

SVQ 3 in Food and Drink Operations Engineering Maintenance - Core Skills Signposting

Units of Competence	EM10	EM11	EM11	EM11	EM11	EM11	EM12	EM12	EM12	EM12	EM12	EM13	EM13	EM13	EM13	EM14	EM14	EM14	EM14	EM14	EM15	EM15	EM16	EM16	EM16	EM16	EM16	
Engineering Maintenance	9	1	3	5	7	9	1	3	5	7	9	1	5	7	9	1	3	5	7	9	1	3	1	3	5	7	9	
<b>SQA Core Skills</b>																												
<b>COMMUNICATION</b>																												
<b>Reading and Understanding</b>																												
SCQF L3 Read and understand a simple document related to your work																												
SCQF L4 Read, understand and evaluate a straightforward document related to your work																												
SCQF L5 Read, understand and evaluate a document related to your work which either presents and analyses factual content, or presents a sustained point of view or central argument.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Read, understand and evaluate a complex document related to your work which either: contains a set of facts and an analysis of them, or a sustained argument. It will be a substantial and detailed text with complex sentences, specialist words, and concepts that may be unfamiliar to you. It is likely to have more than one purpose.																												
<b>Writing</b>																												
SCQF L3 Produce a document, or related documents totalling 80 words or more which conveys several pieces of information, opinions or ideas																												
SCQF L4 Produce a document, or related documents, totalling 300 words or more, which conveys several items of information, opinions or ideas.																												

SCQF L5 Produce a document, or related documents, totalling 500 words or more, which conveys several items of information, opinions, ideas or aspects of a subject.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Produce a well-structured document, or a collection of related documents, totalling 700 words or more, which conveys several items of complex information, opinions or ideas.																									
Speaking and listening																									
SCQF L3 Take part in a simple discussion with at least one other person, or give a short presentation to one or more people, lasting a minimum of two minutes including time for question																									
SCQF L4 Take part in a straightforward discussion with at least one other person, or give a short presentation to one or more people, lasting a minimum of three minutes including time for questions																									
SCQF L5 Make a substantial contribution to a discussion with at least one other person, or make a presentation to others lasting a minimum of four minutes including time for questions.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Make a substantial contribution to a discussion on a complex topic with at least one other person, or make a presentation to others on a complex topic lasting a minimum of five minutes, including time for questions.																									
NUMERACY																									
Using Number																									

SCQF L3 Carry out a variety of simple number tasks related to your work which involve calculations requiring one or two steps.																												
SCQF L4 Carry out a variety of straightforward number tasks related to your work which involve calculations requiring a minimum of two steps	✓	✓		✓																								
SCQF L5 Apply a wide range of numerical skills to solve work related problems			✓		✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Apply a wide range of numerical and statistical skills to solve complex work related problems.																												
Measuring																												
SCQF L3 Read and use a simple scale on a graph or a familiar measuring instrument, for example a ruler or thermometer																												
SCQF L4 Read and use a straightforward scale either on an instrument such as a ruler or a graph	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Use graphical format to find out information																												
SCQF L3 Extract information from at least one of the following: a table; chart; graph; diagram.																												
SCQF L4 Extract and interpret information from at least one of the following: a table; chart; graph, diagram																												
SCQF L5 Interpret information from a series of straightforward related graphical forms such as tables, graphs, charts or diagrams.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SCQF L6 Extract, analyse and interpret information from complex graphical forms such as qualitative graphs, or graphs where part of the axis has been omitted, histograms, graphs showing relationships or complex variables, graphs requiring interpolation and extrapolation.																												
Use graphical format to communicate information																												
SCQF L3 Communicate information by completing at least one of the following: table; chart; graph; diagram.																												
SCQF L4 Select an appropriate graphical form and use it to communicate information through at least one of the following: table; chart; graph; diagram.																												
SCQF L5 Select an appropriate graphical form and use it to communicate information through at least one of the following: table, chart, graph, diagram.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Select an appropriate graphical form and use it to communicate information such as a table, line graph, bar chart, pie chart, histogram, diagram,																												
<b>INFORMATION TECHNOLOGY</b>																												
<b>Performing ICT Operations</b>																												
SCQF L3 Carry out ICT activities related to your work which involves simple operations.																												
SCQF L4 Carry out ICT activities related to your work which involve straightforward operations.																												

SCQF L5 Carry out ICT activities related to your work including using hardware responsibly and presenting information in an appropriate mode	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Carry out a range ICT activities related to your work including resolving common hardware and software problems and presenting information in an appropriate mode.																										
Processing Information																										
SCQF L3 Carry out simple ICT activities related to your work which involves using menu/list-based applications software.																										
SCQF L4 Carry out a range of straightforward ICT activities related to your work which involve application software.																										
SCQF L5 Carry out a range of non-routine ICT activities related to your work which involve application software.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Carry out a range of complex ICT activities related to your work which involve application software, selecting and launching application software, entering, processing and output of data.																										
Accessing Information																										
SCQF L3 Use ICT to locate information relevant to your work, using local or remote data sources, and locating information which matches one keyword and is an appropriate format.																										

