

# CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF HANDHELD LEAF BLOWERS AND VACUUMS (QCF) QAN 601/1290/6



## 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)

<b>Qualification Group No</b>	0   0   1   4	Machinery
<b>Qualification Programme No</b>	0   0   1   4   -   2   4	L2 Award in the Safe Use of Leaf Blowers and Vacuums
<b>Unit(s)</b>	2   0   1	Handheld leaf blower or vacuum operations
<b>Endorsement(s)</b>	0   0   1	Handheld leaf blower
	0   0   2	Handheld vacuum
<b>Learning Time (LT)</b>	2   0   1	LT 16 (2 Credits) <i>(* see note on page 2)</i>
<b>Recommended Assessment Duration</b>		1.5 – 3 hours per Candidate

# City and Guilds NPTC Level 2 Award in the Safe Use of Leaf Blowers and Vacuums (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 consists of **one** compulsory unit:

Unit 201	(Mandatory)	(Credit Value 2)
Outcome 1.	Know how to carry out a risk assessment	<b>(Criteria 1.1 – 1.2)</b>
Outcome 2.	Know the current health and safety legislation and environmental good practice	<b>(Criteria 2.1 – 2.3)</b>
Outcome 3.	Demonstrate how to check and maintain the machine	<b>(Criteria 3.1 – 3.5)</b>
Outcome 4.	Demonstrate how to operate a leaf blower or vacuum	<b>(Criteria 4.1 – 4.3)</b>
Outcome 5.	Know how to carry out post operative checks	<b>(Criteria 5.1 – 5.2)</b>
Outcome 6.	Know how to clean and appropriately store a leaf blower or vacuum	<b>(Criteria 6.1 – 6.2)</b>

**Endorsements:** the assessment may be taken using any equipment listed:

- 001** Handheld leaf blower
- 002** Handheld vacuum

The certificate will be endorsed accordingly. Candidates are encouraged to take their assessment with different types of equipment to broaden their certification.

