



openawards

Open Awards Level 2
Certificate in Skills for
Track and Rail Site
Maintenance (RQF)
[601/8641/0]



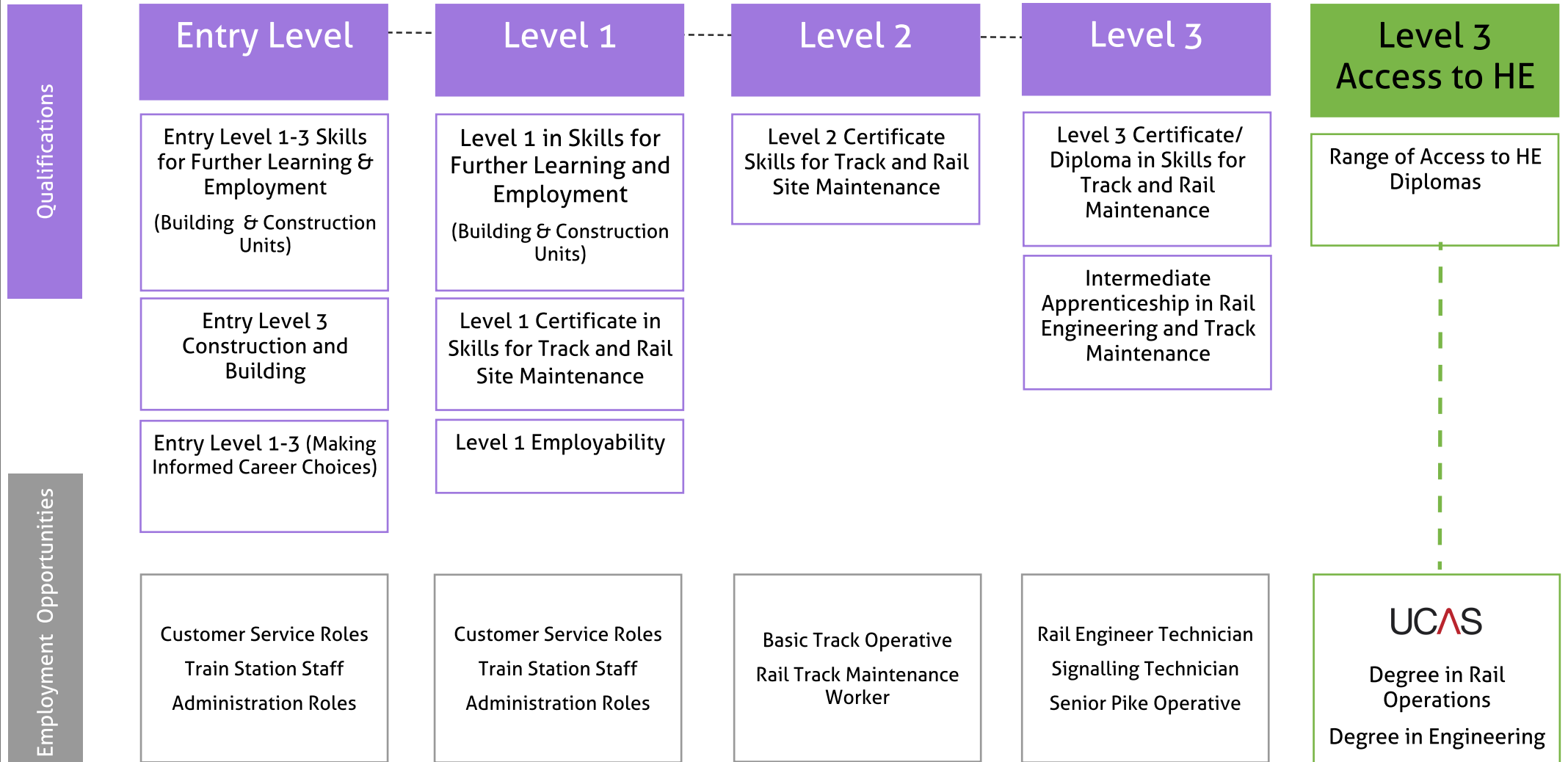
QUALIFICATION GUIDE

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Pathways to Employment

TRACK AND RAIL SKILLS



About the Qualification

Title	Open Awards Certificate in Skills for Track and Rail Site Maintenance (RQF)
QAN	601/8641/0
Sector	04 Engineering and Manufacturing Technologies
Level	2
Funding	Please click here for more information.
Pricing Information	Please click here for more information.
Review Date	29/02/2020

