

Highfield Level 3 End-Point Assessment for ST0383 Spectacle Technician

Mock Assessment Materials

Practical tasks with questions

Health and safety			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
HS1	Prioritises health and safety by undertaking risk assessments, identifying potential hazards, wearing correct PPE, and following COSHH and manual handling guidance in line with the organisational requirements (K4, S4, B1)		
HS2	Complies with safer systems of work and control measures in line with the regulations and standards within the organisation and sector (S1, S23)		
Ref	Assessment criteria (Distinction)	Achieved	Not achieved
HS3	<i>Explains the impact to themselves and others of not complying with health and safety procedures in their working environment (S1)</i>		

Quality assurance			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
QA1	Applies quality assurance procedures to completed orders in line with the responsibilities, organisational requirements and manufacturer's guidance, recording the outcomes of the quality assurance process (K11, S8)		

Ref	Assessment criteria (Distinction)	Achieved	Not achieved
QA2	Checks the quality standards have been met at points during the task, prior to task completion (K11, S8)		

Credit processing			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
CP1	Completes supplier and credit process in line with product and supplier guarantee guidelines (K14, S22)		

Communication			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
CO1	Communicates with stakeholders using verbal, written or electronic techniques, adapts to the context and uses industry terminology when appropriate (K26, S3)		

Preparing for manufacturing process			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
PM1	Follows standard operating procedures (SOP) and work instructions to prepare for each task including reviewing optical prescriptions and product manufacturer's guidance (K18, K21, K27, K28, S12, S15, S17, S18, S20, S21)		
PM2	Checks tools and equipment for fitness-for-purpose and calibrates them if required (K18, K21, K27, K28, S12, S15, S17, S18, S20, S21)		
PM3	Plans work sequence and prepares component parts for each task in line with the task requirements (K18, K21, K27, K28, S12, S15, S17, S18, S20, S21)		

Manufacturing and repair processes			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
MR1	<p>Takes responsibility for the tasks using tools and equipment required to:</p> <ul style="list-style-type: none"> • manufacture • repair • remake and reject <p>optical products including: lens, frames, treatments and component parts in line with task requirements and workflow instructions (K9, K15, K24, K29, K30, S5, S13, S16, B5)</p>		
MR2	Plans and manages own time to schedule and complete tasks in line with organisational policy and procedures, and quality standards for the finished products (K9, K15, K24, K29, K30, S5, S13, S16, B5)		
Ref	Assessment criteria (Distinction)	Achieved	Not achieved
MR3	<i>Checks the requirements for completion of product at points during each task, self correcting to ensure right first time (S13, B5)</i>		