

CITY & GUILDS LEVEL 2 AWARD IN COMPACT TRACTOR DRIVING AND RELATED OPERATIONS (QCF) QAN 600/4883/9



QUALIFICATION GUIDANCE

Integrated Assessment

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 4	Machinery
Qualification Programme No	0 0 1 4 - 0 8	L2 Award in Compact Tractor Driving and Related Operations
Unit(s)	2 0 7	Prepare and operate a tractor and attachments
Learning Time (LT)	2 0 7	LT 38 (5 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds Level 2 Compact Tractor Driving and Related Operations (QCF) Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
 - Scheme regulations
 - Qualification guidance
 - Training materials
 - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- 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 Credit 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 207 Prepare and operate a tractor and attachments (Credit Value 5)

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

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

Endorsement: There are no endorsements for this Award.

Quality Assurance

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved verifier.

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

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

As part of the quality assurance process, a minimum of **two** observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of **four** will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

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. 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. **It is permissible for the Candidate to use this during formal assessment.**

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 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 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 and, where possible, product labels used should be representative of products typically used in that sector or industry.

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 Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Assessment Guidance for the Trainer/Assessor continued...

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria 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. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule 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).

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

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. (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

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

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

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 207 3.2	List the types of hazards which may be encountered and how these should be dealt with	Candidate to state five hazards and how each should be dealt with	Hazards risks and how each could be dealt with: <ul style="list-style-type: none"> • slopes, overturning machine - be aware of limitations of the tractor, how to negotiate slopes safely • contact with cutting mechanism, entrapment in moving parts awareness of danger areas - severed digits/cuts, 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 • injury from 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 • collapse of a weak bridge, injury to driver – check weight restrictions • hot components and burns, avoid contact - ensure guarding is intact and secure • fuel, oil, washings, contamination – wearing • correct PPE, observing correct procedures • contamination from bio hazards – wearing correct PPE, contracting diseases - observing correct procedures • dust/fungal spores, contracting diseases by inhaling – wearing correct PPE • RTA on the highway, multiple injuries/death – observe safe driving on the road, use orange flashing beacon, wear high visibility clothing <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 2.3	Check the immediate work area for hazards and obstacles	Candidate to inspect the site for hazards Candidate to state how to ensure the safety of public	<ul style="list-style-type: none"> • inspect the site and remove or mark hazards • confirm the condition of the site as acceptable for the operation to take place • report to the appropriate person if the site condition is unsuitable • set out warning signs advising public of hazards (if appropriate) <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
Unit 207 1.5	Describe conditions which should be taken into account when considering the use of attachments	Candidate to describe four conditions which should be taken into account when considering the use of attachments which are to be used during the assessment	<p>May include:</p> <ul style="list-style-type: none"> suitability of the attachment for the task (right implement/machine for the job) severity of slopes structural integrity of the soil, ability to support the tractor and equipment ground conditions, linked to soil water content, condition of the soil and likely finish that will be achieved (too wet/too dry) will cultural operations damage the soil structure condition of the vegetation/crop current weather conditions possible changes to weather <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 3.6	Identify Health and Safety legislation, and codes of practice in relation to the preparation and use of tractors	Candidate to name three relevant pieces of health and safety legislation or codes of practice in relation to the preparation and use of tractors. In addition state one impact on compact tractor operation	<ul style="list-style-type: none"> May include any of the following: The Health & Safety at Work Act 1974 - duties under the act as an employee Provision and Use of Work Equipment Regulations (PUWER) 1998 - regular checks and maintenance must be carried out to manufacturer's recommendations The Management of Health and Safety at Work Regulations 1999 - Risk assessment must be carried for all activities Manual Handling Operations Regulations 1992 - not to manually handle, or use safe lifting techniques Control of Substances Hazardous to Health (COSHH) 2002 - fuel handling and protection from contamination from lubricants Personal Protective Equipment Regulations 1992 - PPE must be supplied and worn Noise at Work Regulations 2005 - hearing protection must be worn over 85 (dB) Control of Vibration at Work Regulation 2005 - ensure machine complies with legislation Health and Safety at Work Act 1974 - duties imposed on the employee Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - certain categories of injuries must be reported, where first aid and seven days off is necessary <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 1.2	Identify Health and Safety issues in relation to the preparation and use of tractors	<p>Identify appropriate safety clothing and protective equipment for preparation, maintenance and use of the tractor (As specified in the operators manual and subject to findings of hazard and risk assessment and recommend control measures)</p> <p>State four precautions to be taken when attaching implements or loading/unloading materials</p>	<p>Must include:</p> <ul style="list-style-type: none"> safety boots (free from mud and oil) 'non snag clothing' (overalls or high visibility clothing depending on where working activities are to be carried out) work gloves (for removing/attaching implements) latex or vinyl gloves (for maintenance activities) <p>May include:</p> <ul style="list-style-type: none"> ear defenders hard hat face or eye protection dust mask <p>Precautions are:</p> <ul style="list-style-type: none"> no other person should be between the tractor and the implement/machine avoid entering danger zones (e.g. between implement and tractor when attaching or removing) if using a remote linkage control the operator must not be in a position whereby injury may be caused by the tractor or implement a raised machine is supported before any work is carried out 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued				<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
Cont... Unit 207 1.2		Candidate to state four legal and safety requirements relating to the use of tractors on or near a public highway or other area to which the public has access	<p>For safe lifting and manual handling:</p> <ul style="list-style-type: none"> avoid manual handling where possible use mechanical aids use safe lifting techniques when lifting <p>Any tractor driven on the highway must:</p> <ul style="list-style-type: none"> be road legal; have a current road fund licence (vehicle excise duty) have a minimum of third party insurance cover (to conform to Road Traffic Act requirements) be driven by somebody holding a suitable, valid drivers licence have an orange flashing beacon when driven on dual carriageways or other roads (subject to hazard and risk assessment) comply with speed limits appropriate to type of tractor warning signs could be erected police should be informed if there is going to be a lot of road use that may cause hold ups <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 3.3	Describe the capabilities of the tractor and the expected efficiency of tractor operation	Candidate to describe the capabilities of the tractor as indicated in the manufacturer's/ operator's handbook in relation to the attachments to be used during the assessment	<p>Capabilities of the tractor:</p> <ul style="list-style-type: none"> horsepower (Hp) or Kilowatts (Kw) drawbar weight towing capacity implement size/weight PTO speed(s) hydraulic power output (for external services) maximum working angles expressed as degrees fuel usage <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 1.4	Identify types of attachments that are safe to use and compatible with the tractor and those that are not	State four examples of when attachments are safe to use and compatible	<p>Safe to use:</p> <ul style="list-style-type: none"> undamaged and in good serviceable condition within the towing capacity of the tractor within the lifting capacity of the tractor (with or without counterweights) with compatible hitches with the same type of PTO shaft where the power requirement is within the capacity of the tractor hydraulic fittings are compatible <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 1.3	Describe different types of attachments and how they are secured	Assessor to specify two types of attachment and ask the Candidate to describe how they are secured	<p>To include:</p> <ul style="list-style-type: none"> rear mounted (hydraulically) trailed front mounted (hydraulically) mounted underneath/wrapped around one side of the tractor <p>Methods of securing:</p> <ul style="list-style-type: none"> pins; drawbar pins, lynch pins bolts chains/bars pick-up hitches hydraulic fittings are compatible <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
