# CITY & GUILDS LEVEL 2 AWARD IN THE SAFE USE OF PEDESTRIAN CONTROLLED MOWERS (QCF) QAN 600/4689/2



# **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 Programme No	0 0 1 4 - 0 2	L2 Award in the Safe Use of Pedestrian Controlled Mowers
Unit(s)	2 0 1	Operate a mower
	2 0 2	Use and maintain pedestrian controlled powered equipment
Endorsement(s)	0 0 1	Cylinder Mower
	0 0 2	Rotary Mower
	0 0 3	Flail Mower
	0 0 4	Reciprocating Knife Mower
	0 0 5	Greens Machine with interchangeable units
Learning Time	2 0 1	LT 15 (2 Credits)
(LT)	2 0 2	LT 23 (3 Credits) (* see note on page 2)
Recommended Assessment Duration		1.5 – 3 hours per Candidate

## City and Guilds Level 2 Award in the Safe Use of Pedestrian Controlled Mower (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 consists of two compulsory units:

Unit 201 Operate a Mower (Credit value 2)

Outcome 1.	Know how to carry out a basic risk assessment (Criteria 1.1 – 1.2)
Outcome 2.	Know the health and safety legislation that underpins machine operations (Criteria 2.1 – 2.1)
Outcome 3.	Know the appropriate Personal Protective Equipment (PPE) for mower operations (Criteria 3.1 – 3.1)
Outcome 4.	Know the key features of the equipment being used (Criteria 4.1 – 4.1)
Outcome 5.	Know the controls and instruments relating to the equipment being used (Criteria 5.1 – 5.3)
Outcome 6.	Know how to check and maintain the equipment being used (Criteria 6.1 – 6.4)
Outcome 7.	Know how to adjust the cutting units (Criteria 7.1 – 7.3)
Outcome 8.	Know how to safely operate a mower (Criteria 8.1 – 8.3)

Unit 202 Use and maintain pedestrian controlled powered equipment (Credit Value 3)

Outcome 1.	Be able to set up, use and maintain pedestrian controlled powered equipment (Criteria 1.1 – 1.6)
Outcome 2.	Be able to work safely and minimise environmental damage (Criteria 2.1 – 2.3)
Outcome 3.	Know how to use and maintain pedestrian controlled powered equipment (Criteria 3.1 – 3.3)
Outcome 4.	Know the operating principles of powered equipment (Criteria 4.1 – 4.3)
Outcome 5.	Know the current health and safety legislation and environmental practice (Criteria 5.1 – 5.3)

Candidates must successfully achieve all assessment criteria in both the above units.

**Endorsement**: The assessment may be taken on a machine with any type of "cutting" mechanism for example:

001 Cylinder 002 Rotary

003 Flail

004 Reciprocating Knife

Greens Machine with interchangeable units

The certificate will be endorsed accordingly. Candidates are encouraged to take their assessment with different cutting mechanisms to broaden their certification.

