CITY & GUILDS LEVEL 2 AWARD IN THE SAFE USE OF RIDE-ON SELF PROPELLED MOWERS (QCF) QAN 600/4690/9

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	0014-04	L2 Award in the Safe Use of Ride-On Self Propelled Mowers
Unit(s)	201	Operate a mower
	203	Use and Maintain Ride-on Powered Equipment
Endorsement(s)	001	Cylinder Mower
	002	Rotary Mower
	003	Flail Mower
	004	Reciprocating Knife Mower
	005	Greens Machine with interchangeable units
Learning Time (LT)	201	LT 15 (2 Credits)
	203	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 Ride-On Self Propelled Mowers (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 consist of **(2)** 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 203 Use and Maintain Ride-on Powered Equipment (Credit Value 3)

Outcome 1.	Be Able To Set Up, Use And Maintain Ride-On Powered Equipment **(Criteria 1.1 – 1.5)**
Outcome 2.	Be Able To Work Safely And Minimise Environmental Damage **(Criteria 2.1 – 2.3)**
Outcome 3.	Know How To Use And Maintain Ride-On Powered Equipment **(Criteria 3.1 – 3.4)**
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 Good Practice **(Criteria 5.1 – 5.2)**

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

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

001 Cylinder Mower
002 Rotary Mower
003 Flail Mower
004 Reciprocating Knife Mower
005 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.

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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

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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 203 **3.2** **UNIT 201** **1.1**	List the type of hazards which may be encountered and how these should be dealt with Identify the risks involved when using a **ride-on** or pedestrian mower	Candidate to state **five** hazards, the associated risks and how each should be dealt with	Hazards, risks and how each could be dealt with:				
			• slopes, overturning machine - be aware of limitations of the mower, how to negotiate slopes safely	☐	☐	☐	☐
			• contact with cutting mechanism, entrapment in moving parts, severed digits/cuts - awareness of danger areas observe safe practice	☐	☐	☐	☐
			• manual handling machine, equipment and carrying fuel containers, muscle strain/torn ligaments - adopt safe manual handling practice	☐	☐	☐	☐
			• overhanging obstructions (signs, tree branches) remove them, or wear head/eye protection, awareness	☐	☐	☐	☐
			• flying stones and debris, hitting bystanders – be aware of safe working distances, erect signage, barriers to exclude	☐	☐	☐	☐
			• underground obstructions/surface obstructions e.g. drain and manhole covers – mark to avoid	☐	☐	☐	☐
			• people and/or animals remove or erect fencing to exclude or confine	☐	☐	☐	☐
			• ditches/waterways, drowning – be aware of their locations, keep away from the edges of banks	☐	☐	☐	☐
			• hot components, burns, avoid contact - ensure	☐	☐	☐	☐
			• guarding is intact and secure	☐	☐	☐	☐
			• from fuel, oil, washings, contamination – wearing	☐	☐	☐	☐
			• correct PPE, observing correct procedures	☐	☐	☐	☐
			• bio hazards, contracting diseases from contamination – wearing correct PPE, observing correct procedures	☐	☐	☐	☐
			• inhaling dust/fungal spores, contracting diseases – wearing correct PPE	☐	☐	☐	☐
			• RTA on the highway, multiple injuries/death – observe safe driving on the road, use orange flashing beacons, wear high visibility clothing	☐	☐	☐	☐
			Met✓ Not Met X	☐	☐	☐	☐
Unit 201 **1.2**	Carry out a site specific risk assessment	Candidate is to inspect the site and report verbally to the Assessor (**All** required)	The candidate is to:				
			• Inspect the site, checking the site for site hazards, hazards removed or marked	☐	☐	☐	☐
			• confirm that the condition of the site is acceptable for the operation to take place	☐	☐	☐	☐
			• confirm who they would report to if the site condition was unsuitable	☐	☐	☐	☐
			• set out warning signs and barriers (if appropriate) advising public of hazards; or exclude public/animals	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐

