

CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF SHREDDERS IN AMENITY OPERATIONS (QCF) QAN 601/1289/X



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 - 3 0	L2 Award in the Safe Use of Shredders in Amenity Operations
Unit(s)	2 0 1	Use and maintain chippers and/or shredders
Learning Time (LT)	2 0 1	LT 23 (3 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 Shredders in Amenity Operations (QCF) 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.

What is the Qualifications and Credits 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 3)
Outcome 1.	Be able to use and maintain chippers and/or shredders (Criteria 1.1 – 1.6)	
Outcome 2.	Be able to work safely and minimise environmental damage (Criteria 2.1 – 2.3)	
Outcome 3.	Know how to use and maintain chippers and / or shredders (Criteria 2.1 – 3.5)	
Outcome 4.	Know the current health and safety legislation and environmental good practice (Criteria 4.1 – 4.2)	

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

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).

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 their 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 3.1	List the main hazards and risks associated with using the shredder and action to be taken	<p>Candidate to state five risks when using shredders and how to control them relating to:</p> <ul style="list-style-type: none"> The site where the activity is to take place The task being carried out The machine being used <p>Candidate to state two safety precautions that should be observed with flammable liquids</p>	<p>Risks identified and control measures:</p> <ol style="list-style-type: none"> <p>This may include:</p> <ul style="list-style-type: none"> no smoking/naked flames allowing machines engine to cool before re-fuelling avoiding contact with hot surfaces fuel topped up to correct level allowing for expansion any spillage is dealt with using the correct method <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	Outline the current Health and Safety legislation, Codes of Practice and any additional requirements	<p>(Note: Any three required by name and an outline of the implication on shredder operation)</p> <p>(Any implications considered to be valid by the Assessor may be accepted)</p>	<p>May include the following:</p> <ul style="list-style-type: none"> The Health & Safety at Work Act 1974 – specified duties under the act as an employee The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried for all activities Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn Manual Handling Operations Regulations 1992 – not to manually handle, use safe lifting techniques Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made Noise at Work Regulations 2005 – hearing protection must be worn over 85db <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.2	Explain the importance of operating equipment in line with manufacturer's instructions	Candidate is required to explain why it is important to operate equipment in line with manufacturer's instructions, three reasons required	<p>Explanations may include:</p> <ul style="list-style-type: none"> to ensure personal safety and that of others who may be present to maintain optimum performance of the shredder to ensure that the shredder is not damaged from inappropriate use to reduce the need for expensive repairs to prolong the serviceable life of the machine <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	Describe types of protective clothing and explain why it must be worn	<p>Candidate is required to describe what PPE is required for:</p> <ul style="list-style-type: none"> preparation/maintenance of the shredder operation of the shredder <p>and explain why it needs to be worn</p>	<p>PPE required may include:</p> <ul style="list-style-type: none"> safety boots – provide grip, protect feet from crush injuries and puncture wounds non snag clothing – keeps the operator clean, keeps the operator safe ear protection – protects hearing eye protection – protects eyes from possible injury from flying debris, puncture wounds dust mask – protect the operator from dust, potential harmful fungal spores from decaying plant material suitable gloves – protects hands from injuries, cuts, abrasions and puncture wounds 	<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 3.5			<ul style="list-style-type: none"> safety helmet – protects head from injury high visibility clothing – to warn bystanders/public of the presence of operators other PPE specified in manufacturer's handbook or risk assessment <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	Select and use the correct Personal Protective Clothing and Equipment	The Assessor is check that the candidate selected the correct PPE for each activity being undertaken and observe the candidate throughout the assessment to ensure that PPE is worn as required for all activities	<p>The candidate:</p> <ul style="list-style-type: none"> selected the correct PPE for all activities wore the correct PPE for all activities <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.3	Describe methods for preparing and maintaining the equipment for use covering: <ul style="list-style-type: none"> Correct pre-use checks Correct start-up procedure Use appropriate work method Correct stopping procedure Correct post-use maintenance Reporting problems to the appropriate person 	<p>Note to the Assessor: If the candidate described any of the following in other parts of the assessment there is no requirement to re-assess the candidate</p> <ul style="list-style-type: none"> Correct pre-use checks Correct start-up procedure Use appropriate work method Correct stopping procedure Correct post-use maintenance Reporting problems to the appropriate person 	<p>Candidate described:</p> <ul style="list-style-type: none"> correct pre-use checks correct start-up procedure use appropriate work method correct stopping procedure correct post-use maintenance reporting problems to the appropriate person <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	Maintain shredder in accordance with manufacturer's instructions	<p>The candidate is