#### **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).

#### **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

Published by City & Guilds Building 500 Abbey Park Stareton Warwickshire CV8 2LY

T +44 (0)24 7685 7300 F +44 (0)24 7669 6128

www.nptc.org.uk

e-mail: information@cityandguilds.com

Candidate	Α	Name:		Date	<b>e</b> :	Start Time:	Duration:				
Candidate	В	Name:		Date	<b>9</b> :	Start Time:	Dura	tion	ion:		
Candidate	C	Name:		Date	<b>e</b> :	Start Time:	Dura	tion	1:		
Candidate	D	Name:		Date	e:	Start Time:	Dura	tion	1:		
CRITERIA NUMBER		ASSESSMENT CRITERIA	ASSESSOR GUIDANCE			SSESSMENT ACTIVITIES		C/	AND B	IDAT C	TE D
	List	the main hazards and	Candidate to state <b>five</b>			w each could be dealt with:					
Unit 202 3.1	the pow	s associated with using pedestrian controlled ered equipment and cribe appropriate action	hazards, the associated ris and how each should be dealt with	sks	limitations of the safely	ng machine - be aware of mower, how to negotiate slo					
Unit 201	lder whe	ntify the risks involved on using a ride-on or			moving parts, se danger areas ob	ing mechanism, entrapment vered digits/cuts - awarenes serve safe practice					
1.1	ped	estrian mower			carrying fuel con ligaments - adop	machine, equipment and tainers, muscle strain/torn tt safe manual handling prac					
				'	remove them, or awareness	structions (signs, tree branch wear head/eye protection,	,				
				,		d debris, hitting bystanders - orking distances, erect signa de					
						structions/surface obstructio anhole covers - mark to avo					
					exclude or confir						
					locations, keep a	ys, drowning - be aware of the away from the edges of bank	KS .				
						, burns, avoid contact - ensu	re				
					<ul> <li>guarding is intac</li> <li>from fuel, oil, wa</li> </ul>	t and secure shings, contamination - wea	ring				
						serving correct procedures	illig				
						tracting diseases from					
					contamination - correct procedur	wearing correct PPE, observes	⁄ing				
					<ul> <li>inhaling dust/fun diseases - weari</li> </ul>	gal spores, contracting ng correct PPE					
						Met√ Not N	/let X		Ш		Ш
Unit 204		ry out a site specific assessment	Candidate is to walk the sit		The candidate is to:						
Unit 201	IISK	assessinent	and report verbally to the Assessor			ecking the site for site hazar	ds				
1.2					hazards remove		tob!-				
<b>-</b>			(All required)		<ul> <li>confirm that the for the operation</li> </ul>	condition of the site is accep	ларіе				

confirm who they would report to if the site

set out warning signs and barriers (if appropriate) advising public of hazards; or to exclude public/animals

