

PACKAGING
INDUSTRY

Cogent Standards and Qualifications Prospectus



Essential information
on qualifications,
standards,
apprenticeships and
awarding bodies

Introduction

This Prospectus lists all the standards and qualifications which are underpinned by the National Occupational Standards (NOS) managed by Cogent or are of relevance to the packaging industry.

The National Skills Academy Process Industries is establishing a network of accredited providers through which these standards and qualifications are being delivered.

www.process.nsacademy.co.uk

The National Skills Academy Process Industries is an employer-led centre of excellence launched to address skills and training needs throughout the chemical, polymer, pharmaceutical and petroleum industries.

The Cogent Gold Standard

The Gold Standard is a national framework for Continuing Professional Development (CPD) setting out the skills required for world class performance in key job roles in the process industries. Each Gold Standard role sets out the competencies, qualifications and training standards that will provide a route to securing skills across four areas:

- **Technical Competence**
- **Business Improvement**
- **Compliance**
- **Functional and Behavioural**



A full list of all the process industry Gold Standards can be found at www.cogent-ssc.com/Gold_Standard



“Prospective clients must have confidence to enter a contractual agreement with a service provider for contract packaging of pharmaceuticals and clinical trials. The Gold Standard status is an independent validation that Brecon has the people with relevant skills and knowledge.”

Desmond Preece MBE, Systems and Standards Project Manager, Brecon Pharmaceutical

An extract from Operator Level 2 (Packaging)

Cogent GOLD STANDARD	The Gold Standard Job Role skills, knowledge and behaviours	Gold Standard Qualifications (Awards, Certificates & Diplomas) & Training Standards
Technical Competence	<ul style="list-style-type: none"> • start packaging operations • control packaging operations • end packaging operations including line clearance • carry out routine machine changeover • carry out routine maintenance operations • change code-blocks • complete in-process testing • control materials movement • prepare and clean area and equipment • understanding of how to use numerical calculations to support unit operations and processes • the principles and practice involved in the packing processes 	Level 2 NVQ For Packaging Operators
Business Improvement	<ul style="list-style-type: none"> • apply measurement and charting techniques • use problem solving techniques • contribute to a structured improvement project ...to solve business problems and improve efficiency	L2 NVQ in Business Improvement Techniques
Compliance	<ul style="list-style-type: none"> • understanding of the reasons & application of a variety of safety management systems • understanding of the implications and relevance of company policy, external legislation and regulation (including environmental control) • GMP for pharmaceutical packaging • Good Clinical Practice (GCP) for Clinical Trial (CT) Packing 	NEBOSH Award in Workplace Health & Safety GMP for Pharmaceutical Packaging Good Clinical Practice
Functional & Behavioural	<ul style="list-style-type: none"> • basic skills communications, numeracy and ICT • take responsibility for completing tasks and procedures • exercise autonomy and judgement • develop co-operative relationships with others • plan work with others and review progress against objectives • take responsibility for supervising others • take responsibility for personal development and establish evidence of achievements 	Skills for Life can be acquired through GCSE or Scottish/NI equivalents and Key/Functional skills programmes L2 ILM Award In Personal Development

Foundation Degrees

Foundation Degrees are degree level qualifications which combine academic study with workplace learning. They are available in England, Wales and Northern Ireland. Equivalent qualifications in Scotland are called Higher National Certificates (HNCs) and Higher National Diplomas (HNDs).

With Cogent's guidance employers are shaping vocational Foundation Degrees to suit their needs. Cogent's ground-breaking collaborative project Working Higher is developing a Framework for Foundation Degrees in Science and Engineering. It includes the FdSc Chemical Science to be delivered by Manchester Metropolitan University and the FdSc in Lifesciences/Bioscience to be delivered by the University of Kent. The new Foundation Degrees are being designed to be a solution to workforce development needs by creating flexible, work-based provision.

Working Higher Foundation Degrees will allow for a step-on, step-off modular approach to learning, allowing employers to easily access knowledge and skills which can lead to an academic qualification. Underpinning knowledge, business, functional and specialist technical skills will be covered within these innovative programmes. Additionally there are a range of existing FDs covering science, engineering and technology of relevance of the Cogent Sector, which can be accessed via www.ucas.ac.uk. For further guidance on FDs contact Cogent's HE Curriculum Manager, Pauline Maden.

pauline.maden@cogent-ssc.com

Packaging industry qualifications

The following qualifications have been developed for or are of relevance to the packaging industry. There are four categories of packaging qualifications, reflecting the Gold Standard categories.

