for the meeting
2. At the meeting
3. After the meeting

Use IT Systems 2

1. Use IT systems

Use IT to Exchange Information 2

1. Send and receive e-mails
2. Search for information on the web

Word Processing Software 2

1. Word processing software

Spreadsheet Software 2

1. Spreadsheet software

Database Software 2

1. Database software

Presentation Software 2

1. Presentation software

Specialist or Bespoke Software 2

1. Specialist or bespoke software

Use a Telephone System

1. Making calls
2. Receiving calls
3. Dealing with message systems

Operate Office Equipment

1. Operate office equipment

Prepare Text from Notes

1. Prepare text from notes

Prepare Text from Shorthand

1. Prepare text from shorthand

Prepare Text from Recorded Audio Instruction

1. Prepare text from recorded audio instruction

Produce Documents

1. Produce documents

Work Effectively with Other People

1. Work effectively with other people



NVQ Business and Administration Level 3

Awarding Body City & Guilds

Accredited From 20/07/05 - Accredited To 31/07/08

Standards

This NVQ is based on standards developed by Council for Administration. Council for Administration draws its membership from the administration sector.

Structure of the NVQ

The way the NVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

Carry Out Your Responsibilities at Work 3

1. Communicate information
2. Plan and be accountable for your work
3. Improve your own performance
4. Behave in a way that supports effective working

Work Within your Business Environment 3

1. Work to achieve your organisation's purpose and values
2. Apply your employment responsibilities and rights
3. Support diversity
4. Maintain security and confidentiality
5. Assess and manage risk

Optional units

Candidates must also complete 4 of the following units, in addition to the mandatory units. Candidates must select a minimum of 3 units from Group B.

Group A

Ensure Your Own Actions Reduce Risks to Health Safety

1. Identifying hazards and evaluating risks
2. Reducing risks to health and safety

Manage Diary Systems

1. Manage diary systems

Organise Business Travel and Accommodation

1. Organise business travel and accommodation

Use IT Systems 2

1. Use IT systems

Use IT to Exchange Information 2

1. Send and receive e-mails
2. Search for information on the web

Database Software 2

1. Database software

Presentation Software 2

1. Presentation software

Specialist or Bespoke Software 2

1. Specialist or bespoke software

Prepare Text from Notes

1. Prepare text from notes

Make Administrative Arrangements for the Appearance of Individuals at Court

1. Process Court Documentation
2. Make Administration Arrangements with Courts, Escorting Authorities and Other Establishments

Contribute to Maintaining Security and Protecting Individuals' Rights in the Custodial Environment

1. Contribute to maintaining security of the Custodial Environment
2. Contribute to protecting the Rights of Individuals and Promoting Anti-Discriminatory Practice

Group B (Candidates must select 3 units from Group B)

Supervise an Office Facility

1. Supervise an office facility

Procure Products and Services

1. Procure products and services

Manage and Evaluate Customer Relations

1. Identify customer needs and expectations
2. Deliver services
3. Monitor and evaluate services

Managing the Payroll Function

1. Apply management controls to the payroll function
2. Resolve queries and produce management information
3. Implement redundancy pay procedures

Complete Year End Procedures

1. Produce payroll year-end returns
2. Identify reportable benefits and expenses in the context of tax and national insurance
3. Produce reports of benefits

Monitor Information Systems

1. Monitor information systems

Plan and Run Projects

1. Plan the project
2. Run the project

Research, Analyse and Report Information

1. Research information
2. Analyse and report information

Plan, Organise and Support Meetings

1. Prepare for the meeting
2. At the meeting
3. After the meeting

Make a Presentation

1. Before the presentation
2. At the presentation
3. After the presentation

Organise and Co-ordinate Events

1. Before the event
2. At the event
3. After the event

Word Processing Software 3

1. Word processing software

Spreadsheet Software 3

1. Spreadsheet software

Website Software 2

1. Website software

Artwork and Imaging Software 2

1. Artwork and Imaging software

Design and Produce Documents

1. Design and produce documents

Plan and Implement Innovation and Change

1. Design and produce documents

Develop Productive Working Relationships with Colleagues

1. Develop productive working relationships with colleagues

Provide Leadership for Your Team

1. Provide leadership for your team

Prepare Text from Shorthand

1. Prepare text from shorthand

Prepare Text from Recorded Audio Instruction

1. Prepare text from recorded audio instruction

Calculate and Verify Critical Dates for Sentences

1. Verify and interpret documentation relevant to the imprisonment or detention of individuals
2. Calculate critical dates for complex cases
3. Verify sentence calculations

Investigate Cases

1. Prepare case evidence and materials

Verify the Release Process

1. Verify the eligibility of individuals for release
2. Verify that the correct documentation and entitlements have been prepared

Maintain Agricultural and Horticultural Records and Prepare Claims for Subsidies

1. Gather data about physical resources
2. Record data about physical resources
3. Monitor and submit records, returns and claims

Administer Legal Files

1. Open a file
2. Maintain and administer a current file
3. Prepare a file for closure
4. Close a file and prepare it for archiving

Administer Representations

1. Respond to the receipt of an information representation
2. Respond appropriately to the receipt of a formal representation
3. Prepare case evidence for formal and informal representations
4. Investigate the case and act upon your decision

Administer the Appeals Process

1. Prepare case evidence
2. Investigate the case for appeal and decide how to proceed
3. Contest the appeal
4. Respond appropriately to the outcomes of the appeal

Administer Case Files

1. Administer case files

Administer Appeals

1. Administer appeals



NVQ Level 2 Customer Service

Awarding Body City & Guilds

Accredited From 26/07/06 - Accredited To 31/07/11

Standards

This NVQ is based on standards developed by the Institute of Customer Service. The Institute of Customer Service draws its membership from the customer service sector.