Met ✓ Not Met X

condition is deemed as unsuitable

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT	C	AND	IDA <sup>-</sup>	
NUMBER	CRITERIA	GUIDANCE	ACTIVITIES	Α	В	С	D
Unit 201	Describe the relevant health and safety legislation in relation to	Candidate to name <b>three</b> relevant pieces of health and safety legislation or code of	May include the following:  Health and Safety at Work Act (HSWA) 1974 – duties imposed on the employee				
2.1	mower operations  Outline the current health	practice in relation to the preparation and use of pedestrian controlled powered machinery. In	Provision and Use of Work Equipment     Regulations (POWER) 1998 – regular checks and     maintenance must be carried out according to				
Unit 202	and safety legislation and codes of practice and any additional requirements	addition describe <b>one</b> impact on mower operation <b>(any</b>	manufacturer's recommendations     Management of Health and Safety at Work     Regulations 1999 – Risk assessments must be				
5.1	·	impacts considered to be valid by the Assessor may be accepted)	completed and communicated to all relevant persons				
			Manual Handling Operations Regulations (MHOR)     1992 – avoid manual handling where possible,     use safe lifting techniques				
			Control of Substances Hazardous to Health (COSHH) 2002 – fuel handling and protection from contamination from lubricants				
			Personal Protective Equipment Regulations (PPE) 1992 – PPE must be provided and worn				
			The Control of Noise at Work Regulations 2005 – hearing protection must be used over 85 decibels (dB)				
			Control of Vibration at Work Regulations 2005 – ensure machine complies with legislation				
			Health & Safety (First Aid )Regulations 1981 – need for an accident book and knowledge of where it is kept				
			<ul> <li>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 – Certain categories of injuries must be reported, where first aid and seven days off is necessary</li> </ul>				
		For the mowing machinery being used: state appropriate precautions	State that appropriate precautions that can be made to protect the operator, public and animals which may include:				
			warning signs should erected				
			appropriate PPE should be worn				
			<ul> <li>high visibility clothing should be worn</li> </ul>				
			an "exclusion zone" could be set up				
			Met ✓ Not Met X				
Unit 202	Describe how environmental damage can be minimised	Candidate to describe <b>two</b> ways in which environmental damage can be minimised	To include:  operate only when environmental conditions are suitable				
5.2			boxed arising's are taken to composting area/composted (if appropriate)      appropriate				
			machine is cleaned/washed in a designated area				
	Select the appropriate PPE	Candidate to select and use	Met ✓ Not Met X  PPE and protective equipment, which may include:				
Unit 201	(Personal Protective Equipment) for mower	the appropriate PPE for the mowing operation to be	safety boots				
3.1	operations	undertaken for the	ear defenders     head protection (constitution Cross Keepers)				
		assessment	head protection (essential for Green Keepers)     face/eve protection				
Unit 202	Select and use the	(Note: only those required as	face/eye protection     suitable hand protection worn during operation				
1.5	appropriate personal protective clothing and equipment	stated in manufacturer's handbook or identified in the risk assessment)	any other protection highlighted by the risk assessment				
	- Sampinoni	adddddinonly	Met ✓ Not Met X				
			I TOT HOLK		<u>"</u>	<u> </u>	<u> </u>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C A	AND B	IDAT	TE D
11 1/ 000	Describe the basic	Candidate to describe two	Petrol engines:				
Unit 202	differences between a petrol and diesel engine	basic differences between petrol and diesel engines	• runs on petrol				
4.3			<ul> <li>requires a spark plug to ignite fuel</li> <li>petrol engine run faster (higher rpm) than diesel</li> </ul>				
			engines engine rum faster (higher fpm) than deser				
			Diesel engines:				
			runs on diesel fuel				
			does not have spark plug				
			fuel is ignited by compression (compression			_	
			ignition)				
			diesel engines run slower than petrol engines (rpm), but produce more torque (power)				
		Candidate to state <b>two</b> safety	Safety procedures include:				
		procedures that should be observed when working with	no smoking				
		flammable liquids	no naked flames				
			avoid contact with hot surfaces     fuel level topped up safely (max level observed)				
			<ul> <li>fuel level topped up safely (max level observed)</li> <li>any spillage is dealt with safely</li> </ul>				
			any opinage to dealt with outcry				
		Candidate to state <b>three</b> fuel storage and transportation	Fuel storage containers must:				
		requirements	be specifically designed for fuel storage				
			have a non-spill spout     be clearly labelled				
			have securely fitting caps				
			be kept away from any sources of ignition				
			Met ✓ Not Met X				
	Explain the operating	Candidate to describe two	Two stroke engine:				
Unit 202	differences between two	operating differences between each	completes its cycle in one revolution of the				
4.1	and four-stroke engines	Detween each	crankshaft; combustion/compression, intake/exhaust				
			<ul> <li>two stroke engines have fewer moving parts and re lighter</li> </ul>				
			usually no engine oil sump/reservoir				
			Four stroke engine:				
			completes its cycle in two revolutions of the				
			crankshaft; intake, compression, power and exhaust				
			four stroke engines have a greater number of				
			moving parts and are heavier				
			<ul> <li>has an engine oil sump/reservoir</li> <li>Met ✓ Not Met X</li> </ul>				
	Explain the principles of	Candidate to describe <b>one</b>	Descriptions:	Ш	Ш	닏	닏
Unit 202	operating lines of drive -	principle for each	lines of drive – for transmitting torque and rotation				
4.2	clutch, v-belts, chains		e.g. transfer power from engine to components via prop shaft				
4.2			<ul> <li>clutch – a device to engage/disengage drive e.g.</li> </ul>				
			to facilitate gear changing, starting/stopping				
			v-belts – a loop of flexible material transmitting				
			power, that links two or more rotating shafts e.g. an alternator				
			chains – a way of transmitting mechanical power				
			from one place to another e.g. to convey power to the wheels of a vehicle				
	Identify and avalet:	The Condidate is to 14 out	Met ✓ Not Met X	Ш	Ш	Щ	Щ
Unit 201	Identify and explain features of the equipment	The Candidate is to identify the features and explain	To include:  transmission – how to engage/disengage				
	being used; including:	each, a minimum of three as	transmission using the correct method				
4.1	transmission, safe stop procedures, cutting	specified are required	safe stopping procedures – how to stop machine				
	mechanisms		safely in an emergency: operator presence control, button, switch or key using the correct				
			method				
			cutting mechanisms – how to engage/disengage				
			the cutting mechanism(s) using correct method				
			Met ✓ Not Met X	Ш	Ш		

