

# CITY & GUILDS LEVEL 2 AWARD IN THE SAFE USE OF PEDESTRIAN CONTROLLED MOWERS (QCF) QAN 600/4689/2



## 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 1	L2 Award in the Safe Use of Pedestrian Controlled Mower
Unit(s)	2 0 1	Operate a mower
	2 0 2	Use and maintain pedestrian controlled powered equipment
Endorsement(s)	0 0 1	Cylinder Mower
	0 0 2	Rotary Mower
	0 0 3	Flail Mower
	0 0 4	Reciprocating Knife Mower
	0 0 5	Greens Machine with interchangeable units
Learning Time (LT)	2 0 1	LT 15 (2 Credits)
	2 0 2	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 Pedestrian Controlled Mower (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 <b>(Criteria 1.1 – 1.2)</b>
Outcome 2.	Know the health and safety legislation that underpins machine operations <b>(Criteria 2.1 – 2.1)</b>
Outcome 3.	Know the appropriate Personal Protective Equipment (PPE) for mower operations <b>(Criteria 3.1 – 3.1)</b>
Outcome 4.	Know the key features of the equipment being used <b>(Criteria 4.1 – 4.1)</b>
Outcome 5.	Know the controls and instruments relating to the equipment being used <b>(Criteria 5.1 – 5.3)</b>
Outcome 6.	Know how to check and maintain the equipment being used <b>(Criteria 6.1 – 6.4)</b>
Outcome 7.	Know how to adjust the cutting units <b>(Criteria 7.1 – 7.3)</b>
Outcome 8.	Know how to safely operate a mower <b>(Criteria 8.1 – 8.3)</b>

Unit 202                      Use and maintain pedestrian controlled powered equipment                      (Credit Value 3)

Outcome 1.	Be able to set up, use and maintain pedestrian controlled powered equipment <b>(Criteria 1.1 – 1.6)</b>
Outcome 2.	Be able to work safely and minimise environmental damage <b>(Criteria 2.1 – 2.3)</b>
Outcome 3.	Know how to use and maintain pedestrian controlled powered equipment <b>(Criteria 3.1 – 3.3)</b>
Outcome 4.	Know the operating principles of powered equipment <b>(Criteria 4.1 – 4.3)</b>
Outcome 5.	Know the current health and safety legislation and environmental practice <b>(Criteria 5.1 – 5.3)</b>

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
- 002      Rotary
- 003      Flail
- 004      Reciprocating Knife
- 005      Greens Machine with interchangeable units

The certificate will be endorsed accordingly. Candidates are encouraged to take their assessment with different cutting mechanisms 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](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 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

