CITY & GUILDS LEVEL 2 AWARD IN AGRICULTURAL TRACTOR DRIVING AND RELATED OPERATIONS (QCF) QAN 600/4671/5

QUALIFICATION GUIDANCE

Independently Assessed

Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No	0014	Machinery
Qualification Programme No	0014-07	L2 Award in Agricultural Tractor Driving and Related Operations
Unit(s)	205	Prepare and operate a tractor and attachments
	206	Operate a loader
Learning Time (LT)	205	LT 38 (5 Credits)
	206	LT 12 (2 Credits)
		(* see note on page 2)
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds Level 2 Award in Agricultural Tractor Driving and Related Operations (QCF)

Qualification guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

Publish - Scheme regulations
- Qualification guidance
- Training material
- Trainers support 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 Qualification

The qualification will be awarded to candidates who achieve the required level of competence in the units to which their certificate relates.

What is the Qualifications and Credits Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

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.

*** Learning Time (LT)**

Learning Time (LT) is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as ***"tutor or teacher led hours"***. LT is defined as **"a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes"**. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment is divided in to **(2)** units:

Unit 205 Prepare and operate a tractor and attachments (Mandatory) (Credit Value 5)

Outcome 1. Understand How To Prepare A Tractor And Attachments For Operation **(Criteria 1.1 – 1.7)**
Outcome 2. Prepare A Tractor And Attachments For Operation **(Criteria 2.1 – 2.6)**
Outcome 3. Understand How To Operate A Tractor **(Criteria 3.1 – 3.6)**
Outcome 4. Operate A Tractor With Attachments **(Criteria 4.1 – 4.9)**

Unit 206 Operate a loader (Optional) (Credit Value 2)

Outcome 1. Know How To Operate A Loader **(Criteria 1.1 – 1.3)**
Outcome 2. Operate A Loader **(Criteria 2.1 – 2.4)**

Candidates must successfully achieve **all** assessment activities in Mandatory unit 205 and if they are undertaking the optional unit (unit 206), they must achieve all the assessment activities in that also.

Endorsement: There are no endorsements for this Award.

Quality Assurance

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 City & Guilds 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 a City & Guilds approved verifier.

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

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

Performance Evaluation

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

M = Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick ☑ is to be put in the box provided in the bottom right-hand column of each section.

NM = Not Met 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. If the Criterion is NOT MET, a cross ☒ is to be put in the box provided in the bottom right-hand column of each section.

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available for the Candidate to use during the assessment if required.

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 item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Safe Practice

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

The Assessor must ensure that a site specific risk assessment is carried out.

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

All ancillary equipment, when detached, must be safely parked.

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

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should to be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.

Additional Information

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

Questions should be related to the background or employment aspirations of the candidate.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required theses may include other suitable answers not specified if they are deemed to be correct by the Assessor**. The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

The Candidate may only have a maximum of 3 attempts. Re-assessment cannot take place until further training has been provided.

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds NPTC. (www.nptc.org.uk)

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

The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

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City & Guilds is a registered charity established to promote education and training

Candidate A	**Name:**	**Date:**	**Start Time:**	**Duration:**
Candidate B	**Name:**	**Date:**	**Start Time:**	**Duration:**
Candidate C	**Name:**	**Date:**	**Start Time:**	**Duration:**
Candidate D	**Name:**	**Date:**	**Start Time:**	**Duration:**

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 205 **3.2**	List the types of hazards which may be encountered and how these should be dealt with (HAZARDS)	Candidate to list **five** hazards and **stat**e how each should be dealt with	Hazards and how they should be dealt with: • overhead cables – be aware of height and erect warning signage ☐ • slopes – be aware of limitations of tractor, how to negotiate slopes ☐ • overhanging tree branches – remove ☐ • surface debris – remove or mark ☐ • underground obstructions – mark to avoid ☐ • people – erect signage, barriers to exclude ☐ • animals – remove or erect fencing to confine ☐ • soft ground – avoid or mark area ☐ • ditches/waterways – be aware of their locations, keep away from the edges of banks ☐ • weak bridges – check weight restrictions ☐				
		Candidate to state **four** legal and safety requirements relating to the use of tractors on or near a public highway or other area to which the public has access	Any tractor driven on the highway must: • be road legal ☐ • have a current road fund licence (vehicle excise duty) ☐ • have a minimum of third party insurance cover (to conform to Road Traffic Act requirements) ☐ • be driven by somebody holding a suitable, valid drivers licence ☐ • have an orange flashing beacon when driven on dual carriageways or other roads (subject to hazard and risk assessment) ☐ • comply with speed limits appropriate to type of tractor ☐ • warning signs could be erected ☐ • police should be informed if there is going to be a lot of road use that may cause hold ups ☐ **Met✓ Not Met X** ☐				
Unit 205 **2.2**	Check the immediate work area for hazards and obstacles (HAZARDS AND OBSTACLES)	Candidate to **inspect** the site for hazards	To include: • inspect the site and remove or mark hazards ☐ • confirm the condition of the site as acceptable for the operation to take place ☐ • report to the appropriate person if the site condition is unsuitable ☐				
		Describe **two** ways to ensure safety of public and animals	• set out warning signs advising public of hazards (if appropriate) ☐ • construct barriers to exclude public/animals (if appropriate) ☐ **Met✓ Not Met X** ☐				
Unit 205 **1.5**	Describe conditions which should be taken into account when considering the use of attachments (USE OF ATTACHMENTS)	Candidate to describe **four** conditions which should be taken into account when considering the use of attachments	May include: • suitability of the attachment for the task (right implement/machine for the job) ☐ • severity of slopes ☐ • structural integrity of the soil, ability to support the tractor and equipment ☐ • ground conditions, linked to soil water content ☐ • condition of the soil and likely finish that will be achieved (too wet/too dry) ☐ • will cultural operations damage the soil structure • condition of the vegetation/crop ☐ • current weather conditions ☐ • possible changes to weather ☐ **Met✓ Not Met X** ☐				

