

Specification

Edexcel competence-based
qualifications

Edexcel Level 2 Certificate in Driving Goods Vehicles (QCF)

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Issue 2

Edexcel, a Pearson company, is the UK's largest awarding organisation offering vocational and academic qualifications and testing, to employers, training providers, colleges, schools, and other places of learning in the UK, and in over 85 countries worldwide.

Our specialist suite of qualifications include NVQs/Competence based qualifications, Apprenticeships, WorkSkills, Functional Skills, Foundation Learning, as well as our exclusive range of BTECs, from entry level right through to Higher National Diplomas.

This specification is Issue 2. The title of the qualification has changed. The latest issue can be found on the Edexcel website: www.edexcel.com

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Qualification titles covered by this specification

This specification gives you the information you need to offer the Edexcel Level 2 Certificate in Driving Goods Vehicles (QCF):

Qualification title	Qualification Accreditation Number (QAN)	Accreditation start date
Edexcel Level 2 Certificate in Driving Goods Vehicles (QCF)	501/1659/9	01/10/2010

This qualification has been accredited within the Qualifications and Credit Framework (QCF) and is eligible for public funding as determined by the Department for Education (DfE) under Sections 96 and 97 of the Learning and Skills Act 2000.

The qualification title listed above features in the funding lists published annually by the DfE and the regularly updated website. It will also appear on the Learning Aims Database (LAD), where relevant.

You should use the QCF Qualification Accreditation Number (QAN), when you wish to seek public funding for your learners. Each unit within a qualification will also have a unique QCF reference number, which is listed in this specification.

The QCF qualification title and unit reference numbers will appear on the learners' final certification document. Learners need to be made aware of this when they are recruited by the centre and registered with Edexcel.

The NQF qualification listed below is valid (and will continue to be available in the Driving Goods Vehicles Apprenticeship Framework) until the date shown.

Qualification title	Qualification Accreditation Number (QAN)	Accreditation end date
EDEXCEL Level 2 NVQ in Driving Goods Vehicles	100/2582/0	30/6/2011

Key features of the Edexcel Level 2 Certificate in Driving Goods Vehicles (QCF)

This qualification:

- is nationally recognised
- is based on the Driving Goods Vehicle National Occupational Standards (NOS). The NOS, Assessment Guidance and qualification structure are owned by Skills for Logistics, the Sector Skills Council for the UK's freight logistics industries.

What is the purpose of this qualification?

The Edexcel Level 2 Certificate in Driving Goods Vehicles (QCF) gives learners the opportunity to demonstrate their skills and knowledge to the standard of professionalism required by the sector as defined by the Sector Skills Council.

It requires learners to demonstrate competence in not just driving correctly but also, preparing a vehicle and loading and unloading. It also includes wider competencies such as contributing to customer service, dealing with payment transactions and planning routes and timings in logistics operations.

The qualification covers motor cycle/pedal cycle, van, rigid vehicle and articulated or drawbar vehicle types.

Who is this qualification for?

This qualification is for all learners aged 16 and above who are capable of reaching the required standards*.

Edexcel's policy is that the qualification should:

- be free from any barriers that restrict access and progression
- ensure equality of opportunity for all wishing to access the qualifications.

*Work towards units of this qualification can be started whilst an individual is developing the knowledge and skills required for the relevant statutory driving test and licence. This means that it is not necessary to hold an appropriate full licence above a Category B (car and light van), to start working towards a qualification.

What are the benefits of this qualification to the learner and employer?

This qualification requires individuals to demonstrate competence against National Occupational Standards (NOS) which are based on the needs of the driving goods vehicle industry as defined by Skills for Logistics, the Sector Skills Council. As such it contributes to the development of skilled labour in the sector.

What are the potential job roles for those working towards this qualification?

- Courier
- Large goods vehicle driver
- Motorcycle courier
- Van driver

What progression opportunities are available to learners who achieve this qualification?

Progression routes include the Edexcel Level 3 Certificate in Logistics Operations, the Edexcel Level 3 Certificate in Traffic Office or Edexcel qualifications in Team Leading and Management. A Level 3 Certificate in Driving Goods Vehicles is also being collaboratively developed by the SSC and awarding organisations.

Further information is available in *Annexe A*.

What is the qualification structure for the Edexcel Level 2 Certificate in Driving Goods Vehicles (QCF)?

Individual units are set out in full in the *Units* section.

To achieve this qualification, learners must choose a vehicle specific pathway from the following:

Pathway 1: Motor cycle/pedal cycle

Pathway 2: Van

Pathway 3: Rigid vehicle

Pathway 4: Articulated or drawbar vehicle

Within each pathway, learners must complete all units from the mandatory group, one unit from each of the optional groups one, two and three and select any combination of units from optional group four that add up to a minimum of five credits.

The total minimum credit required to achieve this qualification is 29 credits.

The rule of combination for each pathway is set out overleaf.

P1 - Pathway 1: Motor cycle/pedal cycle Learners must achieve a minimum of 31 credits			
Unit	Mandatory group - Motor cycle/pedal cycle <i>All units required: 15 credits</i>	Credit	Level
1	R/602/2873 - Prepare the Cycle for Driving	2	2
2	Y/602/2874 - Protect the Cycle and the Load	2	2
3	D/602/2875 - Operate and Monitor the Cycle Systems	3	2
4	K/602/2877 - Manoeuvre the Cycle in Restricted Spaces	4	2
5	A/601/9451 - Obtain Information on the Collection and/or Delivery of Loads	2	2
6	K/601/9462 - Collecting and/or Delivering Goods (Motorcycles and Pedal Cycles)	2	2
Optional Groups - Motor cycle/pedal cycle <i>Credit value required: minimum 16 credits</i>			
Unit	Optional Group 1 - Motor cycle/pedal cycle <i>One unit required: minimum 4, maximum 6 credits</i>	Credit	Level
7	T/602/2882 - Drive the Cycle on Private Roads in a Safe and Fuel Efficient Manner	4	2
8	T/602/2879 - Drive the Cycle on Public Roads in a Safe and Fuel Efficient Manner	6	2
Unit	Optional Group 2 - Motor cycle/pedal cycle <i>One unit required: minimum 4, maximum 5 credits</i>	Credit	Level
9	D/602/2892 - Ensure the Cycle is Loaded Correctly	4	2
10	K/602/2894 - Load the Cycle Correctly	5	2
Unit	Optional Group 3 - Motor cycle/pedal cycle <i>One unit required: 3 credits</i>	Credit	Level
11	T/602/2896 - Ensure the Cycle is Unloaded Correctly	3	2
12	A/602/2897 - Unload the Cycle Correctly	3	2
Unit	Optional Group 4 - Motor cycle/pedal cycle <i>Minimum 5 credits</i>	Credit	Level
13	Y/601/9456 - Make an Effective Contribution to a Business in the Logistics Sector	3	2
14	Y/601/7920 - Contribute to the Provision of Customer Service in Logistics Operations	3	2
15	M/601/9463 - Dealing with Payment Transactions in Logistics Operations	2	2
16	D/601/9457 - Plan the Route and Timings for the Collection and Delivery of Goods	6	3