Structure of the NVQ

The way the NVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

Prepare Yourself To Deliver Good Customer Service

1. Describe the customer service of your organisation to customers and/or colleagues
2. Describe your organisation's products or services to customers and/or colleagues

Provide Customer Service Within The Rules

1. Follow organisation procedures
2. Follow external regulation and legislation

Optional units

Candidates must also complete 5 of the following units (at least one from each theme), in addition to the mandatory units:

Theme: Impression and Image

Give Customers A Positive Impression Of Yourself And Your Organisation

1. Establish effective rapport with customers
2. Respond appropriately to customers
3. Communicate information to customers

Promote Additional Service Or Products To Customers

1. Identify additional services or products that are available
2. Inform customers about additional services or products
3. Gain customer commitment to using additional services or products

Process Customer Service Information

1. Collect customer service information
2. Select and retrieve customer service information
3. Supply customer service information

Live Up To The Customer Service Promise

1. Understand and explain the promise
2. Produce customer satisfaction by delivering the promise

Make Customer Service Personal

1. Identify opportunities for making customer service personal
2. Treat your customer as an individual

Go The Extra Mile In Customer Service

1. Distinguish between routine service standards and going the extra mile
2. Check that your extra mile ideas are feasible
3. Go the extra mile

Deal With Customers In Writing Or Using ICT

1. Use written or ICT communication effectively
2. Plan and send an effective written or ICT communication
3. Handle incoming written or ICT communications effectively

Deal With Customers Face To Face

1. Communicate effectively with your customer
2. Improve the rapport with your customer through body language

Deal With Customers By Telephone

1. Use the telephone system effectively
2. Plan and make focused telephone calls to your customer
3. Handle incoming calls effectively

Theme: Delivery

Deliver Reliable Customer Service

1. Prepare to deal with your customers
2. Give consistent service to customers
3. Check customer service delivery

Deliver Customer Service On Your Customer's Premises

1. Establish a rapport with your customer
2. Balance customer service with your own skills and expertise

Recognise Diversity When Delivering Customer Service

1. Use reasonable assumptions about your customer whilst avoiding stereotyping
2. Adapt customer service to recognise the different needs and expectations of diverse groups of customers

Theme: Handling Problems

Recognise And Deal With Customer Queries, Requests And Problems

1. Recognise and deal with customer queries and requests
2. Recognise and deal with customer problems

Resolve Customer Service Problems

1. Spot customer service problems
2. Pick the best solution to resolve customer service problems
3. Take action to resolve customer service problems

Theme: Development & Improvement

Develop Customer Relationships

1. Build your customer's confidence that the service you give will be excellent
2. Meet the expectations of your customers
3. Develop the long-term relationship between your customers and your organisation

Support Customer Service Improvements

1. Use feedback to identify potential customer service improvements
2. Implement changes in customer service
3. Assist with the evaluation of changes in customer service

Develop Personal Performance Through Delivering Customer Service

1. Review performance in your customer service role
2. Prepare a personal develop plan and keep it up to date
3. Undertake development activities and obtain feedback on your customer service performance



NVQ Level 3 Customer Service

Awarding Body City & Guilds

Accredited From 26/07/06 - Accredited To 31/07/11

Standards

This NVQ is based on standards developed by the Institute of Customer Service. The Institute of Customer Service draws its membership from the customer service sector.

Structure of the NVQ

The way the NVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

Understand Customer Service to Improve Service Delivery

1. Use accepted customer service language and apply its principles
2. Place customer service principles in context for your professional customer service role

Know the Rules to Follow when Developing Customer Service

1. Develop customer service following organisational rules and procedures
2. Develop customer service following external regulation and legislation

Optional units

Candidates must also complete **6** Optional units (at least one from each theme) of the following units, in addition to the mandatory units:

Theme: Impression and Image

Make Customer Service Personal

1. Identify opportunities for making customer services personal
2. Treat your customer as an individual

Go the Extra Mile in Customer Service

1. Distinguish between routine customer service and going the extra mile
2. Check that your extra miles are feasible
3. Go the extra mile

Deal with Customers in Writing or Using ICT

1. Use written or ICT communication effectively
2. Plan and send an effective written or ICT communication
3. Handle incoming written or ICT communication effectively

Use Customer Service as a Competitive Tool

1. Organise customer service to gain a competitive advantage
2. Deliver a competitive service

Organise the Promotion of Services or Products to Customers

1. Offer additional services or products
2. Organise support to promote use of additional services or products
3. Monitor the promotion of additional services or products

Theme: Delivery

Deliver Customer Service on your Customers' Premises

1. Establish a rapport with your customer
2. Balance customer service with your own skills and expertise

Recognise Diversity when Delivering Customer Service

1. Use reasonable assumptions about your customer while avoiding stereotyping
2. Adapt customer service to recognise the different needs and expectations of diverse groups of customers

Deliver Customer Service using Service Partnerships

1. Work effectively within a customer service chain
2. Build and nurture positive relationships in a customer service chain

Organise the Delivery of Reliable Customer Service

1. Plan and organise the delivery of reliable customer service
2. Review and maintain customer service delivery
3. Use recording system to maintain reliable customer service

Improve the Customer Relationship

1. Improve communications with your customer
2. Balance the needs of your customer and your organisation
3. Exceed customer expectations to develop the relationship

Theme: Handling Problems

Monitor and Solve Customer Service Problems

1. Solve immediate customer service problems
2. Identify repeated customer service problems and options for solving them
3. Take action to avoid repetition of customer service problems

Apply Risk Assessment to Customer Service

1. Analyse customer service processes for risk
2. Assess customer service risks and take appropriate actions

Process Customer Service Complaints

1. Recognise the signs that a problem or query is about to produce a complaint
2. Deal with a complaint effectively

Theme: Development and Improvement

Work with Others to Improve Customer Service

1. Improve customer service by working with others
2. Monitor your own performance when improving customer service
3. Monitor joint performance when improving customer service

Promote Continuous Improvement in Customer Service

1. Plan improvements in customer service based on customer feedback
2. Implement changes in customer service
3. Review changes to promote continuous improvement

Develop your Own and Others' Customer Service Skills

1. Develop your own customer service skills
2. Plan the coaching of others in customer service
3. Coach others in customer service

Lead a Team to Improve Customer Service

1. Plan and organise the work of a team
2. Provide support for team members
3. Review performance of team members

Gather, Analyse and Interpret Customer Feedback

1. Plan to gather customer feedback
2. Gather customer feedback
3. Analyse and interpret customer feedback



NVQ Level 3 Management

Awarding Body The Chartered Management Institute

Accredited From 29/11/05 - Accredited To 31/08/10

Standards

This NVQ is based on standards developed by Management Standards Centre. Management Standards Centre draws its membership from the management sector. For further information, please contact SQA web site.

