

CITY & GUILDS LEVEL 2 AWARD IN THE SAFE USE OF TRACTOR MOUNTED MOWERS (QCF) QAN 600/4670/3



QUALIFICATION GUIDANCE

Integrated Assessment

Essential Qualification Information

Not to be used by the Candidate during Assessment

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

Qualification Group No	0 0 1 4	Machinery
Qualification Programme No	0 0 1 4 - 0 5	L2 Award in the Safe Use of Tractor Mounted Mowers
Unit(s)	2 0 1	Operate a mower
	2 0 4	Use and Maintain a Tractor Mounted Mower
Endorsement(s)	0 0 1	Cylinder Mower
	0 0 2	Rotary Mower
	0 0 3	Flail Mower
	0 0 4	Reciprocating Knife Mower
Learning Time (LT)	2 0 1	LT 15 (2 Credits)
	2 0 4	LT 23 (3 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds Level 2 Award in the Safe Use of Tractor Mounted Mowers (QCF) Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
 - Scheme regulations
 - Qualification guidance
 - Training materials
 - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Issue certificates to successful Candidates

The Qualification

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

What is the Qualifications and Credit Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

* Learning Time (LT)

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

Access to Assessment

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

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

The assessment is divided in to **(2)** units:

Unit 201 Operate a Mower (Credit Value 2)

Outcome 1.	Know How To Carry Out A Basic Risk Assessment (Criteria 1.1 – 1.2)
Outcome 2.	Know The Health And Safety Legislation That Underpins Machine Operations (Criteria 2.1 – 2.1)
Outcome 3.	Know The Appropriate Personal Protective Equipment (PPE) For Mower Operations (Criteria 3.1 – 3.1)
Outcome 4.	Know The Key Features Of The Equipment Being Used (Criteria 4.1 – 4.1)
Outcome 5.	Know The Controls And Instruments Relating To The Equipment Being Used (Criteria 5.1 – 5.3)
Outcome 6.	Know How To Check And Maintain The Equipment Being Used (Criteria 6.1 – 6.4)
Outcome 7.	Know How To Adjust The Cutting Units (Criteria 7.1 – 7.3)
Outcome 8.	Know How To Safely Operate A Mower (Criteria 8.1 – 8.3)

Unit 204 Use and Maintain a Tractor Mounted Mower (Credit Value 3)

Outcome 1.	Be Able To Set Up, Use And Maintain Tractor Mounted Powered Equipment (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 Tractor Mounted Powered Equipment (Criteria 3.1 – 3.4)
Outcome 4.	Know The Operating Principles Of Powered Equipment (Criteria 4.1 – 4.3)
Outcome 5.	Know the current Health and Safety Legislation and Environmental Good Practice (Criteria 5.1 – 5.2)

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

Endorsement: The assessment may be taken on a machine with any type of cutting mechanism for example:

- 001 Cylinder Mower
- 002 Rotary Mower
- 003 Flail Mower
- 004 Reciprocating Knife Mower

The certificate will be endorsed accordingly. Candidates are encouraged to take their assessment with different cutting mechanism to broaden their certification.

Quality Assurance

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

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

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

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

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

As part of the quality assurance process, a minimum of **two** observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of **four** will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

Performance Evaluation

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

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

Appeals and Equal opportunities

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

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

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

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available. **It is permissible for the Candidate to use this during formal assessment.**

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

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

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

Safe Practice

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

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

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

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

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

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

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

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

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

Additional Information

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

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

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

Assessment Guidance for the Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

The Candidate may only have a maximum of 3 attempts. Re-assessment cannot take place until further training has been provided.