P2 - Pathway 2: Van Learners must achieve a minimum of 29 credits			
Unit	Mandatory Group - Van <i>All units required: 13 credits</i>	Credit	Level
17	R/602/2842 – Prepare the Van for Driving	2	2
18	K/602/2846 – Protect the Van and the Load	2	2
19	M/602/2847 – Operate and Monitor the Van Systems	3	2
20	A/602/2849 – Manoeuvre the Van in Restricted Spaces	4	2
5	A/601/9451 – Obtain Information on the Collection and/or Delivery of Loads	2	2
Optional Groups - Van <i>Credit value required: minimum 16 credits</i>			
Unit	Optional Group 1 - Van <i>One unit required: minimum 4, maximum 6 credits</i>	Credit	Level
21	L/602/2855 – Drive the Van on Private Roads in a Safe and Fuel Efficient Manner	4	2
22	A/602/2852 – Drive the Van on Public Roads in a Safe and Fuel Efficient Manner	6	2
Unit	Optional Group 2 - Van <i>One unit required: minimum 4, maximum 5 credits</i>	Credit	Level
23	H/602/2859 – Ensure the Van is Loaded Correctly	4	2
24	D/602/2861 – Load the Van Correctly	5	2
Unit	Optional Group 3 - Van <i>One unit required: 3 credits</i>	Credit	Level
25	H/602/2862 – Ensure the Van is Unloaded Correctly	3	2
26	M/602/2864 – Unload the Van Correctly	3	2
Unit	Optional Group 4 - Van <i>Minimum 5 credits</i>	Credit	Level
13	Y/601/9456 – Make An Effective Contribution to a Business in the Logistics Sector	3	2
14	Y/601/7920 – Contribute to the Provision of Customer Service in Logistics Operations	3	2
15	M/601/9463 – Dealing with Payment Transactions in Logistics Operations	2	2
16	D/601/9457 – Plan the Route and Timings for the Collection and Delivery of Goods	6	3

P3 - Pathway 3: Rigid vehicle Learners must achieve a minimum of 29 credits

Unit	Mandatory units - Rigid vehicle <i>All units required: 13 credits</i>	Credit	Level
27	K/602/2832 - Prepare the Rigid Vehicle for Driving	2	2
28	M/602/2833 - Protect the Rigid Vehicle and the Load	2	2
29	F/602/2836 - Operate and Monitor the Rigid Vehicle Systems	3	2
30	L/602/2838 - Manoeuvre the Rigid Vehicle in Restricted Spaces	4	2
5	A/601/9451 - Obtain Information on the Collection and/or Delivery of Loads	2	2
Optional Groups - Rigid vehicle <i>Credit value required: minimum 16 credits</i>			
Unit	Optional Group 1 - Rigid vehicle <i>One unit required: minimum 4, maximum 6 credits</i>	Credit	Level
31	R/602/2839 - Drive the Rigid Vehicle on Public Roads in a Safe and Fuel Efficient Manner	6	2
32	J/602/2840 - Drive the Rigid Vehicle on Private Roads in a Safe and Fuel Efficient Manner	4	2
Unit	Optional Group 2 - Rigid vehicle <i>One unit required: minimum 4, maximum 5 credits</i>	Credit	Level
33	Y/602/2843 - Ensure the Rigid Vehicle is Loaded Correctly	4	2
34	H/602/2845 - Load the Rigid Vehicle Correctly	5	2
Unit	Optional Group 3 - Rigid vehicle <i>One unit required: 3 credits</i>	Credit	Level
35	T/602/2848 - Ensure the Rigid Vehicle is Unloaded Correctly	3	2
36	T/602/2851 - Unload the Rigid Vehicle Correctly	3	2
Unit	Optional Group 4 - Rigid vehicle <i>minimum 5 credits</i>	Credit	Level
38	K/602/4323 - Attach and Detach Rigid Vehicle Mounted Bodies	3	2
13	Y/601/9456 - Make an Effective Contribution to a Business in the Logistics Sector	3	2
14	Y/601/7920 - Contribute to the Provision of Customer Service in Logistics Operations	3	2

Unit	Optional Group 4 - Rigid vehicle (<i>continued</i>) <i>minimum 5 credits</i>	Credit	Level
15	M/601/9463 - Dealing with Payment Transactions in Logistics Operations	2	2
16	D/601/9457 - Plan the Route and Timings for the Collection and Delivery of Goods	6	3

P4 - Pathway 4: Articulated or drawbar vehicle Learners must achieve a minimum of 29 credits			
Unit	Mandatory Group - Articulated or drawbar vehicle <i>All units required: 13 credits</i>	Credit	Level
39	T/602/2722 - Prepare the Articulated or Draw Bar Vehicle for Driving	2	2
40	J/602/2739 - Protect the Articulated or Draw Bar Vehicle and the Load	2	2
41	F/602/2741 - Operate and Monitor the Articulated or Draw Bar Vehicle Systems	3	2
42	J/602/2742 - Manoeuvre the Articulated or Draw Bar Vehicle in Restricted Spaces	4	2
5	A/601/9451 - Obtain Information on the Collection and/or Delivery of Loads	2	2
Optional Groups - Articulated or drawbar vehicle <i>Credit value required: minimum 16 credits</i>			
Unit	Optional Group 1 - Articulated or drawbar vehicle <i>One unit required: minimum 4, maximum 6 credits</i>	Credit	Level
43	L/602/2760 - Drive the Articulated or Draw Bar Vehicle on Public Roads in a Safe and Fuel Efficient Manner	6	2
44	R/602/2761 - Drive the Articulated or Draw Bar Vehicle on Private Roads in a Safe and Fuel Efficient Manner	4	2
Unit	Optional Group 2 - Articulated or drawbar vehicle <i>One unit required: minimum 4, maximum 5 credits</i>	Credit	Level
45	M/602/2766 - Ensure the Articulated or Draw Bar Vehicle is Loaded Correctly	4	2
46	F/602/2769 - Load the Articulated or Draw Bar Vehicle Correctly	5	2
Unit	Optional Group 3 - Articulated or drawbar vehicle <i>One unit required: 3 credits</i>	Credit	Level
47	A/602/2771 - Ensure the Articulated or Draw Bar Vehicle is Unloaded Correctly	3	2
48	J/602/2773 - Unload the Articulated or Draw Bar Vehicle Correctly	3	2

Unit	Optional Group 4 - Articulated or drawbar vehicle <i>Minimum 5 credits</i>	Credit	Level
49	H/602/2781 - Couple and Uncouple the Articulated or Draw Bar Vehicle	3	2
50	M/602/4324 - Attach and Detach Articulated or Drawbar Vehicle Mounted Bodies	3	2
13	Y/601/9456 - Make an Effective Contribution to a Business in the Logistics Sector	3	2
14	Y/601/7920 - Contribute to the Provision of Customer Service in Logistics Operations	3	2
15	M/601/9463 - Dealing with Payment Transactions in Logistics Operations	2	2
16	D/601/9457 - Plan the Route and Timings for the Collection and Delivery of Goods	6	3

How is this qualification graded and assessed?