Ofqual Purpose	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Ofqual Sub-Purpose	Prepare for further learning or training Develop knowledge and/or skills in a subject area

Rules of Combination	
Credit Value of the Qualification:	18
Minimum Credits to be achieved at the Level of the Qualification:	18
Mandatory Units A:	All 3 credits must be achieved
Generic Optional Group B:	A minimum of 3 credits to be achieved
Generic Optional Group C:	A minimum of 3 credits to be achieved

Total Qualification Time/Guided Learning	
Total Qualification Time (hours)	180
Guided Learning (hours)	136

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
There are no specific prior achievements required. However, it may be useful to have completed a Level 1 Certificate in Skills for Track and Rail Site Maintenance. There are no restrictions on learner entry and this certificate may be studied alongside other vocational qualifications.

Recommended Assessment Method

The recommended assessment method is a Portfolio of evidence.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work. Types of evidence could include:

- Observation of performance
- Questioning (written or oral)
- Personal statements
- Assignments or projects
- Witness testimonies
- Simulations (where allowed)
- Professional discussion
- Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our Access to Assessment and Reasonable Adjustments policy for guidance and the procedures for applying for [Access to Fair Assessment Policy](#).

Please see the individual units outlined in this qualification for assessment criteria and any specified requirements.

Other Qualifications in this suite

[Open Awards Level 1 Certificate in Skills for Track and Rail Site Maintenance \(RQF\)](#)

Purpose Statement

The primary purpose of the Open Awards Level 2 Certificate in Skills for Track and Rail Site Maintenance is to support you to progress to the next level of vocational learning including Further Education. It could also support your entry to employment or your development within employment. The qualification was designed to provide you with an in-depth understanding across areas within this sector, including track maintenance and railway site maintenance.



Who is it for?

New entrants to the industry
Those currently unemployed who wish to retrain
Experienced workers looking to progress and/or seeking a formal qualification

What does this qualification cover?

To achieve the qualification you will be required to complete 18 credits and to commit to approximately 180 hours of learning.

You will be required to complete a mandatory unit in 'Preparing for Work in the Railway Industry' which will provide an introduction to the industry and ask you to evaluate your own performance against the knowledge, understanding and skills required for your chosen career pathway.

You will then complete a range of generic optional units from across both Track Maintenance and Rail Site Maintenance. At least 3 credits are required from both of these groups, to provide you with an introduction to both areas of work.

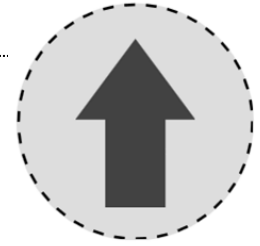
Examples of include, but not limited to:

- Carry out Routine Inspection of the Permanent Way
- Preparing Resources for Track and Rail Site Maintenance Activities
- Respond to Emergency Situations in the Railway Environment
- Working Safely and Securely in the Rail Industry



What are the Entry Requirements?

There are no age restrictions for working towards this qualification and no specific prior achievements required. However, it may be useful to have completed a Level 1 Certificate in Skills for Track and Rail Site Maintenance.



What are the Progression Opportunities?

The qualification provides a mechanism for you to recognise and develop your skills and establish personal, learning and employment goals.