Assessment Guidance for Candidate

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

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

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

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

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 204 3.2 Unit 201 1.1	List the main hazards and risks associated with using the tractor mounted powered equipment and state appropriate action Identify the risks involved when using a ride-on or pedestrian mower	Candidate to state five hazards, the associated risks and how each should be dealt with	Hazards risks and how each could be dealt with: <ul style="list-style-type: none"> • slopes, overturning machine - be aware of limitations of the mower, how to negotiate slopes safely • contact with cutting mechanism, entrapment in moving parts awareness of danger areas - severed digits/cuts, observe safe practice • manual handling machine, equipment and carrying fuel containers - muscle strain/torn ligaments, adopt safe manual handling practice • overhanging obstructions (signs, tree branches) remove them, or wear head/eye protection, awareness • injury from flying stones and debris, hitting bystanders – be aware of safe working distances, erect signage, barriers to exclude • underground obstructions/surface obstructions e.g. drain and manhole covers – mark to avoid • people and/or animals remove or erect fencing to exclude or confine • ditches/waterways, drowning – be aware of their locations, keep away from the edges of banks • collapse of a weak bridge, injury to driver – check weight restrictions • hot components and burns, avoid contact - ensure guarding is intact and secure • fuel, oil, washings, contamination – wearing correct PPE, observing correct procedures • contamination from bio hazards – wearing correct PPE, contracting diseases - observing correct procedures • dust/fungal spores, contracting diseases by inhaling – wearing correct PPE • RTA on the highway, multiple injuries/death – observe safe driving on the road, use orange flashing beacon, wear high visibility clothing <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	Carry out a site specific risk assessment	(Note: Candidate is to walk the site and report verbally to the Assessor. All required)	The candidate is to: <ul style="list-style-type: none"> • walk the site, checking the site for site hazards (hazards removed or marked) • confirm that the condition of the site is acceptable for the operation to take place • confirm who they would report to if the site condition was unsuitable • set out warning signs and barriers (if appropriate) advising public of hazards; or to exclude public/animals <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 2.1 Unit 204 5.1	Describe the relevant health and safety legislation in relation to mower operations Outline the current health and safety legislation and codes of practice and any additional requirements	Candidate to name three relevant pieces of health and safety legislation or code of practice in relation to the preparation and use of tractors. In addition state one impact on tractor operation. (any impacts considered to be valid by the Assessor may be accepted) For the mowing machinery being used: state five legal and safety considerations relating to the use or movement on or near the public highway or other areas to which the public has access (Answers must include at least two requirements for use on a public highway)	May include any of the following: <ul style="list-style-type: none"> The Health & Safety at Work Act (HSWA) 1974 – duties under the act as an employee Provision and Use of Work Equipment Regulations (PUWER) 1998 – regular checks and maintenance must be carried out to manufacturer's recommendations The Management of Health and Safety at Work Regulations 1999 – Risk assessment must be carried for all activities Manual Handling Operations Regulations (MHOR) 1992 – not to manually handle, or use safe lifting techniques Control of Substances Hazardous to Health (COSHH) 2002 – fuel handling and protection from contamination from lubricants Personal Protective Equipment Regulations (PPE) 1992 – PPE must be supplied and worn Noise at Work Regulations 2005 – hearing protection must be worn over 85 (dB) Control of Vibration at Work Regulation 2005 – ensure machine complies with legislation Health and Safety at Work Act 1974 – duties imposed on the employee Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 - certain categories of injuries must be reported, where first aid and seven days off is necessary Any self propelled machinery used on or near the public highway must: <ul style="list-style-type: none"> be road legal have a minimum of third party insurance cover (to conform to road traffic act requirements) be driven by someone holding an appropriate licence (where applicable) be under the control of someone aged 16 years or over have an orange flashing beacon when used on dual carriageways (for other road types, subject to individual risk assessment) State that appropriate precautions that can be made to protect the operator, public and animals which may include: <ul style="list-style-type: none"> authorities should be informed about work warning signs should be erected high visibility clothing should be worn an "exclusion zone" could be set up the road or dual carriageway lane could be closed or coned off <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 5.2	Describe how environmental damage can be minimised	Candidate to describe two ways in which environmental damage can be minimised	To include: <ul style="list-style-type: none"> operate only when environmental conditions are suitable boxed arisings are taken to composting area/composted (if appropriate) machine is cleaned/washed in a designated area waste lubricants are stored appropriately and collected by registered contractor for disposal/recycling <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 3.1 Unit 204 1.2	Select the appropriate PPE (Personal Protective Equipment) for mower operations Select and use the correct personal protective clothing and equipment	Identify appropriate safety clothing and protective equipment for preparation, maintenance and use of the tractor, as specified in the operator's manual and subject to findings of hazard and risk assessment and recommended control measures State four precautions to be taken when attaching powered equipment	Must 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) May include: <ul style="list-style-type: none"> ear defenders hard hat face or eye protection dust mask Precautions: <ul style="list-style-type: none"> no other person should be between the tractor and the piece of powered equipment avoid entering danger zones (e.g. between equipment 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 204 4.3	Describe the operating differences between petrol and diesel engines	Candidate to describe two basic differences between petrol and diesel