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	A	AND B	IDA.	TE D
	Identify the controls and	The Candidate is to identify	Identify:	_		Ŭ	
Unit 201 5.1	instruments relating to the equipment being used	the controls and instruments on the machine verbally to the Assessor (all required)	the controls on the mower     the instruments and state the information given (if				
3.1			appropriate)	H			
	Describe the functions of	A description of the function	Met ✓ Not Met X  Candidate to:	Ш	Ш	Ш	
Unit 201	the controls	of the controls is required to be given verbally to the	describe the function of the controls on the mower				
5.2		Assessor (all required)	Met ✓ Not Met X	Ш	Ш	Ш	Ш
Unit 201	Identify any warning / safety functions	The Candidate to identify the meaning to the Assessor verbally (all required)	Candidate to:  identify and interpret the warning decals on the				
5.3		(4	mower  Met ✓ Not Met X				
	Identify the daily checks	All required, the Candidate to	The following are checked to ensure safety of operator				
Unit 201	that should be made to the	identify the checks to the	and machine:				
6.1	machine (Daily Maintenance Checks)	Assessor and say what they are looking for	wheels/roller(s) are secure     visual inspection of the tyres carried out, condition				
0.1			stated, appropriate level of inflation confirmed (if applicable)				
			function of on/off control (operator presence control or key switch)				
			<ul> <li>condition/function of roller unit/seat (if fitted)</li> </ul>				
			fixings holding cutting unit(s) are in place/tightly				
			wheels/roller(s) are secure				
		All required, the Candidate is	The following are checked to ensure efficient operation				
		to identify the checks to the Assessor and carry them out	and longevity of machine:  • fuel level is adequate				
		(if applicable)	engine oil level is within acceptable limits				
			hydraulic oil level is within acceptable limits (if applicable/accessible/measurable)				
			engine air filter is clean and components parts are in acceptable condition				
			all sites requiring lubrication are adequately lubricated     there is no obvious damage to the cutting units				
			Demonstrate knowledge of statutory guarding requirements for all moving parts (as defined in the operator's manual/manufacturer's handbook, which may include:				
			• belts				
			pulleys     chains				
			cutting mechanisms				
			Met ✓ Not Met X				
Unit 201	Identify the pre-start checks that should be	Candidate is <b>required</b> to identify the pre-start checks	Candidate to:				
6.3	made to the machine (Safety Check)	that should be made to the machine and carry them out	carry out correct pre-start checks in accordance with manufacturer's handbook/operator's manual				
0.3	Carry out pre-start checks		report their findings in respect of the pre-start checks carried out				
Unit 201	(Safety Check)		act on findings in respect of the pre-start checks carried out				
8.1	Ensure the pedestrian controlled power equipment is safe and in		Met ✓ Not Met X				
Unit 202	good working order						
1.1	Described		Davide kont				
Unit 201	Describe the correct start up and stop techniques in	Candidate to describe the correct procedures	Describe how to:  start the machine (including appropriate use of				
6.4	accordance with instructions and any		pre-heater if fitted) stop the machine				
	manufacturer's guidance		Met ✓ Not Met X				
			Mer + Mor Mer Y			ഥ	<u>Ш</u>

