

CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF TRACTOR MOUNTED HEDGE AND VERGE CUTTERS (QCF) QAN 601/1429/0



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 7	L2 Award in the Safe Use of Tractor Mounted Hedge and Verge Cutters
Unit(s)	2 0 1	Prepare and operate a tractor and attachments
Endorsement(s)	0 0 1	Hedge Cutting
	0 0 2	Verge Cutting
	2 0 1	LT 38 (5 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds NPTC Level 2 Award in the Safe Use of Tractor Mounted Hedge and Verge Cutters (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 201	(Mandatory)	(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 power vehicle	(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: The assessment may be taken on a machine with any type of cutting mechanism for example:

- 001** Hedge Cutting
- 002** Verge Cutting

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

Only two endorsements can be taken in any one registration.

Candidates who already hold City & Guilds L2 Award in Agricultural Tractor Driving and Related Operations (Unit 205 Prepare and Operate a Tractor) are exempt from being re-examined for the assessment activities shaded in grey.

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.

Quality Assurance continued...

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

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

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

Performance Evaluation

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

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

Appeals and Equal Opportunities

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

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

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

Validation of Equipment

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

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

Vehicles must comply with department of Transport and road Traffic acts where relevant.

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

Safe Practice

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

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

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

All ancillary equipment, when detached, must be safely parked.