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 205 **1.2**	Identify Health and Safety issues in relation to the preparation and use of tractors (H&S IN PREPARING TRACTOR TO USE)	**Identify** appropriate safety clothing and protective equipment for preparation, maintenance and use of the tractor. (As specified in the operator's manual and risk assessment)	Must include: • safety boots (free from mud and oil) • 'non snag clothing' (overalls or high visibility clothing depending on where working activities are to be carried out) • work gloves (for removing/attaching implements) • latex or other gloves (for maintenance activities) • ear defenders • hard hat • face or eye protection • dusk mask	☐ ☐ ☐ ☐			
		State **four** precautions to be taken when attaching implements or loading/unloading materials	May include: • no other person should be between the tractor and the implement/machine • avoid entering danger zones (e.g. between implement and tractor when attaching or removing) • If using a remote linkage control the operator must not be in a position whereby injury may be caused by the tractor or implement • a raised machine is supported before any work is carried out				
			For safe lifting and manual handling: • avoid manual handling where possible • use mechanical aids • use safe lifting techniques when lifting **Met✓ Not Met X**				
Unit 205 **3.6**	Identify Health and Safety legislation, and codes of practice in relation to the preparation and use of tractors (H&S LEGISLATION)	Candidate to name **three** relevant pieces of Health and Safety legislation or codes of practice in relation to the preparation and use of tractors and state **one** impact on tractor operation	May include any of the following: • The Health & Safety at Work Act (HSWA) 1974 – duties imposed on the employee • The Management of Health and Safety at Work Regulations 1999 Risk assessments must be completed and communicated to all relevant persons • Personal Protective Equipment Regulations (PPE) 1992 - PPE must be provided and worn • Manual Handling Operations Regulations (MHOR) 1992 – avoid manual handling where possible, use safe lifting techniques • Provision and Use of Work Equipment • Regulations (PUWER) 1998 – regular checks and maintenance must be carried out according to manufacturer's recommendations • Noise at Work Regulations 2005 – hearing protection must be used over 85 decibels (dB) • Lifting Operations and Lifting Equipment • Regulations (LOLER) 1998 – inspections must be carried by suitably qualified persons • Countryside and Wildlife Act 1981 – operations must be carried out avoiding disturbance to wildlife **Met✓ Not Met X**	☐ ☐ ☐ ☐			
Unit 205 **3.3**	Describe the capabilities of the tractor and the expected efficiency of tractor operation (TRACTOR CAPABILITIES)	Candidate to **describe** the capabilities of the tractor as indicated in the manufacturer's /operator's handbook	Capabilities of the tractor: • horsepower (Hp) or Kilowatts (Kw) • drawbar weight • towing capacity • implement size/weight • PTO speed(s) • hydraulic power output (for external services) • maximum working angles expressed as degrees • fuel usage **Met✓ Not Met X**	☐ ☐ ☐ ☐			