Unit 207 1.6	Describe adjustment requirements for different attachments and operations	Candidate to describe how they can be set up for operation and adjusted during operation	<p>May include:</p> <ul style="list-style-type: none"> height/level in transport and working position alterations using specific hydraulic controls; position position or draft control forward tractor speed PTO speed angle of contact with soil (soil engaging implements) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 4.4	Maintain the efficiency of tractor and attachment performance through the appropriate operation of the tractor	State three measures that can be taken to ensure economic fuel use whilst still maintaining maximum efficiency and work output	<p>Measures may include:</p> <ul style="list-style-type: none"> effective use of engine speed control use of tractor meter and gear selection chart according to work to be done appropriate use of 4WD (if available) use differential lock to prevent wheel slip weight transfer and correct selection and use of hydraulic services ensure appropriate tyre pressures for the task condition of air filter <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 1.7	Explain the correct use and duration of warning signals and indicators	Candidate to explain the meaning of the warning signals and indicators (appropriate to the tractor and the attachment)	<ul style="list-style-type: none"> audible signals specific to tractor (if applicable) visual warning signals/lights specific to tractor audible signals specific to the attachment (if applicable) visual warning signals/lights specific to the attachment (if applicable) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 1.1	List the required pre-start checks and adjustments (Safety Checks)	Candidate to verbally list the pre-start checks and adjustments as recommended in the operator's manual or in line with organisational requirements	<p>To include:</p> <ul style="list-style-type: none"> frequency of checks as recommended is stated correct pre-use checks are stated <p>Possible adjustments are specified which may include:</p> <ul style="list-style-type: none"> windows cleaned for vision (if applicable) mirrors adjusted for clear view steering wheel adjusted to suit operator seat adjusted to suit operator <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 2.1	Carry out pre-start checks in accordance with standard procedures (Daily Maintenance Checks)	<p>Candidate should use a checklist for this activity, it is required to satisfy Unit 207 4.9</p> <p>All to be checked, commented upon or explained (as appropriate)</p> <p>All to be checked and commented upon</p>	<ul style="list-style-type: none"> pre-start checks are undertaken in accordance with operators manual appropriate measures to ensure personal safety are implemented appropriate PPE worn whilst carrying out checks <p>The following are checked to ensure safety of operator and machine:</p> <ul style="list-style-type: none"> 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) <p>Following are checked to ensure efficient operation and longevity of machine:</p> <ul style="list-style-type: none"> 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 appropriate) engine air filter is clean and components parts are in acceptable condition all sites requiring lubrication are adequately lubricated 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued				<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
Cont... Unit 207 2.1		Verbal confirmation that the tractor complies with statutory guarding requirements must be given by the candidate	<ul style="list-style-type: none"> findings are reported appropriate action is taken to remedy faults (within limits of responsibility) Statutory guarding requirements: <ul style="list-style-type: none"> all moving parts, belts, pulleys and chains are guarded the guards are secure and undamaged exhaust heat shield is in place and undamaged the PTO shaft is guarded when attached the PTO shaft is fully enclosed when not in use Mounting/dismounting: <ul style="list-style-type: none"> Candidates must safely mount and dismount from tractor cab using hand and footholds provided (usually backwards) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 4.9	Assist in maintaining records to meet organisational requirements	Candidate to complete one record in line with organisational requirements (Note: This could be the record of pre-start checks)	Any of the following: <ul style="list-style-type: none"> completion of pre-use check sheet completion of tractor use log completion of post use check sheet/fault log <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 3.1	Describe the ways in which the tractor should be manoeuvred, and how different weather and ground conditions must be taken into account	Candidate to state one occasion when it is appropriate to use the differential lock Candidate to state when the differential lock should not be used Candidate to describe how to disengage a differential lock, that does not disengage automatically Candidate to be assessed in the context of mounted and trailed implements, Candidate to: Candidate to state one potential hazard of driving at speed State one precaution that can be taken State one potential hazard when turning State one precaution that can be taken State one potential hazard when driving up or down a slope	When a differential lock could be used: <ul style="list-style-type: none"> when one wheel is losing traction when carrying out field operations, only when the tractor is in low gear When the differential lock should not be used: <ul style="list-style-type: none"> on the road when attempting to negotiate corners when one wheel is slipping fast How to disengage a differential lock that does not disengage automatically: <ul style="list-style-type: none"> depress the clutch pedal put the tractor into reverse press on brake pedal Hazards: <ul style="list-style-type: none"> driving at speed increases risk of losing control braking distance is increased Precautions may include: <ul style="list-style-type: none"> avoid excessive speed be aware of increased stopping distances and the need to brake earlier using engine braking to slow the machine Hazards: <ul style="list-style-type: none"> risk of overturn mounted implements swing and hit something trailed implements come into contact with the tractor or other objects Precautions: <ul style="list-style-type: none"> avoid sharp turns turns need to be taken slowly and make allowance for the swing of an implement/machine make wider turns to accommodate implement/attachment e.g. trailer Driving up or down slopes and precautions: <ul style="list-style-type: none"> tractor could stall or run away loss of traction harsh braking during descent could result in "jack-knifing" 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued				<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
