



NPTC

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Level 2

CERTIFICATE OF COMPETENCE

IN

ALL TERRAIN VEHICLE HANDLING

ASSESSMENT SCHEDULE

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NPTC Level 2 Certificate of Competence in All Terrain Vehicle Handling

Candidate Information

Introduction

The scheme will be administered by the NPTC.

NPTC will:

- Publish - scheme regulations
 - Assessment schedule
 - Assessment material
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Manage verification
- Issue certificates to successful Candidates

The Certificate of Competence

Certificates of competence will be awarded to Candidates who achieve the required level of competence in the Units to which their Certificate relates.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

NPTC does **not** hold a register of instructors; however instruction will normally be available from recognised training providers and/or centres of further or higher education active in the areas covered by this certificate. Further information on training may be obtained from the local Assessment Centre.

Access to Assessment

Assessment Centres will be responsible for arranging assessment on behalf of a Candidate. Assessment may only be carried out by an Assessor approved by NPTC for that scheme. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates work place supervisors, or anyone else who might have a vested interest in the outcome, carry out the assessment.

The minimum age limit for Candidates taking certificates of competence is 16 years. There is no upper age limit.

Assessment

Assessment is a process by which it is confirmed that the Candidate is competent in the Units within the award to which the assessment relates. It is a process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The candidate must be registered through an NPTC approved Assessment Centre for this qualification prior to assessment.

The result of the assessment will be recorded on the assessment report form.

The schedule of assessment contains the criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent).
- 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent).
- 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent).
- 1 = Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge leading to the recording of a critical fault. (Not yet competent).

A list of registered Assessment Centres is available from NPTC. (www.nptc.org.uk)

Verification

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way that NPTC has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the assessor will be evaluated by an NPTC approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on NPTC's list of approved assessors.

Complaints and Appeals

NPTC and its Assessment Centres have a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the Assessment Centre through whom the assessment was arranged and submit the complaint in writing.

For further information on NPTC's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to www.nptc.org.uk

Learning Outcomes

The candidate will be able to:

- State legal and safety requirements relating to the use of ATV's
- Carry out appropriate pre-start checks on the ATV
- Take appropriate action arising from checks
- Conduct a Risk Assessment of the task to be undertaken
- Explain additional considerations that need to be made when riding an ATV with a trailed attachment
- Prepare for work.
- Select and wear appropriate PPE
- Start the ATV
- Handle the ATV safely on rough terrain including slopes.
- Attach a trailer or trailed attachment securely to the ATV safely,
- Manoeuvre vehicle on a variety of terrain whilst towing, including reversing around a corner
- State the required underpinning knowledge that supports the operation

Guidance Notes for Candidates and Assessors

The assessment is divided into three compulsory units:

- Unit 1 Pre-Use Safety – ATV's
Unit 2 Operate the All Terrain Vehicle
Unit 3 Completion of the Task – ATV's

Candidates must successfully achieve all Assessment Activities in all three units. Unless specified under assessment activity, candidates are expected to satisfy all of the assessment criteria.

Certificate Endorsement

The Certificate will be endorsed according to the type of ATV used in the assessment.

Either a) **Sit-Astride ATV**
(i.e. "quad bike" type machines)

Or b) **Sit-in ATV**
(i.e. Cushman/Mule type machines)

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

Any equipment used must be operated in such a way that the Candidate, Assessor, other persons or equipment are not endangered.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

It is recommended that suitable barrier creams/disposable gloves be used if and when necessary.

Validation of Equipment:

A Manufacturer's instruction book or other operators' manual should be available.

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

Any appropriate All Terrain Vehicle with accompanying trailer/trailed attachment complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Additional Information:

May be sought from the relevant manufacturers' operator manuals or any other appropriate training or safety publication.

Unit 1 Pre Use Safety - ATV's

ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
<p>1. Demonstrate knowledge of legal and safety requirements relating to the use of ATV's with regard to:</p> <p>What is involved in a Risk Assessment</p> <p>Guarding requirements</p> <p>Legal requirements when operating on a public highway</p> <p>Identify appropriate personal protective equipment (PPE) required for use.</p> <p>Other legal and/or safety requirements affecting operator safety when using an ATV at work</p>	<p>Risk Assessment must be specific to:</p> <ul style="list-style-type: none"> - Site - Task - Machine <p>Risk Assessment must contain:</p> <ul style="list-style-type: none"> - Identified hazards - Evaluated risk - Control measures to be implemented - Emergency procedures <p>- Risk Assessment must be communicated to operator</p> <ul style="list-style-type: none"> - All moving parts must be guarded e.g. <ul style="list-style-type: none"> • Wheels • Fans • Drive shafts <p>Any ATV being used on a public highway must:</p> <ul style="list-style-type: none"> - Comply with the road vehicle lighting requirements - Be registered and taxed (road fund license or exemption certificate) - Be approved for use on the road - Have a minimum of third party insurance - Be ridden by somebody holding a suitable, valid driving licence - Not exceed 20 mph <ul style="list-style-type: none"> - PPE requirements are subject to individual Risk Assessment but must include head protection with chin strap and may also include: <ul style="list-style-type: none"> • Eye protection • Protective footwear • Gloves (especially in cold weather) • Non snag outer clothing that covers arms and legs <ul style="list-style-type: none"> - Children under the age of 13 are not permitted to ride on an ATV - Children over 13 should ride a machine appropriate in size and power to their capabilities - Additional manufacturers minimum age recommendations - "Sit-astride" ATV's are not designed to carry passengers - Ignition key should be removed whenever the ATV is not in use - ATV should have standard safety decals stating PPE requirements and other hazard warnings. <ul style="list-style-type: none"> - Unsuitable combination of gear and braking - Insufficient revs to engage centrifugal clutch