<b>Candidate A</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate B</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate C</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate D</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
<b>Unit 202</b>  <b>3.1</b>  <b>Unit 201</b>  <b>1.1</b>	List the main hazards and risks associated with using the pedestrian controlled powered equipment and describe appropriate action  Identify the risks involved when using a ride-on or pedestrian mower	Candidate to state <b>five</b> 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"> <li>• slopes, overturning machine - be aware of limitations of the mower, how to negotiate slopes safely</li> <li>• contact with cutting mechanism, entrapment in moving parts, severed digits/cuts - awareness of danger areas observe safe practice</li> <li>• manual handling machine, equipment and carrying fuel containers, muscle strain/torn ligaments - adopt safe manual handling practice</li> <li>• overhanging obstructions (signs, tree branches) remove them, or wear head/eye protection, awareness</li> <li>• flying stones and debris, hitting bystanders – be aware of safe working distances, erect signage, barriers to exclude</li> <li>• underground obstructions/surface obstructions e.g. drain and manhole covers – mark to avoid</li> <li>• people and/or animals remove or erect fencing to exclude or confine</li> <li>• ditches/waterways, drowning – be aware of their locations, keep away from the edges of banks</li> <li>• hot components, burns, avoid contact - ensure guarding is intact and secure</li> <li>• from fuel, oil, washings, contamination – wearing correct PPE, observing correct procedures</li> <li>• bio hazards, contracting diseases from contamination – wearing correct PPE, observing correct procedures</li> <li>• inhaling dust/fungal spores, contracting diseases – wearing correct PPE</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unit 201</b>  <b>1.2</b>	Carry out a site specific risk assessment	Candidate is to walk the site and report verbally to the Assessor  (All required)	The candidate is to: <ul style="list-style-type: none"> <li>• walk the site, checking the site for site hazards, hazards removed or marked</li> <li>• confirm that the condition of the site is acceptable for the operation to take place</li> <li>• confirm who they would report to if the site condition is deemed as unsuitable</li> <li>• set out warning signs and barriers (if appropriate) advising public of hazards; or to exclude public/animals</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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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<p><b>Unit 201</b></p> <p><b>2.1</b></p> <p><b>Unit 202</b></p> <p><b>5.1</b></p>	<p>Describe the relevant health and safety legislation in relation to mower operations</p> <p>Outline the current health and safety legislation and codes of practice and any additional requirements</p>	<p>Candidate to name <b>three</b> relevant pieces of health and safety legislation or code of practice in relation to the preparation and use of pedestrian controlled powered machinery. In addition describe <b>one</b> impact on mower operation (<b>any impacts considered to be valid by the Assessor may be accepted</b>)</p> <p><b>For the mowing machinery being used: state appropriate precautions</b></p>	<p>May include the following:</p> <ul style="list-style-type: none"> <li>Health and Safety at Work Act (HSWA) 1974 – duties imposed on the employee</li> <li>Provision and Use of Work Equipment Regulations (POWER) 1998 – regular checks and maintenance must be carried out according to manufacturer's recommendations</li> <li>Management of Health and Safety at Work Regulations 1999 – Risk assessments must be completed and communicated to all relevant persons</li> <li>Manual Handling Operations Regulations (MHOR) 1992 – avoid manual handling where possible, use safe lifting techniques</li> <li>Control of Substances Hazardous to Health (COSHH) 2002 – fuel handling and protection from contamination from lubricants</li> <li>Personal Protective Equipment Regulations (PPE) 1992 – PPE must be provided and worn</li> <li>The Control of Noise at Work Regulations 2005 – hearing protection must be used over 85 decibels (dB)</li> <li>Control of Vibration at Work Regulations 2005 – ensure machine complies with legislation</li> <li>Health &amp; Safety (First Aid) Regulations 1981 – need for an accident book and knowledge of where it is kept</li> <li>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</li> </ul> <p>State that appropriate precautions that can be made to protect the operator, public and animals which may include:</p> <ul style="list-style-type: none"> <li>warning signs should erected</li> <li>appropriate PPE should be worn</li> <li>high visibility clothing should be worn</li> <li>an "exclusion zone" could be set up</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Unit 202</b></p> <p><b>5.2</b></p>	Describe how environmental damage can be minimised	Candidate to describe <b>two</b> ways in which environmental damage can be minimised	<p>To include:</p> <ul style="list-style-type: none"> <li>operate only when environmental conditions are suitable</li> <li>boxed arising's are taken to composting area/composted (<b>if appropriate</b>)</li> <li>machine is cleaned/washed in a designated area</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Unit 201</b></p> <p><b>3.1</b></p> <p><b>Unit 202</b></p> <p><b>1.5</b></p>	<p>Select the appropriate PPE (Personal Protective Equipment) for mower operations</p> <p>Select and use the appropriate personal protective clothing and equipment</p>	<p>Candidate to <b>select and use</b> the appropriate PPE for the mowing operation to be undertaken for the assessment</p> <p><b>(Note: only those required as stated in manufacturer's handbook or identified in the risk assessment)</b></p>	<p>PPE and protective equipment, which may include:</p> <ul style="list-style-type: none"> <li>safety boots</li> <li>ear defenders</li> <li>head protection (essential for Green Keepers)</li> <li>face/eye protection</li> <li>suitable hand protection worn during operation</li> <li>any other protection highlighted by the risk assessment</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
