



# **City & Guilds NPTC Level 2 Principles Of Safe Handling and Application of Pesticides (PA1) (A/506/8297)**

**Version 1.1 (June 2024)**

**Qualification Handbook**

## Qualification at a glance

<b>Subject area</b>	Pesticides
<b>City &amp; Guilds number</b>	0216
<b>Age group approved</b>	16+
<b>Entry requirements</b>	By Law everyone who uses pesticides professionally must have received adequate training in using pesticides safely. Candidates are strongly advised to ensure that they will be able to meet the standards required in the assessment
<b>Assessment</b>	To gain this qualification, candidates must successfully achieve the following assessments: • E-volve based multiple choice examination to be conducted in a suitably controlled and invigilated environment
<b>Grading</b>	Pass/Fail
<b>Approvals</b>	Full Centre approval required
<b>Support materials</b>	Qualification Handbook (candidates). Assessment materials (approved assessment Centres only).
<b>Registration and certification</b>	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates.

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds NPTC Level 2 Principles of safe handling and application of pesticides (PA1)	0216-49	A/506/8297	26	30

Version and date	Change detail	Section
1.0 February 2024	Initial version	All
1.1 June 2024	Removal of Test Specification	Page 22-23

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# 1 Introduction

This document tells you what you need to do to deliver the **City & Guilds NPTC Level 2 Principles of safe handling and application of pesticides (0216-49)**

Area	Description
Who is the qualification for?	<p>This is an Independently Assessed qualification (PA1)</p> <p>Type of Learner: If your job involves applying pesticides in a commercial role then you are legally required by the Plant Protection Products (Sustainable Use) Regulations (2012) to take this qualification.</p> <p>Qualification Overview: The candidate to successfully complete and pass the online e-volve test before they can register for any of the further pesticide qualifications within the new pesticide suite (0216-50 to 0216-63)</p> <p>What you need to do: Candidates to undertake a theory exam via E-Volve</p>
What does the qualification cover?	<p>This qualification covers the requirements for the safe Handling and Application of Pesticides.</p> <p>Please refer to the Qualification Handbook for more detail.</p>
What opportunities for progression are there?	<p>Once a candidate has successfully completed this qualification they must progress to one of the City &amp; Guilds Level 2 Application of Pesticide Qualification(s) 0216-25 to 0216-62</p> <p>Once a candidate has successfully completed this qualification, they are NOT legally able to apply pesticides until the completion of ONE City &amp; Guilds Level 2 Application of Pesticide Qualification</p> <p>Recommended progression onto 0216-63 – City &amp; Guilds Level 3 Award in Responsible Pesticide Management.</p>

Area	Description
Who did we develop the qualification with?	Developed with the Health and Safety Executive, Chemical Regulation Division, Voluntary Initiative and practicing industry stakeholders, DEFRA, Environment Agency.

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 candidates 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.

## Structure

To achieve the City & Guilds NPTC Level 2 Principles of safe handling and application of pesticides (0216-49) learners must achieve:

City & Guilds unit number	Unit title	GLH
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### Mandatory units:

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Learners must achieve or must have achieved all **1** mandatory units.

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101	Principles of safe handling and application of pesticides (PA1)	26
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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 comprises 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 NPTC Level 2 Principles of safe handling and application of pesticides (0216-49)	26	30

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## 2 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** for further information on the approval process.

#### Centre staffing

Staff overseeing this qualification must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are overseeing
- be able to register candidates, arrange assessors and process results
- have recent relevant teaching and assessment experience in the specific area they will be overseeing, 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 E-volve workstation required to deliver this qualification and its assessments.



## **Guidance for the Invigilator**

The Invigilator for this qualifications E-volve examination work on behalf of the registered centre. Therefore, the relevant JCQ guidelines must be adhered to.

## **Safe Practice**

Candidate, Assessor, and any other persons to follow safety practices of the centre

## **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 and Guilds Quality Assurance processes visit: the [What is CASS?](#) and [Quality Assurance Standards](#) documents on the City & Guilds website.