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

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

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

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

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

Additional Information

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

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

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

Assessment Guidance for the Assessor

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

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

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

Assessment Guidance for Candidate

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

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

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 201 3.2	List the types of hazards which may be encountered and how these should be dealt with (HAZARDS)	Candidate to list five hazards that may be encountered hedge or verge cutting and state how each should be dealt with 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>Hazards and how they should be dealt with:</p> <ul style="list-style-type: none"> vehicular traffic – signage or cones overhead cables – be aware of the position and height slopes – be aware of limitations of tractor, how to negotiate slopes overhanging tree branches – be aware/remove surface obstacles/debris – remove or mark road signs/streetlamps – be aware of their position manhole covers/inspection chambers – mark to avoid underground obstructions – mark to avoid people – erect signage, barriers to exclude animals – remove or erect fencing to confine soft ground – avoid or mark area ditches/waterways – be aware of their locations, keep away from the edges of banks weak bridges – check weight restrictions <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 201 2.3	Check the immediate work area for hazards and obstacles and take the appropriate action (HAZARDS AND OBSTACLES)	Candidate to inspect the site before work commences Describe two ways to ensure safety of public and animals	<p>To include:</p> <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) construct barriers to exclude public/animals (if appropriate) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 201 1.5	Describe conditions which should be taken into account when considering the use of attachments (USE OF ATTACHMENTS)	Candidate to describe four conditions which should be taken into account when considering the use of attachments for hedge or verge cutting	May include: <ul style="list-style-type: none"> suitability of the attachment for the task (right implement/machine for the job) severity of slopes ground conditions, sufficient to support machine, provide traction condition of the vegetation or size of hedge 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 201 1.2	Identify Health and Safety issues in relation to the preparation and use of tractors (H&S IN PREPARING TRACTOR TO USE)	Identify appropriate safety clothing and protective equipment for preparation, maintenance and use of the tractor (as specified in the operator's manual and Risk Assessment) State four precautions to be taken when attaching implements or loading/unloading materials	May include: <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 other gloves (for maintenance activities) ear defenders hard hat face or eye protection dust mask May include: <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 For safe lifting and manual handling: <ul style="list-style-type: none"> avoid manual handling where possible use mechanical aids use safe lifting techniques when lifting <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.6	Identify Health and Safety legislation, and Codes of Practice in relation to the preparation and use of tractors (H&S LEGISLATION)	Candidate to name three relevant pieces of Health and Safety legislation or Codes of Practice in relation to the preparation and use of tractors and state one impact on tractor operation Assessor to note: If the candidate is being assessed for hedge cutting; hedgerow maintenance principles are mandatory	May include any of the following: <ul style="list-style-type: none"> The Health & Safety at Work Act (HSWA) 1974 – duties imposed on the employee The Management of Health and Safety at Work (MHSWR) Regulations 1999 – Risk assessments must be completed and communicated to all relevant persons Personal Protective Equipment Regulations (PPE) 1992 – PPE must be provided and worn Manual Handling Operations Regulations (MHOR) 1992 – avoid manual handling where possible, use safe lifting techniques Provision and Use of Work Equipment Regulations (PUWER) 1998 – regular checks and maintenance must be carried out according to manufacturer's recommendations Noise at Work Regulations 2005 – hearing protection must be used over 85 decibels (dB) Lifting Operations and Lifting Equipment Countryside and Wildlife Act 1981 – operations must be carried out avoiding disturbance to wildlife 	<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			
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Cont... Unit 201 3.6		<p>Compulsory for endorsement 002</p> <p>State six functions of a hedgerow</p> <p>State three environmental benefits of hedgerows</p> <p>Describe two constraints affecting hedgerows/maintenance of hedgerows</p> <p>State three types of hedgerow composition</p> <p>State four reasons for maintaining hedgerows</p> <p>State three different hedge shapes that can be adopted</p> <p>State five methods of hedgerow maintenance</p>	<p>Hedgerow Maintenance Principles These include:</p> <ul style="list-style-type: none"> • shelter and shade for stock • windbreak for crops • prevent soil erosion • provide a stock proof barrier • enhance the landscape • denote ownership; field, parish, township • are boundary markers • provide privacy • a wildlife corridor • game management • a natural acoustic barrier <p>These include:</p> <ul style="list-style-type: none"> • provide a valuable wildlife habitat • being a wildlife corridor • produce fruits/berries to sustain wildlife • contain a rich biodiversity <p>These may include:</p> <ul style="list-style-type: none"> • Hedgerow Regulations; it is an offence to remove a hedgerow without permission from the Local Authority • Countryside and Wildlife Act 1981: No cutting of hedges if bird nesting is in evidence. Qualifying dates under