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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 201 **2.1** **Unit 203** **5.1**	Describe the relevant health and safety legislation in relation to mower operations Outline the current health and safety legislation and codes of practice and any additional requirements	Any **three** required by name and an outline of the implication on mower operation	May include the following: • Health and Safety at Work Act (HSWA) 1974 – duties imposed on the employee • Provision and Use of Work Equipment Regulations 1998 – regular checks and maintenance must be carried out according to manufacturer's recommendations • Management of Health and Safety at Work Regulations 1999 – Risk assessments must be 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 • 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	☐ ☐ ☐ ☐
		For the mowing machinery being used: state **five** legal and safety considerations relating to the use or movement on or near the public highway or other areas to which the public has access (For Candidates being assessed in the context of ride on machines, answers must include at least **two** requirements for use on a public highway	Any self-propelled machinery used on or near the public highway must: • be road legal • have a minimum of third party insurance cover (to conform to road traffic act requirements) • be driven by someone holding an appropriate licence (where applicable) • be under the control of someone aged 16 years or over • have an orange flashing beacon when used on dual carriageways (for other road types, subject to individual risk assessment) State that appropriate precautions that can be made to protect the operator, public and animals which may include: • authorities should be informed about work • warning signs should erected • high visibility clothing should be worn • an "exclusion zone" could be set up the road or dual carriageway lane could be closed or coned off **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 203 **5.2**	Describe how environmental damage can be minimised	Candidate to describe **two** ways in which environmental damage can be minimised	To include: • operate only when environmental conditions are suitable • boxed arising's are taken to composting area/composted (**if applicable**) • machine is cleaned/washed in a designated area **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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Unit 201 **3.1** **Unit 203** **1.2**	Select the appropriate PPE (Personal Protective Equipment) for mower operations Select and use the correct personal protective clothing and equipment	Candidate to **select** and **use** correct items of PPE throughout all aspects of the assessment. **Only** those required as stated in manufacturer's handbook or identified in the risk assessment	PPE and protective equipment, which may include: • safety boots • ear defenders • head protection (essential for Green Keepers where a safety cab is not fitted) • face/eye protection • suitable hand protection worn during operation • any other protection highlighted by the risk assessment **Met ✓ Not Met X**				
Unit 203 **4.3**	Describe the basic differences between a petrol and diesel engine	Candidate to describe **two** basic differences between petrol and diesel engines) Candidate to state **three** fuel storage and transportation requirements Candidate to **state** three conditions relating to fuel containers	Petrol engine: • runs on petrol • requires a spark plug to ignite fuel • petrol engines run faster (higher rpm) than diesel engines Diesel engine • 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 Fuel storage requirements include: • no smoking • no naked flames • avoid contact with hot surfaces • fuel level topped up safely as required • any spillage dealt with safely Conditions relating to fuel containers include: • 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**				
Unit 203 **4.1**	Describe the differences between two and four stroke engines	Candidate to describe **two** operating differences between each	Two stroke engine: • completes its cycle in one revolution of the crankshaft • combustion/compression intake/exhaust • two stroke engines have fewer moving parts and are lighter • 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 • has an engine oil sump/reservoir **Met ✓ Not Met X**				
Unit 203 **4.2**	Describe the principles of operating lines of drive – clutch, v-belts, chains	Candidate to describe **one** principle for each	Descriptions: • lines of drive – for transmitting torque and rotation e.g. transfer power from engine to components via prop shaft • clutch – a device to engage/disengage drive e.g. 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. They are often used to convey power to the wheels of a vehicle **Met ✓ Not Met X**				

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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 201 **4.1**	Identify and explain features of the equipment being used, including: Transmission, safe stop procedures & cutting mechanisms	Candidate is to identify the features and explain each; a minimum of **three as specified** are required	To include: • transmission – how to engage/disengage transmission using the correct method • safe stopping procedures – how to stop machine safely in an emergency, 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**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Unit 201 **5.1**	Identify the controls and instruments relating to the equipment being used	Candidate is to identify the controls and instruments on the machine verbally to the Assessor (**All** required)	Identify: • the controls on the machine • the instruments and state the information given **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Unit 201 **5.2**	Describe the functions of the controls	A description of the function of the controls is required to be given verbally to the Assessor (**All** required)	Candidate to: • describe the function of the controls on the machine **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
Unit 201 **5.3**	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 machine **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
Unit 201 **6.3** **Unit 203** **1.1**	Identify the pre-start checks that should be made to the machine **(Safety Checks)** Ensure that the ride-on powered equipment is safe and in good working order	Candidate is required to identify the pre-start checks that should be made to the machine and carry out a visual inspection of the machine	Identify and state: • pre-start checks are identified in accordance with • manufacturer's handbook/operators handbook • carry out visual inspection stating what they were looking for • comment on the condition of the machine **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
Unit 203 **3.1**	Describe methods of checking and maintaining the equipment ready for use covering: • correct pre-use checks • correct start-up procedure • use appropriate work method • correct stopping procedure • correct post-use maintenance • reporting problems to the appropriate person Describe the correct start up and stop techniques in accordance with instructions and any manufacturer's guidance	Candidate to outline **pre-start checks** Candidate to describe c**orrect start up procedure f**or the machine Assessor to describe a relevant mowing scenario, the Candidate is to describe how they would carry out the mowing operation (**work method**) Candidate to describe correct **stopping procedure** for the machine Candidate to outline **post operation maintenance** Candidate to state who the **appropriate person** is to report any problems that may arise	To include: ☑ 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)** ☑ describe correct start up procedure in accordance with manufacturer's/operator's handbook **(covered in unit 201 assessment criterion 6.4)** • describe how to carry out a specified mowing operation ☑ describe the correct stopping procedure for the machine **(covered in unit 201, assessment criterion 6.4)** • describe post use maintenance that needs to be carried out in accordance with manufacturer's/ operator's handbook Appropriate person: • immediate supervisor • or manager **Met ✓ Not Met X**	☑ ☑ ☐ ☑ ☐ ☐ ☐	☑ ☑ ☐ ☑ ☐ ☐ ☐	☑ ☑ ☐ ☑ ☐ ☐ ☐	☑ ☑ ☐ ☑ ☐ ☐ ☐