The overall grade for this qualification is a 'pass'. The learner must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- achieve **all** the specified learning outcomes
- satisfy **all** the assessment criteria by providing sufficient and valid evidence for each criterion
- show that the evidence is their own.

The qualification is designed to be assessed:

- in the workplace or
- in conditions resembling the workplace, as specified in the Skills for Logistics Assessment Guidance for the sector, or
- as part of a training programme.

Skills for Logistics assessment guidance for qualifications in the QCF

The Skills for Logistics assessment guidance for qualifications in the QCF can be found in Annexe D.

The Assessment Guidance includes details on:

- criteria for defining realistic working environments
- roles and occupational competence of assessors, expert witnesses, internal verifiers and standards verifiers
- quality control of assessment

Evidence of competence may come from:

- **current practice** where evidence is generated from a current job role
- a **programme of development** where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace
- the **Recognition of Prior Learning (RPL)** where a learner can demonstrate that they can meet the assessment criteria within a unit through knowledge, understanding or skills they already possess without undertaking a course of learning. They must submit sufficient, reliable and valid evidence for internal and standards verification purposes. RPL is acceptable for accrediting a unit, several units or a whole qualification
- a **combination** of these.

It is important that the evidence is:

Valid	relevant to the standards for which competence is claimed
Authentic	produced by the learner
Current	sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim
Reliable	indicates that the learner can consistently perform at this level
Sufficient	fully meets the requirements of the standards.

Types of evidence

To successfully achieve a unit the learner must gather evidence which shows that they have met the required standard in the assessment criteria. Evidence can take a variety of different forms which could include the examples below:

- direct observation of the learner's performance by their assessor (O)
- outcomes from oral or written questioning (Q&A)
- products of the learner's work (P)
- personal statements and/or reflective accounts (RA)
- outcomes from simulation, where permitted by the Skills for Logistics Assessment Guidance (S)
- professional discussion (PD)
- assignment, project/case studies (A)
- authentic statements/witness testimony (WT)
- expert witness testimony (EWT)
- evidence of Recognition of Prior Learning (RPL).

The abbreviations may be used for cross-referencing purposes.

Learners can use one piece of evidence to prove their knowledge, skills and understanding across different assessment criteria and/or across different units. It is, therefore, not necessary for learners to have each assessment criterion assessed separately. Learners should be encouraged to reference the assessment criteria to which the evidence relates.

Evidence must be made available to the assessor, internal verifier and Edexcel standards verifier. A range of recording documents is available on the Edexcel website www.edexcel.com. Alternatively, centres may develop their own.

Centre recognition and approval

Centre recognition

Centres that have not previously offered Edexcel qualifications need to apply for and be granted centre recognition as part of the process for approval to offer individual qualifications. New centres must complete both a centre recognition approval application and a qualification approval application.

Existing centres will be given 'automatic approval' for a new qualification if they are already approved for a qualification that is being replaced by the new qualification and the conditions for automatic approval are met. Centres already holding Edexcel approval are able to gain qualification approval for a different level or different sector via Edexcel online.

Approvals agreement

All centres are required to enter into an approvals agreement which is a formal commitment by the head or principal of a centre to meet all the requirements of the specification and any linked codes or regulations. Edexcel will act to protect the integrity of the awarding of qualifications, if centres do not comply with the agreement. This could result in the suspension of certification or withdrawal of approval.

Quality assurance

Detailed information on Edexcel's quality assurance processes is given in *Annexe B*.

What resources are required to deliver this qualification?

This qualification is designed to support learners working in the Driving Goods Vehicles sector. Physical resources need to support the delivery of this qualification and the assessment of the learning outcomes and must be of industry standard. Centres must meet any specific resource requirements outlined in *Annexe D: Skills for Logistics Assessment guidance for Qualifications in the QCF*.

Unit format

Each unit in this specification contains the following sections.

Unit title:					The unit title is accredited on the QCF and this form of words will appear on the learner's Notification of Performance (NOP).
Unit reference number:					This code is a unique reference number for the unit.
QCF level:					All units and qualifications within the QCF have a level assigned to them, which represents the level of achievement. There are nine levels of achievement, from Entry level to level 8. The level of the unit has been informed by the QCF level descriptors and, where appropriate, the NOS and/or other sector/professional.
Credit value:					All units have a credit value. The minimum credit value is one, and credits can only be awarded in whole numbers. Learners will be awarded credits when they achieve the unit.
Guided learning hours:					A notional measure of the substance of a qualification. It includes an estimate of the time that might be allocated to direct teaching or instruction, together with other structured learning time, such as directed assignments, assessments on the job or supported individual study and practice. It excludes learner-initiated private study.
Unit summary:					This provides a summary of the purpose of the unit.
Assessment requirements/evidence requirements:					The assessment/evidence requirements are determined by the SSC. Learners must provide evidence for each of the requirements stated in this section.
Assessment methodology:					This provides a summary of the assessment methodology to be used for the unit.
Learning outcomes:	Assessment criteria:	Evidence type:	Portfolio reference:	Date:	
			The learner should use this box to indicate where the evidence can be obtained eg portfolio page number.	The learner should give the date when the evidence has been provided.	
Learning outcomes state exactly what a learner should know, understand or be able to do as a result of completing a unit.		The assessment criteria of a unit specify the standard a learner is expected to meet to demonstrate that a learning outcome, or a set of learning outcomes, has been achieved.		Learners must reference the type of evidence they have and where it is available for quality assurance purposes. The learner can enter the relevant key and a reference. Alternatively, the learner and/or centre can devise their own referencing system.	

Units

Unit 1: Prepare the Cycle for Driving

Unit reference number: R/602/2873

QCF level: 2

Credit value: 2

Guided learning hours: 10

Unit summary

This unit is about checking a cycle before driving it on the public road. It covers the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty.

This unit is relevant to drivers of cycles or those who are responsible for cycles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to prepare the cycle for driving</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to preparing the cycle for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain how to check that the cycle has sufficient fuel, additives and water</p> <p>1.3 explain the operation of the cycle instruments and controls to include:</p> <ul style="list-style-type: none"> • how to check the vehicle systems • how to check instruments, controls, gauges and vehicle systems • indications of electrical or mechanical problems <p>1.4 Explain the responsibilities of the driver for the cycle and the load</p> <p>1.5 explain the organisational procedures for reporting defects including information on previously reported problems with the cycle</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2	<p>Be able to prepare the cycle for driving</p> <p>1.6 explain how to obtain information on previously reported problems with the cycle</p> <p>1.7 explain which person(s) is officially responsible for releasing the cycle</p> <p>1.8 identify problems that can occur when preparing the cycle for driving</p> <p>1.9 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to preparing the cycle for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 check the vehicle and vehicle systems to ensure the cycle is legal and roadworthy</p> <p>2.3 carry out adjustments to the:</p> <ul style="list-style-type: none"> • steering mechanism • mirrors • seat <p>for optimum control, observation and comfort</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.4 check the cycle has sufficient: <ul style="list-style-type: none"> • fuel • additives • oil • water 2.5 check that any ancillary equipment is in working order 2.6 demonstrate that all documentation your organisation requires is with the cycle			

Learner name: _____ Date: _____
 Learner signature: _____ Date: _____
 Assessor signature: _____ Date: _____
 Internal verifier signature: _____ Date: _____
 (if sampled)

Unit 2: Protect the Cycle and the Load

Unit reference number: Y/602/2874

QCF level: 2

Credit value: 2

Guided learning hours: 15

Unit summary

This unit is about checking a cycle and its load at appropriate times during a journey. It covers the physical checks that a driver needs to make and the procedures and associated documentation that they may need to complete if damage or other problems are found. It requires drivers to be aware of factors that may affect the security of the cycle and its load and the actions they can take to reduce risks.