Unit 202 4.3	Describe the basic differences between a petrol and diesel engine	<p>Candidate to describe <b>two</b> basic differences between petrol and diesel engines</p> <p>Candidate to state <b>two</b> safety procedures that should be observed when working with flammable liquids</p> <p>Candidate to state <b>three</b> fuel storage and transportation requirements</p>	<p>Petrol engines:</p> <ul style="list-style-type: none"> <li>runs on petrol</li> <li>requires a spark plug to ignite fuel</li> <li>petrol engine run faster (higher rpm) than diesel engines</li> </ul> <p>Diesel engines:</p> <ul style="list-style-type: none"> <li>runs on diesel fuel</li> <li>does not have spark plug</li> <li>fuel is ignited by compression (compression ignition)</li> <li>diesel engines run slower than petrol engines (rpm), but produce more torque (power)</li> </ul> <p>Safety procedures include:</p> <ul style="list-style-type: none"> <li>no smoking</li> <li>no naked flames</li> <li>avoid contact with hot surfaces</li> <li>fuel level topped up safely (max level observed)</li> <li>any spillage is dealt with safely</li> </ul> <p>Fuel storage containers must:</p> <ul style="list-style-type: none"> <li>be specifically designed for fuel storage</li> <li>have a non-spill spout</li> <li>be clearly labelled</li> <li>have securely fitting caps</li> <li>be kept away from any sources of ignition</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 4.1	Explain the operating differences between two and four-stroke engines	Candidate to describe <b>two</b> operating differences between each	<p>Two stroke engine:</p> <ul style="list-style-type: none"> <li>completes its cycle in one revolution of the crankshaft; combustion/compression, intake/exhaust</li> <li>two stroke engines have fewer moving parts and re lighter</li> <li>usually no engine oil sump/reservoir</li> </ul> <p>Four stroke engine:</p> <ul style="list-style-type: none"> <li>completes its cycle in two revolutions of the crankshaft; intake, compression, power and exhaust</li> <li>four stroke engines have a greater number of moving parts and are heavier</li> <li>has an engine oil sump/reservoir</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 4.2	Explain the principles of operating lines of drive – clutch, v-belts, chains	Candidate to describe <b>one</b> principle for each	<p>Descriptions:</p> <ul style="list-style-type: none"> <li>lines of drive – for transmitting torque and rotation e.g. transfer power from engine to components via prop shaft</li> <li>clutch – a device to engage/disengage drive e.g. to facilitate gear changing, starting/stopping</li> <li>v-belts – a loop of flexible material transmitting power, that links two or more rotating shafts e.g. an alternator</li> <li>chains – a way of transmitting mechanical power from one place to another e.g. to convey power to the wheels of a vehicle</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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	The Candidate is to identify the features and explain each, a minimum of <b>three as specified</b> are required	<p>To include:</p> <ul style="list-style-type: none"> <li>transmission – how to engage/disengage transmission using the correct method</li> <li>safe stopping procedures – how to stop machine safely in an emergency: operator presence control, button, switch or key using the correct method</li> <li>cutting mechanisms – how to engage/disengage the cutting mechanism(s) using correct method</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
Unit 201 5.1	Identify the controls and instruments relating to the equipment being used	The Candidate is to identify the controls and instruments on the machine verbally to the Assessor ( <b>all required</b> )	Identify: <ul style="list-style-type: none"> <li>the controls on the mower</li> <li>the instruments and state the information given (if appropriate)</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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 ( <b>all required</b> )	Candidate to: <ul style="list-style-type: none"> <li>describe the function of the controls on the mower</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.3	Identify any warning / safety functions	The Candidate to identify the meaning to the Assessor verbally ( <b>all required</b> )	Candidate to: <ul style="list-style-type: none"> <li>identify and interpret the warning decals on the mower</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 6.1	Identify the daily checks that should be made to the machine ( <b>Daily Maintenance Checks</b> )	All required, the Candidate to identify the checks to the Assessor and say what they are looking for  All required, the Candidate is to identify the checks to the Assessor and carry them out (if