CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF HANDHELD LEAF BLOWERS AND VACUUMS QAN 601/1290/6



QUALIFICATION GUIDANCE

Independently Assessed

Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No	0 0 1 4	Machinery
Qualification Programme No	0 0 1 4 - 2 9	L2 Award in the Safe Use of Handheld Leaf Blowers and Vacuums
Unit(s)	2 0 1	Handheld leaf blower or vacuum operations
Endorsement(s)	0 0 1	Handheld leaf blower
	0 0 2	Handheld vacuum
Guided Learning Hours	2 0 1	GLH 16 (Credit Value 2)
Total Learning Time		20 Hours
Recommended Assessment Duration		1 - 2 hours per Candidate

Version and date	Change detail	Section
1.2 November 2017	Added TQT details Deleted QCF	Qualification at a glance, Structure
		Throughout

City and Guilds NPTC Level 2 Award in the Safe Use of Leaf Blowers and Vacuums Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

Publish - Scheme regulations - Qualification guidance - Training material - Trainers support material Approve centres to co-ordinate and administer the scheme Set standards for the training of verifiers and assessors Recruit, train and deploy verifiers Manage verification Issue certificates to successful Candidates

The Qualification

The qualification will be awarded to candidates who achieve the required level of competence in the units to which their certificate relates.

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.

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment

Access to Assessment

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

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

The assessment consists of **one** compulsory unit:

Unit 201

	(Mandatory) (Credit Value 2)
Outcome 1.	Know how to carry out a risk assessment (Criteria 1.1 – 1.2)
Outcome 2.	Know the current health and safety legislation and environmental good practice (Criteria 2.1 – 2.3)
Outcome 3.	Demonstrate how to check and maintain the machine (Criteria 3.1 – 3.5)
Outcome 4.	Demonstrate how to operate a leaf blower or vacuum (Criteria 4.1 – 4.3)
Outcome 5.	Know how to carry out post operative checks (Criteria 5.1 – 5.2)
Outcome 6.	Know how to clean and appropriately store a leaf blower or vacuum (Criteria 6.1 – 6.2)

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

Endorsements: the assessment may be taken using any equipment listed:

001 Handheld leaf blower002 Handheld vacuum

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

Only two endorsements can be taken in any one registration.

Quality Assurance

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

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

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

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

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

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M = Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick \square is to be put in the box provided in the bottom right-hand column of each section.
- NM = Not Met Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross ⊠ is to be put in the box provided in the bottom right-hand column of each section.

Appeals and Equal Opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available for the Candidate to use during the assessment if required.

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Any appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

The Assessor must ensure that a site specific risk assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, or other equipment are not endangered.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should to be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.

Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. Where a specific number of responses are required theses may include other suitable answers not specified if they are deemed to be correct by the Assessor. The performance of the Candidate is to be recorded on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds NPTC. (www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about the candidate's 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

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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C A	AND B	IDA C	TE D
-	•••••	Candidate to state two safety	This may include:			Ŭ	
Cont		precautions that should be observed with flammable	 no smoking/naked flames 				
Unit 201		liquids	 allowing machines engine to cool be fore re- fuelling 				
3.3			 avoiding contact with hot surfaces 				
3.3			 fuel topped up to correct level allowing for 				
			expansion				
			• any spillage is dealt with using the correct method				
			Met ✓ Not Met X				
Unit 201	Carry out routine	The candidate is required to	Power unit and covers:				
Unit 201	maintenance in accordance with	carry out routine maintenance procedures for	spark plug to be disconnected				
3.5	manufacturer's instructions	the leaf blower or vacuum	 inspect for security and damage external screws, nuts and bolts present and secure 				
			 debris removed from fins/air intake 				
			exhaust (muffler) is secure and intact				
			debris cleared from intake pipe/fan				
		The candidate to state the	Service air filter:				
		purpose of the air filter	air filter prevents debris from entering the				
			carburettor and needs to be clean to maintain				
			 correct air/fuel ratio debris removed from around filter prior to removal 				
			 filter removed (choke close or protected) 				
			 filter cleaned or new filter obtained (as 				
			appropriate)				
			filter replaced and cover fitted				
		The candidate to state the	Service the spark plug:				
		relevance of the colour of the	 if fuel rich – deposits dark brown to black 				
		deposits on the spark plug	 if fuel weak – light brown to white 				
			 engine cover and spark plug removed 				
			plug cleaned appropriately				
			wear/damage assessed (replaced if necessary) Or				
			• gap size checked and set if necessary				
		The candidate to assess the	Service starter recoil mechanism:				
		recoil mechanism and comment on tension and	 when the spring is slack the cord does not fully retract 				
		condition of cord	 over tight spring binds the cord before it can be 				
			fully extended				
			 recognise wear points; at base of toggle and where attached to pulley 				
			 starter cover removed and ventilation slots 				
			cleaned				
			cord inspected for wear				
			cord and coil spring released and re-tensioned				
		The candidate is required	Fuel filter:				
		only to state how to service the fuel filter	fuel cap to be removed				
			filter to be located and removed from tank using				_
			an appropriate tool				
			 condition of the filter determined, replacement if necessary 				
			• cleaning procedures include using non flammable				
			detergents followed by rinsing and drying				
			Met ✓ Not Met X				
	Test start the machine and	Candidate is to test start the	To include:				
Unit 201	ensure that it is operating correctly	machine and comment on their findings	safe starting procedure for the machine				
3.4			start machine				
			 check controls are fully operational 				
			 machine atopped using an/off suitable 				
			 machine stopped using on/off switch Met ✓ Not Met X 				

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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: D	ate:						
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; (<i>state reason(s))</i>	Tick ✓
	Signed: C	Date:		

	Candidate has met all of the assessment criteria	Tick ✓	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ✓
Candidate D				
	Signed:	Date:		

For use by Internal Verifier ONLY if the assessment process was internally verified (Internal Verifier to complete ONE of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	Tick ✓
I observed an assessment process taking place. The following were noted as areas of concern.	Tick ✓
Signed: Date:	