



Arrangements for:

**National Progression Award
(NPA)**

**Dealing with Solvent Emissions
in Dry Cleaning**

at SCQF level 6

Group Award Code: G8Y7 46

Validation date: January 2008

Date of original publication: March 2009

Version: 01

Acknowledgement

SQA acknowledges the valuable contribution that the Textiles Services Association, the laundry and dry-cleaning trade association, Scottish Environment Protection Agency have made to the development of National Qualification Group Awards.

Contents

1 Introduction.....	1
2 Rationale for the development of the Group Award.....	1
2.1 Objectives.....	1
2.2 National Progression Awards.....	2
2.3 SSC (Skillfast-UK).....	2
3 Aims of the Group Award.....	2
3.1 Principal aims of the Group Award.....	2
3.2 General aims of the Group Award.....	2
3.3 Target groups.....	3
4 Access to Group Award.....	3
5 Group Award structure.....	3
5.1 Framework.....	3
5.2 Core Skills.....	4
6 Approaches to delivery and assessment.....	5
6.1 Content and context.....	5
6.2 Delivery.....	5
6.3 Assessment.....	5
7 General information for centres.....	5
8 General information for candidates.....	6
9 Glossary of terms.....	6
10 Appendices.....	7
Appendix 1: National Occupational Standards.....	8
Appendix 2: Core Skills signposting.....	12

1 Introduction

This is the Arrangements Document for the new Group Award in Dealing with Solvent Emissions in Dry-Cleaning at SCQF level 6, which was validated in January 2008. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

This award seeks to give the operative within a dry-cleaning facility the skills required to deal with solvent emissions and to accurately record the usage of the chemicals within the machine.

This will be achieved in following the standards and the candidate workbook to ensure that the practices carried out in this process are correct and safe for both the operator and machine.

2 Rationale for the development of the Group Award

2.1 Objectives

The NPA in Dealing with Solvent Emissions in Dry Cleaning will provide structured opportunities for candidates to meet the Guidance on the Implementation of the Solvent Emissions Directive (1999/13/EC) and any further legislation that shall arise. The Guidance on the implementation of the Solvent Emissions Directive was fully transposed into Scots law on 28 January 2004 when the ‘Solvent Emissions (Scotland) Regulations 2004’ (SER 2004) came into force.

The NPA in Dealing with Solvent Emissions in Dry Cleaning will provide:

- ◆ a National Qualification which is recognisable to industry, centres, candidates and the regulatory body
- ◆ a focus on the development of the candidate’s practical skills, knowledge and understanding which underpins performance in the workplace
- ◆ the opportunity to preserve and build upon existing good practice
- ◆ a contribution to the skills, knowledge and understanding required to underpin relevant National Occupational Standards (NOS) and SVQs
- ◆ a progression to higher-level qualifications eg SVQ Dry-Cleaning Operations 2

NPAs are designed to develop and assess a defined set of skills and knowledge in specialist vocational areas. They are linked to National Occupational Standards — the basis of Scottish Vocational Qualifications.

2.2 National Progression Awards

The NPA in Dealing with Solvent Emissions in Dry Cleaning will include Health & Safety and how to handle and deal with volatile solvents in the workplace.

NPAs are vocational qualifications, which provide practical opportunities for developing real skills that are valid and relevant to the world of work.

This NPA has been developed at a Scottish Credit and Qualifications Framework (SCQF) level 6. This means they are comparable with the SQA Highers in terms of the demand they make on candidates and the effort required achieving them. It also means that activity and attainment outwith traditional qualifications can now be recorded and awarded.

The SQA development of the NPA in Dealing with Solvent Emissions in Dry-Cleaning is made up of SVQ Units which will take the candidate a minimum of 67 hours of work.

2.3 SSC (Skillfast-UK)

Skillfast-UK is the Sector Skills Council for fashion and textiles with strategic responsibilities for education and training in the dry-cleaning industry. They have been strong supporters of the development of recognised dry-cleaning vocational qualifications and have endorsed the development of the NPA.