applicable)	The following are checked to ensure safety of operator and machine: <ul style="list-style-type: none"> <li>wheels/roller(s) are secure</li> <li>visual inspection of the tyres carried out, condition stated, appropriate level of inflation confirmed (if applicable)</li> <li>function of on/off control (operator presence control or key switch)</li> <li>condition/function of roller unit/seat (if fitted)</li> <li>fixings holding cutting unit(s) are in place/tightly</li> <li>wheels/roller(s) are secure</li> </ul> The following are checked to ensure efficient operation and longevity of machine: <ul style="list-style-type: none"> <li>fuel level is adequate</li> <li>engine oil level is within acceptable limits</li> <li>hydraulic oil level is within acceptable limits (if applicable/accessible/measurable)</li> <li>engine air filter is clean and components parts are in acceptable condition</li> <li>all sites requiring lubrication are adequately lubricated</li> <li>there is no obvious damage to the cutting units</li> </ul> Demonstrate knowledge of statutory guarding requirements for all moving parts (as defined in the operator's manual/manufacture's handbook, which may include: <ul style="list-style-type: none"> <li>belts</li> <li>pulleys</li> <li>chains</li> <li>cutting mechanisms</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 6.3	Identify the pre-start checks that should be made to the machine ( <b>Safety Check</b> )	Candidate is <b>required</b> to identify the pre-start checks that should be made to the machine and carry them out	Candidate to: <ul style="list-style-type: none"> <li>carry out correct pre-start checks in accordance with manufacturer's handbook/operator's manual</li> <li>report their findings in respect of the pre-start checks carried out</li> <li>act on findings in respect of the pre-start checks carried out</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 8.1	Carry out pre-start checks ( <b>Safety Check</b> )			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.1	Ensure the pedestrian controlled power equipment is safe and in good working order			<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 <b>correct</b> procedures	Describe how to: <ul style="list-style-type: none"> <li>start the machine (including appropriate use of pre-heater if fitted)</li> <li>stop the machine</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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 Unit 202 1.4		(All required)	Describe the process for maintaining a rotary blade as follows: <ul style="list-style-type: none"> <li>• how to safely remove blade(s) from the mower using the appropriate tool(s)</li> <li>• what to look for when inspecting the blade for damage and to report on its condition</li> <li>• sharpening the blade</li> <li>• how to carry out adjustments in accordance with manufacturer's handbook</li> <li>• how to balance the blade (any method using basic equipment for checking balance)</li> <li>• how to check that fitting is correct and tightness/torque setting is appropriate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		(Three required)	Demonstrate knowledge of the reasons for balancing the blade to include: <ul style="list-style-type: none"> <li>• reducing vibration</li> <li>• reducing noise</li> <li>• reducing bearing wear</li> <li>• protecting the operator</li> </ul> <p>Or</p> <p><b>c) Flail Mowers</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		(Both required)	Comment on the condition of the cutting mechanism and demonstrate knowledge of maintenance procedures for: <ul style="list-style-type: none"> <li>• blade removal/refitting</li> <li>• condition flail security</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		(Three required)	Describe the process for maintaining flails as follows: <ul style="list-style-type: none"> <li>• how to safely remove flail from the mower using appropriate tools</li> <li>• what to look for when inspecting the flail for damage and report on its condition</li> <li>• how to carry out adjustments in accordance with manufacturer's handbook</li> <li>• sharpening of flails</li> <li>• how to refit the flail to the mower</li> <li>• how to check that fitting is correct and tightness/torque setting is appropriate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		(Three required)	Demonstrate knowledge of the importance of the correct "balance" of the rotor to include: <ul style="list-style-type: none"> <li>• reducing vibration</li> <li>• reducing noise</li> <li>• reducing bearing wear</li> <li>• protecting the operator</li> </ul> <p>Or</p> <p><b>d) Reciprocating Knife Mower</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		(Both required)	Comment on the condition of the cutting mechanism: <ul style="list-style-type: none"> <li>• knife removal/refitting</li> <li>• condition knife security</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		(All required)	Describe the process for maintaining reciprocating knife as follows: <ul style="list-style-type: none"> <li>• how to safely remove the knife from the mower using appropriate tools</li> <li>• what to look for when inspecting the blade for damage and report on its condition</li> <li>• how to carry out adjustments in accordance with manufacturer's handbook</li> <li>• sharpening of knife sections</li> <li>• how to refit the knife to the mower</li> <li>• how to check that fitting is correct including adjustment of knife clips, ledger plates, and wear plates</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Continued						

