

# **City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (0014-32)**

**Version 1.2 (May 2025)**

**Qualification Handbook**

## Qualification at a glance

<b>Subject area</b>	Machinery Landbased
<b>City &amp; Guilds number</b>	0014-32
<b>Age group</b>	16+
<b>Entry requirements</b>	Centres must ensure that any pre-requisites stated in the What is this qualification about? section are met.
<b>Endorsements</b>	952 Sit-astride 953 Side-by-side 987 Sit-astride, trailer or trailed attachment 988 Side-by-side, trailer or trailed attachment
<b>Assessment</b>	To gain this qualification, candidates must successfully achieve the following assessments:  Practical assessment with oral questioning by a City & Guilds NPTC approved assessor. The assessor can be the same individual who carried out the training or could be a different person. The assessor <b>must</b> be approved and registered with City & Guilds NPTC.  The assessment must be a stand-alone process that is separate to the training, and <b>cannot</b> be spread out across the length of the training course i.e. the assessment is conducted at the end of the training course or on a separate day.
<b>Grading</b>	Pass only
<b>Approvals</b>	Full centre approval Qualification approval
<b>Support materials</b>	If applicable
<b>Registration and certification</b>	Registration and certification of this qualification is through the Online Registration System via Walled Garden and is subject to end dates.

Title and level	Size (GLH)	TQT	City & Guilds qualification number	Ofqual accreditation number
City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (603/5338/7)	14	17	0014-32	603/5338/7

Version and date	Change detail	Section
1.0 February 2020	First version	
1.1 July 2020	Addition of certification modules	Introduction
1.2 May 2025	Update of Quality Assurance Statement	Centre Requirements
	Added “Delivering the qualification”, “Assessment”, “Units”	Throughout
	Changes to Formatting	Throughout

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# 1 Introduction

The following purpose is for the Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (0014-32)

Area	Description
Who is this qualification for?	Individuals who operate an all-terrain vehicle (ATV) as part of their work in agriculture, forestry, grounds or estate maintenance, and outdoor events, as well as those who may use an ATV for recreational use. It will provide the individual with the knowledge, understanding and skills required to prepare and operate an all-terrain vehicle safely and to industry standards in line with current legislation.
What does this qualification cover?	Individuals can choose the type of all-terrain vehicle for assessment: sit astride or side-by-side all-terrain vehicle. The assessment covers the preparation and operation of the vehicle, pre-use maintenance and safety checks, recognition of controls and instruments, and manoeuvring the vehicle on rough terrain/slopes. There is an optional unit that covers the use of an all-terrain vehicle with a trailer or trailed attachment.
Will the qualification lead to employment, and if so, in which job role and at what level?	This qualification will support progression into employment where safe operation of an all-terrain vehicle (ATV) is part of the role. Safe operational skills are key to efficient use, good working practice and preventing accidents, leading to business benefits in terms of less machinery damage and down time. However, achievement of this qualification does not replace any legal requirement to obtain a driving licence for operation on the highway.
Why choose this qualification over similar qualifications?	This is a specialist qualification demonstrating the individual is able to safely operate an all-terrain vehicle to a recognised level of competency.
Will the qualification lead to further learning?	Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment or develop skills in safely operating other land-based machinery.
Employer/Higher Education Institutions	The National Farmers Union
Further information	Please refer to the Qualification Handbook, available on the City & Guilds NPTC website, for more information on the structure of this qualification, the content of the units, and assessment.

Who did we develop the qualification with?	Developed with City & Guilds NPTC stakeholders, associates and industry representatives.
Is it part of an apprenticeship framework or initiative?	No

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## Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC.  
([www.nptc.org.uk](http://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

## 2 Qualification structure

To achieve the **City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (Sit-astride)** learners must be trained and assessed in the mandatory unit listed below.

City & Guilds unit number	Unit title	GLH
<b>Mandatory unit</b>		
223	Prepare and operate a sit-astride all-terrain vehicle (ATV)	10
Certification Number	Certification Module Title	
952	Sit-astride	

To achieve the **City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (Sit-astride, trailer or traileed attachment)** learners must be trained and assessed in the mandatory unit listed below.