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 205 **1.4**	Identify types of attachments that are safe to use and compatible with the tractor and those that are not (SAFE ATTACHMENT)	State **four** examples of when attachments are safe to use and compatible State **four** examples of when attachments are not safe to use and incompatible	Safe to use:				
			• undamaged and in good serviceable condition	☐	☐	☐	☐
			• within the towing capacity of the tractor	☐	☐	☐	☐
			• within the lifting capacity of the tractor (with or without counterweights)	☐	☐	☐	☐
			• with compatible hitches	☐	☐	☐	☐
			• with the same type of PTO shaft	☐	☐	☐	☐
			• where the power requirement is within the capacity of the tractor	☐	☐	☐	☐
			• hydraulic fittings are compatible	☐	☐	☐	☐
			Not safe to use:				
			• damaged or in poor condition	☐	☐	☐	☐
			• where the towing weight is greater than the capacity of the tractor	☐	☐	☐	☐
			• where the lifting weight is greater than the tractor (with or without counterweights)	☐	☐	☐	☐
			• where the hitches are incompatible	☐	☐	☐	☐
			• where the PTO shafts are different	☐	☐	☐	☐
			• where the power requirement exceeds capacity	☐	☐	☐	☐
			• hydraulic fittings are incompatible	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐
Unit 205 **1.3**	Describe different types of attachments and how they are secured (TYPES OF ATTACHMENT)	Assessor to specify **three** types of attachment and ask the Candidate to describe how they are secured	To include:				
			• rear mounted (hydraulically)	☐	☐	☐	☐
			• trailed	☐	☐	☐	☐
			• front mounted (hydraulically)	☐	☐	☐	☐
			• mounted underneath/wrapped around one side of the tractor	☐	☐	☐	☐
			• pins; drawbar pins, lynch pins	☐	☐	☐	☐
			• bolts	☐	☐	☐	☐
			• chains/bars	☐	☐	☐	☐
			• pick-up hitches	☐	☐	☐	☐
			• hydraulic fittings are compatible; ball/ball, spigot/spigot	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐
Unit 205 **1.6**	Describe adjustment requirements for different attachments and operations (ADJUST ATTACHMENT)	Assessor to select **two** implements/machines and ask the Candidate to **describe** how they can be set up for operation and adjusted during operation	May include:				
			• height/level in transport and working position	☐	☐	☐	☐
			• alterations using specific hydraulic controls; position	☐	☐	☐	☐
			• draft control	☐	☐	☐	☐
			• tractor forward speed	☐	☐	☐	☐
			• PTO speed	☐	☐	☐	☐
			• angle of contact with soil (soil engaging implements)	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐
Unit 205 **1.7**	Explain the correct use and duration of warning signals and indicators (WARNING SIGNALS)	Candidate to **explain** the meaning of the warning signals and indicators appropriate to the tractor and the attachment	May include:				
			• audible signals specific to tractor	☐	☐	☐	☐
			• visual warning signals/lights specific to tractor	☐	☐	☐	☐
			• audible signals specific to the attachment	☐	☐	☐	☐
			• visual warning signals/lights specific to the	☐	☐	☐	☐
			• attachment	☐	☐	☐	☐
			• appropriate use of hazard warning lights	☐	☐	☐	☐
			• use of headlights	☐	☐	☐	☐
			• use of flashing beacon for driving on a dual	☐	☐	☐	☐
			• carriageway or road (subject legal requirements and as specified in hazard and risk assessment)	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 205 **1.1**	List the required pre-start checks and adjustments (**safety checks**) (PRE-START SAFETY CHECKS)	Candidate to verbally **list** the pre-start checks and adjustments as recommended in the operator's manual	May include:				
			• frequency of checks as recommended	☐	☐	☐	☐
			• correct pre-use checks are stated	☐	☐	☐	☐
			possible adjustments are specified which may include:				
			• windows cleaned for vision	☐	☐	☐	☐
			• mirrors adjusted for clear view	☐	☐	☐	☐
			• steering wheel adjusted to suit operator	☐	☐	☐	☐
			• seat adjusted to suit operator	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐
Unit 205 **2.1**	Carry out pre-start checks in accordance with standard procedures (**daily maintenance checks)** (PRE-START MAINTENANCE CHECKS)	Candidate should use a checklist for this activity**, it is required to satisfy Unit 205 4.9** Candidate must explain the function of the tractor controls	To include:				
			• daily maintenance carried out in accordance with operators manual	☐	☐	☐	☐
			• appropriate measures to ensure personal safety are implemented	☐	☐	☐	☐