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Cont... Unit 201 6.2 Unit 202 1.4		(Both required)  (All required)  (Both required)  (All required)	Or  <b>e) Greens Machines with changeable cassettes</b>  Comment on the condition of cutting mechanism and demonstrate knowledge of maintenance procedures: <ul style="list-style-type: none"> <li>bed knife to cylinder clearance adjustment</li> <li>back lapping</li> </ul> Describe the process for maintaining cutting cylinder as follows: <ul style="list-style-type: none"> <li>checking the bed knife and cylinder for wear and damage</li> <li>checking the bed knife to cylinder clearance</li> <li>carry out adjustments in accordance with manufacturer's handbook</li> </ul> Procedure for back lapping on the mower being used including: <ul style="list-style-type: none"> <li>use of grinding paste</li> <li>reverse direction of cylinder rotation</li> </ul> Describe the process for changing a cassette (for <b>one</b> of the following; Verticutter, Groomer, Scarifier, Greens Spiker/Sarel Roller) as follows: <ul style="list-style-type: none"> <li>how to make the machine safe</li> <li>how to disconnect the motor (hydraulic or electric)</li> <li>how to safely remove a cassette from the machine</li> <li>why it is important to clear all debris</li> <li>what to look for when inspecting a cassette for damage and report on its condition</li> <li>how to refit the another cassette to the unit</li> <li>how to reattach the motor</li> <li>how to check that fitting is correct (including all clips)</li> <li>how to carry out adjustments in accordance with manufacturer's handbook (specifically height and stated the effect of "one click" in terms of mm)</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Unit 201 7.1	Describe the adjustments that may be made to the cutting units	Candidate is to <b>describe</b> how to make adjustments to the cutting unit(s) <b>as appropriate to the type of cutting units fitted to the machine</b>	Describe how to make adjustments made to the cutting unit(s): <ul style="list-style-type: none"> <li>as appropriate to the machine e.g. height of cut</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<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 ( <b>only applicable to rotary mower</b> )	Candidate to: <ul style="list-style-type: none"> <li>identify why it is important to make adjustments to the cutting deck(s) e.g. insert mulching plug</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<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 <b>demonstrate</b> how to make adjustments as instructed by the Assessor	Demonstrate: <ul style="list-style-type: none"> <li>adjustments made as appropriate to the mower and specific type of cutting unit fitted</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Unit 202 3.2	Explain the importance of operating equipment in line with manufacturer's instructions	Candidate to explain <b>two</b> reasons	Reasons may include: <ul style="list-style-type: none"> <li>reduces the risk of operator injury</li> <li>reduces wear and tear on machine and prolongs the life of the machine</li> <li>quality of work/finish will be to the required standard</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <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 8.2	Operate a machine safely and in accordance with instructions and manufacturer's guidance	As a guideline, this activity should take approximately <b>15 minutes</b> (The Assessor may exercise his or her 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)	Demonstrate how to operate the machine safely and correctly: <ul style="list-style-type: none"> <li>task started at appropriate point for the job</li> <li>appropriate gear/forward speed selected/maintained</li> <li>throttle adjusted to give appropriate rpm/power output for the task</li> <li>work checked after first run</li> <li>mowing carried out without excessive overlap</li> <li>mowing carried out without missing grass strips</li> <li>finish complies with instructions/job specification</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.2	Carry out work in a manner which minimises environmental damage	Assessor to <b>assess</b> this element whilst the operation is taking place ( <b>All</b> required)	The following: <ul style="list-style-type: none"> <li>cutting