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Unit 201 **6.1** **Unit 201** **8.1**	Identify the daily checks that should be made to the machine Carry out pre-start checks **(Daily Maintenance Checks)**	Candidate is to demonstrate the checks to the Assessor (**All** required)	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)	☐	☐	☐	☐
			• fixing holding cutting unit(s) are in place/secured	☐	☐	☐	☐
		(**All** required)	The 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 (if applicable)	☐	☐	☐	☐
			• engine air cleaner 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	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
Unit 201 **6.2**	Identify routine maintenance procedures for the machine	This is an assessment of 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** (as stated above) and they are not required to physically change a cassette	**a) Cylinder Mowers**				
		(**Both** required)	Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures:				
			• bed knife to cylinder clearance adjustment	☐	☐	☐	☐
			• back lapping	☐	☐	☐	☐
		(**Two** 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:				
			• use of grinding paste	☐	☐	☐	☐
			• reverse direction of cylinder rotation	☐	☐	☐	☐
			Or				
			b) Rotary Mowers				
		(**Both** required)	Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures for:				
Continued			• blade removal/refitting	☐	☐	☐	☐
			• condition blade security	☐	☐	☐	☐

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

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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **Unit 201** **6.2**		(**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 knife for damage and report on its condition • sharpening of knifes • how to carry out adjustments in accordance with manufacturer's handbook • how to refit the knife to the mower • how to check that fitting is correct including adjustment of knife clips, ledger plates, and wear plates	☐ ☐			
			or **e) Greens Machines with interchangeable cassettes**				
		(**Both** required)	Comment on the condition of cutting mechanism and demonstrate knowledge of maintenance procedures: • bed knife to cylinder clearance adjustment • back lapping	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
		(**Both** 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 manufacturers handbook	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
		(**Both** required)	Procedure for back lapping on the mower being used including: • use of grinding paste • reverse direction of cylinder rotation	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
		(**All** required)	Describe the process for changing a cassette (for **one** of the following; Verticutter, Groomer, Scarifier, Greens Spiker/Sarel Roller) as follows: • how to make the machine safe • how to disconnect the motor • 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 another cassette to the unit • how to reattach the motor • how to check that fitting is correct (including all clips) • how to carry out adjustments in accordance with manufacturer's handbook (specifically height and stated the effect of "one click" in terms of mm) **Met ✓ Not Met X**	☐ ☐			
Unit 201 **7.1**	Describe the adjustments that may be made to the cutting units	Candidate is to describe how to make adjustments to the cutting unit(s) **as appropriate to type of cutting units fitted to the machine**	Describe how to make adjustments made to the cutting unit(s) • as appropriate to the machine e.g. height of cut **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
Unit 201 **7.2**	Identify why it is important to adjust the cutting deck	Candidate to state why it is important to adjust the cutting deck **(only applicable to rotary mowers)**	Candidate to: • identify why it is important to make adjustments to the cutting deck(s) **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
Unit 201 **7.3**	Make adjustments in accordance with instructions and manufacturer's guidance	Candidate to **demonstrate** how to make adjustments as instructed by the Assessor	Demonstrate: • adjustments made as appropriate to the machine and specific type of cutting unit fitted **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			