			• appropriate PPE worn whilst carrying out checks	☐	☐	☐	☐
			• function of on/off control (lever or key switch)	☐	☐	☐	☐
			• PTO lever engagement (and speed range selector, if applicable)	☐	☐	☐	☐
			• Independent brakes	☐	☐	☐	☐
			• meaning of warning symbols on the instrument panel	☐	☐	☐	☐
			• function of the controls	☐	☐	☐	☐
			• function of hydraulic services	☐	☐	☐	☐
			• function of pneumatic services (if applicable)	☐	☐	☐	☐
			• use and function of all lights	☐	☐	☐	☐
			• use and function of indicators	☐	☐	☐	☐
			• condition/function of seat belt (if fitted)	☐	☐	☐	☐
			The following are checked to ensure efficient operation and longevity of machine:				
			• wheel nuts secure	☐	☐	☐	☐
			• visual inspection of the tyres carried out, condition stated, appropriate level of inflation confirmed	☐	☐	☐	☐
			• fuel level is adequate	☐	☐	☐	☐
			• engine oil level is within acceptable limits	☐	☐	☐	☐
			• hydraulic oil level is within acceptable limits (if accessible/measurable)	☐	☐	☐	☐
			• coolant level is adequate	☐	☐	☐	☐
			• engine air filter is clean and components parts are in acceptable condition	☐	☐	☐	☐
			• all sites requiring lubrication are adequately lubricated	☐	☐	☐	☐
			• findings are reported	☐	☐	☐	☐
			• appropriate action is taken to remedy faults (within limits of responsibility)	☐	☐	☐	☐
			Statutory guarding requirements:				
			• all moving parts, belts, pulleys and chains are guarded	☐	☐	☐	☐
			• the guards are secure and undamaged	☐	☐	☐	☐
			• exhaust heat shield is in place and undamaged	☐	☐	☐	☐
			• the PTO shaft is guarded when attached	☐	☐	☐	☐
			• the PTO shaft is fully enclosed when not in use	☐	☐	☐	☐
			Mounting/dismounting:				
			• Candidates must safely mount and dismount from tractor cab using hand and footholds provided (usually backwards)	☐	☐	☐	☐
			Cold starting procedures:				
			• ensure engine is not under load before starting	☐	☐	☐	☐
			• gears in neutral	☐	☐	☐	☐
			• PTO should be disengaged	☐	☐	☐	☐
			• hydraulic services are in neutral	☐	☐	☐	☐
			• engine started using correct procedures (cold or warm)	☐	☐	☐	☐
Continued			• cold starting procedures described (if warm start)	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **Unit 205** **2.1**			Checking brake operation:				
			• check brake operation in accordance with operator's handbook	☐	☐	☐	☐
			• carry out brake test with brakes locked together on hard uniform surface	☐	☐	☐	☐
			• braking efficiency commented upon	☐	☐	☐	☐
			Mounting/dismounting the tractor:				
			• check parking brake is engaged and operating correctly	☐	☐	☐	☐
			• stop engine	☐	☐	☐	☐
			• remove ignition key	☐	☐	☐	☐
			• alight correctly	☐	☐	☐	☐
			Confirmation tractor is safe to use:				
			• any issues highlighted and remedial actions taken before use	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐
Unit 205 **4.9**	Assist in maintaining records to meet organisational requirements (RECORDS)	Candidate to complete **one** record in line with organisational requirements (Note: This could be the record of pre-start checks)	Any of the following:				
			• completion of pre-use check sheet	☐	☐	☐	☐
			• completion of tractor use log	☐	☐	☐	☐
			• completion of post use check sheet/fault log	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐
Unit 205 **3.1**	Describe the ways in which the tractor should be manoeuvred, and how different weather and ground conditions must be taken into account (OPERATION)	Candidate to state **one** occasion when it is appropriate to use the differential lock	When a differential lock could be used:				
			• when one wheel is losing traction when carrying out field operations, only when the tractor is in low gear	☐	☐	☐	☐
		Candidate to **state** when the differential lock should **not** be used	When the differential lock should not be used:				
			• on the road	☐	☐	☐	☐
			• when attempting to negotiate corners	☐	☐	☐	☐
			• when one wheel is slipping fast	☐	☐	☐	☐
		Candidate to **describe** how to disengage a differential lock, that does not disengage automatically	How to disengage a differential lock that does not disengage automatically:				
			• depress the clutch pedal	☐	☐	☐	☐
			• put the tractor into reverse	☐	☐	☐	☐
			• operate an independent brake	☐	☐	☐	☐
		Candidate to be assessed in the context of mounted <u>and</u> trailed implements					
		Candidate to state **one** potential hazard of driving at speed	Hazards:				