**Only two endorsements can be taken in any one registration.**

## 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).

## Quality Assurance continued...

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 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 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 201</b> <b>1.1</b>	Carry out a Risk Assessment for task, site and machine in respect of leaf blower or vacuum operations to identify: <ul style="list-style-type: none"> <li>significant hazards</li> <li>those at risk</li> <li>control measures</li> </ul>	Candidate to <b>carry out</b> a risk assessment by checking the site for hazards and report findings to the assessor  Candidate to <b>state two</b> possible risks when operating a leaf blower or vacuum	Candidate is required to: <ul style="list-style-type: none"> <li>point out the hazards</li> <li>specify who may be at risk</li> <li>suggest suitable control measures</li> </ul> May include: <ul style="list-style-type: none"> <li>flying debris</li> <li>bio hazards</li> <li>moving parts coming in contact with fingers/hands</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>	Ensure that the site is safe for the operation of a leaf blower or vacuum	Candidate is to <b>confirm</b> that the site is or is not safe for the operation of a leaf blower or vacuum	Candidate is required to: <ul style="list-style-type: none"> <li>walk the site and remove or mark hazards</li> <li>set out warning signs</li> <li>position barriers to exclude public/animals (if appropriate) implement suitable controls to protect themselves</li> <li>state the emergency procedures in the event of an incident</li> </ul> Confirm either: <ul style="list-style-type: none"> <li>the site is acceptable for the operation to take place</li> </ul> Or <ul style="list-style-type: none"> <li>the site condition is not suitable for the operation to take place without remedial action. In which case the candidate makes the site safe</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>2.1</b>	Outline the relevant Health and Safety legislation that underpins the use of leaf blowers or vacuums	(Note: Any <b>three</b> required by name and an outline of the implication on leaf blower or vacuum operation)  <b>(Any implications considered to be valid by the Assessor may be accepted)</b>	May include the following: <ul style="list-style-type: none"> <li>The Health &amp; Safety at Work Act 1974 – specified duties under the act as an employee</li> <li>The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried for all activities</li> <li>Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn</li> <li>Manual Handling Operations Regulations 1992 – avoid manual handling where possible, use safe lifting techniques</li> <li>The Control of Vibrations at Work Regulations 2005 – to reduce the risk to health from vibrations</li> <li>Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made</li> <li>Noise at Work Regulations 2005 – hearing protection must be worn over 85db</li> <li>Wildlife and Countryside Act (WCA) 1981 – operation carried out at times to minimise the impact on wildlife</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 3.3		Candidate to <b>state two</b> safety precautions that should be observed with flammable liquids	This may include: <ul style="list-style-type: none"> <li>no smoking/naked flames</li> <li>allowing machines engine to cool before re-fuelling</li> <li>avoiding contact with hot surfaces</li> <li>fuel topped up to correct level allowing for expansion</li> <li>any spillage is dealt with using the 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"/>
Unit 201 3.5	Carry out routine maintenance in accordance with manufacturer's instructions	<p>The candidate is required to <b>carry out</b> routine maintenance procedures for the leaf blower or vacuum</p> <p>The candidate to <b>state</b> the purpose of the air filter</p> <p>The candidate to <b>state</b> the relevance of the colour of the deposits on the spark plug</p> <p>The candidate to <b>assess</b> the recoil mechanism and comment on tension and condition of cord</p> <p>The candidate is required only to <b>state</b> how to service the fuel filter</p>	<p>Power unit and covers:</p> <ul style="list-style-type: none"> <li>spark plug to be disconnected</li> <li>inspect for security and damage external screws, nuts and bolts present and secure</li> <li>debris removed from fins/air intake</li> <li>exhaust (muffler) is secure and intact</li> <li>debris cleared from intake pipe/fan</li> </ul> <p>Service air filter:</p> <ul style="list-style-type: none"> <li>air filter prevents debris from entering the carburettor and needs to be clean to maintain correct air/fuel ratio</li> <li>debris removed from around filter prior to removal</li> <li>filter removed (choke close or protected)</li> <li>filter cleaned or new filter obtained (as appropriate)</li> <li>filter replaced and cover fitted</li> </ul> <p>Service the spark plug:</p> <ul style="list-style-type: none"> <li>if fuel rich – deposits dark brown to black</li> <li>if fuel weak – light brown to white</li> <li>engine cover and spark plug removed</li> <li>plug cleaned appropriately</li> <li>wear/damage assessed (replaced if necessary)</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>gap size checked and set if necessary</li> </ul> <p>Service starter recoil mechanism:</p> <ul style="list-style-type: none"> <li>when the spring is slack the cord does not fully retract</li> <li>over tight spring binds the cord before it can be fully extended</li> <li>recognise wear points; at base of toggle and where attached to pulley</li> <li>starter cover removed and ventilation slots cleaned</li> <li>cord inspected for wear</li> <li>cord and coil spring released and re-tensioned</li> </ul> <p>Fuel filter:</p> <ul style="list-style-type: none"> <li>fuel cap to be removed</li> <li>filter to be located and removed from tank using an appropriate tool</li> <li>condition of the filter determined, replacement if necessary</li> <li>cleaning procedures include using non flammable detergents followed by rinsing and drying</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 3.4	Test start the machine and ensure that it is operating correctly	Candidate is to <b>test start</b> the machine and comment on their findings	To include: <ul style="list-style-type: none"> <li>safe starting procedure for the machine</li> <li>start machine</li> <li>check controls are fully operational</li> <li>machine stopped using on/off switch</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 4.1	Carry out leaf or debris clearance in accordance with instructions or specification	Candidate to <b>demonstrate</b> safe and efficient operation of the leaf blower or vacuum in context of the candidate's employment  Note: The Assessor is to specify the area to be covered ( <b>It is suggested that a minimum area of 50m<sup>2</sup> for vacuums and 100m<sup>2</sup> for blowers should be cleared</b> )	To include: <ul style="list-style-type: none"> <li>safe starting</li> <li>PPE worn at all times</li> <li>safety of bystanders/public</li> <li>work planned</li> <li>efficient use of the machine</li> <li>debris collected or blown to appropriate location for collection</li> <li>machine emptied/debris collected</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 4.2	Dispose of arisings in line with operational and environmental requirements	Candidate to <b>demonstrate</b> how to dispose of arisings	Waste disposed in line with: <ul style="list-style-type: none"> <li>company policy/site or operational requirements</li> <li>environmental good practice</li> <li>any legislative 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 4.3	Leave the site clean and tidy	Assessor to <b>specify</b> the condition	To include: <ul style="list-style-type: none"> <li>site left in condition as specified by assessor</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	Carry out cleaning of a leaf blower or vacuum	Candidate is to <b>demonstrate</b> how to clean the machine after use  Candidate is to <b>state two</b> advantages of regularly cleaning the machine after use  Candidate to <b>state two</b> factors to consider when cleaning the machine	To include: <ul style="list-style-type: none"> <li>cleaning procedures carried out as recommended by manufacturer</li> </ul> May include, to: <ul style="list-style-type: none"> <li>prevent corrosion</li> <li>facilitate maintenance and adjustments</li> <li>prevent personal contamination</li> </ul> May include: <ul style="list-style-type: none"> <li>using appropriate PPE</li> <li>removing unwanted residues using an appropriate method, which may include: <ul style="list-style-type: none"> <li>compressed air</li> <li>hose and water</li> <li>brush</li> </ul> </li> <li>waste disposed in line with company policy, environmental good practice and any legislative 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 5.1	State why post operative checks should be carried out	Candidate to <b>state one</b> reason for inspecting the machine after use	May include: <ul style="list-style-type: none"> <li>to establish if there are any missing, damaged or worn components</li> <li>ensures that defects can be rectified before machine is required again for use</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	Carry out post operative checks on a leaf blower or vacuum	Candidate is to <b>demonstrate</b> how to carry out post operative checks and describe what they are looking for to the assessor	May include: <ul style="list-style-type: none"> <li>machine inspected</li> <li>description provided</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 6.2	Store a leaf blower or vacuum in an appropriate place	Candidate to <b>store</b> the machine after use	To include: <ul style="list-style-type: none"> <li>machine stored in an appropriate place after use</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>	