Cont... Unit 207 3.1		State one suitable control measure	Control measures: <ul style="list-style-type: none"> appropriate low gear should be selected before encountering the slope do not de-clutch when coming down the slope trailers should have an auxiliary braking system 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State two potential hazards caused by driving over rough ground	Hazards over rough ground: <ul style="list-style-type: none"> increased risk of load shifting implement/trailer could become detached from tractor if it jumps around too much weight of attachment could lead to excessive "bouncing" causing possible driving injury 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State two possible control measures	Control measures: <ul style="list-style-type: none"> maintain low speed to reduce "bouncing" try to avoid pot holes and bumps load should be secured to prevent movement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State two possible hazards when driving across a slope	Hazards on slopes include: <ul style="list-style-type: none"> increased risk of load shifting trailer will tend to slide/pull downhill increased risk of rolling the tractor 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State two possible control measures	Control measures include: <ul style="list-style-type: none"> maintain slow speed when driving across slopes maintain a low centre of gravity (e.g. keep loading shovel close to ground) use wide wheel track setting to improve stability of the tractor 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State three factors that should be taken into account when turning on slopes	Factors that should be taken into account when turning on a slope: <ul style="list-style-type: none"> severity of the slope stability of the tractor direction of turn type of attachment (i.e. mounted trailed, full or empty) ground conditions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State one possible consequence of a soil engaging implement becoming stuck	Consequences of soil engaging implements becoming stuck include: <ul style="list-style-type: none"> overturning of the tractor breaking shear bolts damage to the implement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Candidate to describe two effects of different weather and ground conditions	Effects of weather conditions include: <ul style="list-style-type: none"> rain reduces the mechanical integrity of soil, reduces traction, braking distances are longer snow and ice reduce grip and increase braking distance loose particles increase risk of skidding and loss of control, increase braking distance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Candidate to state three precautions when driving/operating a compact tractor with a front mounted loader attached (if fitted)	When driving or operating a compact tractor with a front mounted loader attached: <ul style="list-style-type: none"> ensure equipment has adequate strength for the task awareness of overhead hazards bucket kept low to the ground when moving especially with a load loader should not travel on a highway when carrying a load 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Candidate to state four precautions when driving/operating a compact tractor with a rear mounted back actor (hoe) attached (if fitted)	When driving or operating a compact tractor with a rear mounted back actor (hoe): <ul style="list-style-type: none"> ensure equipment has adequate strength for the task awareness of overhead hazards awareness of underground hazards hydraulic stabilisers extended when "digging" to provide stability back actor in correct position when moving the tractor 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Met ✓ Not Met X	<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
Unit 207 2.6	Carry out preparation of tractor and attachments in accordance with health and safety legislation and codes of practice	Assessor to observe if appropriate measures are taken to ensure personal safety and that of others are implemented at all times	To include: <ul style="list-style-type: none"> appropriate PPE worn whilst preparing tractor and attachments safety of others not compromised 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 2.4	Ensure that attachments are compatible with tractor	<p>Candidate to state two dangers of allowing incorrect length of hydraulic pipes</p> <p>Candidate to state one danger of coupling two double clevis hitches together</p> <p>Candidate to state two factors to consider when adjusting the length of the drawbar</p> <p>Candidate to state two ways to ensure that the attachment is compatible with the tractor</p> <p>Candidate to state two factors to consider when using linkage category conversions</p> <p>Candidate to state four factors to consider when using the PTO shaft</p> <p>Candidate to state two consequences of operating a PTO at the wrong speed</p>	<p>Issues with incorrect lengths of hydraulic pipes:</p> <ul style="list-style-type: none"> pipes could drag on the floor and be damaged pipes