Structure of the NVQ

The way the NVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

Manage your own Resources and Professional Development

1. Manage your own resources and professional development

Provide Leadership in your Area of Responsibility

1. Provide leadership in your area of responsibility

Allocate and Monitor the Progress and Quality of Work in your Area of Responsibility

1. Allocate and monitor the progress and quality of work in your area of responsibility

Ensure Health and Safety Requirements are met in your Area of Responsibility

1. Ensure health and safety requirements are met in your area of responsibility

Optional units

Candidates must also complete 3 of the following units, in addition to the mandatory units:

Promote Equality of Opportunity and Diversity in your area of Responsibility

1. Promote equality of opportunity and diversity in your area of responsibility

Encourage Innovation in your Area of Responsibility

1. Encourage innovation in your area of responsibility

Plan Change

1. Plan change

Implement Change

1. Implement change

Develop Productive Working Relationships with Colleagues

1. Develop productive working relationships with colleagues

Recruit, Select and Keep Colleagues

1. Recruit, select and keep colleagues

Provide Learning opportunities for Colleagues

1. Provide learning opportunities for colleagues

Manage a Budget

1. Manage a budget

Manage a Project

1. Manage a project

Monitor and Solve Customer Service problems

1. Solve immediate customer service problems
2. Identify repeated customer service problems and opinions for solving problems
3. Take action to avoid the repetition of customer service problems

Work with others to Improve Customer service

1. Work with others to follow plans for improving customer service
2. Monitor your own performance against plans to improve customer service
3. Monitor joint performance against plans to improve customer service



NVQ Level 2 Team Leading

Awarding Body The Chartered Management Institute

Accredited From 29/11/05 - Accredited To 31/08/10

Standards

This NVQ is based on standards developed by Management Standards Centre. Management Standards Centre draws its membership from the team leading sector.

Structure of the NVQ

The way the NVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

Manage your own Resources.

1. Manage your own resources

Provide Leadership for your Team

1. Provide leadership for your team

Develop Productive working Relationships with Colleagues

1. Develop productive working relationships with colleagues

Ensure your own Action reduce Risks to Health and Safety

1. Identify the hazards and evaluate the risks in your workplace
2. Reduce the risks to health and safety in your workplace.

Optional units

Candidates must also complete **2** of the following units, in addition to the mandatory units:

Encourage Innovation in your Team

1. Encourage innovation in your team

Allocate and Check Work in your Team

1. Allocate and check work in your team



Provide Learning Opportunities for Colleagues

1. Provide learning opportunities for colleagues

Resolve Customer Service Problems

1. Identify customer service problems.
2. Select the best solution to resolve customer service problems.
3. Implement the solution to customer service problems.

Support Customer Service Improvements.

1. Use feedback to identify potential customer service improvements.
2. Contribute to the implementation of changes in customer service.
3. Assist with the evaluation of changes in customer service.

NVQ Level 2 Performing Engineering Operations

Pathway PEA: Engineering Practices

Scheme Number/Pathway NVQ: 500/1448/1/PEA SVQ: G8EK22PEA

The candidate is required to complete the three mandatory assessment routes, plus either one optional assessment route from Group A and two from Group B or three from Group B.

Mandatory Assessment Routes

EAL Assessment

Route Code QCA Code

PEO2/001: Working safely in an engineering environment L/103/8664

PEO2/002: Working efficiently and effectively in engineering R/103/8665

PEO2/003: Using and communicating technical information Y/103/8666

Optional Assessment Routes

EAL Assessment

Route Code QCA Code

Group A:

PEO2/004: Producing mechanical engineering drawings using a CAD system D/103/8667

PEO2/032: Producing electrical or electronic engineering drawings using a CAD system R/103/8696

PEO2/061: Producing CAD models (drawings) using a CAD system A/103/8725

Group B:

PEO2/005: Producing components using hand fitting techniques H/103/8668

PEO2/006: Producing mechanical assemblies D/103/8670

PEO2/007: Forming and assembling pipework systems H/103/8671

PEO2/008: Carrying out aircraft detail fitting activities K/103/8672

PEO2/009: Installing aircraft mechanical fasteners M/103/8673

PEO2/010: Producing aircraft detail assemblies T/103/8674

PEO2/011: Preparing and using lathes for turning operations A/103/8675

PEO2/012: Preparing and using milling machines F/103/8676

PEO2/013: Preparing and using grinding machines J/103/8677

PEO2/014: Preparing and proving CNC machine tool programs L/103/8678

PEO2/015: Preparing and using CNC turning machines R/103/8679

PEO2/016: Preparing and using CNC milling machines J/103/8680

PEO2/017: Preparing and using CNC machining centres L/103/8681

PEO2/018: Preparing and using industrial robots R/103/8682

PEO2/019: Maintaining mechanical devices and equipment Y/103/8683

PEO2/020: Assembling and testing fluid power systems D/103/8684

PEO2/021: Maintaining fluid power equipment H/103/8685

PEO2/022: Producing sheet metal components and assemblies K/103/8686

PEO2/023: Producing platework components and assemblies M/103/8687

PEO2/024: Cutting and shaping materials using thermal cutting equipment T/103/8688

PEO2/025: Preparing and proving CNC fabrication machine tool programs A/103/8689

PEO2/026: Preparing and using CNC fabrication machinery M/103/8690

PEO2/027: Preparing and using manual metal arc welding equipment T/103/8691

PEO2/028: Preparing and using manual TIG or plasma-arc welding equipment A/103/8692

PEO2/029: Preparing and using manual MIG, MAG and other continuous wire welding equipment F/103/8693