engines State two safety procedures that should be observed when working with flammable liquids State three fuel storage and transportation requirements	Descriptions: <ul style="list-style-type: none"> petrol engine – runs on petrol, requires a spark plug to ignite fuel. Petrol engine run faster (higher rpm) than diesel engines. diesel engine – runs on diesel fuel, does not have spark plug, fuel is ignited by compression (compression ignition) diesel engines run slower than petrol engines (rpm), but produce more torque (power) To include: <ul style="list-style-type: none"> no smoking no naked flames avoid contact with hot surfaces fuel level topped up safely as required any spillage dealt with safely Fuel containers must: <ul style="list-style-type: none"> specifically designed for fuel storage have a non-spill spout be clearly labelled have securely fitting caps be kept away from any sources of ignition <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 4.1 Continued	Describe the differences between two and four stroke engines	Candidate to describe two operating differences between each	Two stroke engine: <ul style="list-style-type: none"> completes its cycle in one revolution of the crankshaft combustion/compression intake/exhaust two stroke engines have fewer moving parts and are lighter no engine oil sump/reservoir 	<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 204 4.1			Four stroke engine: <ul style="list-style-type: none"> completes its cycle in two revolutions of the crankshaft intake, compression, power and exhaust four stroke engines have a greater number of moving parts and are heavier has an engine oil sump/reservoir <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 4.2	Describe the operating lines of drive – clutch, v-belts, chains	Candidate to describe one principle for each	Descriptions: <ul style="list-style-type: none"> lines of drive – for transmitting torque and rotation e.g. transfer power from engine to components via prop shaft clutch – a device to engage/disengage drive e.g. to facilitate gear changing, starting/stopping v-belts – a loop of flexible material transmitting power, that links two or more rotating shafts e.g. an alternator chains – a way of transmitting mechanical power from one place to another. They are often used to convey power to the wheels of a vehicle <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	Identify and explain features of the equipment being used; including: Transmission safe stop procedures cutting mechanisms	Candidate is to identify the features and explain each; a minimum of three as specified are required	To include: <ul style="list-style-type: none"> transmission – how to engage/disengage transmission using the correct method safe stopping procedures – how to stop machine safely in an emergency, button, switch or key using the correct method cutting mechanisms – how to engage/disengage the cutting mechanism(s) using correct method <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.1	Identify the controls and instruments relating to the equipment being used	Candidate is to identify the controls and instruments on the machine verbally to the Assessor (All required)	Identify: <ul style="list-style-type: none"> the controls on the machine (and power unit) the instruments and state the information given <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.2	Describe the functions of the controls	A description of the function of the controls is required to be given verbally to the Assessor (All required)	Candidate to: <ul style="list-style-type: none"> describe the function of the controls on the machine (and power unit) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.3	Identify any warning/safety functions	Candidate to identify the meaning to the Assessor verbally (All required)	Candidate to: <ul style="list-style-type: none"> identify and interpret the warning decals on the machine (and power unit) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 6.4	Describe the correct start up and stop techniques in accordance with instructions and any manufacturer's guidance	Candidate to describe the correct procedures	Describe how to: <ul style="list-style-type: none"> start the tractor (including appropriate use of pre-heater if fitted) stop the tractor <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 6.3 Unit 201 8.1	Identify the pre-start checks that should be made to the machine (safety checks)	Candidate is required to identify the pre-start checks that should be made to the machine	Identify and state: <ul style="list-style-type: none"> pre-start checks are identified in accordance with manufacturer's handbook/operator's handbook state the frequency of checks that need to be undertaken report findings in respect to the pre-start checks carried out <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 204 3.1	Describe methods of checking and maintaining the equipment ready 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>Candidate to outline checks</p> <p>Candidate to describe correct start up procedure for the machine</p> <p>Candidate is to describe how they would carry out the mowing operation (work method)</p> <p>Candidate to describe correct stopping procedure for the machine</p> <p>Candidate to outline post operation maintenance</p>	<p>To:</p> <ul style="list-style-type: none"> describe pre-use checks that need to be carried out in accordance with manufacturer's handbook/operator's handbook describe correct start up procedure in accordance with manufacturer's/operator's handbook describe how to carry out a specified mowing operation describe the correct stopping procedure for the machine describe post use maintenance that needs to be carried out in accordance with manufacturer's/operator's handbook <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 1.1 Unit 204 1.3 Continued	<p>Ensure that tractor mounted powered equipment is safe and in good working order</p> <p>Set up and use tractor mounted powered equipment in accordance with the manufactures instructions and legal requirements</p>	<p>Candidate to carry out a visual assessment of the machine and comment on its condition</p> <p>All to be checked and commented upon</p> <p>Note: Candidate to state who is the appropriate person to report any problems that may arise</p> <p>Candidate to state three adjustments that could be made</p> <p>Verbal confirmation that the tractor complies with statutory guarding requirements is required to be given by the Candidate</p> <p>Candidate to confirm that tractor is in a safe condition to use</p> <p>Candidate to mount/dismount safely in accordance with the design of the tractor</p>	<p>To include;</p> <ul style="list-style-type: none"> carry out visual inspection stating what they were looking for comment on the overall condition of the machine any issues highlighted and remedial actions taken <p>The following are checked and commented upon:</p> <ul style="list-style-type: none"> wheel nuts secure visual inspection of the tyres carried out, condition stated, appropriate level of inflation confirmed function of on/off control (lever or key switch) correct function of all lights correct function of indicators condition/function of seat belt (if fitted) <p>Appropriate person:</p> <ul style="list-style-type: none"> immediate supervisor or manager <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>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>Confirm tractor is safe to use:</p> <ul style="list-style-type: none"> any issues highlighted and remedial actions taken before 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, except where the design of the steps and handholds permits alighting frontward) 	<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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<p>Cont...