3 Aims of the Group Award

3.1 Principal aims of the Group Award

This award will:

- ◆ enable the candidate meet the requirements of the Guidance on the Implementation of the Solvent Emissions Directive
- ◆ enable candidates to make an immediate contribution to the running of the dry-cleaning establishment
- ◆ provide specialised studies which are directly related to the dry-cleaning industry

3.2 General aims of the Group Award

This award will develop candidates:

- ◆ Practical skills
- ◆ Health & Safety
- ◆ Transferable skills
- ◆ Responsibility for own learning
- ◆ Planning, organisational and evaluation skills
- ◆ Technical skills
- ◆ Oral, written and communication skills
- ◆ Resources management ability
- ◆ Flexibility, knowledge, skills and motivation as a basis for progression
- ◆ Problem solving

3.3 Target groups

This NPA is suitable for candidates who are presently employed in the dry-cleaning industry, or who intend to join the industry.

4 Access to Group Award

As with all SQA qualifications, access to the awards will be at the discretion of the centre. Although the NPA in Dealing with Solvent Emissions in Dry Cleaning is fundamentally designed to encourage open access to all candidates in so far as is possible.

One of the major attractions to using an NPA is that they are tailored to the needs and circumstances of the candidates. The assessments for the NPA will be challenging and meaningful, but nonetheless still achievable for all candidates who are prepared to work to gain the award. They are designed to get candidates acclimatised to a culture of attainment where assessments will challenge them, but do not put unreasonable obstacles between them and real achievement.

5 Group Award structure

The design principles for the NPAs are:

- ◆ be available at SCQF level 2–6.
- ◆ be made up of Units with a minimum credit value 12 SCQF credit points.
- ◆ developers will set a credit value for the Group Award which is determined by the defined aims and rationale of the Group Award, and this will be checked by SQA at validation. the Group Award will be made up of at least two Units.
- ◆ be made up of mandatory and/or optional Units which reflect the title of the Group Award.
- ◆ be linked to National Occupational Standards, as appropriate to the Group Award area.

5.1 Framework

The candidates will require to complete **TWO** Units:

Health Safety Security at Work
Deal with Solvent Emissions in Dry-cleaning
See Appendix 1

Unit title	Code	SCQF level
Health Safety & Security at Work	F0JK 04	5
Deal with Solvent Emissions in Dry-Cleaning	F3JW 04	6

5.2 Core Skills

Opportunities for the development of Core Skills.

The NPA in Dealing with Solvent Emissions in Dry Cleaning will provide for the development of candidates Core Skills as below.

Communication

Completing of relevant forms for the weight of loads, amount of chemicals used and disposed off on a weekly, monthly and annual basis. The correct method of recording the above for the annual submission to SEPA.

Numeracy

This is a critical aspect of the Unit Dealing with solvent emissions in Dry-cleaning, candidates will develop the ability to calculate the amount of chemical used on an annual basis against the weight of items cleaned.

Problem Solving

All of the practical activities will require the candidate to solve practical problems as they arise. After the activities have been completed, candidates will review and evaluate how well their problem solving worked and this will enable them to improve their performance at subsequent practical activities.

Working with Others

Traditionally dry-cleaning has always been a team industry, where each component depends on the other. Candidates will require to work with others in group activities and practical skills.

Output Core Skills

Candidates who achieve the award will have the opportunity to develop relevant aspects of Core Skills to the following level. This signposting was carried out by Skillfast-UK SSC for the purposes of Accreditation (Appendix 2).

Communication	Intermediate 2 — SCQF level 5
Working with Others	Intermediate 2 — SCQF level 5
Numeracy	Intermediate 1 — SCQF level 4
Problem Solving	Intermediate 2 — SCQF level 5

6 Approaches to delivery and assessment

6.1 Content and context

This NPA is designed to equip candidates with the knowledge, understanding and skills required to meet the Guidance on the Implementation of the Solvents Emissions Directive.

