

Title:	WT3.08 Carry Out a Review Meeting in the Water Treatment Industry	
Level:	3	
Credit Value:	2	
Learning outcomes	Assessment criteria	
1. Follow organisational procedures relating to the review meeting	1.1. Work safely at all times 1.2. Comply with the health, safety and environmental requirements set out by the organisation relevant to the site 1.3. Follow the organisational procedures that are appropriate to the operation being undertaken	
2. Prepare for the relevant review meeting	2.1. Identify and communicate with the relevant site contact(s) 2.2. Collect and collate all data relevant to the tasks being reviewed 2.3. Produce and present the data in accordance with company operating procedures	
3. Carry out the review meeting in the water treatment industry	3.1. Provide the data to the relevant people in accordance with company operating procedures 3.2. Identify any changes and/or improvements to the water treatment programme that are required 3.3. Confirm and agree any corrective and/or preventive actions that are required 3.4. Establish and agree objectives for the next review period	
4. Complete the review meeting	4.1. Complete documentation in accordance with company operating procedures 4.2. Provide documentation to the relevant people	
5. Know how to follow organisational	5.1. Describe the organisational	

<p>procedures</p>	<p>procedures that are appropriate to the operation being undertaken</p> <p>5.2. Explain personal and legal responsibilities with regard to health and safety in the working area</p>
<p>6. Know how to prepare for the review meeting</p>	<p>6.1. Describe how to establish the correct site contact and the relevant people involved with the review procedure</p> <p>6.2. Explain the tasks being reviewed</p> <p>6.3. Describe what data is relevant to the tasks that are being reviewed</p> <p>6.4. Explain how to find the relevant data</p> <p>6.5. Describe what data should be presented, and how, for the tasks being reviewed</p> <p>6.6. Explain how the correct method of presentation can be established to meet the organisational procedures</p>
<p>7. Know how to carry out the review meeting in the water treatment industry</p>	<p>7.1. Describe what changes, if any, can be made to the water treatment programme</p> <p>7.2. Explain what improvements, if any, can be made to the water treatment programme</p> <p>7.3. Describe what corrective or preventive actions, if any, can be made and how they can be taken</p> <p>7.4. Explain what timescale any relevant actions can be completed in</p> <p>7.5. Explain how actions are agreed with the relevant people</p>
<p>8. Know how to complete the review meeting</p>	<p>8.1. Explain how the next review period is agreed</p> <p>8.2. Explain what objectives can be set for the relevant tasks reviewed</p> <p>8.3. Describe the documentation that is used to meet the organisational</p>

	<p>procedures</p> <p>8.4. Describe how to complete the relevant documentation for the tasks being reviewed</p>
Additional information about the unit	
Unit purpose and aim(s)	This unit addresses the skills and knowledge required to prepare for and carry out a review meeting in the water treatment industry.
Unit expiry date	31/07/2016
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit covers the skills and knowledge requirements of NOS “Carry out a Review Meeting”.
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit is subject to the requirements set out in the Cogent SSC Assessment Strategy.
Endorsement of the unit by a sector or other appropriate body (if required)	Cogent SSC
Location of the unit within the subject/sector classification system	2.1 , 4.2
Name of the organisation submitting the unit	PAA\VQ-SET
Availability for use	Restricted unit
Unit available from	
Unit guided learning hours	8