			• driving at speed increases risk of losing control	☐	☐	☐	☐
			• braking distance is increased	☐	☐	☐	☐
		State **one** precaution that can be taken	Precautions may include:				
			• avoid excessive speed	☐	☐	☐	☐
			• be aware of increased stopping distances and the need to brake earlier	☐	☐	☐	☐
			• using engine braking to slow the machine	☐	☐	☐	☐
		State **one** potential hazard when turning	Hazards:				
			• risk of overturn	☐	☐	☐	☐
			• mounted implements swing and hit something	☐	☐	☐	☐
			• trailed implements come into contact with the tractor or other objects	☐	☐	☐	☐
		State **one** precaution that can be taken	Precautions:				
			• avoid sharp turns	☐	☐	☐	☐
			• turns need to be taken slowly and make allowance for the swing of an implement/machine	☐	☐	☐	☐
Continued			• make wider turns to accommodate implement/attachment e.g. trailer	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **Unit 205** **3.1**		State **one** potential hazard when driving up or down a slope	Driving up or down slopes and precautions: • tractor could stall or run away • loss of traction • harsh braking during descent could result in 'jack-knifing'	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		State **one** suitable control measure	Control measures: • appropriate low gear should be selected before encountering the slope • do not de-clutch when coming down the slope • trailers should have an auxiliary braking system	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		State **two** potential hazards caused by driving over rough ground	Hazards over rough ground: • increased risk of load shifting • implement/trailer could become detached from tractor if it jumps around too much • weight of attachment could lead to excessive 'bouncing' causing possible driving injury	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		State **two** possible control measures	Control measures: • maintain low speed to reduce 'bouncing' • try to avoid pot holes and bumps • load should be secured to prevent movement	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		State **two** possible hazards when driving across a slope	Hazards on slopes include: • increased risk of load shifting • trailer will tend to slide/pull downhill • increased risk of rolling the tractor	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		State **two** possible control measures	Control measures include: • maintain slow speed when driving across slopes • maintain a low centre of gravity (e.g. keep loading shovel close to ground) • use wide wheel track setting to improve stability of the tractor	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		State **three** factors that should be taken into account when turning on slopes	Factors that should be taken into account when turning on a slope: • severity of the slope • stability of the tractor • direction of turn • type of attachment (i.e. mounted trailed, full or empty) • ground conditions	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
		State **one** possible consequence of a soil engaging implement becoming stuck	Consequences of soil engaging implements becoming stuck include: • overturning of the tractor • breaking shear bolts • damage to the implement	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		Candidate to describe **two** effects of different weather and ground conditions	Effects of weather conditions include: • rain reduces the mechanical integrity of soil, reduces traction, braking distances are longer • snow and ice reduce grip and increase braking distance • loose particles increase risk of skidding and loss of control, increase braking distance	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		Candidate to state **three** ways in which the tractor should be manoeuvred with mounted implement/machines	How tractors should be maneuvered: • turns need to be taken slowly and make allowance for the swing of the implement/machine • tractor should be driven slowly over rough ground, potholes and bumps increase 'bounce' • when carrying a heavy mounted machine the weight of implement/machine contributes to 'bounce', tractor should be driven slowly, machine could be lowered (but not so that it engages with the ground) • approach gaps that are only slightly wider than the tractor at right angles	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Continued							