Unit 1: Pre Use Safety - ATV's (continued)	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
<p>2. Demonstrate knowledge of factors to be considered when riding an ATV on various terrain.</p> <p>Demonstrate knowledge of operating an ATV that is laden and/or has an implement attached, on various terrain</p>	<p>For "sit-astride" ATV's:</p> <ul style="list-style-type: none"> - Riding position varied to transfer body weight and counterbalance ATV: - Weight on uphill side of ATV riding across slopes - Weight kept forwards on ATV riding up a slope - Weight kept to rear of ATV riding down a slope - Leaning to aid cornering if ATV not fitted with differential <p>For "sit-in" ATV's:</p> <ul style="list-style-type: none"> - Roll over protection should be fitted when there is a risk of the vehicle overturning - Seat belts should be used when a roll over protection system is fitted <p>Unknown terrain checked prior to riding for hazards such as:</p> <ul style="list-style-type: none"> - Pot holes - Tree stumps - Steep slopes - Other unseen obstacles <p>Riding at high speed:</p> <ul style="list-style-type: none"> - Increases stopping distance - Makes the ATV more unstable - Could lead to ATV turning over on rough ground - Avoid excessive speed - Appropriate gear should be selected for terrain, e.g. low gear when descending slopes to maintain suitable speed <ul style="list-style-type: none"> - Machine should be assessed for compatibility (suitability of load) - Correct weight ratio between trailer and ATV: - Braked load up to 4 times unladen weight of ATV - Unbraked load not more than twice unladen weight - Correct loading of racks/carriers - Loads should be secured - Load will raise centre of gravity, which will lead to greater instability on slopes - Swivel hitch used if available
<p>3 Identify and explain the function of all controls</p>	<ul style="list-style-type: none"> - Neutral/reverse/oil temp warning lights - Throttle - Brake levers - Clutch control (if fitted) - Differential lock (if fitted) - 4 wheel drive selector (if fitted) - Parking brake - Gears, including reverse selection lock - Starting, including cold start - Fuel switch (ON/OFF/RESERVE) - Emergency stop switch - Lights
<p>4 Carry out daily pre-use checks and maintenance to the ATV</p>	<ul style="list-style-type: none"> - Correct pre-use checks to be undertaken as recommended by the manufacturer's hand book/Operators manual. Observing relevant safety and cleanliness precautions <p>Check to ensure safety of operator and ATV:</p> <ul style="list-style-type: none"> - Wheel nuts secure - Tyres (visual inspection for condition and pressure) - Stop Control - Ensure: - Fuel level is adequate - Engine oil level is correct - Coolant level adequate (if applicable) - Engine air cleaner is clean - Joints adequately lubricated (if applicable) - Frequency of checks undertaken - Report findings where appropriate - Act on findings where appropriate

Unit 2: Operate the All Terrain Vehicle (ATV)	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
1 Ride the A.T.V. around a specified course.	<ul style="list-style-type: none"> - Mount machine in safe manner - Correct starting procedure: - Fuel switched on - Gears in neutral - Ignition on - Engine started - Cold starting device - Apply both brakes before engaging gear - Assess terrain and remain aware of surroundings at all times - Look over shoulders and check it is safe before moving off - Ride at safe, suitable speed - Select appropriate gear for riding condition - Check brakes are operative - Manoeuvre around specified course safely, using appropriate controls where necessary and showing correct body movement - Special care on slopes <ul style="list-style-type: none"> • Correct riding positions • Positive drive retained • No 'freewheeling' • Appropriate gear engaged - Park machine safely with park brake on and gear in neutral - Stop engine and dismount in a safe manner
2 Ride the ATV around a specified course with a trailer or trailed implement attached including reversing	<p>Candidate to ride course applying same criteria as in Unit 2, Assessment Activity 1, towing a trailer or trailed implement and (in addition) demonstrating:</p> <ul style="list-style-type: none"> - Safe hitching procedure - Awareness of position of attachment at all times - Smooth take off and control of speed - Reverse the trailer around a right angle bend - Avoidance of jack-knifing, particularly on slopes

Unit 3: Completion of Task – ATV's	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
1 Park and secure the ATV	<ul style="list-style-type: none"> - Ensure that: - Parking brake is on - Engine switched off - Gear left in neutral - Fuel turned off - Key removed from ignition - Trailer removed (if required) - Any specific security precautions/devices applied to ATV
2 Demonstrate knowledge of cleaning the ATV and reasons for cleaning	<ul style="list-style-type: none"> - Identify PPE to be used - Identify a suitable site - Remove any unwanted debris safely using appropriate method <ul style="list-style-type: none"> • Compressed air • Water • Brush - Dispose of waste material according to company policy and legislation <p>ATV is cleaned to:</p> <ul style="list-style-type: none"> - Prevent corrosion - Facilitate maintenance and adjustments - Prevent personal contamination - Prevent hazardous operating conditions - Prevent soiling of roads
3 Demonstrate knowledge of the need to inspect the ATV for damage after use.	<ul style="list-style-type: none"> - Inspect to establish any wear, damaged and/or missing components through use - Ensures any defects are rectified before it is next used