The achievement of the qualification will prepare you for progression to the next level of vocational learning. Examples of this include, but are not exclusive to:

- **Level 3 Certificate/Diploma in Skills for Track and Rail Site Maintenance**
- **Intermediate apprenticeship in rail engineering and track maintenance**

Alternatively, you may choose to seek employment, for example:

- **Basic Track Operative**

In this role, you would spend most of your time working outside using automated and manual tools. You will carry out general maintenance which could include anything from lookout duties for your team to shovelling ballast. You will be responsible for ensuring that vehicles, materials, tools and plant equipment under your control are fit for use and are used, stored and disposed of correctly. You should be conscientious, reliable and hard working. Health and safety is of the utmost importance so you would be required to always work in accordance with your organisation's procedures, method statements and supervision instruction.



What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. There will be elements within the qualification that will need to be completed in a practical setting.



Who supports this qualification?

The qualification was developed with and is supported by a diverse range of training providers and Further Education Colleges including Pinehirst Training, Orion Group and Sysco Business Skills Academy.

Qualification Units

Mandatory Unit Group (A)

QAC Code	Unit Name	Credits	Level
M/508/2360	Preparing for Work in the Railway Industry	3	Level Two

Optional Unit Group B (Track Maintenance)

QAC Code	Unit Name	Credits	Level
T/508/2361	Carry out Routine Adjustment to Railway Traction and Rolling Stock	3	Level Two
F/508/2363	Carry out Routine Inspection of the Permanent Way	4	Level Two
R/508/2366	Ensure that the Rail Track is fit for Operation Purposes following Engineering Activity	3	Level Two
L/508/2365	Prepare Resources for Track and Rail Site Maintenance Activities	3	Level Two
A/508/2362	Prepare Site for Rail Track Maintenance Activities	3	Level Two
J/508/2364	Safe Moving and Handling of Components and Equipment for Track Maintenance	2	Level Two

Optional Unit Group C (Site Maintenance)

QAC Code	Unit Name	Credits	Level
D/508/2371	Construct, Maintain and Repair Post and Rail Boundaries	3	Level Two
K/508/2373	Identify and Remove Unwanted Vegetation	3	Level Two
H/508/2372	Load and Unload Physical Resources	2	Level Two
D/508/2368	Maintain a Clean and Tidy Environment	2	Level Two
M/508/2374	Maintain Equipment and Machines	3	Level Two
Y/508/2367	Respond to Non-Routine Signalling Situations in the Rail Industry	3	Level Two
Y/508/2370	Work with Tools, Equipment, Drawings and Specifications in the Rail Engineering Environment	3	Level Two
H/508/2369	Working Safely and Securely in the Rail Industry	2	Level Two

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact us on 0151 494 2072

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by [completing an New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or [speak to your Customer Service Advisor](#).

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found on [our website](#) or the [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

Reliable: which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement

because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier / AIV and Open Awards Quality Reviewer / External Verifier.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre.

For more information, please see our [Recognition of Prior Learning Policy](#).

Health and Safety

It is acknowledged that elements of this qualification will be delivered in a practical setting and could include work-place learning. It is therefore essential that appropriate health and safety guidelines are followed at all times and appropriate risk assessments in place to safeguard the learners. It is recommended that all learners complete a full induction, including relevant health and safety instruction.

Below is a list of suggested resources to support centres with appropriate guidelines for Health and Safety. This is not intended as an exhaustive list. It is important that centres follow their own internal health and safety and risk assessment processes and ensure they are following all relevant Health and Safety guidance,

- Rail Safety and Standards Board
<http://www.rssb.co.uk/>
- Office of Rail Regulation
<http://orr.gov.uk/>
- Network Rail
<https://www.safety.networkrail.co.uk>

Appendices and Links

Appendix Name
Glossary of Terms
Malpractice and Maladministration Policy
Sanctions Policy
Standardisation Policy
Guidelines for Use of the Open Awards Logo
Centre Handbook
Recognition of Prior Learning Policy and Procedures
Plagiarism Policy
Invoicing Policy
Equality and Diversity Policy
Customer Service Statement
Complaints Policy and Procedures
Enquiries and Appeals Policy and Procedures
Access to Fair Assessment Policy
Report of Suspected Malpractice (M1 Form)

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Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N
0151 494 2072

info@openawards.org.uk
www.openawards.org.uk
[@openawards](#)