This unit is relevant to drivers of cycles or those who are responsible for cycles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to protect the cycle and the load</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to protecting the cycle and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • changes in condition of the load • theft or damage <p>1.2 describe how to identify damage or deterioration in the condition of the load</p> <p>1.3 explain different methods for protecting the cycle's load</p> <p>1.4 describe the risks associated with protecting the cycle and load at different locations</p> <p>1.5 explain the security checks that are required to protect the cycle and the load</p> <p>1.6 identify problems that can occur when protecting the cycle and its load</p> <p>1.7 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to protect the cycle and the load</p>	<p>2.1 follow all organisational policies and procedures, in relation to protecting the cycle and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • theft • damage • reporting procedures <p>2.2 carry out security checks</p> <p>2.3 demonstrate how to report any change in the condition of the load according to organisational procedures</p>			

Learner name: _____ Date: _____

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Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 3: Operate and Monitor the Cycle Systems

Unit reference number: D/602/2875

QCF level: 2

Credit value: 3

Guided learning hours: 16

Unit summary

This unit is about using instrumentation to monitor the cycle and any equipment that is fitted to it such as refrigeration. It covers action that the driver might need to take if problems occur and how these should be reported. It includes safe fuelling of cycles.

This unit is relevant to drivers of cycles.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to operate and monitor the cycle systems</p>	<p>1.1 explain the relevant organisational policies and procedures, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • cycle operating systems • cycle monitoring systems <p>1.2 describe the purposes and functions of the cycle instruments</p> <p>1.3 explain the cycle requirements for:</p> <ul style="list-style-type: none"> • fuel • additives • oil • water <p>1.4 identify problems that can occur when operating and monitoring the cycle systems</p> <p>1.5 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to operate and monitor the cycle systems	2.1 follow all organisational policies and procedures that relate to: <ul style="list-style-type: none"> • health, safety and security • legal requirements • cycle operating systems • cycle monitoring systems 2.2 operate the vehicle controls to maintain the safety, security of yourself, the cycle and others 2.3 operate fuel delivery systems correctly and safely 2.4 demonstrate how to minimise wear and tear on the cycle systems			

Learner name: _____ Date: _____

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Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 4: Manoeuvre the Cycle in Restricted Spaces

Unit reference number: K/602/2877

QCF level: 2

Credit value: 4

Guided learning hours: 18

Unit summary

This unit is about manoeuvring a cycle in any restricted space either on a public road, a private road or in a depot. It covers the checks that a driver needs to make before a manoeuvre is carried out and the safe conduct of the manoeuvre.

This unit is relevant to drivers of cycles.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to manoeuvre the cycle in restricted spaces</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to manoeuvring the cycle, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 state the:</p> <ul style="list-style-type: none"> • dimensions of the cycle • clearances required for the cycle during different activities • types of signals to be used when manoeuvring the cycle <p>1.3 explain the observations required to ensure the safety of yourself and other road users</p> <p>1.4 identify suitable spaces for safe manoeuvring</p> <p>1.5 identify the types of hazard that could occur during manoeuvring</p> <p>1.6 explain the effects of inappropriate speed during manoeuvring</p> <p>1.7 identify problems that can occur when manoeuvring the cycle in restricted spaces</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to manoeuvre the cycle in restricted spaces	1.8 explain the appropriate action to take, in order to deal with identified problems 2.1 follow organisational policies and procedures, in relation to manoeuvring the cycle, that relate to: <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements 2.2 manoeuvre the cycle in restricted spaces and include: <ul style="list-style-type: none"> • the appropriate use of signals • using the appropriate speed for the manoeuvre • monitoring the actions of other road users • ensuring there is no damage to the cycle or surrounding environment • ensuring the cycle is in a suitable position for the required activities 			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 5: Obtain Information on the Collection and/or Delivery of Loads

Unit reference number: A/601/9451

QCF level: 2

Credit value: 2

Guided learning hours: 10

Unit summary

This unit is about a driver's responsibility in relation to the load they are carrying and requirements relating to the collection and delivery of loads. It covers what a driver needs to do to make sure that their vehicle is suitable for the load to be carried and the documentation that they need to complete to comply with legal and organisational requirements during each driving duty.

This unit is relevant to drivers of goods vehicles or those who are responsible for goods vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to obtain information on the collection and/or delivery of loads</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to obtaining information on the collection and/or delivery of the load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information on the load to include:</p> <ul style="list-style-type: none"> • the type of information for the load • where the information can be found • destination and schedule and any recent information that could affect the destination and schedule • requirements for loading and unloading • requirements for collections <p>1.3 identify problems that can occur when obtaining information on the collection and/or delivery of loads</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to obtain information on the collection and/or delivery of loads	<p>1.4 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to obtaining information on the collection and/or delivery of the load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • monitoring requirements <p>2.2 collect information on the load to include:</p> <ul style="list-style-type: none"> • the details of the load • destination and schedule • requirements for loading and unloading • requirements for collections and/or deliveries <p>2.3 assess any relevant information that could affect the destination and schedule</p> <p>2.4 communicate effectively with others in relation to the collection and/or delivery of the load</p> <p>2.5 assess the suitability of the vehicle for the load</p>			

Learner name: _____
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Unit 6: Collecting and/or Delivering Goods (Motorcycles and Pedal Cycles)

Unit reference number: K/601/9462

QCF level: 2

Credit value: 2

Guided learning hours: 10

Unit summary

This unit is about the safe and efficient collection and delivery of goods by motor cycle or pedal cycle.