current legislation are currently 1st Mach to 31st July • Agri-Environmental schemes: require rotational cutting of hedges (e.g. trimming on 2 or 3 year rotation) failure to comply can result in non payment of scheme entitlements • Highways act: requires that clear visibility is required on public highways <p>May include the following:</p> <ul style="list-style-type: none"> • earth cam and drainage ditch • high turf bank topped with plants • earth bank with stone sides • mature single or double line of plants • single species hedge • mixed species hedge • a specimen hedge containing trees • an ancient hedgerow <p>May include:</p> <ul style="list-style-type: none"> • to maintain the desired appearance • ensure pedestrian access • maintain highways sightlines to ensure vehicle safety • maintain a stock proof barrier • maintain hedge density • siding stimulates top growth and removes side growth making hedge laying easier <p>May include:</p> <ul style="list-style-type: none"> • 'A' shape • Box/rectangular • topped 'A' shape • rounded <p>May include:</p> <ul style="list-style-type: none"> • hedge laying • coppicing • manual cutting • trimming with a mechanical flail • siding • flail using top down sequence • alternate cutting of the sides/top • allowing trees to grow at intervals in the hedgerow • reshaping <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 201 3.3	Describe the capabilities of the tractor and the expected efficiency of tractor operation (TRACTOR CAPABILITIES)	Candidate to describe the capabilities of the tractor as indicated in the manufacturer's /operator's handbook	Capabilities of the tractor: <ul style="list-style-type: none"> horsepower (Hp) or Kilowatts (Kw) 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 201 1.4	Identify types of attachments that are safe to use and compatible with the tractor and those that are not (SAFE ATTACHMENT)	State four examples of when attachments are safe to use and compatible State four examples of when attachments are not safe to use and incompatible	Safe to use: <ul style="list-style-type: none"> undamaged and in good serviceable condition 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 Not safe to use: <ul style="list-style-type: none"> damaged or in poor condition where the lifting weight is greater than the tractor (with or without counterweights) where the hitches are incompatible where the PTO shafts are different where the power requirement exceeds capacity hydraulic fittings are incompatible <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.3	Describe different types of attachments and how they are secured (TYPES OF ATTACHMENT)	Candidate to describe the process of attaching the hedge or verge cutter that is to be used during the assessment Assessor to specify one other attachment and ask the Candidate to describe how it is secured	<ul style="list-style-type: none"> Process of attaching the hedge or verge cutter described May include: <ul style="list-style-type: none"> rear mounted (hydraulically) mounted underneath/wrapped around one side of the tractor pins; lynch pins bolts chains/bars hydraulic fittings are compatible; ball/ball, spigot/spigot <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.6	Describe adjustment requirements for different attachments and operations (ADJUST ATTACHMENT)	Assessor to ask the Candidate to describe how the attachment can be set up for operation and adjusted during operation if required	May include: <ul style="list-style-type: none"> height/level in transport and working position alterations using specific hydraulic controls position control tractor forward speed PTO speed <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.7	Explain the correct use and duration of warning signals and indicators (WARNING SIGNALS)	Candidate to explain the meaning of the warning signals and indicators appropriate to the tractor and the attachment	May include: <ul style="list-style-type: none"> audible signals specific to tractor visual warning signals/lights specific to tractor audible signals specific to the attachment visual warning signals/lights specific to the attachment appropriate use of hazard warning lights use of headlights use of flashing beacon for driving on a dual carriageway or road (subject to legal requirements and as specified in hazard and Risk Assessment) <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			
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Unit 201 1.1	List the required pre-start checks and adjustments (PRE-START SAFETY CHECKS)	Candidate to verbally list the pre-start checks and adjustments as recommended in the operator's manual	<p>May include:</p> <ul style="list-style-type: none"> frequency of checks as recommended 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 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 201 2.1 Unit 201 2.6 Continued	<p>Carry out pre-start checks in accordance with standard procedures</p> <p>Carry out preparation of tractor and attachments in accordance with Health and Safety legislation and Codes of Practice</p> <p>(DAILY MAINTENANCE CHECKS)</p>	<p>Candidate should use a checklist for this activity (it can be used to evidence other criterion)</p> <p>Both the prime mover and attachment is to be checked</p>	<p>To include:</p> <ul style="list-style-type: none"> daily maintenance carried out in accordance with operators manual appropriate measures to ensure personal safety are implemented appropriate PPE worn whilst carrying out checks function of on/off control (lever or key switch) PTO lever engagement (and speed range selector, if applicable) Independent brakes meaning of warning symbols on the instrument panel function of the controls function of hydraulic services function of pneumatic services (if applicable) use and function of all lights use and function of indicators condition/function of seat belt (if fitted) <p>The following are checked to ensure efficient operation and longevity of 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 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 engine air filter is clean and component parts are in acceptable condition all sites requiring lubrication are adequately lubricated findings are reported appropriate action is taken to remedy faults (within limits of responsibility) <p>Statutory guarding requirements:</p> <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 <p>Mounting/dismounting:</p> <ul style="list-style-type: none"> Candidates