takes place only when climatic conditions are acceptable</li> <li>cutting takes place only when ground conditions are acceptable</li> <li>turns made without excessive damage to the surface</li> <li>arisings disposed of in accordance with legislative and organisational requirements</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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 all <b>three</b> with the Assessor	Discuss: <ul style="list-style-type: none"> <li>quality of cut achieved</li> <li>methods of turning to reduce damage to the surface</li> <li>different approaches to cutting the grass: e.g. efficiency, to improve the sward or to achieve desired visual effects</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.6	Identify any problems with the equipment and take the correct action	If there are no problems with the machine or cut, the Assessor is to provide scenarios (The Candidate is to state how to deal with the <b>three</b> problems)	<ul style="list-style-type: none"> <li>problem one, relating to the machine being used and the specific type of cutting mechanism</li> <li>problem two, relating to the machine being used and the specific type of cutting mechanism</li> <li>problem three, relating to the machine being used and the specific type of cutting mechanism</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.3	Clean and store equipment correctly after use	<p><b>Only</b> Personal Protective Equipment (PPE) required for cleaning of the machine as stated in manufacturer's handbook or identified in the risk assessment are required</p> <p>(<b>Three</b> required)</p> <p>(<b>All</b> required)</p>	Identify PPE to be used for cleaning, which may include: <ul style="list-style-type: none"> <li>protective footwear</li> <li>overalls/coverall</li> <li>appropriate hand protection</li> <li>face shield (for use with pressure washer)</li> <li>eye protection (goggles for use with air line)</li> <li>dust mask (for use with airline, or when brushing off fine debris from the machine)</li> </ul> Reasons for cleaning: <ul style="list-style-type: none"> <li>prevents personal contamination</li> <li>prevents corrosion</li> <li>makes visual inspection for damage possible</li> <li>facilitates maintenance and adjustments</li> </ul> Remove any unwanted residues safely in a designated area using appropriate methods, which may include using: <ul style="list-style-type: none"> <li>a brush</li> <li>compressed air</li> <li>water/pressure washer</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Unit 202</b>  <b>5.3</b>  <b>Unit 202</b>  <b>2.3</b>	Describe the correct methods for disposing of organic and inorganic waste  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 <b>two</b> types of waste are stored/disposed of correctly	Waste disposal: <ul style="list-style-type: none"> <li>hazardous – e.g. waste lubricants are stored appropriately and collected by registered contractor for disposal/recycling</li> <li>paper towels (used for wiping dipstick) and protective gloves used during pre-start checks disposed of correctly</li> <li>non hazardous waste – boxed arisings are taken to composting area/composted (<b>only if practicable with the type of mower being used</b>)</li> <li>machine is cleaned/washed in a designated area</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unit 202</b>  <b>2.1</b>  <b>Unit 202</b>  <b>1.2</b>	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and additional requirements  Use equipment according to manufacturer's instructions and legal regulatory requirements	Assessor to <b>evaluate</b> compliance throughout duration of the assessment	The following: <ul style="list-style-type: none"> <li>compliance with H&amp;S</li> <li>current legislation</li> <li>codes of practice</li> <li>quality of the work completed</li> <li>additional requirements e.g. site is left clean and tidy</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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*)

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

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

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

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

**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.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Signed:</b>	
<b>Date:</b>	