SCQF L4 Use ICT to locate information relevant to your work, locating information in different formats from a range of local or remote data sources, using appropriate search techniques, and selecting relevant information which matches criteria																												
SCQF L5 Use ICT to locate information relevant to your work locating information in different formats from a range of local or remote data sources, applying a search strategy, evaluating information found against given criteria and evaluating search strategy.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Use ICT to locate information relevant to your work, locating information in different formats from a range of local or remote data sources, applying a complex search strategy, evaluating information found against chosen criteria and evaluating search strategy.																												
Keeping Information Safe																												
SCQF L3 Demonstrate safe practice in using ICT to handle information by keeping information safe by observing common ICT security measures.																												
SCQF L4 Demonstrate safe practice in using ICT to handle information by recognising security risks and acting																												
SCQF L5 Demonstrate safe practice in using ICT to handle information by keeping data secure.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SCQF L6 Demonstrate safe practice in using ICT to handle information by keeping data secure, using passwords, using virus protection software, backing up data and maintain a personal file area																												
WORKING WITH OTHERS																												
Work co-operatively with others																												
SCQF L3 Work co-operatively with at least one other person to identify your role and how it relates to the roles of others. Carry out your role, adapting your actions and behaviour, asking for and providing information and support																												
SCQF L4 Work co-operatively with at least one other person to identify the main roles within the activity, what your role is, what tasks you will do and how they relate to others. Carry out your role, adapting your actions and behaviour, asking for and providing information and support																												
SCQF L5 Work co-operatively with at least one other person to identify the main roles within the activity, what your role is, what tasks you will do and how these relate to others. Organise and carry out your role, pro-actively seek and offer support to and from others	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

<p>SCQF L6 Work co-operatively with at least one other person to analyse and organise the requirements of your own role and the roles of others. Negotiate working methods, modify your behaviour, and motivate yourself and others to progress towards a common goal</p>																								
<p>Reviewing co-operative contribution</p>																								
<p>SCQF L3 Check how well you contributed by deciding on measures you can use to judge how well you co-operated, asking for feedback on your contribution, making a judgement on how well you co-operated and setting personal objectives for how you could improve your own co-operative working skills in the future</p>																								
<p>SCQF L4 Check how well you and others contributed by deciding on measures you can use to judge how well you co-operated with others, asking for feedback on your contribution making a decision on how well you co-operated with others, and how well the co-operative working arrangements operated overall, setting objectives for how you could improve your own co-operative working skills and future co-operative working arrangements</p>																								



<p>SCQF L5 Check how well you and others involved contributed to the co-operative working activity, developing criteria to evaluate your own and others contribution, asking for feedback, using your chosen criteria to decide how well you co-operated with others, and how well the co-operative working arrangements operated overall, justifying your decision with supporting evidence, setting objectives for improving your own co-operative working skills and future co-operative working arrangements.</p>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<p>SCQF L6 Check how well you and others involved contributed to the co-operative working activity, developing criteria to evaluate your own and others contribution, seeking and considering feedback and advice, using your chosen criteria and feedback to evaluate how well you co-operated and co-operative working arrangements worked overall, using conclusions and reflection to set objectives for improving own co-operative working skills and make recommendations on any future co-operative working arrangements.</p>																										
<p><b>PROBLEM SOLVING</b></p>																										
<p>Critical Thinking</p>																										
<p>SCQF L3 Investigate reasons why a simple problem related to your work has arisen.</p>																										

SCQF L4 Investigate reasons why a straightforward problem related to your work has arisen. The problem will occur in a familiar situation. A number of steps will need to be taken to deal with the problem.																													
SCQF L5 Investigate and analyse why a non-routine problem in your workplace has arisen. The problem is likely to involve either a situation which is unfamiliar to you, or a familiar situation where you need to clarify the relationships between the contributing factors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Investigate and analyse a complex problem related to your work. The problem is likely to involve a situation which is unfamiliar to you and the analysis of complex or unfamiliar variables.																													
Planning and Organising																													
SCQF L3 Plan, organise and carry out a simple activity to deal with a problem, recognising the main reasons for the problem and suggesting a way to deal with the problem.																													
SCQF L4 Plan, organise and carry out a straightforward activity to deal with the problem, working out an action plan, choosing and obtaining the resources you will need and carrying out your action plan.																													

SCQF L5 Plan, organise and carry out an activity to deal with the problem, working out an action plan, choosing and obtaining the resources you will need, and carrying out your action plan.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCQF L6 Plan, organise and carry out your suggested approach, working out an action plan, choosing and obtaining resources and carrying out your action plan.																										
Reviewing and Evaluating																										
SCQF L3 Check how well your approach to the problem solving activity worked in practice, asking your Assessor's advice on how to identify the strengths and weaknesses of your problem solving activity.																										
SCQF L4 Check how well your approach to the problem solving activity worked in practice, identifying the strengths and weaknesses of your problem solving activity, suggesting ways of solving similar problems in the future based on this experience.																										
SCQF L5 Check how well the problem solving activity worked in practice, working out how you will decide whether each stage of your problem solving activity has been successful, gathering evidence to help you decide how well your problem solving activity worked, deciding how effective each stage has been and devising ways of solving similar problems in future.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SCQF L6 Check how well the problem solving activity worked in practice, identifying the criteria you will use to decide how effective every aspect of your problem solving activity has been, gathering evidence relevant to chosen criteria, recommending ways of solving similar problems in future																													
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