This unit is relevant to riders of motor cycles or pedal cycles who collect and/or deliver goods.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to collect and/or deliver goods by motor and/or pedal cycle</p>	<p>1.1 explain the relevant organisational policies and procedures, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • vehicle operating systems • vehicle monitoring systems • reporting procedures <p>1.2 explain the required information on:</p> <ul style="list-style-type: none"> • collection and delivery documentation • types of goods to be collected and/or delivered • health, safety, security or environmental issues in relation to the goods • any restrictions that may apply to the goods • routes and schedules • any end of collection and/or delivery tasks • end of duty checks 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.3 identify suitable equipment for the collection and/or delivery of the goods</p> <p>1.4 identify problems that can occur when collecting and/or delivering goods by motorcycles and/or pedal cycles</p> <p>1.5 explain the appropriate action to take, in order to deal with identified problems</p>			
<p>2 Be able to collect and/or deliver goods by motor and/or pedal cycle</p>	<p>2.1 follow all organisational policies and procedures that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • vehicle operating systems • vehicle monitoring systems • reporting procedures <p>2.2 confirm with an appropriate person the:</p> <ul style="list-style-type: none"> • goods to be collected and /or delivered • route and schedule 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.3 ensure the vehicle used is suitably equipped and serviceable</p> <p>2.4 carry out the collection and/or delivery of the goods safely and in accordance with organisational operational policies</p> <p>2.5 monitor progress on the collection and/or delivery of goods</p> <p>2.6 demonstrate how to report and record any difficulties with the collection and/or delivery of the goods in accordance with organisational policy</p> <p>2.7 complete collection and delivery documentation</p> <p>2.8 complete end of collection and or delivery schedule procedures</p> <p>2.9 complete end of duty tasks</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 7: **Drive the Cycle on Private Roads
in a Safe and Fuel Efficient
Manner**

Unit reference number: T/602/2882

QCF level: 2

Credit value: 4

Guided learning hours: 20

Unit summary

This unit is about the safe and fuel efficient driving of a cycle on private roads. It covers the appropriate use of cycle controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant only to drivers of cycles whose duties are carried out exclusively on private roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the cycle on private roads in a fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the cycle and load, in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the cycle on the road to ensure the safety of yourself and other road users • appropriately use signals • alter speed to meet different types of road conditions and requirements 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • use the controls of the cycle to optimise fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the cycle to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 when overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the cycle</p> <p>1.10 identify problems that can occur when driving the cycle, on private roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the cycle on private roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the cycle and load, in a fuel efficient manner that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the cycle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the cycle safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the cycle and its load • overtaking other vehicles at a suitable point • take preventative action to avoid harm to any other road user 			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

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Unit 8: **Drive the Cycle on Public Roads in a Safe and Fuel Efficient Manner**

Unit reference number: T/602/2879

QCF level: 2

Credit value: 6

Guided learning hours: 30

Unit summary

This unit is about the safe and fuel efficient driving of a cycle on the public road. It covers the appropriate use of vehicle controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant to drivers of cycles whose duties involve driving on public roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the cycle on public roads in a safe and fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the cycle and load, in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the cycle on the road to ensure the safety of yourself and other road users • appropriately use signals • alter speed to meet different types of road conditions and requirements 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • use the controls of the cycle to optimise fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the cycle to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 when overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the cycle</p> <p>1.10 identify problems that can occur when driving the cycle, on public roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the cycle on public roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the cycle and load, in a fuel efficient manner that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the cycle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the cycle safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the cycle and its load • overtaking other cycles at a suitable point • take preventative action to avoid harm to any other road user 			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)

Unit 9: Ensure the Cycle is Loaded Correctly

Unit reference number: D/602/2892

QCF level: 2

Credit value: 4

Guided learning hours: 25

Unit summary

This unit is about ensuring the planning the loading of a cycle in the light of information about the delivery requirements and schedule. It covers ensuring that a vehicle is correctly loaded before driving it on the public road. It covers knowledge of the way a load should be secured, the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty. It includes the need for appropriate communication with others involved in loading.

This unit is relevant to drivers of cycles, those who work in warehousing and storage facilities and those who are responsible for the loading of cycles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the cycle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • suitability of the cycle for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to re-distribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.3 identify problems that can occur when ensuring that the cycle is loaded correctly</p> <p>1.4 explain the appropriate action to take, in order to deal with identified problems</p>			
<p>2 Be able to ensure the cycle is loaded correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 ensure that the cycle and load are compatible</p> <p>2.4 ensure that the cycle has been loaded in the appropriate manner for the type of load and delivery sequence</p> <p>2.5 ensure that the load is secured and stabilized, for transportation</p> <p>2.6 ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 10: Load the Cycle Correctly

Unit reference number: K/602/2894

QCF level: 2

Credit value: 5

Guided learning hours: 30

Unit summary

This unit is about planning and carrying out the loading of a cycle in the light of information about the delivery requirements and schedule. It covers checking that a cycle is correctly loaded before driving it on the public road, having loaded it themselves. It covers knowledge of the way a load should be secured, the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty. It includes the need for appropriate communication with others involved in loading.

This unit is relevant to those drivers of cycles, who load cycles and who load cycles in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the cycle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • suitability of the cycle for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to redistribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights <p>1.3 explain how to prepare the cycle for loading</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	1.4 identify problems that can occur when loading the cycle correctly 1.5 explain the appropriate action to take in order to deal with identified problems			
2 Be able to load the cycle correctly	2.1 follow all organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements 2.2 communicate effectively with others 2.3 ensure that the cycle and load are compatible 2.4 ensure that the cycle is ready to receive the load 2.5 ensure the loading area is suitable and safe 2.6 manoeuvre the cycle into a suitable position for loading 2.7 load the cycle in the appropriate manner, using the correct handling methods, for the type of load and delivery sequence 2.8 secure the load with the correct restraints			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.9 secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 11: Ensure the Cycle is Unloaded Correctly

Unit reference number: T/602/2896

QCF level: 2

Credit value: 3

Guided learning hours: 15

Unit summary

This unit is about ensuring that the unloading of all or part of a load as part of driving duties, is undertaken correctly. It covers the responsibility a driver has to ensure a cycle remains safe and legal during and after unloading. It includes the need for appropriate communication with others involved in unloading and proof of delivery procedures.

This unit is relevant to drivers of cycles, those who work in warehousing and storage facilities and those who are responsible for the unloading of cycles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to ensure that the cycle is unloaded correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the cycle should be prepared for unloading and delivery • when and how to redistribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the cycle for unloading</p> <p>1.4 identify problems that can occur when ensuring that the cycle is unloaded correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to ensure that the cycle is unloaded correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 identify the person responsible for receiving the load</p> <p>2.4 ensure the unloading is properly planned</p> <p>2.5 ensure that the part of the load to be unloaded is correctly identified</p> <p>2.6 ensure the correct proof of delivery procedures are completed</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 12: Unload the Cycle Correctly

Unit reference number: A/602/2897

QCF level: 2

Credit value: 3

Guided learning hours: 20

Unit summary

This unit is about unloading all or part of a load as part of driving duties. It covers the responsibility a driver has to ensure a cycle remains safe and legal during and after unloading. It includes the need for appropriate communication with others involved in unloading and proof of delivery procedures.