required to state two advantages of cleaning the shredder after use</p> <p>The candidate is required to clean the machine after use. This also satisfies criteria 3.3</p> <p>The candidate is required to state why the machine should be inspected after use. This also satisfies criteria 3.3</p>	<p>These include to:</p> <ul style="list-style-type: none"> prevent corrosion facilitate maintenance and adjustments to prevent the build up of debris, which could catch fire prevent debris being deposited during transport <p>Remove unwanted debris using any suitable methods which may include:</p> <ul style="list-style-type: none"> a blower the use of an airline and compressed air water brush all waste material was disposed of in line with legal requirements, Codes of Practice and organisational requirements <p>Reasons for inspecting the shredder after use include:</p> <ul style="list-style-type: none"> to establish if there are any missing components to establish if there is any wear or damage to the machine to notify an appropriate person that the machine is defective to enable defects to be rectified before it is next used so that operators can be informed that the machine is not fit for 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 3.4	Describe the types of problems that may occur with the equipment and describe how to deal with each of these correctly	The candidate is required to describe two common problems and how to deal with each	<p>These may include:</p> <ul style="list-style-type: none"> A blocked input chute – turn off the machine, make safe and remove the blockage A blocked discharge chute – turn off the machine, make safe and remove the blockage Loose mountings, bolts or nuts – make the machine safe and re-tighten (if within the scope of the operators responsibility) Damage from metal, stones or hard objects entering the shredder – stop the machine and report the problem to a supervisor <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	Identify any problems with the shredder and take the correct action	The candidate is to identify any problems that occur with the shredder and to take appropriate action Note to the Assessor: If no problems occur the Assessor can ask one question based on a scenario	The candidate: <ul style="list-style-type: none"> identified a problem with the shredder and took appropriate action Or <ul style="list-style-type: none"> The candidate answered the question correctly <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.1	Make sure that the shredder is in safe and good working order	Candidate to carry out pre-start checks to the machine and describe what they are looking for as this also satisfies criterion 3.3 All required	These include: <ul style="list-style-type: none"> all guards are in place and secure warning signs are visible stop switch(s)/cut out device(s) are operational any other operation protection devices are operational feed and discharge chutes are secure and in good repair controls are checked for function any brakes, chocks, stabilisers or other security devices are checked inspecting the machine for signs of damage inspecting the machine for loose components, nut and bolts <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	Set up and use the shredder in accordance with the manufacturer's instructions and legal requirements	Candidate to state two factors to consider when moving a shredder Assessor to observe the candidate positioning the machine. Record n/a if any do not apply If the candidate does not move a trailed or mounted machine as part of his/her normal duties they will not be required to do so in the assessment Note to the Assessor: If the shredder is tracked the candidate is to state four additional safety precautions The candidate is to check that the machine is in a stable condition prior to operation Note to the Assessor: To be assessed as per type of machine	May include: <ul style="list-style-type: none"> maintaining good visibility when reversing/turning ensuring machine does not tip over when moving across slopes Moved in a safe manner: <ul style="list-style-type: none"> controls used appropriately on self propelled machines machine moved under control tractor or prime mover operated correctly to move machine trailed machine manoeuvred safely obstacles avoided slopes negotiated safely These may include: <ul style="list-style-type: none"> ensure hydraulic fluid is at operating temperature before attempting manoeuvres ensure ramps can support weight of machine avoid turning on ramps avoid turning on slopes operator must be on higher side when ascending or descending slopes additional care must be taken when climbing over obstacles chocks to be placed under tracks if stopped on a steep slope Trailed machines: <ul style="list-style-type: none"> jockey wheel lowered or hitch on the vehicle checked for security brakes, chocks, stabilisers applied as appropriate turntable (if fitted) locked in position Mounted machines (Three Point linkage): <ul style="list-style-type: none"> correctly attached via linkage arms and top link machine aligned correctly Lynch pins secure Stabilisers/check chains in place and secure PTO shaft secure, guards in place 	<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 201 1.3		<p>The Candidate is required to check that feed and discharge chutes are correctly set (as applicable to the machine) to avoid injury from flying debris</p> <p>The Candidate is required to test start the machine and carry out safety checks (as appropriate to the machine) This also satisfies criteria 3.3</p>	<p>Tracked machines:</p> <ul style="list-style-type: none"> tracks, rollers and sprockets are intact, tensioned and aligned correctly hydraulic levelling/widening is employed (as appropriate) <p>Checked that:</p> <ul style="list-style-type: none"> machine is stable machine is positioned at an appropriate distance from hazards feed chute is correctly set discharge chute is correctly set discharge chute is not obstructed <p>The following were checked (as appropriate to the machine):</p> <ul style="list-style-type: none"> safe starting location selected bystanders at a safe