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **Unit 205** **3.1**		Candidate to state **two** possible consequences of a mounted implement becoming engaged with an object during a turn	Possible consequences of implements becoming entangled: • overturning the tractor • damage to the object • damage to the implement • breaking pins or check chains/bars	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		Candidate to **describe** how to slow down and stop a tractor	Slowing down and stopping a tractor: • use throttle to reduce speed • apply one foot break • depress clutch when almost stopped • apply hand brake • put gears in neutral • release clutch • release foot brakes • lower implement to ground (if attached) • stop engine • remove key	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
		Candidate to state **three** precautions when towing a loaded trailer	When towing a loaded trailer: • make wide turns to accommodate trailer swing • using engine braking to slow trailer and keep control • be aware of increased stopping distances and need to brake earlier • avoid bumpy ground that may dislodge the load **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
Unit 205 **2.3**	Ensure attachments are compatible with the tractor (ATTACHMENT COMPATABILITY)	Candidate to state **two** ways to ensure that the attachment is compatible with the tractor	Suitability of implement/machine: • checking the operator's manual for the tractor • checking the power requirement for the implement/machine	☐ ☐	☐ ☐	☐ ☐	☐ ☐
		Candidate to state **two** factors to consider when using linkage category conversions	Linkage compatibility: • compatibility of categories between tractor and implement/machine • linkage balls changed according to manufacturer's instructions • bushes and sleeves are used where appropriate • stepped pins are used if appropriate	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		Candidate to state **four** factors to consider when using the PTO shaft	When using a PTO shaft: • PTO shield (guard) must be in place • correct PTO shaft (6 or 21 spline) • correct speed • the shaft is adequately lubricated • there is appropriate overlap of the sliding shaft • the guards are in good condition • economy mode should be used (when available)	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
		Candidate to state **two** consequences of operating a 540 rpm PTO machine at too high a speed by using a 1000 rpm speed	Operating a PTO at the wrong speed: • excess wear on the implement • excess vibration in the cab • increased risk of stones/debris being thrown up • implement may not achieve desire finish	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		Candidate to **state** what specifically needs to be in place when the PTO is not being used	When not in use a: • PTO shaft/stub guard must be in position **Met✓ Not Met X**	☐	☐	☐	☐
Unit 205 **3.4**	Explain the safe use of attachments (USE OF ATTACHMENTS)	Candidate to **explain** the safe use of one mounted soil engaging implement (requiring the use of draft control). Candidate to explain the safe use of **one** mounted attachment (requiring the use of the PTO and position control)	Safe use of implements/machines: ☐ implement/attachment one ☐ implement/attachment two **Met✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 205 **2.4**	Ensure attachments are secure and safe (SECURITY OF ATTACHMENTS)	Candidate to state **four** ways to ensure the attachment is secure and safe	May include: • drawbar does not catch on implement/machine • there is an appropriate distance between the drawbar and PTO and it will not foul when the machine is lowered for work • the top link is an appropriate length, adjusted equally with sufficient thread engaged for security and the turnbuckle is locked in place after adjustment • linkage pins are not excessively worn • all securing pins are fit for use, not bent or excessively worn • all securing pins lock into place securely • check chains/bars are correctly adjusted **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 205 **2.5**	Carry out adjustments to attachment in accordance with instructions to meet operational requirements (ADJUST ATTACHMENTS)	Assessor to **provide** instructions to meet the operational requirements, adjustments to be made that are appropriate to the implement/machine by the Candidate	Includes: • adjustments made to implement/machine (as required) **Met✓ Not Met X**	☐	☐	☐	☐
Unit 205 **2.6** **Unit 205** **4.5**	Carry out preparation of tractor and attachments in accordance with health and safety legislation and codes of practice Use attachments safely at all times (USE ATTACHMENTS)	Candidate to **demonstrate** cold starting procedures if the engine is cold, or follow warm starting procedures. **(if warm candidates should explain the cold starting procedures)**	To include: • engine is not under load before starting • gears are in neutral • PTO disengaged • hydraulic services are in neutral • engine started using correct procedures (cold or warm) • cold staring procedures described (if applicable)	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
		Candidate to **demonstrate** braking efficiency and comment on effectiveness of brakes. Assessors should be aware that different types of brakes give different braking effects	To include: • check brake operations in accordance with operators handbook • carry out brake test with brakes locked together on hard uniform surface • check parking brake is engaged and operating correctly • braking efficiency commented upon	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		Candidate to **demonstrate** correct procedure when leaving tractor and follow safe stop procedures	To include: • safely mount tractor using hand and footholds • hydraulic services are in neutral and implements lowered to the ground • stop engine • remove ignition key • safely dismount tractor using hand and footholds (usually backwards)	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
		Assessor to instruct Candidate to **hitch up a trailer** to a tractor and connect the hydraulic couplings (either an auto hitch or clevis hitch may be used)	Hitching trailer: • reverse tractor to align with trailer drawbar • handbrake applied • tractor gears put in neutral • hydraulic levers are in disengaged position and the system is depressurised • trailer is hitched properly and that the catches/pins are properly secured • the hydraulic couplings are cleaned • hydraulic couplings correctly connected (including the trailer braking pipe if applicable) • trailer handbrake is released	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **Unit 205** **2.6** **Unit 205** **4.5**		Assessor is to instruct the Candidate **to drive** a tractor and trailer around a course which is to include; negotiating corners, gear changing and reversing into a confined space (at least one right angle)	Driving around a course: • select appropriate gear • ensure take off is smooth • drive at appropriate, safe speed for conditions • slow down at corners • change gear smoothly • brake safely • manoeuvre safely with awareness of surroundings at all time	☐ ☐			