must safely mount and dismount from tractor cab using hand and footholds provided (usually backwards) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cont... Unit 201 2.1 Unit 201 2.6			Cold starting procedures: <ul style="list-style-type: none"> ensure engine is not under load before starting gears in neutral PTO should be disengaged hydraulic services are in neutral engine started using correct procedures (cold or warm) cold starting procedures described (if warm start) Checking brake operation: <ul style="list-style-type: none"> check brake operation in accordance with operator's handbook carry out brake test with brakes locked together on hard uniform surface braking efficiency commented upon Mounting/dismounting the tractor: <ul style="list-style-type: none"> check parking brake is engaged and operating correctly stop engine remove ignition key alight correctly Confirmation tractor is safe to use: <ul style="list-style-type: none"> any issues highlighted and remedial actions taken before use <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.9	Assist in maintaining records to meet organisational requirements (RECORDS)	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 201 3.1 Continued	Describe the ways in which the tractor should be manoeuvred, and how different weather and ground conditions must be taken into account (OPERATION)	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 state one potential hazard of driving at speed State one precaution that can be taken State one potential hazard when turning	When a differential lock could be used: <ul style="list-style-type: none"> when one wheel is losing traction, 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 operate an independent brake Hazards: <ul style="list-style-type: none"> driving at speed increases the 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cont... Unit 201 3.1		<p>State one precaution that can be taken</p> <p>State one potential hazard when driving up or down a slope</p> <p>State one suitable control measure</p> <p>State two potential hazards caused by driving over rough ground</p> <p>State two possible control measures</p> <p>State two possible hazards when driving across a slope</p> <p>State two possible control measures</p> <p>State three factors that should be taken into account when turning on slopes</p> <p>Candidate to describe two effects of different weather and ground conditions</p>	<p>Precautions:</p> <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 <p>Driving up or down slopes and precautions:</p> <ul style="list-style-type: none"> tractor could stall or run away loss of traction harsh braking during descent could result in 'loss of control' <p>Control measures:</p> <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 <p>Hazards over rough ground:</p> <ul style="list-style-type: none"> increased risk of instability implement could become detached from tractor if it jumps around too much weight of attachment could lead to excessive 'bouncing' causing possible driving injury <p>Control measures:</p> <ul style="list-style-type: none"> maintain low speed to reduce 'bouncing' try to avoid pot holes and bumps check chains or stabilizer bars must be correctly adjusted <p>Hazards on slopes include:</p> <ul style="list-style-type: none"> increased risk of instability machine will tend to pull downhill increased risk of rolling the tractor <p>Control measures include:</p> <ul style="list-style-type: none"> maintain slow speed when driving across slopes additional ballast provided to maintain stability use wide wheel track setting to improve stability of the tractor <p>Factors that should be taken into account when turning on a slope:</p> <ul style="list-style-type: none"> severity of the slope stability of the tractor direction of turn type of attachment ground conditions <p>Effects of weather conditions include:</p> <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 increases braking distance loose particles increase risk of skidding and loss of control, increased braking distance 	<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			
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Cont... Unit 201 3.1		<p>Candidate to state three ways in which the tractor should be manoeuvred with mounted implement/machines</p> <p>Candidate to state two possible consequences of a mounted implement becoming engaged with an object during a turn</p> <p>Candidate to describe how to slow down and stop a tractor</p>	<p>How tractors should be manoeuvred:</p> <ul style="list-style-type: none"> turns need to be taken slowly and make allowance for the swing of the implement/machine tractor should be driven slowly over rough ground, potholes and bumps increases 'bounce' when carrying a heavy mounted machine the weight of implement/machine contributes to 'bounce', tractor should be driven slowly, machine could be lowered (but not so that it engages with the ground) approach gaps that are only slightly wider than the tractor at right angles <p>Possible consequences of implements becoming entangled:</p> <ul style="list-style-type: none"> overturning the tractor damage to the object damage to the implement breaking pins or check chains/bars <p>Slowing down and stopping a tractor:</p> <ul style="list-style-type: none"> use throttle to reduce speed apply one foot break depress clutch when almost stopped apply hand brake put gears in neutral release clutch release foot brakes lower implement to ground (if attached) stop engine remove key <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.4	Ensure attachments are compatible with the tractor (ATTACHMENT COMPATABILITY)	<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 540 rpm PTO machine at too high a speed by using a 1000 rpm speed</p> <p>Candidate to state what specifically needs to be in place when the PTO is not being used</p>	<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"> PTO shield (guard) must be in place correct PTO shaft (6 or 21 spline) correct speed the shaft is adequately lubricated there is appropriate overlap of the sliding shaft the guards are in good condition economy mode should be used (when available) <p>Operating 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 desire finish <p>When not in use a:</p> <ul style="list-style-type: none"> PTO shaft/stub guard must be in position <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 201 3.4	Explain the safe use of attachments (USE OF ATTACHMENTS)	