distance visual checks completed machine started in accordance with manufacturers instructions throttle adjusted to achieve working speed operator protection mechanism checked for correct operation emergency stop control checked for operation shredder stopped, key removed (if applicable) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.1	Work in a way which maintains Health and Safety and is consistent with current legislation, Codes of Practice and any additional requirements	<p>Candidate to state three reasonable precautions to take when working in areas to which the public has access</p> <p>Candidate to state three ways to reduce the effect of noise during operation</p> <p>Candidate to describe how they can maintain personal safety during shredding activities. All required</p> <p>Candidate to state five types of material that require particular care and suitable control measures to reduce the risk of injury</p>	<p>These may include:</p> <ul style="list-style-type: none"> authorities informed before work commences warning signs erected high visibility clothing worn by operators exclusion zone set up other member of staff posted to keep bystanders at safe distance <p>This may include:</p> <ul style="list-style-type: none"> avoid operation in enclosed spaces operators to wear suitable ear protection rotation of operators avoid working in front of input chute have an adequate exclusion zone for bystanders/ members of the public <p>This includes:</p> <ul style="list-style-type: none"> reducing material to manageable proportions using correct manual handling techniques ensuring that material does not contain foreign objects not placing hand or feet into the input chute <p>This may include:</p> <ul style="list-style-type: none"> contaminated material (human/animal waste, needles, litter and other debris) – do not process, additional precautions may need to be taken according to Risk Assessment brittle material shattering – wear suitable PPE to avoid injury bent/twisted material can move violently – be aware and take additional care material can catch on clothing dragging the operator or causing injury – be aware of the additional hazards, take greater care when handling dry decomposing material may produce dust or fungal spores – wear dust mask or breathing protection 	<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 201 2.1		The Candidate to be observed during the operation of the machine The candidate is to leave the site in a suitable condition after operation	<ul style="list-style-type: none"> thorny material may cause puncture injuries – wear additional heavy duty hand arm and face protection toxic or irritant plant saps may cause blistering of skin or irritation – ensure all part of the body are covered by work clothing, cloves and face/eye protection are worn <p>The candidate worked in a way which:</p> <ul style="list-style-type: none"> maintained his/her Health and Safety and that of others complied with current legislation complied with current Codes of Practice and any other additional requirements <p>In addition:</p> <ul style="list-style-type: none"> feeding area was kept clear of other persons engine speed was maintained at the optimum operator stood at one side when feeding the machine no part of the body entered the machine at any time a push stick was used only when appropriate the machine was stopped safely blockages cleared only when all moving parts were stationary and it was safe to do so <p>The candidate:</p> <ul style="list-style-type: none"> left the site clean and tidy <p>Or</p> <ul style="list-style-type: none"> as specified by the Assessor <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.2	Describe how environmental damage can be minimised	Candidate to outline how with environmental damage can be avoided by adopting good practice	<p>May include:</p> <ul style="list-style-type: none"> use of bio fuel/oils using a spill kit to deal with any accidental spillage carrying out clearance with consideration to the needs of wildlife composting of arisings on site <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.2	Carry out work in a manner which minimises environmental damage	The candidate to three five possible environmental considerations Candidate to be observed during the operation of the machine	<p>Environmental considerations may include:</p> <ul style="list-style-type: none"> a fire hazard from piles of shredded material blocking of drains and water courses from inappropriate discharge inappropriate discharge against fences and hedges inappropriate discharge over plants and against trees <p>The candidate:</p> <ul style="list-style-type: none"> carried out all work in a manner which minimised environmental damage <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	Dispose of waste safely and correctly	Candidate to state two requirements for waste disposal	<p>Waste disposed of:</p> <ul style="list-style-type: none"> safely correctly, in line with legal and organisational requirements <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 1.6	Clean and store the equipment correctly after use	<p>Candidate to clean and store the machine after use</p> <p>Candidate is to state two advantages of regularly cleaning the machine after use</p> <p>Candidate to state two factors to consider when cleaning the machine</p> <p>Note to the Assessor: storage may not be practical if the machine is to be re-used after assessment, in which case mark as n/a</p>	<ul style="list-style-type: none"> the machine stored in an appropriate place after use <p>May include, to:</p> <ul style="list-style-type: none"> prevent corrosion facilitate maintenance and adjustments prevent personal contamination <p>May include:</p> <ul style="list-style-type: none"> using appropriate PPE removing unwanted residues using an appropriate method, which may include: <ul style="list-style-type: none"> compressed air hose and water brush waste disposed off in line with company policy, environmental good practice and any legislative requirements <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<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:	