PEO2/030: Preparing and using manual gas welding equipment J/103/8694

PEO2/031: Preparing and using manual flame brazing and bronze welding equipment L/103/8695
PEO2/033: Wiring and testing electrical equipment and circuits Y/103/8697
PEO2/034: Forming and assembling electrical cable enclosure and support systems D/103/8698
PEO2/035: Assembling, wiring and testing electrical panels/components mounted in enclosures H/103/8699
PEO2/036: Assembling and testing electronic circuits L/103/8700
PEO2/037: Maintaining electrical equipment/systems R/103/8701
PEO2/038: Maintaining electronic equipment/systems Y/103/8702
PEO2/039: Maintaining and testing process instrumentation and control devices D/103/8703
PEO2/040: Wiring and testing programmable controller based systems H/103/8704
PEO2/041: Using wood for pattern, model making and other engineering applications K/103/8705
PEO2/042: Assembling pattern, model and engineering woodwork components M/103/8706
PEO2/043: Producing composite mouldings using wet lay up techniques T/103/8707
PEO2/044: Producing composite mouldings using pre-preg laminating techniques A/103/8708
PEO2/045: Producing composite mouldings using resin infusion techniques F/103/8709
PEO2/046: Producing composite assemblies T/103/8710
PEO2/047: Producing components by rapid prototyping techniques A/103/8711
PEO2/048: Producing and preparing sand moulds and cores for casting F/103/8712
PEO2/049: Producing and preparing molten materials for casting J/103/8713
PEO2/050: Producing cast components by manual means L/103/8714
PEO2/051: Fettling, finishing and checking cast components R/103/8715
PEO2/052: Finishing surfaces by applying coatings or coverings Y/103/8716
PEO2/053: Finishing surfaces by applying treatments D/103/8717
PEO2/054: Carrying out heat treatment of engineering materials H/103/8718
PEO2/055: Carrying out hand forging of engineering materials K/103/8719
PEO2/056: Stripping and rebuilding motorsport vehicles (pre-competition) D/103/8720
PEO2/057: Inspecting a motorsport vehicle during a competition H/103/8721
PEO2/058: Diagnosing and rectifying faults on motorsport vehicle systems (during competition) K/103/8722
PEO2/059: Carrying out maintenance activities on motorsport vehicle electrical equipment M/103/8723
PEO2/060: Stripping and rebuilding motorsport engines (pre-competition) T/103/8724

Pathway PEB: Technical Support

Scheme Number/Pathway NVQ: 500/1448/1/PEB SVQ: G8EL22PEB

The candidate is required to complete the three mandatory assessment routes, plus one optional assessment route from Group A, plus two from Group B and two from Group C.

Mandatory Assessment Routes

EAL Assessment

Route Code QCA Code

PEO2/001: Working safely in an engineering environment L/103/8664

PEO2/002: Working efficiently and effectively in engineering R/103/8665

PEO2/003: Using and communicating technical information Y/103/8666

Optional Assessment Routes

EAL Assessment



Group A:

PEO2/004: Producing mechanical engineering drawings using a CAD system D/103/8667

PEO2/032: Producing electrical or electronic engineering drawings using a CAD system R/103/8696

PEO2/061: Producing CAD models (drawings) using a CAD system A/103/8725

Group B

PEO2/062: Producing engineering project plans F/103/8726

PEO2/063: Using computer software packages to assist with engineering activities J/103/8727

PEO2/064: Conducting business improvement activities L/103/8728

Group C:

PEO2/065: General machining, fitting and assembly applications R/103/8729

PEO2/066: General fabrication and welding applications J/103/8730

PEO2/067: General electrical and electronic engineering applications L/103/8731

PEO2/068: General maintenance engineering applications R/103/8732

NVQ Level 3 Engineering Maintenance

Pathway EMA: Mechanical

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus both assessment routes from:

ENM3/005: Carrying Out Fault Diagnosis on Mechanical Equipment J/102/0129

ENM3/006: Maintaining Mechanical Equipment A/102/0130

Plus two optional assessment routes from:

ENM3/007: Restoring Mechanical Components to Usable Condition by Repair F/102/0131

ENM3/008: Producing Replacement Components for Maintenance Activities J/102/0132

ENM3/009: Carrying Out Planned Maintenance on Mechanical Equipment L/102/0133

ENM3/010n Carrying Out Condition Monitoring on Plant and Equipment R/102/0134

Pathway EMB: Electrical

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus all assessment routes from:

ENM3/011: Carrying Out Fault Diagnosis on Electrical Equipment and Circuits Y/102/0135

ENM3/012: Maintaining Electrical Equipment D/102/0136

ENM3/013: Modifying or Rewiring Electrical Circuits H/102/0137

Plus two optional assessment routes from:

ENM3/010: Carrying Out Condition Monitoring on Plant and Equipment R/102/0134

ENM3/014: Testing Electrical Equipment and Circuits K/102/0138

ENM3/015: Carrying Out Planned Maintenance on Electrical Equipment M/102/0139

Pathway EMC: Electronic

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus all assessment routes from:

ENM3/016: Carrying Out Fault Diagnosis on Electronic Equipment and Circuits H/102/0140

ENM3/017: Testing Electronic Equipment and Circuits K/102/0141

ENM3/018: Repairing Electronic Equipment M/102/0142

Pathway EMD: Fluid power

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus both assessment routes from:

ENM3/019: Carrying Out Fault Diagnosis on Fluid Power Equipment and Circuits T/102/0143

ENM3/020: Maintaining Fluid Power Equipment A/102/0144

Plus two optional assessment routes from:

ENM3/010: Carrying Out Condition Monitoring on Plant and Equipment R/102/0134

ENM3/021: Carrying Out Planned Maintenance Activities on Fluid Power Equipment F/102/0145

ENM3/022: Testing Fluid Power Equipment and Systems J/102/0146

Pathway EME: Engineered Systems

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus the following assessment route:

ENM3/023: Carrying Out Fault Diagnosis on Engineered Systems L/102/0147

Plus two optional assessment routes from:

ENM3/024: Maintaining Mechanical Equipment within an Engineered System R/102/0148

ENM3/025: Maintaining Electrical Equipment within an Engineered System Y/102/0149