This unit is relevant to those drivers of cycles, who unload cycles and those unloading cycles in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to unload the cycle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the cycle should be prepared for unloading and delivery • when and how to redistribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the cycle for unloading</p> <p>1.4 identify problems that can occur when unloading the cycle correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to unload the cycle correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 identify the person responsible for receiving the load</p> <p>2.4 manoeuvre the cycle into a safe and suitable position for unloading</p> <p>2.5 prepare the cycle correctly for unloading</p> <p>2.6 demonstrate how to properly plan for unloading the cycle</p> <p>2.7 correctly identify the part of the load to be unloaded</p> <p>2.8 use the correct handling method to move the load</p> <p>2.9 follow the correct proof of delivery procedures</p>			

Learner name: _____

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Learner signature: _____

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Assessor signature: _____

Date: _____

Internal verifier signature: _____
(if sampled)

Date: _____

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to make an effective contribution to a business in the logistics sector</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to making an effective contribution to a business in the logistics sector, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • your work role • quality standards <p>1.2 identify own reporting line and the work roles of colleagues</p> <p>1.3 describe methods for improving personal work performance</p> <p>1.4 describe methods for identifying learning needs</p> <p>1.5 explain the importance of supporting colleagues and the difference it makes to productivity</p> <p>1.6 describe how misunderstandings and conflict in working relationships may be resolved constructively</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to make an effective contribution to a business in the logistics sector</p>	<p>2.1 follow all organisational policies and procedures, in relation to making an effective contribution to a business in the logistics sector, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • own work role • quality standards <p>2.2 communicate effectively with others</p> <p>2.3 confirm tasks, priorities and responsibilities with an appropriate person</p> <p>2.4 perform work tasks in ways that are consistent with good practice in the organisation</p> <p>2.5 ensure that:</p> <ul style="list-style-type: none"> • personal appearance and hygiene • equipment • work area <p>are maintained in accordance with organisational requirements</p> <p>2.6 identify own learning needs from feedback obtained from appropriate people</p> <p>2.7 agree a learning plan that is realistic, with an appropriate person</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.8 promptly action requests from others that fall within own responsibility			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 14: Contribute to the Provision of Customer Service in Logistics Operations

Unit reference number: Y/601/7920

QCF level: 2

Credit value: 3

Guided learning hours: 18

Unit summary

What this unit is about

This unit is about creating and maintaining customer satisfaction and developing relationships through effective communication. It includes understanding business and customer confidentiality, the organisation's image and the limits of own authority when dealing with customers.

Who this unit is for?

This unit is relevant to those who work in the logistics sector who work both individually and as part of a team.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to contribute to the provision of customer services in logistics operations</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to the provision of customer services in logistics operations, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • maintaining effective customer relations • personal appearance and hygiene • reporting procedures and systems • recording information • confidentiality • complaints <p>1.2 describe different types of customers in relation to own organisation</p> <p>1.3 describe the importance of</p> <ul style="list-style-type: none"> • promoting the organisation's image positively • effective communication • good customer service <p>1.4 identify the services available to customers in own organisation</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to contribute to the provision of customer services in logistics operations	<p>1.5 describe the implications of:</p> <ul style="list-style-type: none"> • a negative image on your organisation • poor communication • poor customer service <p>1.6 describe:</p> <ul style="list-style-type: none"> • own role in dealing with customer complaints, and • the limits of your responsibility <p>1.7 identify who to report to when you are unable to deal with a customer enquiry or request</p>			
	<p>2.1 follow all organisational policies and procedures, in relation to contributing to customer services in logistics operations, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • maintaining effective customer relations • personal appearance and hygiene • reporting procedures and systems • recording information • confidentiality • complaints 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.2 develop positive relationships with customers 2.3 ensure that own personal appearance and hygiene meet organisational policies and standards 2.4 communicate effectively with customers 2.5 ensure that all information available is up to date and accurate 2.6 identify customer needs 2.7 deal effectively with customer enquiries 2.8 ensure the customer is promptly informed of any action that is taken 2.9 maintain customer confidentiality 2.10 update customer records accurately 2.11 record customer enquiries and outcomes accurately using the organisation's procedures and systems 2.12 deal with customer complaints effectively			

Learner name: _____ Date: _____
 Learner signature: _____ Date: _____
 Assessor signature: _____ Date: _____
 Internal verifier signature: _____ Date: _____
 (if sampled)

Unit 15: **Dealing with Payment Transactions in Logistics Operations**

Unit reference number: M/601/9463

QCF level: 2

Credit value: 2

Guided learning hours: 10

Unit summary

This unit is about dealing with payment transactions securely and in accordance with organisations procedures.

This unit is relevant to drivers of goods vehicles or those in support roles who work both as individuals and in teams.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to deal with payment transactions</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to payments, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the required information on:</p> <ul style="list-style-type: none"> • the collection of payments • methods for carrying payments <p>1.3 identify problems that can occur when dealing with payment transactions</p> <p>1.4 explain the appropriate action to take, in order to deal with identified problems</p>			
<p>2 Be able to deal with payment transactions</p>	<p>2.1 follow all organisational policies and procedures, in relation to payments, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 obtain all relevant documentation required for the payment</p> <p>2.3 confirm the goods for which payment is required, the amount involved, and the payment method</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.4 ensure there is adequate provision for collecting and carrying payments in a safe and secure manner</p> <p>2.5 collect the payments on delivery of goods and confirm the amount received is correct</p> <p>2.6 record and issue a receipt for the payment</p> <p>2.7 secure payments in a designated place, in accordance with organisational operating procedures</p> <p>2.8 reconcile payments received with the documentation and payments collected</p> <p>2.9 deposit completed documentation and payments with relevant person or to the relevant place</p> <p>2.10 record and report any discrepancies promptly to relevant person(s)</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 16: Plan the Route and Timings for the Collection and Delivery of Goods

Unit reference number: D/601/9457

QCF level: 3

Credit value: 6

Guided learning hours: 30

Unit summary

This unit is about planning a route for a goods vehicle in the light of information about the delivery requirements and schedule. It includes the identification of factors relating to the vehicle and the load that will influence route choice, such as weight and height restrictions. It includes the need to comply with legal requirements for breaks during driving duties and to identify suitable places for such breaks.

This unit is relevant to drivers of good vehicles or those who plan delivery schedules for goods vehicles and those who are responsible for goods vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to plan the route and timings for the collection and delivery of loads</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to planning the route and timings for the collection and delivery of loads, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements <p>1.2 explain how to use route planning resources</p> <p>1.3 explain the impact that the following factors have on route planning:</p> <ul style="list-style-type: none"> • restrictions on the load • vehicle dimensions and weight • requirements to plan alternative routes • road restrictions on selected route • load restrictions on selected route • journey times 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to plan the route and timings for the collection and delivery of loads</p>	<ul style="list-style-type: none"> • facilities at stopping points • estimation of driving distances • effective use of driving time • legislation in relation to driver's hours <p>1.4 describe the implications for the vehicle and load on the selection of particular routes</p> <p>1.5 identify problems that can occur when planning the route and timings for the collection and delivery of goods</p> <p>1.6 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to planning the route and timings for the collection and delivery of loads, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.2 collect all relevant information on the:</p> <ul style="list-style-type: none"> • destination • route • schedule • driving distances • times • vehicle • load • restrictions • facilities at stopping points <p>2.3 use relevant route planning resources</p> <p>2.4 identify the major and minor roads for reaching the destination</p> <p>2.5 plan alternative routes to ensure effective use of driving time</p> <p>2.6 estimate driving distances and time required to achieve schedule</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 17: Prepare the Van for Driving

Unit reference number: R/602/2842

QCF level: 2

Credit value: 2

Guided learning hours: 10

Unit summary

This unit is about checking a van before driving it on the public road. It covers the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty.