City & Guilds unit number	Unit title	GLH
<b>Mandatory unit</b>		
223	Prepare and operate a sit-astride all-terrain vehicle (ATV)	10
<b>Elective unit</b>		
225	Operate an all-terrain vehicle with a trailer or traileed attachment	4
Certification Number	Certification Module Title	
987	Sit-astride, trailer or traileed attachment	

To achieve the **City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (Side-by-side)** learners must be trained and assessed in the mandatory unit listed below.

City & Guilds unit number	Unit title	GLH
<b>Mandatory unit</b>		
224	Prepare and operate a side-by-side all-terrain vehicle (ATV)	10
Certification Number	Certification Module Title	
953	Side-by-side	

To achieve the **City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (Side-by-side, trailer or trailed attachment)** learners must be trained and assessed in the mandatory unit listed below.

City & Guilds unit number	Unit title	GLH
<b>Mandatory unit</b>		
224	Prepare and operate a side-by-side all-terrain vehicle (ATV)	10
<b>Elective unit</b>		
225	Operate an all-terrain vehicle with a trailer or trailed attachment	4
Certification Number	Certification Module Title	
988	Side-by-side, trailer or trailed attachment	

### Total Qualification Time (TQT)

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- 1) the number of hours that an awarding organisation has assigned to a qualification for guided learning
- 2) an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by but, unlike guided learning, not under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs)	14	17

## 3 Centre requirements

### Approval

#### Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document *Centre Approval process: Quality Standards* for further information. Please email [qasupport@cityandguilds.com](mailto:qasupport@cityandguilds.com) for further information on the approval process.

#### Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before delivering a course programme.

### Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessments.

### Assessment Guidance for the Assessor

Staff assessing these qualifications must be approved Certificate of Competence City & Guilds NPTC Assessors. They do not have to be independent, but can be, **and can have been involved with the training of the Candidate**. This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body.

Certificate of Competence City & Guilds NPTC Assessors must meet the following requirements:

- show competence and provide evidence of industry expertise in the qualification/s they wish to assess
- hold the qualification as a candidate and have been technically evaluated as an Assessor
- be up to date with their verification and relevant first aid
- demonstrate continuing technically relevant CPD Compliance with these requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

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 and 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 Quality Consultant.

## Safe Practice

Appropriate PPE must be worn at all times. All equipment must be operated in such a way that the Candidate, Assessor, other persons, animals or other equipment are not endangered. If these conditions are not observed this will result in the Candidate not meeting the required standard.

## Validation of Equipment

Any item(s) equipment used for the assessment must comply with current legal requirements. Additional information may be sought from the relevant manufacturer's instruction book, operators' manual, product label/database or any other Government/Government Agency publication.

## 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 a Principal Verifier may be approached to offer independent advice.

All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, 5-6 Giltspur Street, London, EC1A 9DE, UK. Access to the qualification is open to all, irrespective of gender, race, creed 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.

## Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval; qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds Quality Assurance processes visit: the **What is CASS?** and **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance

- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

## **Age restrictions**

This qualification is approved for learners aged 16 or above.

## **Access arrangements and reasonable adjustments**

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the JQC access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds for more information. Both are available on the **City & Guilds website**.

## 4 Delivering the qualification

### Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification.
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme, so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

### Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth.

More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

**Inclusion and diversity | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))**

### Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that support our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

**Our Pathway to Net Zero | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))**

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy, considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible
- waste procedures (ensuring that waste is minimised, recycling of components is in place wherever possible)
- minimising water uses and considering options for reuse/salvage as part of plumbing activities wherever possible.