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT		AND		
NUMBER	CRITERIA  Describe methods of	GUIDANCE Candidate to outline pre-use	ACTIVITIES  To include:	Α	В	С	D
Unit 202 3.3	checking and maintaining the equipment for use covering:	checks	describe pre-use checks that need to be carried out in accordance with manufacturer's handbook/operator's handbook (covered in unit 201, assessment criterion 6.3)				
	procedure use appropriate work method correct stopping procedure	Candidate to describe correct start up procedure for the machine	describe correct start up procedure in accordance with manufacturer's/operator's handbook (covered in unit 201 assessment criterion 6.4)				
	correct post-use     maintenance     reporting problems to     the appropriate person	Candidate is to describe how they would carry out the mowing operation (work method)	describe how to carry out a specified mowing operation				
		Candidate to describe correct stopping procedure for the machine	describe the correct stopping procedure for the machine (covered in unit 201, assessment criterion 4.1)				
		Candidate to outline post operation maintenance	describe post use maintenance that needs to be carried out in accordance with manufacturer's/ operator's handbook				
		Candidate to state who is the appropriate person to report any problems that may arise	Appropriate person:  immediate supervisor  or manager				
	Identify routing	This is an assessment of	Met ✓ Not Met X	Ш	Ш	Ш	Ш
Unit 201 6.2 Unit 202 1.4	Identify routine maintenance procedures for the machine  Maintain pedestrian controlled power equipment in accordance with manufacturer's instructions	underpinning knowledge and understanding of the cutting mechanism in all circumstances. Candidates are not required to actually undertake blade removal or sharpening but to accurately describe the processes involved. In the case of greens machines they are not required to physically change a cassette					
		(Both required)	a) Cylinder Mowers				
			Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures:				
			<ul> <li>bed knife to cylinder clearance adjustment</li> <li>back lapping</li> </ul>				
		( <b>Two</b> required)	Describe the process for maintaining the cutting cylinder as follows:  check the bed knife and cylinder for wear and				
			damage  check the bed knife to cylinder clearance				
			carry out adjustments in accordance with manufacturer's handbook				
		(Both required)	Procedure for back lapping on the mower being used including:				
			<ul> <li>use of grinding paste</li> <li>reverse direction of cylinder rotation</li> </ul>				
			Or b) Rotary Mowers				
		(Both required)	Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures for:				
Continued			<ul> <li>blade removal/refitting</li> <li>condition blade security</li> </ul>				

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C/ A	AND B	IDA <sup>*</sup>	TE D
Cont	•···· <b>-</b> ·····	(All required)	Describe the process for maintaining a rotary blade as follows:	71			
Unit 201			how to safely remove blade(s) from the mower using the appropriate tool(s)				
6.2			<ul> <li>what to look for when inspecting the blade for damage and to report on its condition</li> <li>sharpening the blade</li> </ul>				
Unit 202			how to carry out adjustments in accordance with manufacturer's handbook				
1.4			how to balance the blade (any method using basic				
			<ul> <li>equipment for checking balance)</li> <li>how to check that fitting is correct and tightness/torque setting is appropriate</li> </ul>				
		(Three required)	Demonstrate knowledge of the reasons for balancing the blade to include:				
			reducing vibration				
			<ul><li>reducing noise</li><li>reducing bearing wear</li></ul>				
			<ul> <li>protecting the operator</li> </ul>				
			Or				
			c) Flail Mowers				
		(Both required)	Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures for:				
			blade removal/refitting				
			condition flail security				
		(Three required)	Describe the process for maintaining flails as follows:				
			<ul> <li>how to safely remove flail from the mower using appropriate tools</li> </ul>				
			what to look for when inspecting the flail for damage and report on its condition				
			how to carry out adjustments in accordance with				
			manufacturer's handbook  sharpening of flails				
			how to refit the flail to the mower				
			<ul> <li>how to check that fitting is correct and tightness/torque setting is appropriate</li> </ul>				
		(Three required)	Demonstrate knowledge of the importance of the correct "balance" of the rotor to include:				
			reducing vibration				
			reducing noise     reducing bearing wear				
			<ul><li>reducing bearing wear</li><li>protecting the operator</li></ul>				
			Or				
			d) Reciprocating Knife Mower				
		(Both required)	Comment on the condition of the cutting mechanism:				
			<ul><li>knife removal/refitting</li><li>condition knife security</li></ul>				
		(All required)	Describe the process for maintaining reciprocating knife as follows:				
			how to safely remove the knife from the mower using appropriate tools				
			what to look for when inspecting the blade for damage and report on its condition				
			how to carry out adjustments in accordance with manufacturer's handbook				
			<ul> <li>sharpening of knife sections</li> <li>how to refit the knife to the mower</li> </ul>				
Continued			how to check that fitting is correct including adjustment of knife clips, ledger plates, and wear plates				

