

CITY & GUILDS LEVEL 2 AWARD IN SIT IN ALL TERRAIN VEHICLE HANDLING (QCF) QAN 600/4956/X



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 - 1 2	L2 Award in Sit In All Terrain Vehicle Handling
Unit(s)	2 0 8	Operate the All Terrain Vehicle ATV
	2 0 9	Operate the All Terrain Vehicle ATV with a Trailer or trailed Attachment
Learning Time (LT)	2 0 8	LT 16 (3 Credits)
	2 0 9	LT 8 (2 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds Level 2 Award in Sit In All Terrain Vehicle Handling (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 is divided in to **(2)** units:

Unit 208 Operate the All Terrain Vehicle ATV (Mandatory) (Credit Value 3)

Outcome	
(1)	Be able to carry out pre-use safety checks and operations (Criteria 1.1 – 1.6)
(2)	Be able to operate and ride/ drive the ATV (Criteria 2.1 – 2.2)

Unit 209 Operate the All Terrain Vehicle With a Trailer or Trailed Attachment (Optional) (Credit Value 2)

Outcome	
(1)	Be able to ride/drive an ATV with a trailer or implement (Criteria 1.1 – 1.3)

Candidates must successfully achieve **all** assessment activities in Mandatory unit 208 and if they are undertaking the optional unit (unit 209), they must achieve all the assessment activities in that also.

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).

Quality Assurance continued...