ENM3/026: Maintaining Fluid Power Equipment within an Engineered System L/102/0150

ENM3/027: Maintaining Process Controller Equipment within an Engineered System R/102/0151

Plus one optional assessment route from:

ENM3/010: Carrying Out Condition Monitoring on Plant and Equipment R/102/0134

ENM3/028: Carrying Out Planned Maintenance on Engineered Systems Y/102/0152

Pathway EMF: Services Maintenance

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus both assessment routes from:

ENM3/029: Reading and Extracting Information from Service Drawings and D/102/0153 Specifications

ENM3/030: Carrying Out Fault Diagnosis on Services and Systems H/102/0154

Plus two optional assessment routes from:

ENM3/031: Maintaining Fresh Water Distribution Systems and Equipment K/102/0155
ENM3/032: Maintaining Waste/Foul Water Distribution Systems and Equipment M/102/0156
ENM3/033: Maintaining Workplace Environmental Control Systems T/102/0157
ENM3/034: Maintaining Emergency Power Generation Equipment A/102/0158
ENM3/035: Maintaining Heating and Ventilation Systems F/102/0159
ENM3/036: Maintaining Air Conditioning and Ventilation Systems T/102/0160
ENM3/037: Maintaining Gas Distribution Systems and Equipment A/102/0161
ENM3/038: Maintaining Compressed Air Systems and Equipment F/102/0162
ENM3/039: Maintaining Process Control Systems J/102/0163
ENM3/040: Maintaining Instrumentation and Control Systems L/102/0164
ENM3/041: Maintaining Industrial Refrigeration Equipment R/102/0165
ENM3/042: Maintaining Environmental Control Equipment Y/102/0166
ENM3/072: Maintaining Medical Device and Surgical Instrument Decontamination M/103/7751

Equipment

ENM3/073: Maintaining Medical Gas Pipeline Systems and Equipment T/103/7752

Pathway EMF: Services Maintenance continued

Plus one optional assessment route from:

ENM3/010: Carrying Out Condition Monitoring on Plant and Equipment R/102/0134
ENM3/043: Carrying Out Planned Maintenance on Services Systems and Equipment D/102/0167

Pathway EMG: Lift Servicing

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210
ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127
ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212
ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus all the following assessment routes:

ENM3/044: Carrying Out Fault Diagnosis on Lifts H/102/0168
ENM3/045: Inspecting and Servicing Lift Equipment K/102/0169
ENM3/046: Checking Lift Function D/102/0170
ENM3/047: Rectifying Faults in Lifts H/102/0171

Pathway EMH: Lift Repair

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210
ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127
ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212
ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus all the following assessment routes:

ENM3/044: Carrying Out Fault Diagnosis on Lifts H/102/0168
ENM3/046: Checking Lift Function D/102/0170
ENM3/047: Rectifying Faults in Lifts H/102/0171
ENM3/048: Repairing/Replacing Lift Doors, Chains and Ropes K/102/0172

Pathway EMI: Escalator Repair and Service

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus all the following assessment routes:

ENM3/049: Carrying Out Fault Diagnosis on Escalators M/102/0173

ENM3/050: Rectifying Faults in Escalators T/102/0174

ENM3/051: Inspecting and Servicing Escalators A/102/0175

ENM3/052: Testing and Reinstating Escalator Installations F/102/0176

Pathway EMJ: Communication Electronics

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128

Plus one optional assessment route from:

ENM3/016: Carrying Out Fault Diagnosis on Electronic Equipment and Circuits H/102/0140

ENM3/053: Carrying Out Fault Diagnosis on Communication Electronic Systems J/102/0177

Plus two optional assessment routes from:

ENM3/017: Testing Electronic Equipment and Circuits K/102/0141

or but not both

ENM3/054: Testing Communication-Electronic Systems L/102/0178

ENM3/018: Repairing Electronic Equipment M/102/0142

or but not both

ENM3/055: Repairing Communication-Electronic Systems R/102/0179

ENM3/056: Carrying Out Planned Maintenance on Communication-Electronic J/102/0180

Systems

ENM3/057: Modifying Communication-Electronic Systems L/102/0181

ENM3/058: Configuring Communication-Electronic Systems R/102/0182

ENM3/059: Installing Communication-Electronic Systems Y/102/0183

Pathway EMK: Servicing Medical Equipment

Mandatory assessment routes (all four assessment routes must be completed)

ENM3/001: Complying with Statutory Regulations and Organisational Safety Requirements Y/101/8210

ENM3/002: Using Engineering Drawings and Documents in Maintenance Activities A/102/0127

ENM3/003: Working Efficiently and Effectively in Engineering H/101/8212

ENM3/004: Handing Over and Confirming Completion of Maintenance Activities F/102/0128



Plus all the following assessment routes:

ENM3/060: Carrying Out Fault Diagnosis on Medical Equipment D/103/7759

ENM3/061: Testing Medical Equipment R/103/7760

ENM3/062: Carrying Out Scheduled Servicing on Medical Equipment Y/103/7761

Plus three optional assessment routes from:

ENM3/063: Servicing Cardiovascular Equipment D/103/7762

ENM3/064: Servicing Physiological Monitoring and Infusion Equipment H/103/7763

ENM3/065: Servicing Anaesthetic and Ventilation Equipment K/103/7764

ENM3/066: Servicing Operating Theatre and Surgical Equipment M/103/7765

ENM3/067: Servicing Medical Imaging Equipment T/103/7766

ENM3/068: Servicing Laboratory Equipment A/103/7767

ENM3/069: Servicing Dental Equipment F/103/7768

ENM3/070: Servicing Medical Therapeutic Equipment J/103/7769

ENM3/071: Servicing Mechanical and Electromechanical Assistive Technology A/103/7770



NVQ Level 2 Railway Engineering - Permanent Way Maintenance

- P1 Undertake routine preventative maintenance of the permanent way
- P5 Restore track geometry to operational condition by the manual repair of permanent way assets
- P6 Identify and deal with hazards in the railway environment
- P7 Prepare small plant, measuring equipment and tools for permanent way maintenance
- P10 Contribute to effective working relationships

Plus three from:

