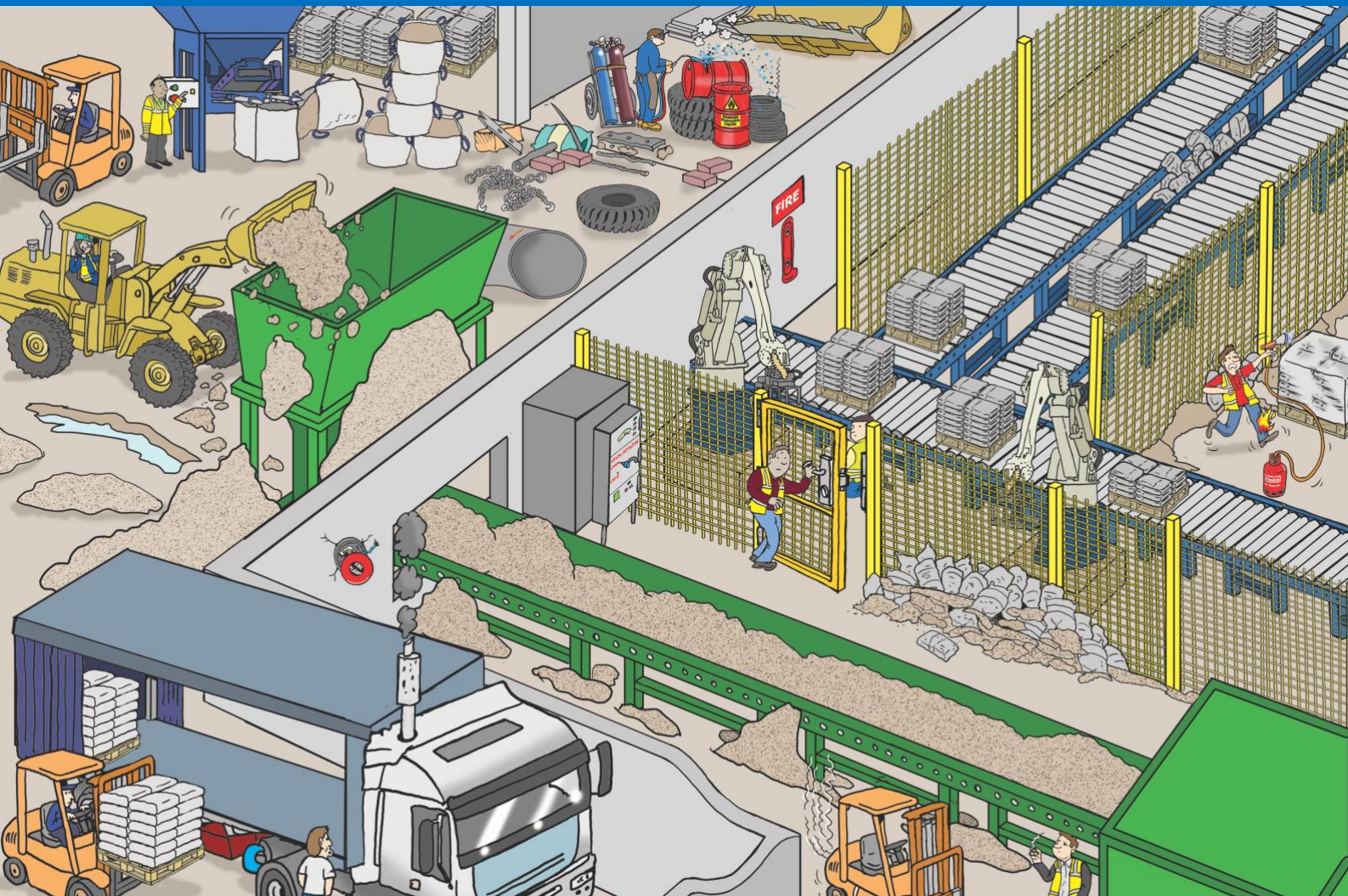


# MPQC Level 3 Diploma in Supervising Mineral Products Operations



## The need for competence

Under many pieces of legislation the HSE state the need for training and competence in the roles performed at operating sites. A good example is this is Quarries Regulations 1999 which states

'The (*Quarry*) operator shall ensure that no person undertakes any work at the quarry unless –  
(a) that person is either competent to do that work or he does so under the instruction and supervision of some other person who is competent to give instruction in and to supervise the doing of that work for the purpose of training him; and  
(b) a sufficient number of persons with the requisite competence to perform the tasks assigned to them are present' *Regulation 9 Quarries Regulations*

The HSE within the Quarries Regulations guidance section they state that 'Competence can be described as the combination of training, skills, experience, knowledge and other qualities that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence'

Also within the guidance the HSE state that – 'The risk assessments and National Occupational Standards (NOS) can help to determine the health and safety competencies needed for particular jobs. By comparing the competencies needed with those which people already have, managers can determine what additional skills are required and how these can be achieved, for example through training and coaching'.

