

## Unit 4: Weights & Measures Reflective Statement Submission

Coursework Medium: Reflective Statement  
 Word Limit: 2000 word (+/- 10% allowance)  
 Submission date: 1 April

### Marking Guidelines:

Structure and reliability: 10%  
 Knowledge: 20%  
 Reflection: 65%  
 Research and referencing: 5%

The marking guidelines above provide you with an overview of the emphasis on what is important for the submission of your piece of coursework. At the end of this document is the specific assessment criteria being applied to your submission. Ensure you have read through all areas within this document to ensure you fully understand what it is you have been asked.

For guidance, refer to weights and measure reflective statement guidance

Below indicates the specific learning outcomes and areas of the syllabus you will be assessed against as part of your submission piece.

### Learning Outcomes:

Operates technical equipment	✓
Monitors and evaluates the efficiency of a process / equipment or procedure	✓
Identifies and solves problems	✓
Objective self-evaluation and reaction to appraisal, reflects on practice	✓

## Unit 4 Weights and Measures reflective statement requirement:

Describe a weights and measures enforcement activity that you have undertaken. Critically evaluate your performance whilst performing these weights and measures duties; how your training and mentoring prepared you, how researching the legislative framework and acquiring necessary documentation informed your decision-making whilst performing the task. You should reflect upon what went well and why, areas for improvement; what you would do differently, and identifying any training and resource requirements utilised.

Read the **Assessment Criteria** and choose your example activity carefully. Not all examples will allow you to achieve all the marks available. There are no additional marks available outside of the marking schedule. All submissions must adhere to the **anonymity** and **word count requirements** to achieve full marks listed in the Assessment Criteria."

## Assessment Criteria:

Skill	Abilities to show	% of marks
Knowledge	Use of relevant law and guidance. Identification of relevant parts of the legal metrology framework. Identification of appropriate testing regimes.	20
Understand the business you work with	Have you engaged constructively with the business? Have you taken account of the provisions of statutory instruments and guidance in order to engage effectively with businesses?	10
Choose appropriate interventions	Have you made appropriate and proportionate intervention choices to have the greatest impact on supporting compliance? Have you worked effectively with other organisations and colleagues?	30
Evaluate	How have you monitored and reported on your activities and performance? Have you evaluated your activities in relation to your regulatory objectives and your organisations strategic priorities?	30
Structure and reliability of your reflective statement	Have you produced a well presented and logical statement? Does your report contain balanced reflection of your work?	5
Research and referencing	Is any research that you have carried out accurate and any referencing correct?	5

## Use of attachments

Please attach any documents that are relevant to the work that you undertook and that you are reflecting upon in your submission. These will not be included in the word count and the supporting document will not be recognised within the marking system.

## GDPR and compliance process

You may provide supporting documents with your submission, where appropriate. For example, a prosecution report.

Submissions with supporting documentation **will only be accepted** where any information that falls within GDPR is:

- anonymised; or
- if necessary, replaced with Person A / Company A etc.

For any submission that includes information that falls within GDPR regulations, the above process must be followed. **Where an individual can be identified either directly or indirectly** from that data held this data must be anonymised. Where a submission contains information that falls within GDPR, **it will be rejected and you may be withdrawn from the examinations.**

If the information is within the public domain, this is unnecessary.

Please ensure that you do not identify, by name, businesses or individuals involved, in line with your responsibilities under data protection and trading standards legislation.