## Support materials

The following resources are available for this qualification:

Description	How to access
Candidate Handbook	<a href="http://www.nptc.org.uk">www.nptc.org.uk</a>
Assessment Pack (available only to assessors)	<a href="http://www.nptc.org.uk">www.nptc.org.uk</a>

## 5 Assessment

### Assessment of the qualification

Assessment types			
Unit	Title	Assessment method	Where to obtain assessment materials
223	Prepare and operate a sit astride all-terrain vehicle (ATV)	Oral Examination and Practical Observation Centres may use the materials provided by City & Guilds.	www.nptc.org.uk
224	Prepare and operate a side-by-side all-terrain vehicle (ATV)	Oral Examination and Practical Observation Centres may use the materials provided by City & Guilds.	www.nptc.org.uk
225	Operate an all-terrain vehicle with a trailer or traileed attachment	Oral Examination and Practical Observation Centres may use the materials provided by City & Guilds.	www.nptc.org.uk

### Assessment strategy

City & Guilds has written the practical observations with oral questioning to use with this qualification; live assessment materials can be downloaded by the assessor via the Assessment Pack from the NPTC website.

### Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within 24 months of date of initial registration.
- Assessments should take no longer than 1.5 – 3 hours.

## 6 Units

### Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- Guided Learning Hours (GLH)
- unit aim
- assessment type
- learning outcomes, which are comprised of a number of assessment criteria

### Guidance for delivery of the units

This qualification comprises a number of **units**. A unit describes what is expected of a competent person in particular aspects of their job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

## Unit 223

## Prepare and operate a sit-astride all-terrain vehicle (ATV)

<b>Level:</b>	2
<b>GLH:</b>	10
<b>Assessment type:</b>	Practical activities with oral assessment.
<b>Aim:</b>	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate a sit-astride all-terrain vehicle (ATV) safely and to industry standards.

### Learning outcome

LO1 Know the hazards, risk assessment requirements and legislation for the use of sit-astride ATVs (Criteria 1.1-1.3)

### Assessment criteria

The learner can:

AC1.1 Carry out a site-specific hazard and risk assessment

AC1.2 Describe the relevant health and safety legislation in relation to sit-astride all-terrain vehicle (ATV) operations

AC1.3 Select and use the appropriate personal protective equipment (PPE)

#### Topic 1.1

The hazards, associated risks and control measures relating to the site, task and machine:

- slopes
- ground conditions
- contact with moving parts
- manual handling
- overhead obstructions
- surface obstructions
- people and/or animals
- ditches/waterways
- hot components
- fuel and oil
- biohazards
- dust/fungal spores.

Site walk:

- evaluate risks

- implement appropriate control measures
- confirm that the condition of the site is acceptable
- confirm who they would report to if the site condition is unsuitable.

## Topic 1.2

The relevant health and safety legislation in relation to sit-astride all-terrain vehicle (ATV) operations:

- Health and Safety at Work Etc. Act (HASAWA):
  - duties imposed on the employer/employee/others.
- Provision and Use of Work Equipment Regulations (PUWER):
  - machine must be suitable for the task.
  - machine must be properly maintained according to manufacturer's recommendations.
- Management of Health and Safety at Work Regulations (MHSWR):
  - risk assessments must be completed and communicated to all relevant persons.
- Manual Handling Operations Regulations (MHOR):
  - avoid manual handling where possible, use safe lifting techniques.
- Control of Substances Hazardous to Health (COSHH):
  - fuel handling and protection from contaminants.
- Personal Protective Equipment Regulations (PPE):
  - PPE must be provided, maintained and worn.
- The Control of Noise at Work Regulations:
  - hearing protection must be used over 85 decibels (dB).
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):
  - certain categories of injuries must be reported.
- Wildlife and Countryside Act (WCA):
  - operations must be carried out avoiding disturbance to wildlife.
- Health & Safety (First Aid) Regulations:
  - need for an accident book and knowledge of where it is kept.

Sources of advice/guidance in relation to the safe use of sit-astride ATV:

- HSE guidance (AIS33)
- operator's manual.

## Topic 1.3

Personal Protective Equipment (PPE):

- head protection with chin strap
- eye protection
- protective footwear
- gloves
- non-snag outer clothing that covers arms and legs.

