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



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 3	L2 Award in the Safe Use of Ride-On Self Propelled Mowers
Unit(s)	2 0 1	Operate a mower
	2 0 3	Use and Maintain Ride-on Powered Equipment
Endorsement(s)	0 0 1	Cylinder Mower
	0 0 2	Rotary Mower
	0 0 3	Flail Mower
	0 0 4	Reciprocating Knife Mower
	0 0 5	Greens Machine with interchangeable units
Learning Time	2 0 1	LT 15 (2 Credits)
(LT)	2 0 3	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 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 integral with this award.

* Learning Time (LT)

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

Access to Assessment

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

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

The assessment is divided in to (2) units:

Unit 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.

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 its ceases. It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.

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

	1			Ι					
Candidate	A Name:		Date:	Start Time:	Dura				
Candidate	B Name:		Date:	Start Time:	Dura	tion			
Candidate	C Name:		Date:	Start Time:	Dura	tion	:		
Candidate	D Name:		Date:	Start Time:	Dura	tion	:		
CRITERIA	ASSESSMENT	ASSESSOR		SSESSMENT			ANDI		
NUMBER	CRITERIA List the type of hazards	GUIDANCE Candidate to state five		ACTIVITIES ow each could be dealt with:		Α	В	С	D
Unit 203	which may be encountered and how these should be	hazards, the associated risk and how each should be	slopes, overturn	ning machine - be aware of emower, how to negotiate slo					
3.2	dealt with	dealt with	safely	· · · · · · · · · · · · · · · · · · ·					
UNIT 201	Identify the risks involved when using a ride-on or		moving parts, se	ting mechanism, entrapment evered digits/cuts - awarenes oserve safe practice					
1.1	pedestrian mower		 manual handling carrying fuel cor 	g machine, equipment and ntainers, muscle strain/torn	.4:				
			"	ot safe manual handling prac structions (signs, tree branch		Ш			Ш
				r wear head/eye protection,	ies)				
				d debris, hitting bystanders – orking distances, erect signa					
			 underground ob 	structions/surface obstructio nanhole covers – mark to avo					
			_	nimals remove or erect fenci					
			 ditches/waterwa 	nys, drowning – be aware of t away from the edges of bank					
				s, burns, avoid contact - ensu					
			guarding is intact	ct and secure					
			• from fuel, oil, wa	ashings, contamination – wea	aring				
			 correct PPE, ob 	serving correct procedures					
				ntracting diseases from wearing correct PPE, obser res	ving				
			inhaling dust/furwearing correct	ngal spores, contracting disect	ases				
			observe safe dri	nway, multiple injuries/death iving on the road, use orange s, wear high visibility clothing	Э				
				Met√ Not N	,	\neg	\Box	\Box	
	Carry out a site specific	Candidate is to inspect the	The candidate is to:	mot. Hoth					
Unit 201	risk assessment	site and report verbally to th		checking the site for site has	zards,				
1.2		Assessor (All required)	hazards remove	ed or marked condition of the site is accep					
				y would report to if the site					
				signs and barriers (if approp	riate)				
				of hazards; or exclude					
				Met ✓ Not N	Met X				