## National Vocational Qualification Levels

Level	Equivalent to:	Target Role in Extractives
Level 7	Masters Degree, MA, M.Sc, MPhd	Director, Area/ General Manager
Level 6	Bachelors Degree	Site/ Quarry Manager
Level 5	Foundation Degree	
Level 4	Certificate of higher education	Assistant Managers/ Supervisors
Level 3	A level	Foreman
Level 2	GCSE Grades A-C	Operative
Level 1	GCSE Grades D-G	Entry level introduction

## MPQC Level 3 Diploma in Supervising Mineral Products Operations

The level 3 Diploma is aimed at people within the organisation that perform duties as:

- Chargehands
- Team leaders
- Foremen
- Anyone who gives direction or instruction for day-to-day tasks

This qualification has been designed for individuals who are competent at Level 2 and now have increased responsibility, but are not yet able to undertake the Level 4 Safety, Health and Environmental Management qualification

The qualification is built up of two parts

(a) **Demonstration of knowledge** - this is demonstrated through a two-session knowledge workshop plus completion of knowledge based questions, which is marked by the assessor and the candidate is given feedback

(b) **Performance related evidence** - The candidate will be demonstrate exposure they have had (but not exclusively to criteria listed below). It is the assessors role to use various methods to understand compliance with the criteria.

In all pathways candidates must have been directly involved and possess evidence in:

- Solving operational problems
- Communicating and monitoring requirements for team members and contractors
- Managing resources to ensure effective implementation
- Building a positive health, safety and environmental culture
- Implementing work activities to achieve the desired outcome

To achieve the full qualification candidates must achieve all the assessment criteria in the 6 Mandatory units. There are also 3 additional units which are not compulsory; however candidates may choose to do one or more of these units where they are relevant to their job role. Additional units will be recorded on the certificate but will not be counted towards the achievement of the qualification.

# VQ Level 3 – Promotion of SHE Culture

## Unit SHE01 - Contribute to and Promote a Positive Safety, Health and Environmental Culture

Mandatory  
unit

This is mandatory unit.

This unit focusses on the role the person in helping to develop a positive health, safety and environmental culture in the workplace. In particular the unit focuses on their behaviours to promote SHE and monitor performance of themselves and others.

The different types of evidence that would be gathered for this unit would consist of the following:

- SHE committee meetings
- Personal development plans
- Contractor inductions
- Daily briefs (video)
- Toolbox talks
- Maintenance meeting that are documented
- Video of the learner talking through how they contribute SHE culture, this might include:
- Notice boards, visitor inductions, safety briefs, Safety week, KPI boards





# VQ Level 3 – Solve Operational Problems

## SMP01 – Solve operational problems

Mandatory  
unit

This is a mandatory unit.

This unit concentrates on how the candidate solves operational problems and how they identify solutions to the problems. As part of the unit, they will also be asked how they evaluate potential solutions to problems. Then how they agree and implement solutions.

Examples of evidence which could be considered here:-

- How problems are identified through inspections and planned preventative maintenance
- How they discuss the problems and potential solutions through meetings and discussions e.g maintenance meetings, how they consult and involve others
- How problems are reported and recorded
- How policies and procedures are used to help solve problems – such as risk assessment, permits to work, safe systems of work

Candidate must know how to:

- Explain their personal responsibilities for their work and various tasks
- Purposes and benefits of monitoring operations
- Reporting requirements
- Consequences of actions for self and others
- Understand the problems which may occur and the potential reasons
- How solutions are agreed with others
- How to put in place contingency plans

## Unit PO15v2 - Lead the Work of Teams and Individuals to Achieve Objectives in Mineral Products

Mandatory  
unit

This is a mandatory unit.

This focuses on the candidate leads others to achieve the objectives to achieved desired outcomes. This includes how they communicate key messages and use of range of techniques to evaluate performance.

Examples of evidence which could be considered here:-

- Videos on how the team is put to work, how plans are communicated
- How team members understanding of the plans are verified
- How to assess the work of team members to ensure standards are maintained
- How feedback on performance is provided to others
- How to recognise feedback and give constructive suggestions for improvement

Candidate must know how to:

- Explain the importance and quality of communication to others
- Why involving others in planning and organising work is essential
- Problems and issues which may occur and how they these can be managed
- How to develop realistic action plans
- How to evaluate information and observations to ensure performance is maintained
- Different methods of giving feedback



## MS17v1 – Manage physical resources for workplace activities

Mandatory  
unit

This is a mandatory unit.

This unit concentrates on how the candidate manages physical resources in the workplace and how they put people to work. This will involve how patterns and trends play a part in making decisions.

This unit also focuses on how the candidate works with policies, procedures and how they record key information to meet organisational requirements.