</p> <p>Unit 204</p> <p>1.1</p> <p>Unit 204</p> <p>1.3</p>		<p>Candidate to demonstrate cold starting procedures if the engine is cold, or follow warm starting procedures if the engine is warm. (If warm, Candidates should explain cold starting procedures)</p> <p>Candidate to demonstrate braking efficiency and comment on effectiveness of brakes. Assessors should be aware that different types of brake give different braking effects</p> <p>Candidate to demonstrate correct procedure when leaving tractor</p>	<p>Cold starting procedures:</p> <ul style="list-style-type: none"> ensure engine is not under load before starting gears should be 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) <p>Checking brake operation:</p> <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 <p>Dismounting the tractor:</p> <ul style="list-style-type: none"> check parking brake is engaged and operating correctly stop engine remove ignition key dismount correctly <p>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unit 204</p> <p>1.4</p> <p>Unit 201</p> <p>6.1</p>	<p>Maintain tractor mounted powered equipment in accordance with manufacturer's instructions</p> <p>Identify the daily checks that should be made to the machine (maintenance checks)</p>	<p>Candidates to carry out daily checks as recommended in the manufacturer's handbook / operator's handbook (It is permissible for the Candidate to use a check list for this activity)</p> <p>All to be checked and commented upon</p>	<p>Following are checked to ensure efficient operation and longevity of machine:</p> <ul style="list-style-type: none"> fuel level is adequate engine oil level is within acceptable limits hydraulic oil level is within acceptable limits (if accessible/measurable) coolant level is adequate (if applicable) engine air filter is clean and components 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>Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unit 201</p> <p>6.2</p> <p>Continued</p>	<p>Identify routine maintenance procedures for the machine</p>	<p>Note: This is an assessment of underpinning knowledge and understanding in all circumstances. Candidates are not required to actually undertake blade removal or sharpening but to accurately describe the processes involved.</p> <p>(Both required)</p> <p>(Two required)</p> <p>(Both required)</p>	<p>a) Cylinder Mowers</p> <p>Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures:</p> <ul style="list-style-type: none"> bed knife to cylinder clearance adjustment back lapping <p>Describe the process for maintaining the cutting cylinder as follows:</p> <ul style="list-style-type: none"> checking the bed knife and cylinder for wear and damage checking the bed knife to cylinder clearance carry out adjustments in accordance with manufacturer's handbook <p>Procedure for back lapping on the mower being used including:</p> <ul style="list-style-type: none"> use of grinding paste reverse direction of cylinder rotation <p>Or</p> <p>b) Rotary Mowers</p>	<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 6.2		(Both required)	<p>Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures for:</p> <ul style="list-style-type: none"> blade removal/refitting condition blade security 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(All required)	<p>Describe the process for maintaining a rotary blade as follows:</p> <ul style="list-style-type: none"> how to safely remove blade(s) from the mower using the appropriate tool(s) what to look for when inspecting the blade for damage and to report on its condition sharpening of blade how to carry out adjustments in accordance with manufacturer's handbook how to balance the blade (any method using basic equipment for checking balance) how to check that fitting is correct and tightness/torque setting is appropriate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(Three required)	<p>Demonstrate knowledge of the reasons for balancing the blade to include:</p> <ul style="list-style-type: none"> reducing vibration reducing noise reducing bearing wear protecting the operator <p>Or</p> <p>c) Flail Mowers</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(Both required)	<p>Comment on the condition of the cutting mechanism:</p> <ul style="list-style-type: none"> flail condition flail security 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(All required)	<p>Describe the process for maintaining flails as follows:</p> <ul style="list-style-type: none"> how to safely remove flails from the mower using appropriate tools what to look for when inspecting the flails for damage and report on its condition how to carry out adjustments in accordance with manufacturer's handbook sharpening of flails how to refit the flails to the mower how to check that fitting is correct and tightness/torque setting is appropriate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(Three required)	<p>Demonstrate knowledge of the importance of the correct "balance" of the rotor to include:</p> <ul style="list-style-type: none"> reducing vibration reducing noise reducing bearing wear protecting the operator <p>Or</p> <p>d) Reciprocating Knife Mower</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(Both required)	<p>Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures to include:</p> <ul style="list-style-type: none"> blade removal/refitting condition blade security 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(All required)	<p>Describe the process for maintaining reciprocating knife as follows:</p> <ul style="list-style-type: none"> how to safely remove the knife from the mower using appropriate tools what to look for when inspecting the blade for damage and report on its condition how to carry out adjustments in accordance with manufacturer's handbook sharpening of blades how to refit the knife to the mower how to check that fitting is correct including adjustment of knife clips, ledger plates and wear plates 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 201 7.1	Describe the adjustments that may be made to the cutting units	Candidate is to describe how to make adjustments to the cutting unit(s) as appropriate to type of cutting units fitted to the tractor	