## Learning outcome

The learner will:

LO2 Carry out pre-start checks to a sit-astride ATV (Criteria 2.1-2.2)

## Assessment criteria

The learner can:

AC2.1 Identify and explain the function of all controls

AC2.2 Carry out daily pre-use checks to the sit-astride ATV

### Topic 2.1

Identify and explain the function of all controls on a sit-astride ATV.

### Topic 2.2

Daily pre-use checks to the sit-astride ATV as specified in the manual.

Interpret information and warning symbols:

- interpretation of information and warning symbols
- interpretation of decals.

Guarding requirements:

- wheels
- cooling fan
- drive shafts
- exhaust system.

Check that brakes operate, and the sit-astride ATV is safe to use:

- brake operation in accordance with the operator's manual
- braking efficiency commented upon
- check parking brake is operating effectively.

Precautions that could be taken when parking a sit-astride ATV on a slope:

- apply the parking brake
- park across slopes ensuring wheels are turned uphill
- use wheel chocks.

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## Learning outcome

LO3 Operate a sit-astride ATV (Criteria 3.1-3.6)

## Assessment criteria

The learner can:

AC3.1 Describe legal and safety requirements

AC3.2 Outline the factors to be considered when operating a sit-astride ATV on various terrain

AC3.3 Describe the potential hazards that could arise when operating a sit-astride ATV

AC3.4 How to operate a laden sit-astride ATV on various terrain

AC3.5 Ride the sit-astride ATV around a specified course

AC3.6 Know how to clean and inspect the sit-astride ATV and reasons for cleaning

### Topic 3.1

Legal and safety requirements for operating a sit- astride ATV on a public highway:

- comply with the road vehicle lighting requirements
- be registered and taxed
- be approved for use on the road
- appropriate insurance
- be ridden by somebody holding a suitable driving licence
- observe legal/manufacturers speed limit.

Legal safety requirements that affect operator safety when using a sit- astride ATV at work:

- manufacturers minimum age recommendations may apply
- sit- astride ATV's are not normally designed to carry passengers
- SAFE STOP procedures followed.

### Topic 3.2

The correct body positions when operating a sit- astride ATV on various terrain:

- weight on uphill side of ATV riding across slopes
- weight kept forwards on ATV riding up a slope
- weight kept to the rear of ATV riding down a slope
- leaning to aid cornering if ATV not fitted with differential.

Hazards to consider when riding on unknown terrain:

- holes
- tree stumps
- slopes
- other unseen obstacles.

Consequences when riding at high speed:

- increases stopping distance
- makes the ATV more unstable
- could lead to ATV overturning.

Factors that may contribute to a 'runaway' situation when descending slopes:

- unsuitable combination of gear and braking
- insufficient revs to engage 'positive' drive.

### Topic 3.3

Potential risk of riding at speed:

- loss of control
- braking distance is increased.

Control measures that can be taken when riding at speed:

- avoid excessive speed
- be aware of increased stopping distances and the need to brake earlier
- using engine braking to slow the machine.

Potential risks when turning:

- overturning
- instability.

Control measures that can be taken when turning:

- avoid sharp turns
- turns need to be taken slowly
- appropriate body position.

Potential risks when riding up or down a slope:

- sit-astride ATV could stall or run away
- loss of traction.

Control measures that can be taken when riding up or down a slope:

- appropriate low gear should be selected before encountering slopes
- maintain positive drive when descending slopes
- appropriate body position.

Potential risks when riding over rough ground:

- load shifting
- operator injury.

Control measures that can be taken when riding over rough ground:

- maintain low speed to reduce 'bouncing'
- try to avoid potholes and bumps
- load should be secured to prevent movement.

Possible risks when riding across a slope:

- load shifting
- overturning.

Control measures that can be taken when riding across a slope:

- maintain slow speed when driving across slopes
- maintain a low centre of gravity
- appropriate body position.

Factors that should be taken into consideration when turning on slopes:

- severity of the slope
- stability of the sit-astride ATV
- direction of turn
- type of attachment (i.e. mounted, trailed, full or empty)
- ground conditions
- appropriate body position.