- P11 Deal with risks arising from contingencies within the railway
- P12 Assess and prepare permanent way materials, components and equipment for moving
- P13 Lift and move permanent way materials, components and equipment
- P14 Inspect the permanent way infrastructure



NVQ Level 2 Railway Engineering - Permanent Way Renewals

P4 Install permanent way assets and components

P5 Restore track geometry to operational condition by the manual repair of permanent way assets

P6 Identify and deal with hazards in the railway environment

P7 Prepare small plant, measuring equipment and tools for permanent way maintenance

P10 Contribute to effective working relationships

Plus three from:

P11 Deal with risks arising from contingencies within the railway

P12 Assess and prepare permanent way materials, components and equipment for moving

P13 Lift and move permanent way materials, components and equipment

P14 Inspect the permanent way infrastructure

NVQ Level 3 Railway Engineering - Permanent Way Maintenance

- P16 Monitor the performance and condition of permanent way assets
- P19 Gather and interpret information needed for permanent way engineering activities
- P21 Establish track geometry and position
- P22 Restore track geometry to operational condition by the mechanised repair of permanent way assets
- P23 Prepare work areas for permanent way engineering activities
- P27 Secure the work area during and following permanent way maintenance or renewal activities
- P28 Minimise the effects of hazards in the railway environment

Plus four from:

- P17 Assess the performance and condition of permanent way assets
- P18 Undertake detailed inspection of the permanent way infrastructure
- P20 Plan permanent way maintenance activities
- P24 Control the obtaining and preparing of materials and components needed for the renewal or maintenance of the permanent way
- P25 Control the preparation of small plant, measuring equipment and tools for permanent way renewal and maintenance
- P26 Implement and monitor safe working systems for permanent way maintenance or renewal activities
- P29 Control the use of resources to achieve permanent way engineering requirements
- P30 Organise and control the work activities of the team
- P32 Control the assessment and preparation of permanent way materials, components and equipment for moving
- P33 Ensure that the track is fit for operational purposes following work

NVQ Level 3 Railway Engineering - Permanent Way Renewals

- P16 Monitor the performance and condition of permanent way assets
- P19 Gather and interpret information needed for permanent way engineering activities
- P21 Establish track geometry and position
- P22 Restore track geometry to operational condition by the mechanised repair of permanent way assets
- P23 Prepare work areas for permanent way engineering activities
- P27 Secure the work area during and following permanent way maintenance or renewal activities
- P28 Minimise the effects of hazards in the railway environment

Plus four from:

- P17 Assess the performance and condition of permanent way assets
- P18 Undertake detailed inspection of the permanent way infrastructure
- P24 Control the obtaining and preparing of materials and components needed for the renewal or maintenance of the permanent way
- P25 Control the preparation of small plant, measuring equipment and tools for permanent way renewal and maintenance
- P26 Implement and monitor safe working systems for permanent way maintenance or renewal activities
- P29 Control the use of resources to achieve permanent way engineering requirements
- P30 Organise and control the work activities of the team
- P31 Plan permanent way renewal activities
- P32 Control the assessment and preparation of permanent way materials, components and equipment for moving
- P33 Ensure that the track is fit for operational purposes following work



NVQ Level 3 Railway Engineering - Rail Signal Installation

Candidates will be required to complete all of the following units:

- SE1 Interpret detailed information from technical sources for signalling engineering
- SE3 Determine requirements for safe access to work locations for signalling engineering
- SE4 Use allocated resources to achieve signalling engineering requirements
- SE6 Reinststate the work after signalling engineering activities
- SE7 Install signalling equipment
- ST21 Develop yourself in the work place
- ST22 Contribute to effective working relationships

NVQ Level 3 Railway Engineering – Rail Signal Maintenance

Candidates will be required to complete all of the following units:

- SE1 Interpret detailed information from technical sources for signalling engineering
- SE3 Determine requirements for safe access to work locations for signalling engineering
- SE4 Use allocated resources to achieve signalling engineering requirements
- SE6 Reinstate the work after signalling engineering activities
- SE11 Replace signalling components
- ST21 Develop yourself in the work place
- ST22 Contribute to effective working relationships

Plus one of the following option groups:

Maintenance specific:

- SE8 Carry out planned preventative maintenance of signalling equipment
- SE9 Adjust signalling components and equipment to meet operational requirements
- SE10 Remove signalling components from assemblies or sub-assemblies

Fault finder specific:

- SE15 Diagnose faults in signalling assets

NVQ Level 2 Railway Engineering - Traction and Rolling Stock

Candidates to complete all of the mandatory units plus one from group

A and one from group B

Mandatory units

TRS 201 Deal with straightforward defects in traction and rolling stock assets by adjustment

TRS 202 Maintain the condition of the work site, materials and equipment

TRS 203 Develop professionally and support good working relationships

TRS 204 Support health and safety practices in the workplace

TRS 205 Confirm that traction and rolling stock assets comply with operational specifications by the use of simple engineering processes and techniques (RITC/ECS 6.01)

Optional Units (Group A – one unit to be taken)

TRS 206 Prepare for and undertake planned maintenance

TRS 207 Prepare for and undertake the removal and replacement of traction and rolling stock components

Optional Units (Group B – one unit to be taken)

TRS 208 Organise resources and prioritise routines to undertake planned traction and rolling stock engineering activities (RITC/ECS 1.19)

TRS 209 Prepare and move traction and rolling stock assets, components and equipment

TRS 210 Modify or manufacture traction and rolling stock components by material removal using hand tools (RITC/ECS 3.03)

TRS 211 Assemble traction and rolling stock components using simple engineering processes and techniques (RITC/ECS 3.12)

TRS 212 Install new traction and rolling stock components using simple engineering processes and techniques (RITC/ECS 4.02)

NVQ Level 3 Railway Engineering - Traction and Rolling Stock

Candidates to complete all of the mandatory units, plus one from group A and one from group B

Mandatory units

TRS 301 Identify, assess and rectify defects and discrepancies in traction and rolling stock assets (RITC/ECS 5.07)

TRS 302 Establish and maintain the condition of the work site, materials and equipment