Describe how to make adjustments made to the cutting unit(s): <ul style="list-style-type: none"> as appropriate to the powered equipment/ machine e.g. height of cut <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 7.2	Identify why it is important to adjust the cutting deck	Candidate to state why it is important to adjust the cutting deck (only applicable to rotary mower)	Candidate to: <ul style="list-style-type: none"> identify why it is important to make adjustments to the cutting deck(s) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 7.3	Make adjustments in accordance with instructions and manufacturer's guidance	Candidate to demonstrate how to make adjustments as instructed by the Assessor	Demonstrate: <ul style="list-style-type: none"> adjustments made as appropriate to the tractor and specific type of cutting unit fitted <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 3.3	Explain the importance of operating equipment in line with manufacturer's instructions	Candidate to explain two reasons	It: <ul style="list-style-type: none"> reduces the risk of operator injury reduces wear and tear on machine and prolongs the life of the machine quality of work/finish will be to the required standard <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 1.3	Set up and use tractor mounted powered equipment in accordance with the manufactures instructions and legal requirements	(Note: During all activities the Candidate is to observe all H&S requirements) Candidate to state two dangers of allowing incorrect length of hydraulic pipes (if appropriate to the powered equipment) Candidate is to attach one three point linkage PTO driven piece of powered equipment to the tractor and attach PTO shaft (e.g. Topper) Candidate to state four factors to consider when using the PTO shaft	To include: <ul style="list-style-type: none"> appropriate measures to ensure personal safety and that of others are implemented at all times appropriate PPE worn whilst preparing tractor and powered equipment <p>Issues with incorrect lengths of hydraulic pipes:</p> <ul style="list-style-type: none"> pipes could drag on the floor and be damaged pipes could catch on the rear wheels or on the link arms during turning and be pulled out the pipe could be pinched when the trailer is tipped and dropped back onto its bed <p>Attaching PTO machine:</p> <ul style="list-style-type: none"> align tractor with implement ensure handbrake is applied before leaving cab attach the links using any safe method, left right and top engine is stopped prior to removing PTO stub cover fit PTO shaft to tractor secure PTO guards and chains top link and lower link adjusted to level implement/machine (as appropriate) check chains/stabiliser bars are adjusted to give appropriate amount of sideways movement adjust height and level of implement as necessary check that there is sufficient clearance between the PTO shaft and drawbar <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 sliding shaft the guards are in good condition appropriate overlap of the guards economy mode should be used (when available) <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 8.2	Operate a machine safely and in accordance with instructions and manufacturer's guidance	As a guideline, this activity should take approximately 15 minutes . (The Assessor may exercise their judgment as to the length of time to judge competence). However, the area to be mown must be appropriate to the size of the machine and normal work situation of the Candidate. It must include: use of headlands, negotiating restricted spaces and obstacles	Demonstrate how to operate the tractor mower safely and correctly: <ul style="list-style-type: none"> task started at appropriate point for the job appropriate gear/forward speed selected/maintained throttle adjusted to give appropriate rpm/power output for the task work checked after first run mowing carried out without excessive overlap or misses finish complies with instructions/job specification <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.2	Carry out work in a manner which minimises environmental damage	Assessor to assess this element whilst the operation is taking place. All required	The following: <ul style="list-style-type: none"> cutting takes place only when climatic conditions are suitable cutting takes place only when ground conditions are suitable turns made without excessive damage to the surface arisings disposed of in accordance with legislative 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"/>
Unit 201 8.3	Discuss the quality of cut, the methods of turning and different approaches to the cut	Candidate to discuss with Assessor each of the following	Discuss: <ul style="list-style-type: none"> quality of cut achieved methods of turning to reduce damage to the surface different approaches cutting the grass: for efficiency, to improve the sward or to achieve desired visual effects <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 1.5	Identify any problems with the tractor mounted powered equipment and take appropriate action	If there are no identified problems with the machine, the Assessor is to present the Candidate with scenario for one common fault and ask the Candidate to solve it	The following: <ul style="list-style-type: none"> problem(s) identified; or solution to common fault given to Assessor appropriate action taken in line with limits of responsibility <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 3.4	Describe the types of problems that may occur with the equipment and how to deal with each of these appropriately	Candidate to state three problems and how to deal with each of the problems	Problem: <ul style="list-style-type: none"> one, relating to the machine being used and the specific type of cutting mechanism two, relating to the machine being used and the specific type of cutting mechanism three, relating to the machine being used and the specific type of cutting mechanism <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 1.6	Clean and store equipment correctly after use	only those terms of PPE required for the activity as stated in manufacturer's handbook or identified in the risk assessment are required (All required) (Three required)	Identify PPE to be used for cleaning, which may include: <ul style="list-style-type: none"> protective footwear overalls/coverall appropriate hand protection face shield (for use with pressure washer) eye protection (goggles for use with air line) dust mask (for use with airline, or when brushing off fine debris from the machine) State how to remove any unwanted residues safely using appropriate methods, which may include using: <ul style="list-style-type: none"> a brush compressed air water/pressure washer Reasons for cleaning: <ul style="list-style-type: none"> prevents personal contamination prevents corrosion make visual inspection for damage possible facilitates maintenance and adjustments 	<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"/>