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.**

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

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

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

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 208 1.1	Identify any hazards specific to the site, task and machine	<p>All required</p> <p>Two required</p> <p>As appropriate in regards to the manufacturer's recommendation and risk assessment</p> <p>(Note: State two precautions to be taken when loading the ATV and/or materials)</p>	<p>Check site for hazards:</p> <ul style="list-style-type: none"> walk the site and remove or mark hazards confirm that the condition of the site as acceptable for the operation to take place report to the appropriate person if the site condition is unsuitable <p>Set out warning signs and barriers (if appropriate):</p> <ul style="list-style-type: none"> advising public of hazards exclude public/animals implement suitable controls to protect operator <p>Identify appropriate protective equipment needed for use. PPE requirements are subject to individual Risk Assessment but may include:</p> <ul style="list-style-type: none"> head protection with chin strap eye protection protective footwear gloves (especially in cold weather) non snag outer clothing that covers arms and legs <p>May include:</p> <ul style="list-style-type: none"> avoid manual handling where possible use mechanical aids use safe lifting techniques (bend knees and keep back straight) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 208 1.2	Describe the function of all controls	<p>(Note: For the ATV being used, learner to identify controls and explain their function in accordance with the manufacturers handbook/operators manual. Must include those listed if fitted)</p> <p>State one factor that may contribute to a 'runaway' situation when descending slopes</p>	<p>Must include those listed below if fitted:</p> <ul style="list-style-type: none"> neutral/reverse/oil temp warning lights throttle brake levers clutch control (if fitted) differential lock (if fitted) 4 wheel drive selector (if fitted) parking brake gears (if applicable), including reverse selection lock starting, including cold start fuel switch (on/off/reserve) emergency stop switch lights <p>May include:</p> <ul style="list-style-type: none"> unsuitable combination of gear and braking insufficient revs to engage centrifugal clutch <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 208 1.3	Carry out daily pre-use checks to the ATV	<p>Candidate is required to undertake pre-use checks</p> <p>Check to ensure safety of operator and ATV</p>	<p>Pre-use checks as recommended by the manufacturer's hand book/operators manual. Observing relevant safety and cleanliness precautions</p> <p>ensure:</p> <ul style="list-style-type: none"> wheel nuts secure tyres (visual inspection for condition and pressure) stop control 	<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 208 1.3		<p>(Note: Confirm that the ATV complies with statutory guarding requirements)</p> <p>Check that brakes operate and the vehicle is safe to use</p> <p>(Note: This is a safety test and not a test of mechanical knowledge)</p> <p>State two suitable precautions that could be taken when parking an ATV on a steep slope</p>	<p>ensure:</p> <ul style="list-style-type: none"> fuel level is adequate engine oil level is correct coolant level adequate (if applicable) engine air cleaner is clean joints adequately lubricated (if applicable) frequency of checks undertaken report findings where appropriate act on findings where appropriate <p>All moving parts must be guarded e.g.:</p> <ul style="list-style-type: none"> wheels fans drive shafts <p>Check:</p> <ul style="list-style-type: none"> brake operation in accordance with the manufacturer's instruction book at a suitably safe speed on a hard uniform surface stopping efficiency <p>Check parking brake, park and stop engine:</p> <ul style="list-style-type: none"> check parking brake is operating effectively <p>Demonstrate knowledge of parking on steep slopes:</p> <ul style="list-style-type: none"> use wheel chocks park across steep slopes ensuring wheels are turned up hill apply the handbrake <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 208 1.4	Describe legal and safety requirements	<p>(Note: State four legal requirements for operating on a public highway)</p> <p>(Note: State three other legal and/or safety requirements that affect operator safety when using an ATV at work)</p>	<p>When operating on a public highway any ATV being used on a public highway must:</p> <ul style="list-style-type: none"> comply with the road vehicle lighting requirements be registered and taxed (road fund licence or exemption certificate) be approved for use on the road have a minimum of third party insurance be ridden by somebody holding a suitable, valid driving licence not exceed 20 mph <p>Requirements affecting operator safety when using an ATV at work:</p> <ul style="list-style-type: none"> children under the age of 13 are not permitted to ride on an ATV children over 13 should ride a machine appropriate in size and power to their capabilities additional manufacturers minimum age recommendations may apply ignition key should be removed whenever the ATV is not in use ATV should have standard safety decals stating PPE requirements and other hazard warnings <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 208 1.5 Continued	Outline the factors to be considered when operating an ATV on various terrain	<p>(Note: State all factors to be considered for the riding position when riding Sit-In ATV's on various terrain)</p> <p>(Note: State two factors to consider when riding on unknown terrain)</p>	<p>For "Sit-In" ATV's:</p> <ul style="list-style-type: none"> weight on uphill side of ATV riding across slopes weight kept forwards on ATV riding up a slope weight kept to rear of ATV riding down a slope <p>Unknown terrain checked prior to riding for hazards such as:</p> <ul style="list-style-type: none"> pot holes tree stumps steep slopes other unseen obstacles 	<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 208 1.5		(Note: State two hazards when riding at high speed)	Riding at high speed: <ul style="list-style-type: none"> increases stopping distance makes the ATV more unstable could lead to ATV turning over on rough ground <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 208 1.6	Demonstrate knowledge of operating an ATV that is laden on various terrain	(Note: State one appropriate control measure) (Note: State four additional factors to be considered when operating an ATV that is laden, on various terrain)	May include: <ul style="list-style-type: none"> avoid excessive speed appropriate gear (if fitted) should be selected for terrain, e.g. low gear when descending slopes to maintain suitable speed To Include: <ul style="list-style-type: none"> machine should be assessed for compatibility (suitability of load) correct loading of racks/carriers loads should be secured load will raise centre of gravity, which will lead to greater instability on slopes <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 208 2.1	Ride/drive the ATV around a specified course	(Note: Assessor to set a course, which should include rough terrain, slopes (of sufficient gradient to demonstrate correct riding positions), tight turns and restricted areas (figure of 8 and slalom course, reversing into a confined space) and be appropriate to Sit-In machines. The course should be set prior to the commencement of the assessment, as it will be part of the Risk Assessment in Unit 1, Activity 1) (Note: All to be demonstrated)	Operation to include: <ul style="list-style-type: none"> mount machine in safe manner correct starting procedure: fuel switched on gears in neutral ignition on cold starting device operated (if fitted) engine started apply both brakes before engaging gear look over shoulders and check it is safe before moving off assess terrain and remain aware of surroundings at all times select appropriate gear for conditions ride at safe, suitable speed manoeuvre around specified course safely, using appropriate controls where necessary and showing correct body movement Special care on slopes: <ul style="list-style-type: none"> correct riding positions positive drive retained no 'freewheeling' appropriate gear engaged (if appropriate to machine) park machine safely with park brake on <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 208 2.2	Demonstrate knowledge of cleaning and inspection of the ATV and reasons for cleaning	(Note: State three reasons for regularly cleaning the ATV) (Note: state two factors to consider when cleaning the ATV) Candidate to state appropriate methods and undertake cleaning after use	ATV is cleaned to: <ul style="list-style-type: none"> prevent corrosion facilitate maintenance and adjustments prevent personal contamination prevent hazardous operating conditions prevent soiling of roads To include: <ul style="list-style-type: none"> identify PPE to be used identify a suitable site Remove any unwanted debris safely using appropriate method: <ul style="list-style-type: none"> compressed air water brush dispose of waste material according to company policy and legislation 	<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 208 2.2		(Note: State one reason for inspecting the ATV for damage after use)	May include: <ul style="list-style-type: none"> inspect to establish any wear, damaged and/or missing components through use ensures any defects are rectified before it is next used <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 209 1.1	Describe how to operate an ATV that is laden and has an implement attached, on various terrain	(Note: State four additional factors to be considered when operating an ATV that is laden and/or has an implement attached, on various terrain)	May include: <ul style="list-style-type: none"> correct weight ratio between trailer and ATV braked load up to 4 times unladen weight of ATV un-braked load not more than twice unladen weight swivel hitch used if available loads should be secured load will raise centre of gravity, which will lead to greater instability on slope <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 209 1.2 Unit 209 1.3	Ride/drive the ATV around a specified course with a trailer or trailed implement attached including reversing be able to ride/drive an ATV with a trailer or implement	(Note: An appropriate course set up by the assessor should be negotiated by the learner whilst towing a trailer or trailed implement with the ATV. Appropriate trailed implement would include for example a small purpose built mower or sprayer. Rear <u>mounted</u> implements are not suitable. Trailers can be of any size appropriate to the ATV)	Candidate to manoeuvre the course applying same criteria as above, but towing a trailer or trailed implement and (in addition) demonstrating: <ul style="list-style-type: none"> safe hitching procedure awareness of position of attachment at all times smooth take off and speed control reverse the trailer around a right angle bend avoidance of jack-knifing, particularly on slopes <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:	