This unit is relevant to drivers of vans or those who are responsible for vans within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to prepare the van for driving</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to preparing the van for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain how to check that the van has sufficient fuel, additives and water</p> <p>1.3 explain the operation of the van instruments and controls to include:</p> <ul style="list-style-type: none"> • how to check the vehicle systems • how to check instruments, controls, gauges and vehicle systems • indications of electrical or mechanical problems <p>1.4 explain the responsibilities of the driver for the van and the load</p> <p>1.5 explain the organisational procedures for reporting defects including information on previously reported problems with the van</p> <p>1.6 explain how to obtain information on previously reported problems with the van</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to prepare the van for driving</p>	<p>1.7 explain which person(s) is officially responsible for releasing the van</p> <p>1.8 identify problems that can occur when preparing the van for driving</p> <p>1.9 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to preparing the van for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 check the vehicle and vehicle systems to ensure the van is legal and roadworthy</p> <p>2.3 carry out adjustments to the:</p> <ul style="list-style-type: none"> • steering wheel • mirrors • seat <p>for optimum control, observation and comfort</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.4 check the van has sufficient: <ul style="list-style-type: none"> • fuel • additives • oil • water 2.5 check that any ancillary equipment is in working order 2.6 demonstrate that all documentation your organisation requires is with the van			

Learner name: _____ Date: _____
 Learner signature: _____ Date: _____
 Assessor signature: _____ Date: _____
 Internal verifier signature: _____ Date: _____
(if sampled)

Unit 18: Protect the Van and the Load

Unit reference number: K/602/2846

QCF level: 2

Credit value: 2

Guided learning hours: 15

Unit summary

This unit is about checking a van and its load at appropriate times during a journey. It covers the physical checks that a driver needs to make and the procedures and associated documentation that they may need to complete if damage or other problems are found. It requires drivers to be aware of factors that may affect the security of the van and its load and the actions they can take to reduce risks.

This unit is relevant to drivers of vans or those who are responsible for vans within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to protect the van and the load</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to protecting the van and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • changes in condition of the load • theft or damage <p>1.2 describe how to identify damage or deterioration in the condition of the load</p> <p>1.3 explain different methods for protecting the van's load</p> <p>1.4 describe the risks associated with protecting the van and load at different locations</p> <p>1.5 explain the security checks that are required to protect the van and the load</p> <p>1.6 identify problems that can occur when protecting the van and its load</p> <p>1.7 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to protect the van and the load</p>	<p>2.1 follow all organisational policies and procedures, in relation to protecting the van and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • theft • damage • reporting procedures <p>2.2 carry out security checks</p> <p>2.3 demonstrate how to report any change in the condition of the load according to organisational procedures</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 19: Operate and Monitor the Van Systems

Unit reference number: M/602/2847

QCF level: 2

Credit value: 3

Guided learning hours: 16

Unit summary

This unit is about using instrumentation to monitor the van and any equipment that is fitted to it such as refrigeration. It covers action that the driver might need to take if problems occur and how these should be reported. It includes safe fuelling of vans.

This unit is relevant to drivers of vans.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to operate and monitor the van systems</p>	<p>1.1 explain the relevant organisational policies and procedures, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • van operating systems • van monitoring systems <p>1.2 describe the purposes and functions of the van instruments</p> <p>1.3 explain the van requirements for:</p> <ul style="list-style-type: none"> • fuel • additives • oil • water <p>1.4 identify problems that can occur when operating and monitoring the van systems</p> <p>1.5 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to operate and monitor the van systems	2.1 follow all organisational policies and procedures that relate to: <ul style="list-style-type: none"> • health, safety and security • legal requirements • van operating systems • van monitoring systems 2.2 operate the vehicle controls to maintain the safety, security of yourself, the van and others 2.3 operate fuel delivery systems correctly and safely 2.4 demonstrate how to minimise wear and tear on the van systems			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 20: Manoeuvre the Van in Restricted Spaces

Unit reference number: A/602/2849

QCF level: 2

Credit value: 4

Guided learning hours: 18

Unit summary

This unit is about manoeuvring a van in any restricted space either on a public road, a private road or in a depot. It covers the checks that a driver needs to make before a manoeuvre is carried out and the safe conduct of the manoeuvre.

This unit is relevant to drivers of vans.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to manoeuvre the van in restricted spaces</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to manoeuvring the van, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 state the:</p> <ul style="list-style-type: none"> • dimensions of the van • clearances required for the van during different activities • types of signals to be used when manoeuvring the van <p>1.3 explain the observations required to ensure the safety of yourself and other road users</p> <p>1.4 identify suitable spaces for safe manoeuvring</p> <p>1.5 identify the types of hazard that could occur during manoeuvring</p> <p>1.6 explain the effects of inappropriate speed during manoeuvring</p> <p>1.7 identify problems that can occur when manoeuvring the van in restricted spaces</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to manoeuvre the van in restricted spaces	1.8 explain the appropriate action to take, in order to deal with identified problems 2.1 follow organisational policies and procedures, in relation to manoeuvring the van, that relate to: <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements 2.2 manoeuvre the van in restricted spaces and include: <ul style="list-style-type: none"> • the appropriate use of signals • using the appropriate speed for the manoeuvre • monitoring the actions of other road users • ensuring there is no damage to the van or surrounding environment • ensuring the van is in a suitable position for the required activities 			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 21: Drive the Van on Private Roads in a Safe and Fuel Efficient Manner

Unit reference number: L/602/2855

QCF level: 2

Credit value: 4

Guided learning hours: 20

Unit summary

This unit is about the safe and fuel efficient driving of a van on private roads. It covers the appropriate use of van controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant only to drivers of vans whose duties are carried out exclusively on private roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the van on private roads in a fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the van and load, in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the van on the road to ensure the safety of yourself and other road users • appropriately use signals • alter speed to meet different types of road conditions and requirements 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • use the controls of the van to optimize fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the van to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 when overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the van</p> <p>1.10 identify problems that can occur when driving the van, on private roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the van on private roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the van and load in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the van and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the van safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the van and its load • overtaking other vehicles at a suitable point • take preventative action to avoid harm to any other road user 			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)

Unit 22: Drive the Van on Public Roads in a Safe and Fuel Efficient Manner

Unit reference number: A/602/2852

QCF level: 2

Credit value: 6

Guided learning hours: 30

Unit summary

This unit is about the safe and fuel efficient driving of a van on public roads. It covers the appropriate use of vehicle controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant to drivers of vans whose duties involve driving on public roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the van on public roads in a safe and fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the van and load in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the van on the road to ensure the safety of yourself and other road users • appropriately use signals • alter speed to meet different types of road conditions and requirements 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • use the controls of the van to optimize fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the van to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 when overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the van</p> <p>1.10 identify problems that can occur when driving the van, on public roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the van on public roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the van and load in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the van and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the van safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the van and its load • overtaking other vans at a suitable point • take preventative action to avoid harm to any other road user 			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 23: Ensure the Van is Loaded Correctly

Unit reference number: H/602/2859

QCF level: 2

Credit value: 4

Guided learning hours: 25

Unit summary

This unit is about ensuring the planning the loading of a van in the light of information about the delivery requirements and schedule. It covers ensuring that a vehicle is correctly loaded before driving it on the public road. It covers knowledge of the way a load should be secured, the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty. It includes the need for appropriate communication with others involved in loading.