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Cont... Unit 204 1.6		<p>The Assessor is to instruct the Candidate where to detach the piece of powered equipment</p> <p>Assessor is to instruct Candidate where to park tractor</p> <p>The Candidate to state what specifically needs to be in place when the PTO is not being used</p>	<p>When detaching an implement:</p> <ul style="list-style-type: none"> • move tractor to the selected site • position equipment on level site • ensure handbrake is applied before leaving cab • use jacks/stands as appropriate • engine is stopped prior to removing PTO shaft • the PTO stub guard is attached • check chains/bars are released • the links are removed, implement is detached • all links, pins etc are stored appropriately <p>When parking the tractor:</p> <ul style="list-style-type: none"> • tractor parked in the specified position • handbrake applied • engine stopped • ignition key removed <p>When not using a PTO shaft:</p> <ul style="list-style-type: none"> • shaft/stub guard in position <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.3	Dispose of waste safely and correctly	If the opportunity to demonstrate how to dispose of waste does not arise during assessment the Candidate is to state how two types of waste are stored/disposed of correctly	<p>Waste disposal:</p> <ul style="list-style-type: none"> • hazardous – e.g. waste lubricants are stored appropriately and collected by registered contractor for disposal/recycling • paper towels (used for wiping dipstick) and protective gloves used during pre-start checks disposed of correctly • non hazardous waste - arisings are taken to composting area/composted (only if practicable with the type of powered equipment) • machine is cleaned/washed in a designated area <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and additional requirements	Assessor to evaluate compliance throughout duration of the assessment	<p>The following:</p> <ul style="list-style-type: none"> • compliance with H&S • current legislation • codes of practice • additional requirements e.g. site is left clean and tidy <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Assessment (*The Assessor is to complete the following as appropriate*)

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

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

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

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

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

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	