

MPQC Level 4 Diploma in Managing Laboratory and Associated Technical Activities for Mineral Products Operations							
Ofqual Reference Number	603/2405/3				Accreditation Start Date:	Accreditation End Date:	Certification End Date:
Qualification Level: 4	EQF Level: 4	Credits: 49	GLH: 344	TQT: 490	01/10/2017	31/12/2025	31/12/2028
Qualification Purpose:	<p>Primary Purpose - Confirm competence in an occupational role to the standards required</p> <p>Additional Purpose – To aid selection into a specific job role</p>						
Applicable National Occupational Standard(s):	Please see the NOS database for details https://www.ukstandards.org.uk/						
Qualification Summary:	This qualification is for individuals undertaking a management role in laboratories or within technical activities or similar roles so that they may demonstrate their competence.						
Qualification Structure:	To achieve the full qualification Learners must complete all assessment criteria in the six Mandatory units, plus a minimum of two optional units from a choice of five. Unit registration and certification is available.						
Pre-Entry Requirements:	None						
Exemptions:	<p>Where a previously completed unit has exactly the same reference number and the context of the activity is appropriate an exemption may be claimed following approval from the AO.</p> <p>RPL could be claimed where a unit may have been updated to show a different reference number, but the Candidate can demonstrate their competence is still current, relevant, reliable and sufficient.</p> <p>Refer to MP Awards Exemption and RPL Policy for more details.</p>						
Language of Assessment:	English						
Progression Route:	For progression Candidates could undertake other specialist or management qualifications.						

Mandatory Units – Candidates <u>MUST</u> achieve all units							
Unit Title	Mandatory Unit (M)	Level	Credits	Ofqual Reference	MP Awards Reference	GLH	RPL
Develop and Maintain a Healthy and Safe Work Environment for Technical Activities	M	4	8	T/616/4164	LAT4-001v2	43	M/601/9902
Maintain Effective and Efficient Working Relationships for Technical Activities	M	3	4	K/615/9057	LAT3-002v2	25	D/601/9569
Assure Quality Processes and Procedures for Technical Activities	M	4	8	L/616/4168	LAT4-003v2	46	A/601/9904
Carry Out Risk Assessments on Technical Activity	M	4	6	D/616/4174	LAT4-004v2	41	L/601/9910
Manage and Monitor the Work of Technical Teams	M	4	8	K/616/4176	LAT4-013v2	67	R/601/9990
Write Technical Reports for Workplace Activities	M	4	3	T/616/4178	LAT4-006v2	27	K/601/9915

Optional Units – Candidates <u>MUST</u> achieve a minimum <u>two</u> or more of the units.							
Unit Title	Optional Unit (O)	Level	Credits	Ofqual Reference	MP Awards Reference	GLH	RPL
Plan and Run Technical Projects and/or Trials for Workplace Activities	O	4	10	M/616/4180	LAT4-005v2	77	D/601/9913
Develop and Provide Training for Technical Activities in the Workplace	O	4	6	T/616/4181	LAT4-009v2	45	F/601/9936
Plan and Conduct Technical Investigations	O	4	10	A/616/4182	LAT4-010v2	78	T/601/9982
Manage Technical Business Processes for Workplace Activities	O	4	10	F/616/4183	LAT4-007v2	82	D/601/9930
Prepare and Manage Budgets for Technical Workplace Activities	O	4	6	J/616/4184	LAT4-008v2	50	M/601/9933

Centre Staff Requirements:

Assessors and Internal Verifiers must:

1. Be **registered** and recognised **by an Approved Centre, registered and approved by MP Awards.**
2. Hold, or are working towards the appropriate qualification as listed in the table below:

Assessor	Internal Verifier
<ul style="list-style-type: none"> • Level 3 Award in Assessing Competence in the Work Environment, or • Level 3 Certificate in Assessing Vocational Achievement, or • SQA Accredited L&D 9DI Assess Workplace Competence Using Direct and Indirect Methods (SCQF Level 8), or • A1 Assess Learners Using a Range of Methods*, or • D32 and D33 Assess Learner Performance Using Differing Sources of Evidence*. 	<ul style="list-style-type: none"> • Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice, or • Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice, or • SQA Accredited L&D 11 Internally Monitor and Maintain the Quality of Workplace Assessment (SCQF Level 8), or • V1 Conduct Internal Verification of the Assessment Process*, or • D34 Internally Verify the Assessment Process*.

*Holders of A1, D32 or D33 must:

- Assess to the revised National Occupational Standards (NOS) for Assessment;
- Show evidence of CPD to the revised NOS;
- Show evidence of having assessed within the last 18 months.

*Holders of V1 or D34 must:

- Verify to the revised National Occupational Standards (NOS) for Internal Verification;
- Show evidence of CPD to the revised NOS;
- Show evidence of having internally verified within the last 18 months.

Assessment Methods:

Must be assessed and quality assured in accordance with the Minerals Matter Assessment Strategy and MP Awards evidence requirements.

For this qualification all learning outcomes must be assessed using methods appropriate to the assessment of competence-based qualifications. There must be valid, authentic and sufficient evidence for all the assessment criteria. There is no requirement for each unit to be assessed separately. Indeed, Assessors are encouraged to adopt a holistic approach, but it is essential that evidence for the assessment criteria in each unit is also identified individually.

The primary source of performance evidence will be from examining products of work produced by the Candidate supported by observation in the workplace, Candidate testimony and questioning/discussions, supported by other forms of evidence such as witness testimonies.

Simulation is generally not allowed, exceptions to this will be indicated in the appropriate Assessment Strategy, these must be agreed prior to use with the External Verifier.

Minimum Performance Evidence Requirements:

It is expected that this qualification will be delivered over a sufficient period of time to enable the demonstration of **repeatable** performance and allow for quality assurance to be undertaken. This 'period of time' could vary dependent on the candidate's ability to generate suitable and sufficient evidence. MP Awards recommends a minimum timeframe for this qualification of **10 weeks**. This should be measured from the date of candidate registration. The mandatory minimum timeframe for this qualification is **4 weeks** measured from the first assessment judgement to when the achievement record is signed off and must include a minimum of 2 observations on different dates

Assessing Knowledge and Understanding:

For this qualification all learning outcomes must be assessed using methods appropriate to the assessment of workplace knowledge. There must be valid, authentic and sufficient evidence for all of the assessment criteria. The examples in the list are not exhaustive.

Holistic approach is encouraged. Verbal/written questioning (recorded); Professional interview (recorded); Candidate statements

Assessment System: Whilst Approved Centres are free to develop their own assessment record system; MP Awards has developed a ready-made system for Centres to use which is available at no cost. However, Centres are advised to check with MP Awards when devising their own assessment system to ensure it meets the standards in full.

Endorsements: None

Fee Structure

Full Qualification and Unit registration fees which are inclusive of certification fees can be found on the approved price list, details are available on the website or by contacting MP Awards on 0115 972 6121

Review of Charges: Fees are reviewed annually and any changes notified to Approved Centres in October for implementation in January