

Unit Title: Production Skills
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJC763
Ofqual Unit Code: T/506/1039

This unit has 6 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to behave correctly in the workplace or production area.	1.1	Use time management skills, for example arriving on time, observing breaktimes.
		1.2	Dress as required by the workplace, for example wearing overalls and suitable footwear.
		1.3	Participate with other team members in joint activity.
		1.4	Move around the work area in a safe manner with regard for others.
		1.5	Undertake simple work tasks as required.
		1.6	Keep work area clean and tidy.
2.	Be able to function and communicate during the production processes.	2.1	Follow simple instructions.
		2.2	Use basic numeracy and literacy skills during work and assembly tasks, for example counting correct numbers of parts for a kit or writing a code number on a box, reading signs and simple notices.
		2.3	Speaking clearly to ask for help.
3.	Be able to work as part of a team.	3.1	Work as part of a small team.
		3.2	Relate information about task to other team members, for example handover or shift change information.
		3.3	Respond to straightforward requests to help others.
4.	Be able to recognise and use simple production equipment and tools.	4.1	Use simple machine and materials to perform a production or assembly task, for example tape bag sealer.
		4.2	Perform minor running adjustments to machine, for example release stuck parts or reload tape roll correct way.
5.	Be able to recognise suitable product standards.	5.1	Identify if components are faulty or damaged prior to assembly or packing.
		5.2	Check product comparison to master sample.
6.	Be able to work safely.	6.1	Follow basic Health and Safety rules, for example moving components, wearing correct PPE.

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Assessment Guidance:

NA

Additional Information:

NA