CRITERIA NUMBER	ASSESSMENT	ASSESSOR	ASSESSMENT		AND		
NUMBER	CRITERIA Describe the relevant	GUIDANCE Any three required by name	ACTIVITIES May include the following:	Α	В	С	D
Unit 201	health and safety legislation in relation to mower operations	and an outline of the implication on mower operation	Health and Safety at Work Act (HSWA) 1974 – duties imposed on the employee				
2.1 Unit 203	Outline the current health and safety legislation and	oporation	Provision and Use of Work Equipment Regulations 1998 – regular checks and maintenance must be carried out according to The state of the st				
F 4	codes of practice and any		manufacturer's recommendations				
5.1	additional requirements		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	Any self-propelled machinery used on or near the public highway must:]		
		and safety considerations	be road legal				
		relating to the use or movement on or near the public highway or other areas	have a minimum of third party insurance cover (to conform to road traffic act requirements)				
		to which the public has access (For Candidates being assessed in the context	be driven by someone holding an appropriate licence (where applicable) be under the control of company and 40 years are				
		of ride on machines, answers must include at least	 be under the control of someone aged 16 years or over have an orange flashing beacon when used on 				
		two requirements for use on a public highway	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 "evolution zone" could be get up the read or				
			 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	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				
5.2			boxed arising's are taken to composting area/composted (if applicable)				
			machine is cleaned/washed in a designated area				
			Met ✓ Not Met X				
	l	I	1	1			<u> </u>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C.	AND B	IDA ¹	TE
Unit 201	Select the appropriate PPE (Personal Protective	Candidate to select and use correct items of PPE	PPE and protective equipment, which may include:				
	Equipment) for mower operations	throughout all aspects of the assessment.	safety bootsear defenders				
3.1	·	Only those required as stated	 head protection (essential for Green Keepers where a safety cab is not fitted) 				
Unit 203	Select and use the correct personal protective	in manufacturer's handbook or identified in the risk	face/eye protection				
1.2	clothing and equipment	assessment	suitable hand protection worn during operation				
			any other protection highlighted by the risk assessment				
			Met ✓ Not Met X				
Unit 203	Describe the basic differences between a	Candidate to describe two basic differences between	Petrol engine: runs on petrol				
4.0	petrol and diesel engine	petrol and diesel engines)	requires a spark plug to ignite fuel				
4.3			 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				
		Candidate to state three fuel	Fuel storage requirements include:				
		storage and transportation requirements	• no smoking				
		·	no naked flames avoid contact with hot surfaces				
			fuel level topped up safely as required				
			any spillage dealt with safely				
		Candidate to state three conditions relating to fuel	Conditions relating to fuel containers include:				
		containers	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				
11-: 1 000	Describe the differences	Candidate to describe two	Two stroke engine:				
Unit 203	between two and four stroke engines	operating differences between each	completes its cycle in one revolution of the crankshaft				
4.1			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	Describe the principles of operating lines of drive –	Candidate to describe one principle for each	Descriptions: Iines of drive – for transmitting torque and rotation				
	clutch, v-belts, chains		e.g. transfer power from engine to components				
4.2			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 				
		İ		1	1	1	1

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT		AND	_	
NUMBER	CRITERIA	GUIDANCE Condidate in to identify the	ACTIVITIES	Α	В	С	D
Unit 201 4.1	Identify and explain features of the equipment being used, including: Transmission, safe stop	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				
	procedures & cutting mechanisms		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	Ш	Ш	Ш	Ш
Unit 201	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				
5.1			Met ✓ Not Met X				
Unit 201	Describe the functions of the controls	A description of the function of the controls is required to be given verbally to the	Candidate to: describe the function of the controls on the				
5.2		Assessor (All required)	machine				
	Identify any warning /	The Candidate to identify the	Met ✓ Not Met X Candidate to:		Ш		닏
Unit 201	safety functions	meaning to the Assessor verbally (All required)	identify and interpret the warning decals on the machine				
5.3			Met ✓ Not Met X				
	Identify the pre-start	Candidate is required to	Identify and state:				
Unit 201	checks that should be made to the machine	identify the pre-start checks that should be made to the	pre-start checks are identified in accordance with				
6.3	(Safety Checks) Ensure that the ride-on	machine and carry out a visual inspection of the machine	 manufacturer's handbook/operators handbook carry out visual inspection stating what they were looking for 				
Unit 203	powered equipment is safe	machine	comment on the condition of the machine				
1.1	and in good working order		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	Candidate to outline pre-start checks	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)	V	V	V	V
	procedure use appropriate work method	Candidate to describe correct start up procedure for the machine	 describe correct start up procedure in accordance with manufacturer's/operator's handbook (covered in unit 201 assessment criterion 6.4) 	V	V	V	✓
	 correct stopping procedure correct post-use maintenance reporting problems to the appropriate person 	Assessor to describe a relevant mowing scenario, the Candidate is to describe how they would carry out the mowing operation (work method)	describe how to carry out a specified mowing operation				
	Describe the correct start up and stop techniques in accordance with instructions and any manufacturer's guidance	Candidate to describe correct stopping procedure for the machine	describe the correct stopping procedure for the machine (covered in unit 201, assessment criterion 6.4)	I	V	V	V
	andidotator o guidance	Candidate to outline post operation maintenance	describe post use maintenance that needs to be carried out in accordance with manufacturer's/ operator's handbook				
		Candidate to state who the appropriate person is to report any problems that may	Appropriate person: immediate supervisor or manager				
		arise	o manage.				
			Met ✓ Not Met X		Ш	Ш	\perp