could catch on the rear wheels or on the link arms during turning and be pulled out the pipe could be pinched when the trailer is tipped and dropped back onto its bed <p>Dangers associated with clevis hitches may include:</p> <ul style="list-style-type: none"> the clevis could become bent the drawbar pin could bend or break <p>Factors to consider when adjusting the drawbar:</p> <ul style="list-style-type: none"> when the drawbar is lengthened, the load capacity is decreased recommended load carrying capacity should be observed as stated in the operator's handbook increased length does not reduce recommended clearance of the PTO (if being used) <p>Suitability of implement/machine:</p> <ul style="list-style-type: none"> checking the operator's manual for the tractor checking the power requirement for the implement/machine <p>Linkage compatibility:</p> <ul style="list-style-type: none"> compatibility of categories between tractor and implement/machine linkage balls changed according to manufacturer's instructions bushes and sleeves are used where appropriate stepped pins are used if appropriate <p>When using a PTO shaft:</p> <ul style="list-style-type: none"> the shaft is adequately lubricated there is appropriate overlap of the sliding shaft PTO shield (guard) must be in place the guards are in good condition economy mode should be used (if available) PTO shaft is compatible Operate PT at the correct speed <p>Operation a PTO at the wrong speed:</p> <ul style="list-style-type: none"> excess wear on the implement excess vibration in the cab increased risk of stones/debris being thrown up implement may not achieve desired finish <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 3.4	Explain the safe use of attachments	Explanations must be relevant to the tractor and attachments being used by the candidate	<p>Safe use of the attachments:</p> <ul style="list-style-type: none"> one implement/machine with PTO a front mounted loader or rear mounted back actor(hoe) (if applicable) <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		
Unit 207 4.5	Use attachments safely at all times	Candidate to demonstrate cold starting procedures if the engine is cold, or follow warm starting procedures. (if warm, candidates should explain the cold starting procedures)	To include: <ul style="list-style-type: none"> engine is not under load before starting gears are in neutral PTO disengaged hydraulic services are in neutral engine started using correct procedures (cold or warm) cold starting procedures described (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Candidate to demonstrate braking efficiency and comment on effectiveness of brakes. Assessors should be aware that different types of brakes give different braking effects	<ul style="list-style-type: none"> check brake operations in accordance with operators handbook carry out brake test with brakes locked together on hard uniform surface check parking brake is engaged and operating correctly braking efficiency commented upon 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Candidate to demonstrate correct procedure when leaving tractor and follow safe stop procedures	To include: <ul style="list-style-type: none"> safely mount tractor using hand and footholds hydraulic services are in neutral and implements lowered to the ground stop engine remove ignition key safely dismount tractor using hand and footholds (usually backwards) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Assessor to instruct Candidate to hitch up a trailer to a tractor and connect the hydraulic couplings (either an auto hitch or clevis hitch may be used)	Hitching trailer: <ul style="list-style-type: none"> reverse tractor to align with trailer drawbar handbrake applied tractor gears put in neutral hydraulic levers are in disengaged position and the system is depressurised trailer is hitched properly and that the catches/pins are properly secured the hydraulic couplings are cleaned hydraulic couplings correctly connected (including the trailer braking pipe if applicable) trailer handbrake is released 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Assessor is to instruct the Candidate to drive a tractor and trailer around a course which is to include; negotiating corners, gear changing and reversing into a confined space (at least one right angle)	Driving around a course: <ul style="list-style-type: none"> select appropriate gear ensure take off is smooth drive at appropriate, safe speed for conditions slow down at corners change gear smoothly brake safely manoeuvre safely with awareness of surroundings at all time 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		After completing the manoeuvring elements the Assessor is to instruct the Candidate where to demonstrate tipping	Demonstrate tipping: <ul style="list-style-type: none"> drive the trailer to the specified position for tipping reverse the trailer the area is checked for hazards; there are no overhead hazards, vertical jack-knifing cannot occur, ground conditions are appropriate and slope is not excessive tip the trailer lower the trailer 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Assessor is to instruct the Candidate where to park and uncouple the trailer safely	Parking and uncoupling the trailer: <ul style="list-style-type: none"> drive the trailer to the parking area, reverse into designated position handbrake is applied tractor is put into neutral gear hydraulic levers are in disengaged position and the system is de-pressurised the wheels are chocked (if applicable) hydraulic pipes are disconnected and stored correctly trailer is unhitched 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Continued