Examples of types of evidence which could be considered:-

- Trend analysis and patterns – such as production plans, budgets and forecasting
- How resources are put in place, such as contractor briefing and inductions
- How they decide on suppliers and make decisions on which supplier we use
- How procedures may be reviewed to manage changes
- How task monitoring takes place such as safety conversations, risk assessments
- How company procedures are implemented including record keeping,

Examples of knowledge required to complete this unit:-

- Know how to identify a range of resources and the benefits of each
- The benefits of involving others and how to include them to reach the required outcome
- Who could assist with resolving issues
- How to effectively make work-based arrangement
- Typical hazards and risks which maybe present in relation to safety, health, and environment
- Limits of own capability and actions to take when decisions are outside their own competence
- What policies, procedures and practices are required under the company management system

## SMP02 – Implement workplace activities in mineral products operations

Mandatory  
unit

This is a mandatory unit.

This unit covers how the candidate implements procedures and practices required to fulfil their responsibilities. The assessment will cover how the candidate supervises production, health and safety, environmental, resources, timeframes, and quality requirements.

Examples of types of evidence which could be considered:-

- How to review daily plans to confirm the required machinery, people and resources are available to meet objectives
- Carry out activities in accordance with company and legal requirements
- How candidates provide information to others
- How to implement the quality assurance system
- How candidates use support systems, such as logistics
- How continual improvement is considered and implemented

Examples of knowledge required to complete this unit:-

- How to access and utilise information to aid job role and objects
- How to use procedures and work processes
- How to evaluate conditions to ensure suitable operations
- Data which can be used to interpret performance
- Factors to consider when implementing work activities
- How to present observations to others
- Contingency planning and review





## SMP03 – Maintain and efficient and effective working relationships for mineral products

Mandatory  
unit

This is a mandatory unit.

This unit covers how the candidate maintains relationships with others such as teams, managers and contractors. The unit concentrates on the interpersonal skills required to work with other people and review performance of themselves and others.

Examples of types of evidence which could be considered:-

- How positive relationships are maintained with team, managers and others, such as contractors
- Be aware of own limitations
- How own personal performance is reviewed
- Developing personal development plans
- How to communicate required information to others

Examples of knowledge required to complete this unit:-

- How responsibility and accountability work
- Reasons why good working relationships are important
- Problems which can be faced in relationships, how to overcome problems
- Reasons why good communication is important

## PO10v2 – Carry out routine maintenance on plant and equipment

Optional  
unit

This is an optional unit. It should only be taken by candidates who can demonstrate good evidence and knowledge regards maintenance activities in the workplace.

This unit contains assessment criteria in how maintenance is carried out effectively

Examples of types of evidence which could be considered:-

- Demonstrate maintenance required for the processing operation
- How maintenance is carried out in accordance with policies and procedures
- How the isolation, lock-out and testing process is implemented
- How materials and substances required for maintenance are selected used and stored
- How to report on maintenance activities

Examples of knowledge required to complete this unit:-

- What plant and equipment requires maintenance
- Scope and requirements of maintenance
- Information and instructions which can assist in maintenance
- What certain maintenance related terminology means
- Types and safe use of PPE
- Policies and procedures for maintenance



## PO11v2 – Contribute to the deployment of plant and equipment for processing operation

Optional  
unit

This is an optional unit. It should only be taken by candidates who can demonstrate good evidence and knowledge regards how equipment and people are put to work in processing operations

Examples of types of evidence which could be considered:-

- How records are maintained for plant and equipment
- How to minimise risk of loss and damage to plant and equipment
- How to schedule maintenance to ensure availability of plant
- How contingency plans are implemented
- How procedures are used

Examples of knowledge required to complete this unit:-

- Plant and equipment performance specifications
- How to prepare and maintain records of plant and equipment
- How maintenance is scheduled
- Statutory requirements for plant and equipment
- Hazard and risks of plant and machinery
- How to complete records for plant and machinery

## SHE06 – Quarrying safety, health and environmental aspects

Optional  
unit

This unit is an optional unit. It should only be completed by candidates who are working in quarries.

Be able to apply quarry specific safety, health and environmental aspects evidence that is required for this unit would comprise of the following evidence being gathered:

- Excavation and tip rules
- Risk assessments pertaining specifically to the extraction area
- Quarry inspection for faces, haul roads, lagoons, tips, stockpiles
- Aspect and impacts assessment
- Contractor induction for the quarry
- Understanding of the quarry plan and design
- Evidence of inspection which required remedial action
- Regulations applicable to Quarries



# Frequently asked questions - VQ

## How long will the NVQ Level 3 take to complete?

The average time for a candidate to complete this qualification is between 12 -16 weeks.

## How much work is involved from the candidate

It is upto the candidate to 'drive' their qualification, as part of visit planning the assessor will inform the candidate what evidence will be required for the next scheduled assessment visit. Candidates must prepare for their visit to ensure they have everything ready for the visit.

## How long does each assessment visit take and how many visits are required?

This really depends on the candidate and their level of organisation for the visit. Some visits maybe completed via video link. The number of site visits varies according to the candidate, average is 2-3

## Does the qualification work for operations other than Quarries?

Yes, it is aimed at team members who manage people – if you are unsure which optional units to select please discuss with us.