### **Topic 3.4**

Factors to be considered when operating a laden sit-astride ATV on various terrain:

- racks/carriers are correctly loaded

- loads should be secured
- load will raise centre of gravity, which may lead to greater instability on slopes
- live loads.

### Topic 3.5

Riding a sit-astride ATV around a course, which should include rough terrain, slopes (of sufficient gradient to demonstrate correct riding positions), tight turns and restricted areas (figure of 8 and slalom course, reversing into a confined space):

- mount machine in safe manner
- correct and safe starting procedure
- apply brake before engaging gear
- all round observation before moving off
- assess terrain and remain aware of surroundings at all times
- select appropriate gear/range for conditions
- ride at a safe, suitable speed
- safely manoeuvre around specified course
- correct active riding positions
- positive drive maintained
- safe stop procedures followed.

### Topic 3.6

Reasons for regularly cleaning the sit-astride ATV:

- prevent corrosion
- facilitate maintenance and adjustments
- prevent personal contamination
- prevent hazardous operating conditions
- prevent soiling of roads.

Factors to consider when cleaning the sit-astride ATV:

- identify PPE to be used
- identify a suitable site.

Methods of cleaning the sit-astride ATV:

- compressed/blown air
- water
- brush.

Reasons for inspecting the sit-astride ATV for damage after use:

- inspect to establish any wear, damaged and/or missing components through use
- ensures any defects are rectified before it is next used
- could prevent another operator from using it if in a potentially dangerous condition.

## Unit 224

## Prepare and operate a side-by-side all-terrain vehicle (ATV)

<b>Level:</b>	2
<b>GLH:</b>	10
<b>Assessment type:</b>	Practical activities with oral assessment.
<b>Aim:</b>	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate a side-by-side all-terrain vehicle (ATV) safely and to industry standards.

### Learning outcome

LO1 Know the hazards, risk assessment requirements and legislation for the use of side-by-side ATVs (Criteria 1.1-1.3)

### Assessment criteria

The learner can:

AC1.1 Carry out a site-specific hazard and risk assessment

AC1.2 Describe the relevant health and safety legislation in relation to side-by-side all-terrain vehicle (ATV) operations

AC1.3 Select and use the appropriate personal protective equipment (PPE)

#### Topic 1.1

The hazards, associated risks and control measures relating to the site, task and machine:

- slopes
- ground conditions
- contact with moving parts
- manual handling
- overhead obstructions
- surface obstructions
- people and/or animals
- ditches/waterways
- hot components
- fuel and oil
- biohazards
- dust/fungal spores.

Site walk:

- evaluate risks
- implement appropriate control measures
- confirm that the condition of the site is acceptable
- confirm who they would report to if the site condition is unsuitable.

## Topic 1.2

The relevant health and safety legislation in relation to side-by-side all-terrain vehicle (ATV) operations:

- Health and Safety at Work Etc. Act (HASAWA):
  - duties imposed on the employer/employee/others.
- Provision and Use of Work Equipment Regulations (PUWER):
  - machine must be suitable for the task
  - machine must be properly maintained according to manufacturer's recommendations.
- Management of Health and Safety at Work Regulations (MHSWR):
  - risk assessments must be completed and communicated to all relevant persons.
- Manual Handling Operations Regulations (MHOR):
  - avoid manual handling where possible, use safe lifting techniques.
- Control of Substances Hazardous to Health (COSHH):
  - fuel handling and protection from contaminants.
- Personal Protective Equipment Regulations (PPE):
  - PPE must be provided, maintained and worn.
- The Control of Noise at Work Regulations:
  - hearing protection must be used over 85 decibels (dB).
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):
  - certain categories of injuries must be reported.
- Wildlife and Countryside Act (WCA):
  - operations must be carried out avoiding disturbance to wildlife.
- Health & Safety (First Aid) Regulations:
  - need for an accident book and knowledge of where it is kept.

Sources of advice/guidance in relation to the safe use of side-by-side ATV:

- HSE guidance (AIS)
- operators' manual.