TRS 303 Develop professionally and support good working relationships

TRS 304 Support health and safety practices in the workplace

TRS 305 Establish compliance with traction and rolling stock specifications (RITC/ECS 6.01)

Optional Units (Group A – one unit to be taken)

TRS 306 Contribute to the organisation of traction and rolling stock work activities (RITC/ECS 7.08)

TRS 307 Prepare for and diagnose faults in traction and rolling stock assets

TRS 308 Organise the removal and replacement of traction and rolling stock components

Optional Units (Group B – one unit to be taken)

TRS 309 Plan and manage traction and rolling stock engineering activities

TRS 310 Manage the movement of complex traction and rolling stock loads

TRS 311 Modify or manufacture traction and rolling stock components by material removal using hand tools (RITC/ECS 3.03)

TRS 312 Assemble traction and rolling stock components (RITC/ECS 3.12)

TRS 313 Prepare and check a programmable controlled system for the operation of traction and rolling stock assets (RITC/ECS 2.17)

TRS 314 Install traction and rolling stock assets and components (RITC/ECS 4.02)

TRS 315 Accept, and return, responsibility for the control of traction and rolling stock assets

TRS 316 Provide operational support to users of traction and rolling stock assets (RITC/ECS 7.09)

NVQ Level 2 Railway Engineering - Electrification and Plant

Candidates will be required to complete all of the following units:

- E7 Prepare work sites and materials for electrification and plant activities
- E30 Carry out planned preventative maintenance procedures
- E41 Minimise risks to life, property and the environment
- E42 Deal with risks arising from contingencies
- E46 Contribute to effective working relationships

Plus a minimum of three from:

- E8 Prepare equipment for electrification and plant activities
- E9 Prepare work sites and loads for moving operations
- E12 Shape components by material removal using hand tools
- E13 Shape components by material removal using machine tools
- E23 Move loads
- E24 Install electrification and plant assets
- E31 Adjust electrification and plant assets to meet operating requirements
- E32 Remove components from electrification and plant assemblies or sub-assemblies
- E33 Replace electrification and plant assembly or sub-assembly components
- E35 Restore electrification and plant components to operational condition by repair

NVQ Level 3 Railway Engineering - Electrification and Plant

Candidates will be required to complete all of the following units:

- E1 Read and extract information from standards, specifications and engineering drawings
- E2 Plan engineering activities
- E3 Plan requirements for safe access for work on or near electrification and plant assets
- E4 Supervise the use of allocated resources to achieve requirements
- E5 Implement safe access systems for work on or near electrification and plant assets
- E6 Accept and confirm responsibility for equipment or electrification and plant assets
- E40 Hand over responsibility for equipment or electrification and plant assets to others

Plus a minimum of four from:

- E22 Operate items of work equipment and electrification and plant assets that are computer controlled
- E25 Configure electrification and plant assets for operational use
- E26 Inspect work equipment and electrification and plant assets
- E27 Carry out testing of work equipment and electrification and plant assets
- E28 Analyse test results to determine the performance and condition of electrification and plant assets
- E29 Diagnose faults in work equipment and electrification and plant assets
- E34 Determine the feasibility of an electrification and plant component repair
- E39 Reinstate the work area after electrification and plant activities
- E43 Contribute to technical leadership on electrification and plant activities
- E44 Contribute to the organisation of work activities

NVQ Level 2 Gas Network Operations (Mainlaying)

To achieve the full NVQ

Mandatory Units (all units - Unit 011 to Unit 019)

Unit 011 Locate and avoid supply apparatus and sub-structures during gas network operations (Mainlaying)

Unit 012 Excavate holes and trenches in ground and pavement structures to access the gas network (Mainlaying)

Unit 013 Re-instate excavation and pavement surfaces after gas network operations (Mainlaying)

Unit 014 Contribute to an efficient and effective work environment during gas network operations (Mainlaying)

Unit 015 Contribute to health, safety and environment in the workplace during gas network operations (Mainlaying)

Unit 016 Operate powered tools and equipment during gas network operations (Mainlaying)

Unit 017 Install engineering products or assets (Mainlaying)

Unit 018 Replace assembly or sub assembly components (Mainlaying)

Unit 019 Conduct specified testing of engineering products or assets (Mainlaying)

Optional Groups

Section A units (either Unit 020 OR Unit 021)

Unit 020 Prepare resources and segregate the area for highways works during gas network operations (Mainlaying)

Unit 021 Prepare resources and segregate the area for site works during gas network operations (Mainlaying)

Section B units (either Unit 021 OR Unit 022)

Unit 022 Join materials by manually controlled thermal processes (Mainlaying)

Unit 023 Join materials by machine controlled thermal processes (Mainlaying)

Section C units (TWO from Unit 024 to 028)

Unit 024 Control allocated resources to achieve requirements (Mainlaying)

Unit 025 Prepare work areas and materials for engineering activities (Mainlaying)

Unit 026 Restore components to operational condition by repair (Mainlaying)

Unit 027 Contribute to the organisation of work activities (Mainlaying)

Unit 028 Contribute to effective working relationships (Mainlaying)



To gain the certificate in Level 2 NVQ in Gas Network Operations (Mainlaying) the candidate must complete assessments for:

- All mandatory units
- One from Section A optional units
- One from Section B optional units
- Two from Section C optional units

NVQ Level 2 Gas Network Operations (Servicelaying)

To achieve the full NVQ

Mandatory Units (all Units-Units 029-037)

Unit 029 Locate and avoid supply apparatus and sub-structures during gas network operations (Servicelaying)

Unit 030 Excavate holes and trenches in ground and pavement structures to access the gas network (Servicelaying)

Unit 031 Re-instate excavation and pavement surfaces after gas network operations (Servicelaying)

Unit 032 Contribute to an efficient and effective work environment during gas network operations (Servicelaying)

Unit 033 Contribute to health, safety and environment in the workplace during gas network operations (Servicelaying)

Unit 034 Operate powered tools and equipment during gas network operations (Servicelaying)

Unit 035 Install engineering products or assets (Servicelaying)

Unit 036 Replace assembly or sub assembly components (Servicelaying)