6.2 Delivery

The structure of the qualification allows for a degree of flexibility in its delivery. The award will normally be done in conjunction within the candidates work place and during normal working hours. This method should allow the candidates to achieve the award within a shorter time period than the full SVQ.

There will be an opportunity for candidates to work with an approved SQA Candidate Support Pack for both Units, this should aid the teaching and learning of the Units.

6.3 Assessment

There is no specific assessment strategy for this NPA, but an assessment guidance document will be written to assist the assessor. This will be designed to ensure an appropriate level of learning whilst not imposing excessive demands on centres or candidates. It will be based on the Assessment Strategy developed by the SSC for the SVQs in the Laundry and Dry-Cleaning.

The assessment will be work place based as with other awards in this sector, a candidate support pack for both Units will be available to enable candidates to cover the training and assessment tools. A candidate portfolio will also be available for both Units to ensure that the candidates have the correct level of evidence.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* (www.sqa.org.uk).

8 General information for candidates

The NPA in Dealing with Solvent Emissions in Dry Cleaning is a practical work based qualification which requires candidates to spend the majority of their time in a work place location. The NPA is designed to equip you with the knowledge, understanding and skills to allow you to deal with the Guidance on the Implementation of the Solvents Emissions Directive efficiently, and perhaps progress to the SVQ Dry Cleaning Operations level 2.

The NPA requires you to achieve both Units, they are termed mandatory. You will be assessed on your knowledge and skills developed in each Unit. The assessment may take a number of forms, including multi choice questions, practical tasks with checklists and other forms of practical activities.

In gaining this award candidates will have Core Skills that will be transferable to other tasks/jobs within the dry-cleaning establishment. They will also gain the technical skills to operate the dry-cleaning machine in a safe and competent way. The knowledge gained from working in this Unit will give you confidence in undertaking other dry-cleaning SVQ awards.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: National Occupational Standards
Appendix 2: Core Skills signposting

Appendix 1: National Occupational Standards

SVQ Units

F0JK 04 (HS1) Health, safety and security at work

This Unit is for those who take responsibility for their own health, safety and security in the workplace, and monitor the workplace for hazards.

The job role will involve:

- 1 Contributing to the safety and security in the workplace.
- 2 Taking action in the event of an incident.
- 3 Raising the alarm.
- 4 Following correct procedures for shut down and evacuation.
- 5 Using emergency equipment correctly and safely.
- 6 Monitor the workplace for hazards.

The competent person must:	The key areas of knowledge and understanding
<ol style="list-style-type: none"> 1 Take action in the event of fire, emergencies or accidents 2 Monitor the workplace for hazards 3 Contribute to maintaining the security of the workplace and its contents 	<ol style="list-style-type: none"> 1 Where alarms, emergency exits, escape routes, emergency equipment and assembly points are located 2 What the alarm sounds like 3 What hazardous substances are used in the workplace and methods of making safe or reducing their danger in the event of an accident 4 How to handle and store hazardous substances 5 What the most likely accidents and emergencies in the workplace are and how to deal with them 6 Who the nominated first aiders are 7 How to deal with loss of property
The skills and techniques	
<ol style="list-style-type: none"> 1 Identifying the location and type of incident 2 Raising alarms 3 Following emergency procedures 4 Using emergency equipment 5 Recognising potential hazards and rectifying them where possible 6 Storing materials and equipment 7 Handling waste and debris and moving them to safe locations 8 Identifying malfunctions in machinery and equipment, correcting if possible, and reporting them 9 Noting service malfunctions and chemical leaks 	
Regulations, rules and guidelines	
<ol style="list-style-type: none"> 1 The organisation's rules, codes, guidelines and standards relating to health, safety and security 2 Equipment operating procedures 3 Handling and lifting techniques 4 Correct use and maintenance of any protective clothing and/or equipment 5 Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health) 6 Environmental requirements 7 Manufacturers instructions 	