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C A	AND B	IDA	TE D
	ORTERIA	COIDANGE	Or				
Cont			e) Greens Machines with changeable cassettes				
Unit 201		(Both required)					
6.2		(Both required)	Comment on the condition of cutting mechanism and demonstrate knowledge of maintenance procedures:				
Unit 202			bed knife to cylinder clearance adjustment     back lapping				
1.4		(All required)	Describe the process for maintaining cutting cylinder as				
			follows:  • checking the bed knife and cylinder for wear and				
			damage  checking the bed knife to cylinder clearance				
			carry out adjustments in accordance with manufacturer's handbook				
		(Both required)	manufacturer's nanubook				
		(Both required)	Procedure for back lapping on the mower being used including:				
			use of grinding paste				
		(All many day all	reverse direction of cylinder rotation				
		(All required)	Describe the process for changing a cassette (for <b>one</b> of the following; Verticutter, Groomer, Scarifier, Greens Spiker/Sarel Roller) as follows:				
			how to make the machine safe				
			how to disconnect the motor (hydraulic or electric)				
			how to safely remove a cassette from the machine				
			why it is important to clear all debris				
			what to look for when inspecting a cassette for				
			damage and report on its condition  how to refit the another cassette to the unit				
			how to reattach the motor				
			how to check that fitting is correct (including all clips)				
			<ul> <li>how to carry out adjustments in accordance with manufacturer's handbook (specifically height and stated the effect of "one click" in terms of mm)</li> </ul>				
			Met ✓ Not Met X				
	Describe the adjustments	Candidate is to <b>describe</b> how	Describe how to make adjustments made to the cutting				
Unit 201	that may be made to the cutting units	to make adjustments to the cutting unit(s) as appropriate to the type of cutting units	<ul><li>unit(s):</li><li>as appropriate to the machine e.g. height of cut</li></ul>				
7.1		fitted to the machine	Met ✓ Not Met X				
	Identify why it is important	Candidate to state why it is	Candidate to:				<del>                                     </del>
Unit 201	to adjust the cutting deck	important to adjust the cutting deck (only applicable to	identify why it is important to make adjustments to the cutting deck(s) e.g. insert mulching plug				
7.2		rotary mower)	Met ✓ Not Met X				
Unit 201	Make adjustments in accordance with instructions and	Candidate to <b>demonstrate</b> how to make adjustments as instructed by the Assessor	Demonstrate:     adjustments made as appropriate to the mower and specific type of cutting unit fitted				
7.3	manufacturer's guidance		Met ✓ Not Met X				
11.24.655	Explain the importance of	Candidate to explain <b>two</b>	Reasons may include:				
Unit 202	operating equipment in line with manufacturer's	reasons	reduces the risk of operator injury				
3.2	instructions		reduces wear and tear on machine and prolongs     the life of the machine				
			<ul> <li>quality of work/finish will be to the required standard</li> </ul>				
			Met ✓ Not Met X				