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C.	AND B	IDA1	ΤΕ
Unit 201	Identify the daily checks that should be made to the	Candidate is to demonstrate the checks to the Assessor	The following are checked to ensure safety of operator and machine:				_
	machine	(All required)	wheel nuts secure				
6.1			visual inspection of the tyres carried out, condition stated, appropriate level of inflation confirmed				
Unit 201	Carry out pre-start checks		function of on/off control (lever or key switch)				
8.1	(Daily Maintenance Checks)		correct function of all lights correct function of indicators				
	Cliecks)		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	Identify routine maintenance procedures for the machine	This is an assessment of underpinning knowledge and understanding of the cutting					
6.2		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					
		(Both required)	a) Cylinder Mowers				
			Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures:				
			bed knife to cylinder clearance adjustment back lapping.				
		(Two required)	back lapping Describe the process for maintaining the cutting				
			cylinder as follows:				
			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 pastereverse 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:				
			blade removal/refitting				
Continued			condition blade security				

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT		AND		_
NUMBER	CRITERIA	GUIDANCE (Both required)	ACTIVITIES Comment on the condition of the cutting mechanism	Α	В	С	D
Cont		(Sour required)	and demonstrate knowledge of maintenance procedures for:				
Unit 201			blade removal/refitting				
6.2			condition blade security				
0.2		(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 				
			protecting the operatorOr				
			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.				
			appropriate toolswhat to look for when inspecting the flails for				
			damage and report on its condition	П	П		
			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:				
			knife removal/refitting				
Continued			condition knife security				

Cont			ACTIVITIES	A	В	С	D
		(All required)	Describe the process for maintaining reciprocating knife as follows:				
Unit 201			how to safely remove the knife from the mower using appropriate tools				
6.2			 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				
			use of grinding pastereverse 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 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	Describe the adjustments that may be made to the	Candidate is to describe how to make adjustments to the	Describe how to make adjustments made to the cutting unit(s)				
7.1	cutting units	cutting unit(s) as appropriate to type of cutting units fitted to the machine	as appropriate to the machine e.g. height of cut Met ✓ Not Met X				
	Identify why it is important	Candidate to state why it is	Candidate to:				
Unit 201 7.2	to adjust the cutting deck	important to adjust the cutting deck (only applicable to rotary mowers)	 identify why it is important to make adjustments to the cutting deck(s) 				
	Make adjustments in	Candidate to demonstrate	Met ✓ Not Met X Demonstrate:	\square			\perp
Unit 201	accordance with instructions and manufacturer's guidance	how to make adjustments as instructed by the Assessor	adjustments made as appropriate to the machine and specific type of cutting unit fitted				
7.3			Met ✓ Not Met X				