Candidate to explain the safe use of one attachment for each endorsement being assessed	Safe use of: • attachment one Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.5	Make sure the attachments are secure and safe (SECURITY OF ATTACHMENTS)	Candidate to state four ways to ensure the attachment is secure and safe	May include: • drawbar does not catch on implement/machine • there is an appropriate distance between the drawbar and PTO and it will not foul • the top link is an appropriate length, adjusted equally with sufficient thread engaged for security and the turnbuckle is locked in place after adjustment • linkage pins are not excessively worn • all securing pins are fit for use, not bent or excessively worn • all securing pins lock into place securely • check chains/bars are correctly adjusted Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.2	Carry out adjustments to attachment in accordance with instructions to meet operational requirements (ADJUST ATTACHMENTS)	Assessor to provide instructions to meet the operational requirements, adjustments to be made that are appropriate to the type of machine	Includes: • adjustments made to machine (as required) Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.5	Use attachments safely at all times (USE ATTACHMENTS)	 Note to Assessor: candidate is to cut a minimum of 25m – 50m of hedge to include one side and the top to the specification provided Section of hedge must include one obstacle Note to Assessor: candidate is to cut a minimum of 25m – 50m of verge to the specification provided Section of verge must include one obstacle Assessor to observe the use of one attachment appropriate to the role of the operator and use of the tractor	For both: • move the tractor to appropriate starting point for job on the site • follow procedure to start the machine safely • check quality of work after initial run and make adjustments as required For hedge cutting: • trim top and sides of hedge • trim up to obstacle • stop cutters • retract flail head • drive past obstacle • reposition flail head • re-start trimmer and continue For verge cutting: • cut a length of verge • cut up to obstacle • stop cutters • retract flail head (if flail head is being used for verge cutting) • drive past obstacle • reposition flail head (if flail head is being used for verge cutting) • re-commence cutting and continue One Attachment with (PTO): • hedge cutting attachment used safely at all times Or • verge cutting attachment used safely at all times Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 201 4.4	Maintain the efficiency of tractor and attachment performance through the appropriate operation of the tractor (EFFICIENT OPERATION)	The candidate to state three measures that can be taken to ensure economic fuel use whilst still maintaining maximum efficiency and work output	May include: <ul style="list-style-type: none"> ensure air filter is clean effective use of engine speed control use of tractor meter and gear selection chart according to work to be done use differential lock to prevent wheel slip weight transfer and correct selection and use of hydraulic services ensure appropriate tyre pressures for the task <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.1	Conduct all movements of the tractor safely, and consistent with the type of tractor, attachment and operation (SAFE MOVEMENT)	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/used safely at all times operation of attachments safe and efficient at all times <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.3 Unit 201 4.2	Assess and deal with any hazards and obstacles encountered during the operation in accordance with standard practice Assess and modify operating procedures to take into account any changes in weather and ground (DEALING WITH HAZARDS)	Assessor to observe how the candidate operates the tractor and modified their technique throughout the assessment	Observed: <ul style="list-style-type: none"> modification of technique hazards and obstacles dealt with <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.7	Operate tractor in accordance with current Health and Safety legislation, and Codes of Practice (H&S)	Assessor to observe all activities and determine if Candidate has met the criterion	During operation, Candidate's must comply with: <ul style="list-style-type: none"> current Health and Safety legislation and Codes of Practice <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.8	Carry out all work activities to meet current environmental and legislative requirements (ENVIRONMENTAL AND LEGISLATIVE REQUIREMENTS)	Assessor to observe all activities and judge compliance	During operation, must comply with: <ul style="list-style-type: none"> environmental requirements legislative requirements <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.5	List the reasons why the tractor should be left in a condition suitable for use (AFTER USE)	Assessor to instruct the candidate where to park the tractor Candidate to state two reasons why a tractor should be left in a condition suitable for use	When parking the tractor: <ul style="list-style-type: none"> tractor parked in the specified position handbrake applied attachment put into 'rest position' engine stopped ignition key removed May include: <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 style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 201 4.6	Leave the tractor safe after use and in a condition suitable for its future use (CLEANING AFTER USE)	Candidate to state two reasons for regularly cleaning the tractor and attachment after use Candidate to state three factors to consider when cleaning the tractor and attachment, relating method(s) to type of debris Candidate to state two factors to consider when inspecting the tractor and attachment after use	Tractor and attachments are 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 Ways to clean the tractor and attachment: <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 Reasons for checking a tractor and attachment after use includes: <ul style="list-style-type: none"> 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 being 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 type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ✓ <input type="checkbox"/>
	Signed:		Date:	

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

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

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