		After completing the manoeuvring elements the Assessor is to instruct the Candidate where to **demonstrate tipping**	Demonstrate tipping: • drive the trailer to the specified position for tipping • reverse the trailer • the area is checked for hazards; there are no overhead hazards, vertical jack-knifing cannot occur, ground conditions are appropriate and slope is not excessive • tip the trailer • lower the trailer	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
		Assessor is to instruct the Candidate where to **park and uncouple the trailer** safely	Parking and uncoupling the trailer: • drive the trailer to the parking area, reverse into designated position • handbrake is applied • tractor is put into neutral gear • hydraulic levers are in disengaged position and the system is de-pressurised • the wheels are chocked (if applicable) • hydraulic pipes are disconnected and stored correctly • trailer is unhitched	☐ ☐			
		Assessor to instruct Candidate to attach one **three** point linkage PTO driven machine to the tractor and attach PTO shaft	Attaching PTO machine: • align tractor with implement • ensure handbrake is applied before leaving cab • attach the links using any safe method • engine is stopped prior to removing PTO stub cover • fit PTO shaft to tractor • secure PTO guards and chains • check that there is sufficient clearance between the PTO shaft and drawbar • top link adjusted to level implement/machine (as appropriate) • lower links levelled (right hand link adjusted to level implement/machine) • eliminate undue side play, by adjusting check chains/links to give appropriate amount of sideways movement	☐ ☐			
		Assessor is to **instruct** the Candidate where to detach the implement	When detaching a three point linkage mounted implement: • move tractor to the selected site • position implement on level site • ensure handbrake is applied before leaving cab • use jacks/stands as appropriate • engine is stopped prior to removing PTO shaft • the PTO stub guard is attached • check chains/bars are released • the links are removed, implement is detached • all links, pins etc are stored appropriately **Met✓ Not Met X**	☐ ☐			
Unit 205 **4.5**	Use attachments safely at all times (USE ATTACHMENTS)	Assessor to **observe** the use of **two** attachments (attachment one appropriate to the role of the operator and use of the tractor)	Attachment one with (PTO): • used safely at all times Attachment two (Trailer): • used safely at all times **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 205 **4.1**	Conduct all movements of the tractor safely, and consistent with the type of tractor, attachment and operation (SAFE MOVEMENT)	Assessor to **observe** all movements during the assessment Assessor to **instruct** the candidate where to park the tractor	To include: • tractor moved safely at all times • attachments attached and moved safely • operation of implements/attachments safe and efficient when parking the tractor: • tractor parked in the specified position • handbrake applied • engine stopped • ignition key removed **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 205 **4.4**	Maintain the efficiency of tractor and attachment performance through the appropriate operation of the tractor (EFFICIENT OPERATION)	Assessor to **observe** where appropriate during assessment The candidate to state **three** measures that can be taken to ensure economic fuel use whilst still maintaining maximum efficiency and work output	May include: • ensure air filter is clean • effective use of engine speed control • use of tractor meter and gear selection chart according to work to be done • use differential lock to prevent wheel slip • weight transfer and correct selection and use of hydraulic services • ensure appropriate tyre pressures for the task **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 205 **4.3**	Assess and deal with any hazards and obstacles encountered during the operation in accordance with standard practice (DEALING WITH HAZARDS)	Assessor to **observe** how the candidate operates the tractor and modified their technique throughout the assessment	Observed: • modification of technique • hazards and obstacles dealt with **Met✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Unit 205 **4.7**	Operate tractor in accordance with current Health and Safety legislation, and codes of practice (H&S)	Assessor to **observe all** activities and determine if Candidate has met criterion	During operation, must comply with: • current Health and Safety legislation and codes of practice **Met✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
Unit 205 **4.8**	Carry out all work activities to meet current environmental and legislative requirements (ENVIRONMENTAL AND LEGISLATIVE REQUIREMENTS)	Assessor to **observe all** activities and judge compliance	During operation, must comply with: • environmental requirements • legislative requirements **Met✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Unit 205 **3.5**	List the reasons why the tractor should be left in a condition suitable for use (AFTER USE)	Candidate to state **two** reasons why a tractor should be left in a condition suitable for use	May include: • so it is ready for use when required • a fault may not be noticed by another operator • avoids excessive down time due to breakdowns **Met✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Unit 205 **4.6** **Continued**	Leave the tractor safe after use and in a condition suitable for its future use (CLEANING AFTER USE)	Candidate to state **two** reasons for regularly cleaning the tractor after use Candidate to state **three** factors to consider when cleaning the tractor and to relate method(s) to type of debris	Tractor and implements are cleaned to: • prevent corrosion • facilitate maintenance and adjustments • prevent personal contamination • prevent hazardous operating conditions • prevent soiling of roads Ways to clean the tractor: • correct PPE used (relating to type of cleaning) • identify a suitable site • unwanted debris removed safely using an appropriate method: compressed air, brush and water (pressure washer) • dispose of waste material according to legislative requirements and company policy	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **Unit 205** **4.6**		Candidate to state **two** factors to consider when inspecting the tractor after use	Reasons for checking a tractor after use includes: • tractor is inspected for damage, missing components and wear • use operator's handbook as appropriate • findings reported to appropriate person • checks are carried out to ensure defects have been corrected before tractor is used again **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

