

CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF MOBILE ELEVATED WORK PLATFORM (QCF) 601/1990/1



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 | 0 0 1 7 | Plant Machinery |
| Qualification Programme No | 0 0 1 7 - 0 1 | L2 Award in the Safe use of a Mobile Elevated Work Platform |
| Unit(s) | 2 0 1 | Safe Use of a Mobile Elevated Work Platform |
| Endorsement(s) | 0 0 1 | Scissor lift |
| | 0 0 2 | Vehicle mounted |
| | 0 0 3 | Trailed |
| | 0 0 4 | Self propelled |
| | 0 0 5 | Vertical Personnel Platform |
| Learning Time (LT) | 2 0 1 | LT 15 (2 Credits) <i>(* see note on page 2)</i> |
| Recommended Assessment Duration | | 1.5 – 3 hours per Candidate |

City and Guilds NPTC Level 2 Award in the Safe Use of a Mobile Elevated Work Platform (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 **one** compulsory unit:

| | |
|----------|---|
| Unit 201 | Safe Use of a Mobile Elevated Work Platform |
| | Outcomes: |
| 1. | Be able to prepare a mobile elevated work platform for operation (1.1 – 1.11) |
| 2. | Be able to operate a mobile elevated work platform (2.1 – 2.6) |
| 3. | Be able to prepare the mobile elevated work platform for transport (3.1 – 3.3) |

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

Endorsement: The assessment may be taken on a machine with any type of:

| | |
|-----|-----------------------------|
| 001 | Scissor lift |
| 002 | Vehicle mounted |
| 003 | Trailed |
| 004 | Self propelled |
| 005 | Vertical Personnel Platform |

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

Only two endorsements can be taken in any one registration.

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 and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

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.

