

Developing today's workforce,
creating tomorrow's.

Cogent skills
for science industries

Level 2 Science Manufacturing Process Operative Standard (SMPO)



Introduction

New Apprenticeship Standards have been developed by employers. The Life Sciences & Industrial Science Trailblazer group facilitated by Cogent has developed a number of science industry based apprenticeship standards including the Level 2 Science Manufacturing Process Operator Standard.

The Apprenticeship Standard outlines the skills, knowledge and behaviours needed to be a Science Manufacturing Process Operator.

The Trailblazer employer group includes:

Actavis, Aesica
Pharmaceuticals,
Broughton Laboratories,
Essar, Fujifilm Diosynth
Biotechnologies, GSK,
Growhow, Ineos, Lotte
Chemical UK, Lucite,
MedImmune,

Pfizer, SABIC UK
Petrochemicals,
Sellafield, Sembcorp,
Seralab, Syngenta,
Synergy Outsourcing,
University of
Westminster, Victrex,
SSI Steel,

ConocoPhillips, Barts
Health Pharmaceuticals
(NHS), Royal Society of
Chemistry, Institute of
Chemical Engineers,
Society of Biology,
Science Council.

Funding and Costs

Funding to undertake this apprenticeship is available for employers. A funding band maximum of £6k has been set for this standard and Levy paying employers have access to this to support delivery of the apprenticeship. Non-levy paying employers or employers who have used all their Levy will need to co-fund 10% of the funding band. Cogent Skills Training can work with the employer to access the available Levy and ensure the apprenticeship training programme is funded.

The funding will be used to cover:

End Point Assessment Fee

Professional Competence and Knowledge Support

Support Materials

Comprehensive Learner Assessment and Diagnostic (BKSB)

Registration and Certification

Administrative Support

Maths and English Support

All support and training is customised to the needs of the learner and employer. Fees and financial structure can be discussed on an individual basis in order to meet the needs of the employer and the apprentice.

Science Manufacturing Process Operators

Science Manufacturing Process Operators work in a wide range of organisations, including but not exclusively, chemical, petrochemical, pharmaceutical, biotechnology, formulated products, nuclear companies, packaging, polymers and utilities.

Science Manufacturing Process Operators are expected to work both individually and as part of a team. They will undertake basic operations and monitoring of plant and equipment including pumps, valves, temperature gauges, filtration equipment, tanks, vessels and production/processing machinery; or they will safely operate machines to process/manufacture, assemble and finish component parts or finished products. They will be involved in basic process improvement opportunities. Operators will have an appropriate level of Health and Safety knowledge, basic operating procedures and be able to take a multi skilled approach to the job.



About the Level 2 Science Manufacturing Process Operator Apprenticeship

A Science Manufacturing Process Operators apprentice will learn how to:

- start up/shut down a basic science manufacturing machine or hand based process
- work safely in a science manufacturing environment
- follow and meet quality procedures and standards
- comply with regulations for the industry
- perform operations and monitor basic science manufacturing process
- work to and meet the requirements of Standard Operating Procedures [SOP's]

Apprentices without a level 1 English and Mathematics qualification will need to achieve this level prior to completion of their apprenticeship.

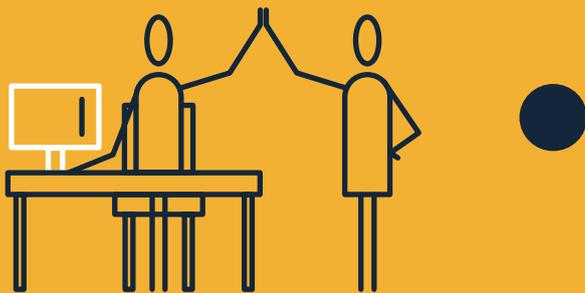


Cogent Skills Training – Delivery of the Apprenticeship

Cogent Skills Training will work with the employer to develop a training plan that best suits the business and the apprentice. The plan will be based around:

- Work Based learning to gain competence, skills and behaviours.
- Supported learning to gain the knowledge needed for the standard

Apprentices must be in employment for the duration of the Apprenticeship. The apprentice must have access to work which provides them with opportunities to develop, practice and evidence knowledge and skills to meet the Standard.