Technical Competence	Level 2	Level 3	Level 4
Award in Packing Operations	✓		
Diploma in Packing Operations	✓		
Certificate in Process Industries Maintenance	✓		
Certificate in Packaging		✓	
Business Improvement	Level 2	Level 3	Level 4
Diploma in Business Improvement Techniques	✓	✓	✓
Compliance	Level 2	Level 3	Level 4
Award in Workplace Health and Safety	✓		
Functional and Behavioural	Level 2	Level 3	Level 4
Award in Customer Awareness	✓		
Award in Enterprise Awareness	✓		
Award in Personal Development	✓		
Certificate in Team Leading	✓		
Award in Business Awareness		✓	
Award in Managing Operations		✓	
Certificate in First Line Management		✓	

Note, certain qualifications are currently going through the development and accreditation process as part of the transition to the new Qualifications and Credit Framework (QCF).

Apprenticeship Frameworks

Cogent is developing Apprenticeship Frameworks that meet employer needs and which are rigorously quality assured. Apprenticeship Frameworks are available in the four UK home nations, but they do not always have the same name. In Wales an Apprenticeship at Level 2 is called a Foundation Modern Apprenticeship. In England it is called an Apprenticeship. In Wales and Scotland a Level 3 Apprenticeship is called a Modern Apprenticeship and in England it is called an Advanced Apprenticeship.

Apprenticeship Frameworks	Level
Cogent Apprenticeship Frameworks	
Apprenticeship In Process Technology	Level 2
Advanced Apprenticeship in Process Technology	Level 3
Semta Apprenticeship Frameworks	
Apprenticeship in Engineering	Level 2
Advanced Apprenticeship in Engineering	Level 3

Training Standards

Training Standards have been developed to provide industry-wide agreed common training for a range of disciplines across the science-using industries. The development of these important standards has taken place in consultation with many subject area experts. The Training Standards are identified on Cogent's Skills Match web-based benchmarking tool www.cogent-skillsmatch.com

Working Safely	To make employees, at all levels, aware of their responsibility for safety toward themselves, colleagues and others affected by their work activities.
Managing Safely	Training should offer a broad and very practical introduction to a wide variety of health & safety management issues and concerns and is aimed at middle and first-line managers with direct responsibilities for local safety management.
Asbestos Awareness	To provide an awareness and development of knowledge to site based employees of the hazards and risks posed by asbestos containing materials (ACMs) within their everyday working environment and an overview of the legislative measures in place to safeguard themselves and others affected by work activities.
First Aid at Work Initial	To enable students to get help and give safe, prompt and effective First Aid to a casualty in the workplace following an injury or illness using materials to hand and HSE approved first aid equipment.
First Aid at Work Re-qualifier	To enable students to get help and give safe, prompt and effective First Aid to a casualty in the workplace following an injury or illness using materials to hand and HSE approved first aid equipment.
Introduction to Project Management	Successful candidates will be able to understand the language of project management and the structure of a successful project. They will be able to take an active part in a project team and make a positive contribution to any project environment.
Foundations of Project Management	Aimed at project managers and aspiring project managers wishing to demonstrate their knowledge of project management. Candidates would be expected to participate in projects from individual assignments, through to large capital projects.
Project Management Practitioner	The training standard has been designed to assess the competence of relatively experienced project management professionals in managing non complex projects or running of a key control function of a large-scale project.
Industrial Gas Safety Awareness	To provide safety awareness for all personnel who either use, handle or store industrial gases. Courses that meet this standard are aimed at production and other managers with operational responsibilities for safety. Managers, supervisors and staff from all functions who are responsible for the safe use of gases within their department. Anyone responsible for health and safety.
Industrial Gas Safety Practice	To provide practical instruction on the correct assembly and pre-use check of oxy-fuel gas systems. Courses that meet this standard are aimed anyone using oxy fuel gas systems on site including; production and other managers with operational responsibilities for oxy-fuel systems.
Ladder Safety	On completion of the training the candidate will be able to demonstrate competence of safe working practices, identify ladder faults and erect and work safely on various types of ladders in accordance with the Occupational Health and Safety Act and Working at Height Regulations.
Working at Height	This training standard is about working safely at heights and includes assessing the risks involved, taking all suitable precautions and following the correct procedures. It applies to individuals who work at heights, including those working for example, on containers, gantries, ladders, scaffolding or any other similar structure from where there is a danger of falling.
Occupational Health and Safety (Contractors - Engineering Construction)	The Occupational Health and Safety (Contractors - Engineering Construction) training standard details the basic knowledge of Health and Safety and should complement the on-site induction, enabling contractors to work more safely and with lower risk to themselves and others.
Occupational Health and Safety (Supervisors - Engineering Construction)	The Occupational Health and Safety (Supervisors - Engineering Construction) training standard aims to highlight some basic management skills for the working Supervisor that will assist them in controlling the safety aspects within their working environment.