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|---|
| 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 these 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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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 |
| 1.1 | Identify hazards and risks specific to the site, task and machine | <p>Two site hazards and risk</p> <p>Two task hazards and risk</p> <p>Two machine hazards and risk</p> | <p>Hazards: The following are a list of hazards that may specific to</p> <p>Site</p> <ul style="list-style-type: none"> unstable ground/hidden voids working near or over water adverse weather overhead obstructions other _____ <p>Task</p> <ul style="list-style-type: none"> fall from MEWP overload of MEWP falling objects remote working other _____ <p>Machine:</p> <ul style="list-style-type: none"> service damage by machine placement or outriggers entrapment / moving parts fluids under pressure mechanical equipment failure other _____ <p>Risks: The risk typically is identified as how the operator may be harmed from the hazard being realised.</p> <ul style="list-style-type: none"> who might be harmed how might they be harmed <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 | Rectify hazards and risks specific to site, task and machine | One control measure for each hazard identified | <p>Candidate to provide a suitable control measure for each of the hazards as highlighted above which may include:</p> <ul style="list-style-type: none"> personal protective equipment adequate training, information and supervision following the principles of good practice other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 | State the personal protective equipment (PPE) that is required to operate a mobile elevated work platform | State all | <p>PPE required to operate a MEWP should include:</p> <ul style="list-style-type: none"> safety boots non-slag clothing personal fall protection equipment helmet with chin strap gloves other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|-----------------|---|--|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | A | B | C | D |
| 1.4 | Describe the function of all instruments and controls on the machine | Describe all | <ul style="list-style-type: none"> Candidate to describe the function of all instruments and controls of the MEWP they are using <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 | Explain the meaning of the safety decals on the mobile elevated work platform | All to be explained | <ul style="list-style-type: none"> Candidate to explain the meaning of all the safety decals on the MEWP they are using. <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 | Carry out pre-start checks on the mobile elevated work platform | Assessor to observe | Pre-start checks as per operator manual may include: <ul style="list-style-type: none"> thorough examination report present manufacturers manual present fluid levels wheels, tyres or tracks MEWP structure pins and retainers stabilisers, outriggers or jacks hoses and cables decals ground and work platform controls emergency system drive/steering/brakes hi/low drive elevated speed tilt alarm guards <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7 | State the legal and safety requirements relating to the use or movement of a mobile elevated work platform | One key point from each: Health and Safety at Work Act 1974 (HSWA) Provision and Use of Work Equipment Regulations 1998 (PUWER) Three key points from: Work at Height Regulations 2005 Two key points from Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) | Outline key points from the legislation and industry good practice listed below: Health and Safety at Work Act (HSWA): <ul style="list-style-type: none"> general duties for employers and employees maintain safe places of work other _____ Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> operators adequately trained equipment fit for purpose other _____ The main requirements of the Work at Height Regulations relating to MEWP operations include: <ul style="list-style-type: none"> all work at height is properly planned and organised those involved with work at height are competent the risks from work at height are assessed and appropriate work equipment is selected and used equipment for work at height is properly inspected other _____ The main requirements of the LOLER regulations relating to MEWP operations include: <ul style="list-style-type: none"> stability of the equipment positioning and installation marking (Safe Working Load) organisation of the lifting operation checks, inspection and thorough examination other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| CRITERIA NUMBER | ASSESSMENT CRITERIA | ASSESSOR GUIDANCE | ASSESSMENT ACTIVITIES | CANDIDATE | | | |
|-----------------|--|---------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | A | B | C | D |
| 1.8 | Identify the working load of the mobile elevated work platform | | <ul style="list-style-type: none"> Safe Working Load decal identified and correctly interpreted <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9 | Rig the mobile elevated work platform for work | Assessor to observe | Set up of the MEWP should include: <ul style="list-style-type: none"> reference made to the site specific risk assessment / method statement reference made to manufacturers operators manual appropriate PPE worn set up position appropriate for intended operation examination of ground conditions deployment of stabilisers, outriggers and jacks use of extending axles where applicable secure set up position other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 | State the requirements for rigging on uneven or soft ground | State three | Rigging on uneven or soft ground may require the use of: <ul style="list-style-type: none"> spreader plates assessment of ground conditions by third party appropriate use of outriggers or axle levelling features use of different type of machine other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11 | State the emergency procedures to be taken in the event of: <ol style="list-style-type: none"> injury to operatives mechanical failure | State all | Emergency procedures to be adopted should include: <p>Injury to operatives:</p> <ul style="list-style-type: none"> apply emergency first aid seek help immediately <p>Mechanical failure:</p> <ul style="list-style-type: none"> stop all work immediately lower machine (if applicable) report to manger/supervisor do not use until repair has been carried out by authorised person <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.1 | State environmental conditions when a mobile elevated work platform should not be raised | State three | Environmental conditions when a MEWP should not be raised may include: <ul style="list-style-type: none"> high winds poor visibility electrical storms saturated ground other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 | Operate the mobile elevated work platform safely | Assessor to observe | Safe operation of the MEWP should include: <ul style="list-style-type: none"> PPE used correctly including personal fall protection equipment positioning correct machine stable all round observation correct use of controls control of basket boom correctly slewed effective communication other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| CRITERIA NUMBER | ASSESSMENT CRITERIA | ASSESSOR GUIDANCE | ASSESSMENT ACTIVITIES | CANDIDATE | | | |
|-----------------|---|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | A | B | C | D |
| 2.3 | Undertake task from the mobile elevated work platform relevant to normal work situation | Candidate to perform a task relevant to the normal work in which they would use a MEWP (e.g. arboricultural work, building maintenance, street light repair etc.) | Task undertaken taking into account: <ul style="list-style-type: none"> PPE used correctly including personal fall protection equipment safe operator position maintained throughout safe working load (SWL) not exceeded platform floor remains clear of debris effective communication maintained throughout <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 | Lower the mobile elevated work platform | Assessor to observe | Lowering of the MEWP should take into account: <ul style="list-style-type: none"> platform slewed and lowered in correct sequence platform lowered slowly and carefully platform stowed and where applicable locked in travel position other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 | Describe how to perform an emergency descent from a mobile elevated work platform | Candidate to describe | <ul style="list-style-type: none"> Emergency decent described in accordance with the operators handbook <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.1 | Prepare the mobile elevated work platform for transport | Assessor to observe | Converting the MEWP to transport position should include: <ul style="list-style-type: none"> reference to operators manual appropriate PPE used debris removed stabilisers retracted and secure warning lights off platform checked for roadworthiness as appropriate <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 | Describe the factors to be considered when cleaning mobile elevated work platforms and reasons for cleaning | State two factors when cleaning State two reasons for cleaning | Factors to be considered when cleaning a MEWP may include: <ul style="list-style-type: none"> PPE to be used removal of any unwanted residue safely using appropriate method disposal of waste material according to company policy and legislation other _____ Reasons for cleaning may include: <ul style="list-style-type: none"> prevent corrosion facilitate maintenance and adjustments prevent personal contamination prevent hazardous operating conditions prevent soiling of roads other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 | Explain the reasons to inspect the mobile elevated work platform after use | State two | The reasons to inspect the MEWP after use may include: <ul style="list-style-type: none"> to establish wear, damage, missing components through use ensures any defects are rectified before it is next used to reduce downtime and improve efficiency other _____ <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

| | | | | |
|--------------------|---|--|---|--|
| Candidate A | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | Signed: | | Date: | |

| | | | | |
|--------------------|---|--|---|--|
| Candidate B | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | Signed: | | Date: | |

| | | | | |
|--------------------|---|--|---|--|
| Candidate C | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | Signed: | | Date: | |

| | | | | |
|--------------------|---|--|---|--|
| Candidate D | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | 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 <input checked="" type="checkbox"/> <input type="checkbox"/> |
| I observed an assessment process taking place. The following were noted as areas of concern. | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Signed: | |
| Date: | |