## Topic 1.3

Select and use the appropriate personal protective equipment (PPE):

- head protection with chin strap
- eye protection
- protective footwear
- gloves
- non-snag outer clothing that covers arms and legs.

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## Learning outcome

The learner will:

LO2 Carry out pre-start checks to a side-by-side ATV (Criteria 2.1-2.2)

## Assessment criteria

The learner can:

AC2.1 Identify and explain the function of all controls

AC2.2 Carry out daily pre-use checks to the side-by-side ATV

### Topic 2.1

Identify and explain the function of all controls on a side-by-side ATV.

### Topic 2.2

Daily pre-use checks to the side-by-side ATV as specified in the manual.

Adjustments to ensure comfort and safety:

- mirrors adjusted for clear view
- steering wheel adjusted to suit operator
- seat adjusted to suit operator
- condition and function of seatbelt.

Interpret information and warning symbols:

- interpretation of information and warning symbols
- interpretation of decals.

Guarding requirements:

- wheels
- cooling fan
- drive shafts
- exhaust system.

Check that brakes operate, and the side-by-side ATV is safe to use:

- brake operation in accordance with the operator's manual
- braking efficiency commented upon
- check parking brake is operating effectively.

Precautions that could be taken when parking a side-by-side ATV on a slope:

- apply the parking brake
- park across slopes ensuring wheels are turned up hill
- use wheel chocks.

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## Learning outcome

LO3 Operate a side-by-side ATV (Criteria 3.1-3.6)

## Assessment criteria

The learner can:

AC3.1 Describe legal and safety requirements

AC3.2 Outline the factors to be considered when operating a side-by-side ATV on various terrain

- AC3.3 Describe the potential hazards that could arise when operating a side-by-side ATV
- AC3.4 Demonstrate knowledge of operating a laden side-by-side ATV on various terrain
- AC3.5 Drive the side-by-side ATV around a specified course
- AC3.6 Demonstrate knowledge of cleaning and inspection of the side-by-side ATV and reasons for cleaning

### Topic 3.1

Legal and safety requirements for operating a side-by-side ATV on a public highway:

- comply with the road vehicle lighting requirements
- be registered and taxed
- be approved for use on the road
- appropriate insurance
- be driven by somebody holding a suitable driving licence
- observe legal/manufacturers speed limit.

Legal safety requirements that affect operator safety when using a side-by-side ATV at work:

- manufacturer's minimum age recommendations may apply
- safe stop procedures followed.

### Topic 3.2

Hazards to consider when riding on unknown terrain:

- holes
- tree stumps
- slopes
- other unseen obstacles.

Consequences when riding at high speed:

- increases stopping distance
- makes the ATV more unstable
- could lead to ATV overturning.

Factors that may contribute to a 'runaway' situation when descending slopes:

- unsuitable combination of gear and braking
- insufficient revs to engage 'positive' drive.

### Topic 3.3

Potential risk of riding at speed:

- loss of control
- braking distance is increased.

Control measures that can be taken when riding at speed:

- avoid excessive speed
- be aware of increased stopping distances and the need to brake earlier
- using engine braking to slow the machine.

Potential risks when turning:

- overturning
- instability.

Control measures that can be taken when turning:

- avoid sharp turns
- turns need to be taken slowly
- appropriate body position.

Potential risks when riding up or down a slope:

- side-by-side ATV could stall or run away
- loss of traction.

Control measures that can be taken when riding up or down a slope:

- appropriate low gear should be selected before encountering slopes
- maintain positive drive when descending slopes.

Potential risks when riding over rough ground:

- load shifting
- operator injury.

Control measures that can be taken when riding over rough ground:

- maintain low speed to reduce 'bouncing'
- try to avoid potholes and bumps
- load should be secured to prevent movement.

Possible risks when riding across a slope:

- load shifting
- overturning.

Control measures that can be taken when riding across a slope:

- maintain slow speed when driving across slopes
- maintain a low centre of gravity.