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... Unit 207 4.5		<p>Assessor to instruct Candidate to attach one three point linkage PTO driven machine to the tractor and attach PTO shaft (e.g. mower)</p> <p>Assessor is to instruct the Candidate where to detach the implement</p> <p>The assessor is ask the candidate to describe how to attach either a front mounted loader or rear mounted back actor (hoe) (if fitted)</p>	<p>Attaching PTO machine:</p> <ul style="list-style-type: none"> align tractor with implement ensure handbrake is applied before leaving cab attach the links using any safe method engine is stopped prior to removing PTO stub cover fit PTO shaft to tractor secure PTO guards and chains check that there is sufficient clearance between the PTO shaft and drawbar top link adjusted to level implement/machine (as appropriate) lower links levelled eliminate undue side play, by adjusting check chains/links to give appropriate amount of sideways movement <p>When detaching a three point linkage mounted implement:</p> <ul style="list-style-type: none"> move tractor to the selected site position implement on level site ensure handbrake is applied before leaving cab use jacks/stands as appropriate engine is stopped prior to removing PTO shaft the PTO stub guard is attached check chains/bars are released the links are removed, implement is detached all links, pins etc are stored appropriately <p>Front mounted Loader:</p> <ul style="list-style-type: none"> align tractor with the loader ensure handbrake is applied before leaving cab adjust alignment as necessary to facilitate insertion of pins/bolts insert pins/bolts and secure them (lynch pins or nuts) into sub frame attachment (as applicable to loader) insert pins/bolts and secure them (lynch pins or nuts) into arms (as applicable to loader) check all pins are in place and secure hydraulic levers are in disengaged position and the system is de-pressurised the couplings are cleaned connect the hydraulic couplings attach rear counter balance weights (if appropriate) <p>or</p> <p>Rear mounted Back Actor(Hoe)</p> <ul style="list-style-type: none"> align tractor with back actor ensure handbrake is applied before leaving cab attach the links using any safe method engine is stopped prior to removing PTO stub cover fit PTO shaft to tractor secure PTO guards and chains top link adjusted to level implement/machine (as appropriate) eliminate undue side play, by adjusting check chains/links lower links levelled (level implement/machine) adjust height and level of implement as necessary hydraulic levers are in disengaged position and the system is de-pressurised connect the hydraulic couplings attach front mounted weights (if appropriate) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued				<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
Cont... Unit 207 4.5		Assessor to observe the use of two attachments (attachment one appropriate to the role of the operator and use of the tractor) to include PTO operation	<ul style="list-style-type: none"> attachment one with (PTO): used safely at all times attachment two: a trailer used safely at all times front end loader or back hoe (if fitted) <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 2.5	Make sure attachments are secure and safe	Candidate to ensure the attachment is secure and safe	<ul style="list-style-type: none"> drawbar does not catch on implement/machine there is an appropriate distance between the drawbar and PTO and it will not foul when the machine is lowered for work the top link is an appropriate length, adjusted equally with sufficient thread engaged for security and the turnbuckle is locked in place after adjustment all linkage/securing pins are fit for use, not bent or excessively worn and are locked into place securely <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 4.2	Assess and modify operating procedures to take into account any changes in weather and ground conditions, and types of terrain	Assessor to observe how the candidate operates the tractor and modifies his/her technique throughout the assessment	Observed: <ul style="list-style-type: none"> modification of technique <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 4.7	Operate tractor in accordance with current health and safety legislation, and codes of practice	Assessor to observe all activities and determine if the Candidate has met criterion	Observed: <ul style="list-style-type: none"> current health and safety legislation and codes of practice <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 4.8	Carry out all work activities to meet current environmental and legislative requirements	Assessor to observe all activities and judge compliance	Observed: <ul style="list-style-type: none"> environmental requirements legislative requirements <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 4.3	Assess and deal with any hazards and obstacles encountered during the operation in accordance with standard practice	Assessor to judge how Candidate assessed hazards and obstacles and dealt with them	To include: <ul style="list-style-type: none"> hazards assessed hazards dealt with obstacles assessed obstacles dealt with <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 2.2	Carry out adjustments to attachment in accordance with instructions to meet operational requirements	Assessor to provide instructions to meet the operational requirements, adjustments to be made that are appropriate to the implement/machine by the Candidate	<ul style="list-style-type: none"> adjustments made to implements/machines (as required to the task) <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 4.1	Conduct all movements of the tractor safely, and consistent with the type of tractor, attachment and operation	Assessor to observe all movements during the assessment	To include: <ul style="list-style-type: none"> tractor moved safely at all times attachments attached and moved safely operation of implements/attachments safe and efficient <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 207 3.5	List the reasons why the tractor should be left in a condition suitable for future use	Candidate to state two reasons why a tractor should be left in a condition suitable for use	<ul style="list-style-type: none"> so it is ready for use when required a fault may not be noticed by another operator avoids excessive down time due to breakdowns <p>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
Unit 207 4.6	Leave the tractor safe after use and in a condition suitable for its future use	<p>Candidate to state two reasons for regularly cleaning the tractor after use</p> <p>Candidate to state three factors to consider when cleaning the tractor and to relate method(s) to type of debris</p> <p>Candidate to state two factors to consider when inspecting the tractor after use</p>	<p>Reasons for cleaning the tractor include: tractor and implements are cleaned to:</p> <ul style="list-style-type: none"> prevent corrosion facilitate maintenance and adjustments prevent personal contamination prevent hazardous operating conditions prevent soiling of roads <p>Ways to clean the tractor:</p> <ul style="list-style-type: none"> correct PPE used (relating to type of cleaning) identify a suitable site unwanted debris removed safely using an appropriate method: compressed air, brush and water (pressure washer) dispose of waste material according to legislative requirements and company policy <p>Reasons for checking a tractor after use include:</p> <ul style="list-style-type: none"> tractor is inspected for damage, missing components and wear use operator's handbook as appropriate findings reported to appropriate person checks are carried out to ensure defects have been corrected before tractor is used again <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:	