Unit 037 Conduct specified testing of engineering products or assets (Servicelaying)

Optional Groups

Section A units (either Unit 038 to 039)

Unit 038 Prepare resources and segregate the area for highways works during gas network operations (Servicelaying)

Unit 039 Prepare resources and segregate the area for site works during gas network operations (Servicelaying)

Section B units (either Unit 040 or 041)

Unit 040 Join materials by manually controlled thermal processes (Servicelaying)

Unit 041 Join materials by machine controlled thermal processes (Servicelaying)

Section C units (two of 042 to 046)

Unit 042 Control allocated resources to achieve requirements (Servicelaying)

Unit 043 Prepare work areas and materials for engineering activities (Servicelaying)

Unit 044 Restore components to operational condition by repair (Servicelaying)

Unit 045 Contribute to the organisation of work activities (Servicelaying)

Unit 046 Contribute to effective working relationships (Servicelaying)



To gain the certificate in Level 2 NVQ in Gas Network Operations (Servicelaying) the candidate must complete assessments for:

All mandatory units

One from Section A optional units

One from Section B optional units

Two from Section C optional units

NVQ Level 2 Plant Operations

Construction Plant Competence Scheme (CPCS) Operators of plant machinery and equipment working on construction sites directed by a member of the Major Contractors Group (MCG) must hold a CPCS card. Individuals may be awarded the CPCS Trained Operator Card providing they:

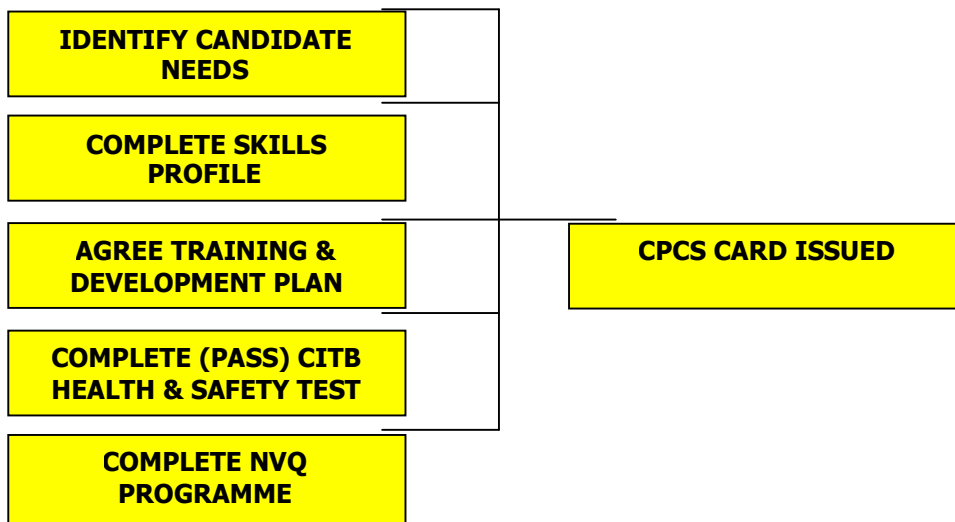
- **Pass the Construction Industry Training Board (CITB) Health and Safety test**

Individuals must then achieve the NVQ Level 2 in Plant Operations within three years, whilst gaining experience in using plant on construction sites. After which time the CPCS Competence Card can then be awarded (see NVQ route below).

Individuals who already hold the Plant Operations NVQ (or an approved equivalent), may be awarded a CPCS Competence Card providing they:

- **Achieve a pass on the CPCS-derived operating test**
- **Pass the CITB Health and Safety test**

THE NVQ ROUTE FROM RED TO **BLUE/GREEN** CPCS CARD:



WITHIN THE NVQ THERE ARE 4 POSSIBLE ROUTES:

- **PLANT OPERATOR ROUTE**
- **SLINGER SIGNALLER/LOADER SECURER ROUTE**
- **ROAD RAIL ROUTE**
- **ATTACHMENTS ROUTE**

All routes require the completion of the 3 Mandatory Core Units.

To complete the **PLANT OPERATOR ROUTE** you must select one unit from the 9 optional units given in the Plant Operator Route (4 units in total).

To complete the **ROAD RAIL OR ATTACHMENTS ROUTE** you must do the appropriate specific unit and in addition also one unit from the Plant Operator Route (5 units in total).

To complete **SLINGER SIGNALLER/LOAD SECURER ROUTE** you must complete the 2 specific units (5 units in total).

There are also a further 6 Additional Units available for all routes although these are not required in order to achieve a full NVQ.

MANDATORY CORE UNITS (all option routes)

- Conform to General Workplace Safety
- Conform to Efficient Work Practices
- Prepare Plant or Machinery for Operational Performance

PLUS ONE OF THE FOLLOWING OPTIONAL ROUTES

Plant Operator Route (one unit from the following required)

- Operate Plant or Machinery to Lift and Transfer Loads
- Operate Plant or Machinery to Extract
- Operate Plant or Machinery to Excavate
- Operate Plant or Machinery to Construct and Form
- Operate Plant or Machinery to Receive and Transport Loads
- Operate Plant or Machinery for Accessing
- Operate Plant or Machinery to Lay and Distribute
- Operate Plant or Machinery to Compact

SLINGER SIGNALLER/LOADER SECURER ROUTE (both units required)

- Direct and Guide the Movement of Plant or Machinery
- Arrange and Secure Loads

ROAD RAIL ROUTE:

(One unit from the Plant Operator route plus the following unit required)

- Operate Road Rail Plant

ATTACHMENTS ROUTE:

(One unit from the Plant Operator route plus the following unit required)

- Operate Ancillary Equipment

ADDITIONAL UNITS (not compulsory)

- Move and Handle Resources
- Operate Specialised Powered Tools and Equipment
- Set Out Secondary Dimensional Work Control
- Slinging and Signalling the Movement of Loads
- Plant Operations from a Barge
- Erect and Dismantle Plant (Cranes and Rigs)



FOR FURTHER INFORMATION ON OUR TRAIN TO GAIN NVQ PROGRAMMES PLEASE CONTACT US DIRECT:

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