Support for Apprentices

Apprentices who undertake a programme of study with Cogent Skills Training will be supported by a qualified Tutor/Assessor with relevant expertise and experience.

Once enrolled Apprentices will be able to access Cogent Learn – a virtual learning environment with resources to support the apprenticeship programme including induction materials, policies and a range of workplace competence materials including:

- the business environment
- the regulatory environment
- environmental management
- statistics

Our programme support arrangements ensure short, medium and long term objectives are monitored through a review process that involves the Tutor/Assessor, Employer & Apprentice during which any concerns are addressed to keep progress on track. The range of intervention strategies implemented by Cogent Skills Training staff ensures we can act quickly to put in place additional support, when and where needed.



Entry Requirements

Entry requirements for this role are determined by the employer. The apprentice must also be capable of achieving Level 1 Maths and English prior to taking End-Point assessment.

Duration of Apprenticeship

18 months

It will typically take 18 months to complete this Apprenticeship, although the exact duration will be dependent on the previous experience of the individual.

Cogent Skills Training will liaise with the employer to establish the duration of the programme. However, a minimum of 12 months of training must be undertaken to ensure attainment of sufficient skills, knowledge and experience.

How Employers can get involved

All apprentices must have 20% off-the-job training time which must be evidenced and recorded. This can be achieved in a way that benefits both the apprentice and the organisation. There are a number of ways the requirements for off the job training can be met, including:

One to one performance review

Shadowing a senior worker

Attendance at internal & external training courses

Research and study periods during working hours

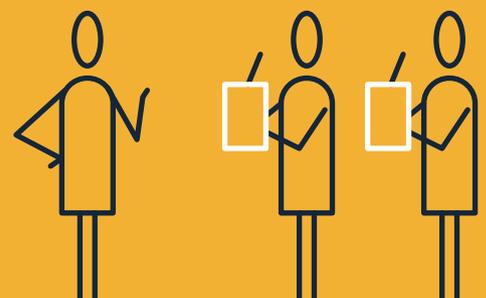
Project set up and reviews

Recording CPD activities

Keeping a reflective log of work activities and lessons learnt

Examining a company policy's strengths and weaknesses

Portfolio of project activities



Training

Apprenticeship Standards have a final assessment referred to as End Point Assessment. To track the apprentice's progress through the Standard the competence evaluation log is completed when the employer feels that the apprentice has achieved each of the competence statements.

Working with the employer we will use a variety of methods to make fair, reliable and valid judgements about the apprentice's performance for each competence. These methods may include records of observations, reflective logs, presentations, appraisals, professional discussions, project work and reports. The type of evidence generated to demonstrate competence will be planned by our assessor, the apprentice and the employer.

If the apprentice does not have level 1 Maths and English qualifications then this will be included in the training plan and will need to be completed by Gateway.

Gateway

The apprentice must go through the Gateway before being able to undertake End Point Assessment. The Gateway consists of

- 1 Vocational Competence Evaluation Log - signed off by the employer
- 2 Evidence Portfolio
- 3 Maths and English GCSE (level 1) certificates provided
- 4 Evidence the apprentice has taken the Level 2 English and Maths tests
- 5 Employer and CST agree the apprentice is ready for End-point assessment

End-point assessment is an overall synoptic assessment that covers the whole Standard. The End-point assessment will be undertaken by an independent assessor and includes:

Practical Observation – Observation of the apprentice in the workplace

Vocational Competence Discussion – to cover the whole of the apprenticeship standard

The independent assessor will review the evidence for each apprentice and grade the apprentice on the following scale: fail/pass/merit.



Unit 5,
Mandarin Court,
Centre Park
Warrington
WA1 1GG

T: 01925 515 200

E: info@cogentskills.com

👉 www.cogentskills.com

Cogent skills
for science industries