



**Glass
Qualifications
Authority**

Glass Operations Summary of the NVQ/SVQ Glass Processing Level 3

NVQ 100/3863/2
SVQ G7EW 23

WHO IS THIS QUALIFICATION FOR?

This qualification is part of an overall Level 3 national occupational standard. This qualification is aimed at those who undertake work to produce products from glass and related materials in the glass processing sector. This covers the handling of products throughout the process. Units in this qualification cover cutting, shaping, assembling, and finishing the products, including decoration. It is not expected that glass processors all do the same activities: the qualification is structured to ensure that there is a high degree of flexibility in the qualification, although there are common units in the mandatory section of the qualification. The standard covers the most important aspects of the job. This qualification is at Level 3, and should be taken by those who are experienced glass processors. Candidates will often take a technical supervisory role, particularly in relation to less-experienced workers.

A further qualification for Glass Processing at Level 2 is also available.

Candidates for this qualification will primarily be:

- working in glass processing operations
- working with glass and related materials or semi-finished products

Candidates are likely to have jobs entitled:

- Autoclave Controller
- Craft Glass Worker
- Engraver
- Glass Blower
- Glass Cutter
- Glass Decorator

- Glass Technician
- Glass Painter
- Glass Processor
- Leaded Light Maker
- QA Specialist
- Scientific Glass Blower
- Screen Printer
- Window Film Applicator

WHAT IS REQUIRED FROM CANDIDATES?

Candidates should achieve all 5 mandatory units listed below, plus 4 of the optional units. Candidates should prove that they can achieve all the statements listed for each element. Guidance on the evidence that will be acceptable is contained in the introduction to each unit.

Mandatory Units (all 5 units to be taken)

- Unit 1 Promote and maintain health and safety within the working environment
- Unit 2 Improve the work of the organisation
- Unit 3 Assess the quality of glass-related materials
- Unit 4 Diagnose and rectify technical problems
- Unit 5 Plan the use of resources to meet work requirements

Optional Units (any 2 units from Group 1, plus any 2 units from Group 2)

Group 1

- Unit 6 Develop new work procedures
- Unit 7 Set up equipment for operations
- Unit 8 Process complex products and materials
- Unit 9 Decorate complex glass products
- Unit 10 Control glass processing operations
- Unit 11 Maintain and improve hygiene in glass production

Group 2

- Unit 12 Process products and materials by applying heat
- Unit 13 Process products and materials by cutting
- Unit 14 Process products and materials by shaping
- Unit 15 Process products and materials by assembly
- Unit 16 Process products and materials by applying coatings or treatments
- Unit 17 Decorate glass products by removing material
- Unit 18 Decorate glass products by applying additional material
- Unit 19 Prepare products for storage and delivery
- Unit 20 Transport products and materials
- Unit 21 Store products and materials
- Unit 22 Anneal glass products and materials



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List of Units

Unit 1	Promote and maintain health and safety within the working environment	Unit 12	Process products and materials by applying heat
Element 1.1	Maintain the health and safety of individuals	Element 12.1	Prepare products and materials for processing
Element 1.2	Minimise injury to individuals and damage to property in an emergency	Element 12.2	Apply heat to products and materials during processing
Element 1.3	Promote health and safety in the working environment		
Unit 2	Improve the work of the organisation	Unit 13	Process products and materials by cutting
Element 2.1	Improve the effective use of resources	Element 13.1	Prepare products and materials for processing
Element 2.2	Obtain and provide information	Element 13.2	Cut products and materials during processing
Element 2.3	Develop and maintain good working relationships		
Unit 3	Assess the quality of glass-related materials	Unit 14	Process products and materials by shaping
Element 3.1	Identify the characteristics and features of the glass-related materials	Element 14.1	Prepare products and materials for processing
Element 3.2	Detect a variation in the quality of glass-related materials	Element 14.2	Shape products and materials during processing
Element 3.3	Identify the causes of variations in the quality of glass-related materials		
Unit 4	Diagnose and rectify technical problems	Unit 15	Process products and materials by assembly
Element 4.1	Investigate technical problems	Element 15.1	Prepare products and materials for processing
Element 4.2	Diagnose the causes of technical problems	Element 15.2	Assemble products and materials during processing
Element 4.3	Rectify technical problems		
Unit 5	Plan the use of resources to meet work requirements	Unit 16	Process products and materials by applying coatings or treatments
Element 5.1	Identify the work that needs to be achieved	Element 16.1	Prepare products and materials for processing
Element 5.2	Utilise resources to achieve work requirements	Element 16.2	Apply coatings or treatments to products and materials
Element 5.3	Monitor the progress of work	Element 16.3	Finish products and materials to protect coatings or treatments
Unit 6	Develop new work procedures	Unit 17	Decorate glass products by removing material
Element 6.1	Assess the requirements of the work	Element 17.1	Decorate glass products by removing material from surfaces
Element 6.2	Specify new work procedures to meet requirements	Element 17.2	Finish the decoration of glass products
Unit 7	Set up equipment for operations	Unit 18	Decorate glass products by applying additional material
Element 7.1	Determine settings for the equipment	Element 18.1	Decorate glass products by applying additional material to surfaces
Element 7.2	Monitor the operation of the equipment	Element 18.2	Finish the decoration of glass products
Unit 8	Process complex products and materials	Unit 19	Prepare products for storage and delivery
Element 8.1	Prepare complex products and materials for processing	Element 19.1	Pack products
Element 8.2	Apply processes to complex products and materials	Element 19.2	Mark products with storage or delivery instructions
Unit 9	Decorate complex glass products	Unit 20	Transport products and materials
Element 9.1	Decorate complex glass products by removal or addition of materials	Element 20.1	Receive delivery of products and materials
Element 9.2	Finish the decoration of complex glass products	Element 20.2	Transport products and materials
Unit 10	Control glass processing operations	Unit 21	Store products and materials
Element 10.1	Monitor glass processing operations	Element 21.1	Store products and materials
Element 10.2	Provide advice and guidance on glass processing operations	Element 21.2	Monitor stock levels of products and materials
Unit 11	Maintain and improve hygiene in glass production	Unit 22	Anneal glass products and materials
Element 11.1	Maintain and improve hygienic work practices	Element 22.1	Anneal glass products and materials to meet specifications
Element 11.2	Contribute to the improvement in hygiene standards	Element 22.2	Finish glass products and materials after annealing