



**NPTC**

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## **NPTC LEVEL 2 UNIT: TRAILERS IN THE WORKPLACE**

# **ASSESSMENT SCHEDULE**

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## NPTC Level 2 Unit: Trailers in the Workplace

### 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 knowledge and understanding

#### 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](http://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 an annual 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](http://www.nptc.org.uk)

### Learning Outcomes

The candidate will be able to:

- State legal and safety requirements relating to the use of trailers
- Select and wear appropriate PPE as required
- Carry out appropriate pre-start checks on the towing vehicle and trailer
- Take appropriate action arising from checks
- Explain additional considerations that need to be made when towing a trailer
- Attach the trailer to a towing vehicle
- Load the trailer and secure the load
- Manoeuvre vehicle whilst towing a trailer, including reversing around a corner
- State the required underpinning knowledge that supports the operations

### Guidance Notes for Candidates and Assessors

The assessment is covered in a single unit.

### Site Requirements

The assessment must take place on an appropriate site with space to perform required manoeuvres

### Candidate Pre-requisites

Candidates coming forward for this assessment must hold a valid UK driving licence. This must be shown to the assessor.

### Safe Practice:

Appropriate Personal Protective Equipment (PPE) must be worn when required.

The vehicle and any other 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.**

### 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 Vehicle with accompanying trailer (appropriate to the work situation of the candidate) complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

**The assessor must be satisfied that the vehicle and trailer are in a road worthy condition and legal to use. This will normally require evidence of MOT and insurance certificates (either the original or confirmation from the employer/vehicle owner). However, in situations where the vehicle and trailer are not intended for use on the public highway or other exemptions apply, the assessor will use their discretion as to the suitability of the vehicles.**

**Additional Information:** May be sought from the relevant manufacturers/drivers manuals or any other appropriate training or safety publication

| <b>Trailers in the Workplace</b>   |   |
|--|---|
| <b>Assessment Activity</b>   | <b>Assessment Criteria</b>  |
| <p>1. Demonstrate knowledge of legal and safety requirements relating to the use of trailers in respect of:</p> <p>1.1 Risk Assessment</p> <p>1.2 The use of the vehicle on a public highway or other areas to which the public has access</p> <p>1.3 The use of the trailer on a public highway or other areas to which the public has access</p> | <p>Risk Assessment must be specific to:</p> <ul style="list-style-type: none"> <li>- Site</li> <li>- Task</li> <li>- Machine</li> </ul> <p>Risk Assessment must contain:</p> <ul style="list-style-type: none"> <li>- Identified hazards</li> <li>- Evaluated risk</li> <li>- Control measures to be implemented</li> <li>- Emergency procedures</li> </ul> <p>Risk Assessment must be communicated to operator</p> <p>The vehicle must:</p> <ul style="list-style-type: none"> <li>- Be in a road worthy condition (MOT certificate where appropriate)</li> <li>- Have a current road fund licence (vehicle excise duty)</li> <li>- Have a minimum of third party insurance cover (to conform to Road Traffic Act requirements)</li> <li>- Be driven by someone who holds a suitable valid drivers licence (including towing endorsement)</li> <li>- Have a tachograph fitted if appropriate (according to gross train weight)</li> </ul> <p>The trailer must:</p> <ul style="list-style-type: none"> <li>- Be compatible with towing vehicle</li> <li>- Be in a road worthy condition</li> <li>- Have an operators handbook</li> <li>- Be fitted with manufacturers plate</li> <li>- Have lights</li> <li>- Have brakes if over 750kg or double axle trailer or towing vehicle requirement</li> </ul> |
| <p>2. Check towing vehicle is safe to use</p>  | <p>VIN plate/Operators manual referenced to check:</p> <ul style="list-style-type: none"> <li>- Maximum Gross Train Weight</li> <li>- Maximum Authorised Mass</li> <li>- Vehicle payload</li> <li>- Gross Vehicle Weight</li> <li>- Vertical Static Load/Nose Load</li> <li>- Tow bar and auxiliary lighting socket</li> <li>- Tachograph if required</li> <li>- Tyre pressure</li> <li>- Mirrors</li> <li>- Handbrake operation</li> </ul>   |
| <p>3. Check trailer's suitability for road use</p> <p>Confirm compatibility of trailer and towing vehicle</p>  | <p>Manufacturers handbook/plate to check:</p> <ul style="list-style-type: none"> <li>- Unladen weight of trailer</li> <li>- Gross weight</li> <li>- Axle weights</li> <li>- Vertical Static Load</li> </ul> <p>- Check that trailer and towing vehicle are compatible</p>   |
| <p>4. Check the trailer is safe to use and appropriate for the task</p> <p>Confirm compatibility of vehicle and load</p>   | <ul style="list-style-type: none"> <li>- Conduct visual inspection of trailer to ensure structural integrity and serviceability</li> <li>- Appropriate registration plate fitted</li> <li>- Overrun braking system if fitted</li> <li>- Breakaway cable</li> <li>- Handbrake</li> <li>- Stabilisers</li> <li>- Loading ramps</li> <li>- Tyre pressures/type</li> <li>- Lights</li> </ul> <p>- Suitability of trailer for load type</p>  |