Workplace skills

- 1 Communicate effectively with colleagues and customers
- 2 Comply with written instructions
- 3 Complete forms, reports and other documentation
- 4 Keep accurate records

Additional requirements for Man-made Fibres

- 1 Correctly use at least three of the following types of personal protective equipment:
 - a eye protection
 - b hearing protection
 - c safety gloves
 - d safety footwear
 - e hard hats
 - f respirators
- 2 Comply with procedures in the event of the following types of emergency:
 - a fire
 - b contamination (eg from leaks, spillages, gas emission)
 - c accident and injury to persons
 - d explosion

F3JW 04 (LDC21) Deal with solvent emissions in dry cleaning

This Unit is for those who operate dry cleaning machinery.

The job role will involve:

- 1 Operating and using the machine.
- 2 Using and controlling solvents.
- 3 Maintaining machines.
- 4 Keeping records.

The competent person must:	The key areas of knowledge and understanding
<ol style="list-style-type: none"> 1 Carry out start up and shut down operations 2 Weigh the load before loading the machine 3 Ensure that the machine is not overloaded 4 Use the appropriate programmes on the machine 5 Check that the door seal is not damaged during the loading operation 6 Ensure that the door is closed and not opened until the cycle has finished 7 Account for any additional solvents in the overall solvent balance for the installation 8 Check for problems when solvent odour present during unloading 9 Check that the water is clear and disposed of carefully 11 Remove residues which collect in the still of the dry cleaning machine 	<ol style="list-style-type: none"> 1 Daily leak test requirements 2 Vapour leaks in the early stages of the drying cycle 3 Weekly checks of common components 4 Common parts on machines needing replacement or cleaning 5 Organic solvents used in dry cleaning 6 Faults and dangers to health
The skills and techniques	
<ol style="list-style-type: none"> 1 Controlling solvent and keeping records of: <ul style="list-style-type: none"> — Work processed — Solvent used — Weekly and annual records 2 Machine maintenance and keeping records of: <ul style="list-style-type: none"> — Daily routine operational maintenance — Checks for solvent leaks — Mechanical routine maintenance daily/weekly/monthly/annually — Repair work undertaken 3 Keeping records of: <ul style="list-style-type: none"> — Weight of all loads — All loads — All solvent additions — All still residues removed — Maintenance schedule 4 Informing supervisor of any incidents likely to cause an immediate danger to health 	
Regulations, rules and guidelines	
<ol style="list-style-type: none"> 1 The organisation's rules, guidelines and standards 2 Machine operating manual 3 Relevant responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health) 4 Manufacturers instructions 	
Workplace skills	

- 1 Communicate effectively with colleagues and customers
- 2 Comply with written instructions
- 3 Complete forms, reports and other documentation
- 4 Keep accurate records

Appendix 2: Core Skills signposting

Within the National Progression Award there is an opportunity to develop candidates Core Skills in:

Communication
Numeracy
Working with Others
Problem Solving

Applied problem solving, including logical thinking and on going evaluation of proposed and actual solutions are essential elements in all practical activities. There are also opportunities within the award to develop key numerical competences in the context of applying the knowledge and skills. As the candidates undertake the award, formative activities will replicate problem solving approaches using communication methods required in the dry-cleaning industry today.

Awareness and development of care skills is also incorporated into the award by the fact that candidates, supported by assessors, have to take responsibility for their own learning.

Candidates who achieve the award will have developed relevant aspects of Core Skills to the following levels:

Communication	Intermediate 2 — SCQF level 5
Numeracy	Intermediate 1 — SCQF level 4
Problem Solving	Intermediate 2 — SCQF level 5
Working with Others	Intermediate 2 — SCQF level 5

Across the award the Units can provide a development focus for Core Skills during delivery.