National Occupational Standards (NOS)

Cogent is the custodian of National Occupational Standards (NOS) which are statements of the skills, knowledge and understanding needed in order to carry out a particular job role. Their development is led by packaging employers.

Cogent is currently reviewing the packaging industry's NOS and competency based qualifications. It is doing this in close consultation with employers, as part of its role in setting standards and designing qualifications right across all parts of the industry.

The NOS currently used by the industry can be found at www.ukstandards.co.uk



Making packaging qualifications accessible

Qualifications and Credit Framework

A unitised system – The Qualifications and Credit Framework (QCF) – is the new system for all qualifications which means more flexibility for both learners and employers to create tailored qualifications which are fit-for-purpose. The system allows individuals to gain qualifications at their own pace along flexible routes. QCF qualifications are made up of units. Each unit has a credit value and a level. Levels indicate difficulty and vary from entry at Level 1 to Level 8. One credit represents 10 hours of study. There are three sizes of qualifications available:

Awards (1 to 12 credits)

Certificates (13 to 36 credits)

Diplomas (37 credits or more)

For an interactive guide introducing the QCF go to:

http://www.qcda.gov.uk/resources/qcf_intro_animation/QCF_main.html

Scottish Credit and Qualifications Framework

The Scottish Credit and Qualifications Framework (SCQF) promotes lifelong learning in Scotland. Also a unitised system, the SCQF helps people all ages and circumstances understand, gain access to and compare different types of qualifications and learning. The framework is based on level and credit. Level indicates the complexity of the course, from access at Level 1 to Level 12. Credit indicates learning time with 1 credit representing 10 notional learning hours.

For an overview of the SCQF go to:

<http://www.scqf.org.uk/AbouttheFramework/Overview-of-Framework.aspx>

All the standards and qualifications outlined in this Prospectus will soon be available at www.cogent-prospectus.com



Awarding Bodies

Cogent and Awarding Bodies work together to ensure a transparent qualifications system meeting the needs of employers and learners.

The Awarding Organisations which offer the specialist qualifications for the Cogent Sector are listed below:

Accredited Skills for Industry: www.asfi.org.uk

Offers signmaking and polymer qualifications

City and Guilds: www.cityandguilds.com

Offers process and downstream petroleum, oil and gas and business improvement qualifications

Edexcel: www.edexcel.com

Offers technical, knowledge-based qualifications for Cogent's apprenticeship frameworks

ILM: www.i-l-m.com

Offers leadership and management and functional and behavioural qualifications

NEBOSH: www.nebosh.org.uk

Offers Health and Safety qualifications

PAA\VQ-SET: www.paa-uk.org

Offers process, polymer, sign making, nuclear, downstream, oil and gas and business improvement qualifications

PIABC: www.piabc.org.uk

Offers packaging qualifications

FDQ: www.fdq.org.uk

Offers packaging qualifications

SQA: www.sqa.org.uk

Offers SVQs in process, downstream, petroleum and oil and gas

Contact Us

For general enquiries on any of the qualifications and standards outlined in this Prospectus contact Cogent's Qualifications Reform Manager:
matthew.hardy@kogent-ssc.com Tel: 01925 515 200

For information on undertaking any of the qualifications outlined in this Qualifications Prospectus contact:

National Skills Academy Process Industries

enquiries@process.nsacademy.co.uk Tel: 01325 740 900



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