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C A	AND B	IDAT C	ΓE
NOWIDER	Explain the importance of	Candidate to explain two	It:	A	В	C	<u> </u>
Unit 203	operating equipment in line with manufacturer's	reasons	reduces the risk of operator injury				
3.3	instructions		reduces wear and tear on machine and prolongs the life of the machine				
			quality of work/finish will be to the required		_		
			standard Mack / Nat Mack /				
	Set up and use ride-on	Assessor to specify the	Met ✓ Not Met X Demonstrate how to set up the machine correctly for	Ш	Ш	Ш	L
Unit 203	powered equipment in	task, Candidate to set up the	use:				
4.0	accordance with the manufacturer's	machine for the specified task	appropriate adjustments made for specified task				
1.3	instructions, legal		height of cut appropriate for specified task				
	requirements and instructions	(All required)	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		П		
	Operate a machine safely	As a guideline, this activity	Demonstrate how to operate the mower safely and				
Unit 201	and in accordance with instructions and	should take approximately 15 minutes. (The Assessor may	correctly:				
8.2	manufacturer's guidance	exercise their judgment as to	task started at appropriate point for the job appropriate gear/forward speed				
		the length of time to judge competence. However, the	selected/maintained				
		area to be mown must be	throttle adjusted to give appropriate rpm/power output for the task				
		appropriate to the size of the machine and normal work	worked checked after first run				
		situation of the Candidate. It must include: use of	mowing carried out without excessive overlap or				
		headlands, negotiating	misses finish complies with instructions/job specification				
		restricted spaces and obstacles)	Met ✓ Not Met X				
	Carry out work in a manner	Assessor to assess this	The following:				
Unit 203	which minimises	element whilst the operation is taking place. All required	cutting takes place only when climatic conditions			_	
2.2	environmental damage	is taking place. All required	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	Discuss the quality of cut, the methods of turning and	Candidate to discuss with Assessor each of the	Discuss:				
Oint 201	different approaches to the	following	 quality of cut achieved methods of turning to reduce damage to the 				
8.3	cut		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				
	Identify any problems with	If there are no identified	problem(s) identified; or				
Unit 203	the ride-on powered equipment and take	problems with the machine or cut, the Assessor is to	solutions to three common faults given to Assessor				
1.4	appropriate action	present the Candidate with a scenario for three common	Assessor appropriate action taken in line with limits of				
Heit 202	Describe the types of	faults and ask the Candidate	responsibility				
Unit 203	problems that may occur with the equipment and	to solve it	Met ✓ Not Met X				
3.4	how to deal with each of						
	these appropriately						<u> </u>

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT	С	AND	IDA	ΓΕ
NUMBER	CRITERIA	GUIDANCE	ACTIVITIES	Α	В	С	D
Unit 203	Clean and store the equipment correctly after	only those items of PPE required for the activity as	Identify PPE to be used for cleaning, which may include:				
Omit 200	use	stated in manufacturer's	protective footwear				
1.5		handbook or identified in the	overalls/coverall				
		risk assessment are required	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)				
		(Three required)	Reasons for cleaning:				
			 prevents personal contamination 				
			 prevents corrosion 				
			 make visual inspection for damage possible 				
			facilitates maintenance and adjustments				
		(All required)	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				
	Dispose of waste safely	If the opportunity to	Waste disposal:				
Unit 203 2.3	and correctly	demonstrate how to dispose of waste does not arise during assessment the	 hazardous – e.g. waste lubricants are stored appropriately and collected by registered contractor for disposal/recycling 				
		Candidate is to state how two types of waste are stored/disposed of correctly	 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				
	Work in a way which	Assessor to evaluate	The following:				
Unit 203	maintains health and safety and is consistent	compliance throughout duration of the assessment	 compliance with H&S 				
0.4	with current legislation,	duration of the assessment	current legislation				
2.1	codes of practice and		 codes of practice 				
	additional requirements		 quality of work completed 				
			additional requirements e.g. site is left clean and				
			tidy				
			Met ✓ Not Met X				

Summary of Assessment (The	Assessor is to complete the f	ollowing as appropriate)
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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.					
I ob	I observed an assessment process taking place. The following were noted as areas of concern.					
Sig	Signed: Date:					