Factors that should be taken into consideration when turning on slopes:

- severity of the slope
- stability of the side-by-side ATV
- direction of turn
- type of attachment (ie mounted, trailed, full or empty)
- ground conditions.

### **Topic 3.4**

Factors to be considered when operating a laden side-by-side ATV on various terrain:

- cargo body correctly loaded
- loads should be secured
- load will raise centre of gravity, which may lead to greater instability on slopes
- live loads.

### **Topic 3.5**

Driving a side-by-side ATV around a course, which should include rough terrain, slopes (of sufficient gradient to demonstrate correct riding positions), tight turns and restricted areas (figure of 8 and slalom course, reversing into a confined space):

- correct and safe starting procedure
- apply brake before engaging gear
- all round observation before moving off
- assess terrain and remain aware of surroundings at all times
- select appropriate gear/range for conditions
- drive at a safe, suitable speed
- safely manoeuvre around specified course
- positive drive maintained
- safe stop procedures followed.

### **Topic 3.6**

Reasons for regularly cleaning the side-by-side ATV:

- prevent corrosion
- facilitate maintenance and adjustments
- prevent personal contamination
- prevent hazardous operating conditions
- prevent soiling of roads.

Factors to consider when cleaning the side-by-side ATV:

- identify PPE to be used
- identify a suitable site.

Methods of cleaning the side-by-side ATV:

- compressed/blown air
- water
- brush.

Reasons for inspecting the side-by-side ATV for damage after use:

- inspect to establish any wear, damaged and/or missing components through use
- ensures any defects are rectified before it is next used
- could prevent another operator from using it if in a potentially dangerous condition.

## Unit 225

## Operate an all-terrain vehicle with a trailer or trailed Attachment

<b>Level:</b>	2
<b>GLH:</b>	4
<b>Assessment type:</b>	Practical activities with oral assessment.
<b>Aim:</b>	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate an all-terrain vehicle (ATV) with a trailer or trailed attachment safely and to industry standards.

### Learning outcome:

LO1 Operate an all-terrain vehicle with a trailer or trailed implement attached (Criteria 1.1-1.2)

### Assessment criteria

The learner can:

AC1.1 Describe how to operate an ATV that has a trailer or trailed implement attached, on various terrain

AC1.2 Manoeuvre the ATV around a specified course with a trailer or trailed implement attached

#### Topic 1.1

Factors to be considered when operating an ATV that has a trailer or trailed implement attached, on various terrain:

- correct weight ratio between trailer and ATV in accordance with manufacturers specifications
- swivel hitch used to improve safety
- loads should be secured
- loaded trailer will raise centre of gravity, which could lead to greater instability.

Reasons for inspecting trailer or trailed implement prior to use:

- trailer/trailed implement is safe and fit for purpose
- hitch condition and compatibility.

## Topic 1.2

Manoeuvre the ATV and trailer around a course that includes negotiating corners and reversing into a confined space (at least one right angle):

- safe hitching procedure
- apply brake before engaging gear
- all-round observation before moving off
- assess terrain and remain aware of surroundings at all times
- awareness of position of attachment at all times
- select appropriate gear for conditions
- operate at safe, suitable speed
- manoeuvre around specified course safely
- positive drive maintained
- reverse around a right-angle bend
- avoidance of jack-knifing
- safe procedures on slopes
- safe unhitching procedure
- safe stop procedure followed.

# Supporting information

## Evidence requirements

One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor.

## Unit guidance

Candidates must successfully achieve all assessment activities in their chosen unit(s).

## 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 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.**

**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.**

**Suggested learning resources**

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

## Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centre document library** on [www.cityandguilds.com](http://www.cityandguilds.com) or click on the links below:

### **Centre Handbook: Quality Assurance Standards**

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the centre contract.

### **Centre Handbook: Quality Assurance Standards**

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre-assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre assessments.

### **Access arrangements: When and how applications need to be made to City & Guilds**

provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **Centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

### **Useful contacts**

Please visit the Contact us section of the City & Guilds website, Contact us

## **About City & Guilds**

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

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