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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 203 **3.3**	Explain the importance of operating equipment in line with manufacturer's instructions	Candidate to explain **two** reasons	It: • reduces the risk of operator injury • reduces wear and tear on machine and prolongs the life of the machine • quality of work/finish will be to the required standard **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Unit 203 **1.3**	Set up and use ride-on powered equipment in accordance with the manufacturer's instructions, legal requirements and instructions	Assessor to **specify the task**, Candidate to set up the machine for the specified task (**All** required)	Demonstrate how to set up the machine correctly for use: • appropriate adjustments made for specified task • height of cut appropriate for specified task Test start machine: • ensured all gears were in neutral • started the machine safely • checked operation of safety interlocks (operator presence controls) • carried out a "test cut" in order to check operation of cutting equipment • stopped the machine and prepared it for transport • safely moved the machine to the site with regard to the safety of the operator, public and environment **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unit 201 **8.2**	Operate a machine safely and in accordance with instructions and manufacturer's guidance	As a guideline, this activity should take approximately **15 minutes**. (The Assessor may exercise their judgment as to the length of time to judge competence. However, the area to be mown must be appropriate to the size of the machine and normal work situation of the Candidate. It **must include**: use of headlands, negotiating restricted spaces and obstacles)	Demonstrate how to operate the mower safely and correctly: • task started at appropriate point for the job • appropriate gear/forward speed selected/maintained • throttle adjusted to give appropriate rpm/power output for the task • worked checked after first run • mowing carried out without excessive overlap or misses • finish complies with instructions/job specification **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Unit 203 **2.2**	Carry out work in a manner which minimises environmental damage	Assessor to **assess** this element whilst the operation is taking place. **All** required	The following: • cutting takes place only when climatic conditions are acceptable • cutting takes place only when ground conditions are acceptable • turns made without excessive damage to the surface • arisings disposed of in accordance with legislative and organisational requirements **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Unit 201 **8.3**	Discuss the quality of cut, the methods of turning and different approaches to the cut	Candidate to discuss with Assessor **each** of the following	Discuss: • quality of cut achieved • methods of turning to reduce damage to the surface • different approaches to cutting the grass: e.g. for efficiency, to improve the sward or to achieve desired visual effects **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Unit 203 **1.4** **Unit 203** **3.4**	Identify any problems with the ride-on powered equipment and take appropriate action Describe the types of problems that may occur with the equipment and how to deal with each of these appropriately	If there are no identified problems with the machine or cut, the Assessor is to present the Candidate with a scenario for **three** common faults and ask the Candidate to solve it	• problem(s) identified; or • solutions to three common faults given to Assessor • appropriate action taken in line with limits of responsibility **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐

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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Unit 203 **1.5**	Clean and store the equipment correctly after use	**only** those items of PPE required for the activity as stated in manufacturer's handbook or identified in the risk assessment are required (**Three** required) (**All** required)	Identify PPE to be used for cleaning, which may include: • protective footwear ☐ ☐ ☐ ☐ • overalls/coverall ☐ ☐ ☐ ☐ • appropriate hand protection ☐ ☐ ☐ ☐ • face shield (for use with pressure washer) ☐ ☐ ☐ ☐ • eye protection (goggles for use with air line) ☐ ☐ ☐ ☐ • dust mask (for use with airline, or when brushing off fine debris from the machine) ☐ ☐ ☐ ☐ Reasons for cleaning: • prevents personal contamination ☐ ☐ ☐ ☐ • prevents corrosion ☐ ☐ ☐ ☐ • make visual inspection for damage possible ☐ ☐ ☐ ☐ • facilitates maintenance and adjustments ☐ ☐ ☐ ☐ State how to remove any unwanted residues safely using appropriate methods, which may include using: • a brush ☐ ☐ ☐ ☐ • compressed air ☐ ☐ ☐ ☐ • water/pressure washer ☐ ☐ ☐ ☐ **Met ✓ Not Met X** ☐ ☐ ☐ ☐				
Unit 203 **2.3**	Dispose of waste safely and correctly	If the opportunity to demonstrate how to dispose of waste does not arise during assessment the Candidate is to state how **two** types of waste are stored/disposed of correctly	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 protective gloves used during pre-start checks disposed of correctly ☐ ☐ ☐ ☐ • non hazardous waste - arising's are taken to composting area/composted (if appropriate) ☐ ☐ ☐ ☐ • machine is cleaned/washed in a designated area ☐ ☐ ☐ ☐ **Met ✓ Not Met X** ☐ ☐ ☐ ☐				
Unit 203 **2.1**	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and additional requirements	Assessor to **evaluate** compliance throughout duration of the assessment	The following: • compliance with H&S ☐ ☐ ☐ ☐ • current legislation ☐ ☐ ☐ ☐ • codes of practice ☐ ☐ ☐ ☐ • quality of work completed ☐ ☐ ☐ ☐ • additional requirements e.g. site is left clean and tidy ☐ ☐ ☐ ☐ **Met ✓ Not Met X** ☐ ☐ ☐ ☐				

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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:**	

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