## **Learner entry requirements**

The Code of Practice for Using Plant Protection Products states “By Law everyone who uses pesticides professionally must have received adequate training in using pesticides safely”. Candidates are strongly advised to ensure that they will be able to meet the standards required in the assessment.

## **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 JCQ 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:

<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>

### 3 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.

#### 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>

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## 4 Assessment

### Assessment of the qualification

Assessment types			
Unit	Title	Assessment method	Where to obtain assessment materials
101	Principles of safe handling and application of pesticides	E-Volve multiple choice based examination.	<a href="http://www.nptc.org.uk">www.nptc.org.uk</a>

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## **Assessment strategy**

City & Guilds has written the theory test for unit 101 to use with this qualification, live assessment materials can be downloaded by the assessor via the Assessment Pack from the NPTC website.

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

The Candidate is to be notified of the place and time of assessment.

## **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.

Maximum Assessments duration 1 hour per candidate.

Qualification registration is valid for two years.

## 5 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 101

## Principles of safe handling and application of pesticides

<b>Level:</b>	2
<b>GLH:</b>	26
<b>Assessment type:</b>	Theory Test
<b>Aim:</b>	The aim of this unit is for the candidate to understand the Principles of safe handling and application of pesticides.

### Learning outcome

The learner will:

LO1 Know the legislative requirements and codes of practice relating to the use of pesticides (**Criteria 1.1 – 1.2**)

### Assessment criteria

The learner can:

AC1.1 Identify an operators responsibilities under current legislation

AC1.2 Identify an operators responsibilities under current codes of practice

### Topic 1.1

May include:

- comply with a COSHH Assessment that has been carried out
- keep up to date with pesticide related legislation
- receive adequate training for the task
- follow the Pesticide Code of Practice for using Plant Protection Products
- Certificate of Competence is required for anyone who is going to apply professional products unless under direct supervision from a certificate holder
- reasonable precautions must be taken to protect human health and that of the environment
- application must be confined to the intended target
- preference should be given to products not classified to be harmful to the environment

- the amount of pesticide used and frequency of use is as low as reasonably practicable on: roads, railways, very permeable surfaces and sealed surfaces where there is a greater risk of run off or contamination of surface and groundwater
- equipment must be inspected/tested in line with current legislative requirements

## Topic 1.2

May include:

- use pesticides in a safe manner following product information
- carry out and comply with an Environmental Assessment on the application site
- ensure that equipment is in good condition and correctly calibrated

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## Learning outcome

The learner will:

LO2 Understand the relevance of product information (**Criteria 2.1**)

## Assessment criteria

The learner can:

AC2.1 Explain the relevance of product information

## Topic 2.1

May include:

- current approval number – evidence of approval
- product group symbol i.e. H, I, F, P
- important information – must be strictly complied with
- active substance(s) (ingredient(s)) – relevant to the operator in the event of an emergency
- approved field of use – the industry sector for which the product is approved
- maximum dose rate – must not be exceeded
- timing of application(s) – manufacturer's recommendations must be followed
- approved adjuvants – only approved adjuvants can be used as recommended
- Extension of Authorisation for Minor Use (EAMU) – use additional to label approvals

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## Learning outcome

The learner will:

LO3 Know how to minimise the risk of human contamination and implement emergency procedures (**Criteria 3.1 – 3.4**)

## Assessment criteria

The learner can:

AC3.1 Identify possible routes of contamination



AC3.2 Identify appropriate Personal Protective Equipment (PPE)

AC3.3 Identify the symptoms of contamination

AC3.4 Explain appropriate procedures for dealing with contamination

### Topic 3.1

May include:

- absorption
- inhalation
- ingestion
- injection

### Topic 3.2

Quality standard marks e.g. CE Mark. Type, condition and features of:

- gloves
- coverall
- face shield
- footwear
- respirator

### Topic 3.3

May include:

- headache
- nausea
- stomach pains
- rashes/blistering of skin

### Topic 3.4

Appropriate procedures for dealing with pesticide contamination include:

- self – identify contamination, decontaminate, remove contaminated PPE and clothing, seek medical advice if needed
- third parties – protect yourself, relocate to safe area, decontaminate if possible, remove contaminated PPE and clothing, contact Emergency Services
- third party information access – product information and the Material Safety Data Sheet (MSDS) made available

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## Learning outcome

The learner will:

LO4 Know how to store and transport pesticides safely (**Criteria 4.1 – 4.2**)

## Assessment criteria

The learner can:

AC4.1 State how pesticides should be stored

AC4.2 State how pesticides should be transported

#### **Topic 4.1**

May include:

- maintain stock security to avoid theft and misuse
- adequate containment facilities
- careful handling to reduce risk of spillage
- product segregation to avoid dangerous occurrences

#### **Topic 4.2**

May include:

- maintain stock security to avoid theft and misuse
- careful handling to reduce risk of spillage
- adequate containment facilities
- return unused concentrated pesticide to the store
- mobile storage is secure and meets current Codes of Practice

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### **Learning outcome**

The learner will:

LO5 Know how to manage and dispose of surplus pesticide and waste materials (**Criteria 5.3 – 5.3**)

### **Assessment criteria**

The learner can:

AC5.1 Identify appropriate methods of reducing waste

AC5.2 State how to manage and dispose of surplus pesticides

AC5.3 State how to manage and dispose of waste materials

#### **Topic 5.1**

May include:

- accuracy of all calculations
- correct calibration of sprayer/applicator
- correct measuring and mixing of pesticides
- accurate application

#### **Topic 5.2**

May include:

- back on to the site/target as long as it is below the maximum dose rate
- treated by a specialist treatment facility on site (e.g. a lined biobed)

- collected by a licensed waste disposal contractor
- returned to supplier if currently approved

### Topic 5.3

May include:

- dealing appropriately with empty packaging and containers
- packaging - licensed waste disposal contractor
- triple rinse containers
- secure storage until disposal
- container disposal - licensed waste disposal contractor
- return to the supplier
- collected by a licensed waste disposal contractor for disposal if out of approval or suspect in any other way (e.g. counterfeit)

## Learning outcome

The learner will:

LO6 Know the record keeping requirements (**Criteria 6.1**)

## Assessment criteria

The learner can:

AC6.1 Identify the records required to comply with legislation and best practice

### Topic 6.1

May include:

- training records
- environmental assessment records
- COSHH Assessment records
- control measure records (RPE)
- stock records
- pesticide treatment records
- waste transfer note

## Learning outcome

The learner will:

LO7 Know how to minimise the risk of environmental contamination and implement emergency procedures (**Criteria 7.1 – 7.3**)

## Assessment criteria

The learner can:

AC7.1 Identify the risks to the environment from pesticides

AC7.2 Describe how to carry out pesticide application to minimise the risk to the environment

## AC7.3 Explain appropriate procedures for dealing with environmental contamination

### Topic 7.1

Risks may include:

- pollution of water and the aquatic environment
- pollution of specially designated areas
- pollution and destruction of wildlife habitats
- effect on wildlife
- from off target application/contamination

### Topic 7.2

May include:

- reasonable precautions must be taken to protect the environment
- application must be confined to the intended target
- preferred time of day
- protection of human health and the environment
- apply only in suitable weather conditions
- informing neighbours/other interested parties

### Topic 7.3

May include:

- dealing with minor spillages – containment , collection and disposal
- dealing with major spillages – contain if possible, Inform appropriate Environmental Agency and the emergency services
- dealing with suspected animal/fish poisoning – phone Wildlife Incident Investigation Scheme/appropriate Environment Agency

# **Unit 101            Principles of safe handling and application of pesticides (A/506/8297)**

## **Supporting information**

### **Evidence requirements**

E-Volve based multiple choice examination by an NPTC City & Guilds approved assessor

### **Unit guidance**

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

### **Suggested learning resources**

Code of Practice for Using Plant Protection Products.

This is available from [www.hse.gov.uk](http://www.hse.gov.uk)

## 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**.

## City & Guilds

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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