Unit 206 Operate a Loader

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 206 **1.1**	Demonstrate knowledge of additional legal and safety requirements relating to using a loader (LEGAL AND SAFETY)	State **five** additional legal and safety requirements when using a loader	LOLER 1998 requirements: • All lifting equipment should be subject to a regular, thorough inspection • ensure lifting equipment has adequate strength for proposed use • Information on lifting capacity and safe working load should be available to operators Other safety requirements include: • awareness of overhead hazards such as low bridges cables and overhanging buildings • safe loader position according to hazard and risk assessment when moving • safe position when operating the loader • loader should be kept close to ground if moving carrying a load • loader should not travel on public highway while carrying a load **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 206 **1.2**	Demonstrate knowledge of checking loader attachments to prime mover (CHECKING LOADER)	The Candidate is required to carry out the checks and **verbally** feedback to the Assessor on findings State **one** reason for regularly checking the attachment of the loader to the tractor Candidate to state **one** factor to be taken into account when using a fore end loader to lift a heavy load	Check: • loader attachment pins • hydraulic pipes • couplings • teeth security • steelwork for signs of fatigue/cracking • lubrication Lubricate as necessary: • attachment pins • pivot points • controls • tyre pressure to be checked and adjusted if necessary in line with manufacturer's guidance Reasons for checking the attachment of the loader to the tractor include: • sub-frame attachment bolts and securing devices can work loose as they are subject to movement and loading • pins are subject to fatigue and can break When using the loader to move heavy loads: • use rear weights to counterbalance • safe working capacity of loader **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 206 **1.3**	Demonstrate knowledge of the factors to consider when removing and refitting a handling attachment (CHANGING ATTACHMENTS)	Candidate to state **five** reasons to consider when removing or re-fitting a handling attachment (e.g. bucket)	Considerations when removing or re-fitting an attachment include: • clear communication is established between driver and fitter • loader attachment is changed using methods prescribed by the manufacturer • adopt safe methods at all times • safe and accurate use of the hydraulic controls • ensure that the attachment is secured safely • comply with manual handling regulations during activity **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 206 **2.1**	Carry out daily maintenance and pre-start checks (PRE-START AND MAINTENANCE CHECKS)	If the same machine is used for loading as was used for tractor operation, the maintenance and pre use checks **may be considered as having been completed in Unit 205**	Throughout: • pre-start checks are undertaken in accordance with operators manual • appropriate measures to ensure personal safety are implemented • appropriate PPE worn whilst carrying out checks	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		All to be checked and commented upon by the Candidate	The following are checked to ensure safety of operator and machine: • wheel nuts secure • visual inspection of the tyres carried out, condition stated, appropriate level of inflation confirmed • function of on/off control (lever or key switch) • correct function of all lights • correct function of indicators • condition/function of seat belt (if fitted)	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		All to be checked and commented upon by the Candidate	Following are checked to ensure efficient operation and longevity of machine: • fuel level is adequate • engine oil level is within acceptable limits • hydraulic oil level is within acceptable limits (if accessible/measurable) • coolant level is adequate • engine air filter is clean and components parts are in acceptable condition • all sites requiring lubrication are adequately lubricated • findings are reported • appropriate action is taken to remedy faults (within limits of responsibility)	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		The Candidate is required to **confirm** that the loader complies with statutory guarding requirements	Compliance with statutory guarding requirements: • all moving parts, belts, pulleys and chains are guarded • the guards are secure and undamaged • the PTO shaft is fully enclosed when not in use	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
		Candidate is to **mount/dismount** safely in accordance with the design of the loader	Mounting/dismounting safely: • mount and dismount from loader cab using hand and footholds provided (usually backwards)	☐	☐	☐	☐
		Candidate to **demonstrate** cold starting procedures if the engine is cold, or follow warm starting procedures if the engine is warm. (If warm, Candidates should explain cold starting procedures)	Cold starting procedures: • ensure engine is not under load before starting • gears should be in neutral • PTO disengaged • hydraulic services are in neutral • engine started using correct procedures (cold or warm)	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
		Candidate to **demonstrate** braking efficiency and comment on effectiveness of brakes. Assessors should be aware that different types of brake give different braking effects	• cold starting procedures described (if warm start) Checking braking efficiency: • check brake operation in accordance with operators handbook • carry out brake test with brakes locked together on hard uniform surface • braking efficiency commented upon	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
		Candidate to **demonstrate** correct procedure when leaving the tractor/loader	Procedure when leaving the loader: • check parking brake is engaged and operating correctly • stop engine • remove ignition key • align correctly **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 206 **2.2**	Check tyre pressure is appropriate for loader work (TYRE PRESSURES)	Candidate to **carry out** a visual inspection and to **state** the recommended tyre pressures, and check them	To include; • visual inspection carried out • stated tyre pressures • tyre pressures checked within tolerances for specified operations as recommended by the manufacturer **Met✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Unit 206 **2.3**	Carry out activities to operate a loader	**The candidate is required to designate the optimum position for the trailer, or position the trailer themselves** (operate the loader to place material in a trailer or suitable alternative)	Loader operation: • follow safe starting procedures • position loading shovel for transporting • hazard warning beacon used (if required) • terrain negotiated safely • reversing is carried out safely • clear communication is established between loader operator and trailer operator • trailer positioned to give minimum travel and turning, so far as is reasonably practicable • positioning avoids site hazards (including overhead cables) • avoid excessive material spillage • identify and avoid hazards including overhead power lines • manoeuvre machine safely when loaded • work within optimum capacity of loader • ensure even loading of trailer • trailer not overloaded • ensure minimum wheel slip/tyre wear • avoid contact between loader and trailer • clean and tidy work area after loading as necessary **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 206 **2.4**	Leave the loader in a suitable place and condition after operation	Assessor to **provide** basic instructions to Candidate to position loader for parking	To include: • move the loader to parking site • position loader safely • lower loader bucket to the ground • lower counterweight (if applicable) • apply hand brake • switch off engine • remove ignition key **Met✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Summary of Assessment (*The Assessor is to complete the following as appropriate)*

Candidate A	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		
Candidate B	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		
Candidate C	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		
Candidate D	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		

For use by Internal Verifier ONLY *if the assessment process was internally verified*
(Internal Verifier to complete **ONE** *of the boxes below)*

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	**Tick** ✓ ☐
I observed an assessment process taking place. The following were noted as areas of concern.	**Tick** ✓ ☐
Signed: **Date:**	