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT		AND		
NUMBER	CRITERIA Operate a machine safely	GUIDANCE As a guideline, this activity	ACTIVITIES  Demonstrate how to operate the machine safely and	Α	В	С	D
Unit 201	and in accordance with	should take approximately <b>15</b>	correctly:				
	instructions and	minutes (The Assessor may exercise his or her judgment	task started at appropriate point for the job				
8.2	manufacturer's guidance	as to the length of time to	appropriate gear/forward speed				
		judge competence. However,	selected/maintained throttle adjusted to give appropriate rpm/power				
		the area to be mown must be appropriate to the size of the	output for the task				
		machine and normal work	work checked after first run				
		situation of the Candidate)	mowing carried out without excessive overlap				
			mowing carried out without missing grass strips				
			finish complies with instructions/job specification				
			Met ✓ Not Met X	Ш	Ш	Ш	Ш
Unit 202	Carry out work in a manner which minimises	Assessor to <b>assess</b> this element whilst the operation	The following:				
Offic 202	environmental damage	is taking place (All required)	<ul> <li>cutting takes place only when climatic conditions are acceptable</li> </ul>				
2.2			cutting takes place only when ground conditions				
			are acceptable				
			turns made without excessive damage to the surface				
			<ul> <li>arisings disposed of in accordance with legislative</li> </ul>		Ш		
			and organisational requirements				
			Met ✓ Not Met X				
	Discuss the quality of cut,	Candidate to discuss all	Discuss:				1
Unit 201	the methods of turning and	three with the Assessor	quality of cut achieved				
8.3	different approaches to the cut		methods of turning to reduce damage to the		_	_	
0.3			surface     different approaches to cutting the grass; e.g.				
			different approaches to cutting the grass: e.g.     efficiency, to improve the sward or to achieve				
			desired visual effects				
			Met ✓ Not Met X				
	Identify any problems with	If there are no problems with	problem one, relating to the machine being used				
Unit 202	the equipment and take the correct action	the machine or cut, the Assessor is to provide	and the specific type of cutting mechanism				
1.6		scenarios (The Candidate is	<ul> <li>problem two, relating to the machine being used and the specific type of cutting mechanism</li> </ul>				
		to state how to deal with the three problems)	problem three, relating to the machine being used				
		, ,	and the specific type of cutting mechanism				
			Met ✓ Not Met X				
	Clean and store equipment	Only Personal Protective	Identify PPE to be used for cleaning, which may				
Unit 202	correctly after use	Equipment (PPE) required for cleaning of the machine as	include:  • protective footwear				
1.3		stated in manufacturer's	overalls/coverall				
		handbook or identified in the risk assessment are required	appropriate hand protection				
		γ	face shield (for use with pressure washer)				
			eye protection (goggles for use with air line)				
			<ul> <li>dust mask (for use with airline, or when brushing off fine debris from the machine)</li> </ul>				
		(Three required)	on line debits from the machine)				
			Reasons for cleaning:		_	_	
			prevents personal contamination     prevents corrosion				
			<ul> <li>prevents corrosion</li> <li>makes visual inspection for damage possible</li> </ul>				
			facilitates maintenance and adjustments				
		(All required)	Parama and a state of				
			Remove any unwanted residues safely in a designated area using appropriate methods, which may include using:				
			a brush				
			compressed air				
			water/pressure washer				
			Met ✓ Not Met X				

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT	С	AND	IDA	ſΕ
NUMBER	CRITERIA	GUIDANCE	ACTIVITIES	Α	В	O	D
Unit 202 5.3	Describe the correct methods for disposing of organic and inorganic waste	If the opportunity to demonstrate how to dispose of waste does not arise during assessment the Candidate is to state how <b>two</b>	Waste disposal:  hazardous – e.g. waste lubricants are stored appropriately and collected by registered contractor for disposal/recycling  paper towels (used for wiping dipstick) and				
Unit 202	Dispose of waste safely and correctly	types of waste are stored/disposed of correctly	protective gloves used during pre-start checks disposed of correctly				
2.3			<ul> <li>non hazardous waste – boxed arisings are taken to composting area/composted (only if practicable with the type of mower being used)</li> </ul>				
			<ul> <li>machine is cleaned/washed in a designated area</li> </ul>				
			Met ✓ Not Met X				
	Work in a way which	Assessor to evaluate	The following:				
Unit 202	maintains health and	compliance throughout duration of the assessment	<ul> <li>compliance with H&amp;S</li> </ul>				
2.4	safety and is consistent with current legislation,	duration of the assessment	current legislation				
2.1	codes of practice and		<ul> <li>codes of practice</li> </ul>				
	additional requirements		<ul> <li>quality of the work completed</li> </ul>				
Unit 202	Use equipment according to manufacturer's		<ul> <li>additional requirements e.g. site is left clean and tidy</li> </ul>				
1.2	instructions and legal regulatory requirements		Met ✓ Not Met X				

Summary of Assessmen	t (The As	ssessor 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 ob and	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.							
lob	I observed an assessment process taking place. The following were noted as areas of concern.							
Signed: Date:								