| Assessment Activity  | Assessment Criteria   |
|--|---|
| 5. Hitch vehicle to a trailer and connect electrics  | <ul style="list-style-type: none"> <li>- Reverse vehicle and line up with trailer</li> <li>- Connect trailer to vehicle safely and securely</li> <li>- Connect trailer electrical system to vehicle</li> <li>- Check correct function of trailer               <ul style="list-style-type: none"> <li>• Tail lights</li> <li>• Brake warning lights</li> <li>• Number plate lights</li> <li>• Indicator lights</li> <li>• Brakes</li> </ul> </li> <li>- Attach breakaway cable/chain securely to vehicle hitch</li> <li>- Ensure that trailer handbrake is released and wheel chocks removed (if used)</li> </ul>   |
| 6. Load the trailer  | <ul style="list-style-type: none"> <li>- Manoeuvre to appropriate area for loading (if required)</li> <li>- Remove/drop tailgate and/or sides</li> <li>- Attach ramps if required</li> <li>- Stabilisers put down if required</li> <li>- Adopt safe manual handling techniques</li> <li>- Safe use of Trailer Winch where fitted</li> <li>- Place load in correct position:               <ul style="list-style-type: none"> <li>• Position between axles</li> <li>• Even spread of weight</li> <li>• Within trailers capacity/nose weight</li> <li>• Low centre of gravity</li> </ul> </li> <li>- Replace sides/tailgate/ramps etc</li> </ul>  |
| 7. Secure the load   | <ul style="list-style-type: none"> <li>- Load secured using appropriate method/equipment for load type.</li> <li>- Lashing points</li> <li>- Wheel chocks</li> <li>- Tarpaulin</li> <li>- Net</li> <li>- Ropes (effectively tied)</li> <li>- Straps</li> <li>- Avoid damage to load</li> <li>- Avoid moving load during transit</li> </ul>  |
| <p>8. Drive the vehicle and trailer around an identified route.</p> <p>Route should include:</p> <p>9. Reverse round a right and left hand corner</p> <p>10. Reverse in a straight line</p> <p>11. Negotiate a chicane</p> | <ul style="list-style-type: none"> <li>- Ensure smooth take off</li> <li>- Engage correct gears and select speeds as appropriate to conditions</li> <li>- Ensure that care is taken at corners</li> <li>- Manoeuvre vehicle and trailer safely</li> <li>- Appropriate positioning of vehicle in road</li> <li>- Ensure that care is taken when braking</li> <li>- Manoeuvre vehicle and trailer safely around corners, avoiding any obstacles/kerbs</li> <li>- Appropriate positioning of vehicle in road</li> <li>- Ensure that care is taken when reversing with auto reverse brakes</li> <li>- Manoeuvre vehicle and trailer safely</li> <li>- Appropriate positioning of vehicle in road</li> <li>- Ensure that care is taken when reversing with auto reverse brakes</li> <li>- Engage correct gear and select speed as appropriate to conditions</li> <li>- Manoeuvre vehicle and trailer safely</li> <li>- Appropriate positioning of vehicle in road</li> <li>- Avoidance of obstacles/kerbs</li> <li>- Ensure that care is taken when braking</li> </ul> |
| 12. Park trailer and uncouple  | <ul style="list-style-type: none"> <li>- Engage trailer parking brake securely</li> <li>- Apply stabilisers, jockey wheel, wheel chocks if appropriate</li> <li>- Disconnect trailer from vehicle hitch</li> <li>- Disconnect electric supply cable from vehicle socket and store correctly</li> <li>- Remove safety cable/chain</li> </ul>   |
| 13. Demonstrate knowledge of factors to consider for driving on different road surfaces  | <ul style="list-style-type: none"> <li>- Reduce speed when driving on rough ground</li> <li>- Increased importance of low centre of gravity on slopes</li> <li>- increased risk of jack-knifing on wet/slippery surfaces</li> </ul>   |