This unit is relevant to drivers of vans, those who work in warehousing and storage facilities and those who are responsible for the loading of vans within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the van correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required. Information to include:</p> <ul style="list-style-type: none"> • suitability of the van for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to re-distribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights <p>1.3 identify problems that can occur when ensuring that the van is loaded correctly</p> <p>1.4 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to ensure the van is loaded correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 ensure that the van and load are compatible</p> <p>2.4 ensure that the van has been loaded in the appropriate manner for the type of load and delivery sequence</p> <p>2.5 ensure that the load is secured and stabilized, for transportation</p> <p>2.6 ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 24: Load the Van Correctly

Unit reference number: D/602/2861

QCF level: 2

Credit value: 5

Guided learning hours: 30

Unit summary

This unit is about planning and carrying out the loading of a van in the light of information about the delivery requirements and schedule. It covers checking that a van is correctly loaded before driving it on the public road, having loaded it themselves. It covers knowledge of the way a load should be secured, the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty. It includes the need for appropriate communication with others involved in loading.

This unit is relevant to those drivers of vans, who load vans and who load vans in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the van correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • suitability of the van for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to re-distribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2	<p>Be able to load the van correctly</p>			
	<p>1.3 explain how to prepare the van for loading</p> <p>1.4 identify problems that can occur when loading the van correctly</p> <p>1.5 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 ensure that the van and load are compatible</p> <p>2.4 ensure that the van is ready to receive the load</p> <p>2.5 ensure the loading area is suitable and safe</p> <p>2.6 manoeuvre the van into a suitable position for loading</p> <p>2.7 load the van in the appropriate manner, using the correct handling methods, for the type of load and delivery sequence</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.8 secure the load with the correct restraints 2.9 secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)

Unit 25: Ensure the Van is Unloaded Correctly

Unit reference number: H/602/2862

QCF level: 2

Credit value: 3

Guided learning hours: 15

Unit summary

This unit is about ensuring that the unloading of all or part of a load as part of driving duties, is undertaken correctly. It covers the responsibility a driver has to ensure a van remains safe and legal during and after unloading. It includes the need for appropriate communication with others involved in unloading and proof of delivery procedures.

This unit is relevant to drivers of vans, those who work in warehousing and storage facilities and those who are responsible for the unloading of vans within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to ensure that the van is unloaded correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the van should be prepared for unloading and delivery • when and how to redistribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the van for unloading</p> <p>1.4 identify problems that can occur when ensuring that the van is unloaded correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to ensure that the van is unloaded correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 identify the person responsible for receiving the load</p> <p>2.4 ensure the unloading is properly planned</p> <p>2.5 ensure that the part of the load to be unloaded is correctly identified</p> <p>2.6 ensure the correct proof of delivery procedures are completed</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 26: Unload the Van Correctly

Unit reference number: M/602/2864

QCF level: 2

Credit value: 3

Guided learning hours: 20

Unit summary

This unit is about unloading all or part of a load as part of driving duties. It covers the responsibility a driver has to ensure a van remains safe and legal during and after unloading. It includes the need for appropriate communication with others involved in unloading and proof of delivery procedures.

This unit is relevant to those drivers of vans, who unload vans and those unloading vans in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to unload the van correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the van should be prepared for unloading and delivery • when and how to redistribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the van for unloading</p> <p>1.4 identify problems that can occur when unloading the van correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to unload the van correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 identify the person responsible for receiving the load</p> <p>2.4 manoeuvre the van into a safe and suitable position for unloading</p> <p>2.5 prepare the van correctly for unloading</p> <p>2.6 demonstrate how to properly plan for unloading the van</p> <p>2.7 correctly identify the part of the load to be unloaded</p> <p>2.8 use the correct handling method to move the load</p> <p>2.9 follow the correct proof of delivery procedures</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 27: Prepare the Rigid Vehicle for Driving

Unit reference number: K/602/2832

QCF level: 2

Credit value: 2

Guided learning hours: 10

Unit summary

This unit is about checking a rigid vehicle before driving it on the public road. It covers the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty.

This unit is relevant to drivers of rigid vehicles or those who are responsible for rigid vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to prepare the rigid vehicle for driving</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to preparing the rigid vehicle for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain how to check that the rigid vehicle has sufficient fuel, additives and water</p> <p>1.3 explain the operation of the rigid vehicle instruments and controls to include:</p> <ul style="list-style-type: none"> • how to check the vehicle systems • how to check instruments, controls, gauges and vehicle systems • indications of electrical or mechanical problems <p>1.4 explain the responsibilities of the driver for the rigid vehicle and the load</p> <p>1.5 explain the organisational procedures for reporting defects including information on previously reported problems with the rigid vehicle</p> <p>1.6 explain how to obtain information on previously reported problems with the rigid vehicle</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to prepare the rigid vehicle for driving</p>	<p>1.7 explain which person(s) is officially responsible for releasing the rigid vehicle</p> <p>1.8 identify problems that can occur when preparing the rigid vehicle for driving</p> <p>1.9 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to preparing the rigid vehicle for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 check the vehicle and vehicle systems to ensure the rigid vehicle is legal and roadworthy</p> <p>2.3 carry out adjustments to the:</p> <ul style="list-style-type: none"> • steering wheel • mirrors • seat <p>for optimum control, observation and comfort</p> <p>2.4 check the rigid vehicle has sufficient:</p> <ul style="list-style-type: none"> • fuel • additives 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • oil • water <p>2.5 check that any ancillary equipment is in working order</p> <p>2.6 demonstrate that all documentation your organisation requires is with the rigid vehicle</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to protect the rigid vehicle and the load</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to protecting the rigid vehicle and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • changes in condition of the load • theft or damage <p>1.2 describe how to identify damage or deterioration in the condition of the load</p> <p>1.3 explain different methods for protecting the rigid vehicle's load</p> <p>1.4 describe the risks associated with protecting the rigid vehicle and load at different locations</p> <p>1.5 explain the security checks that are required to protect the rigid vehicle and the load</p> <p>1.6 identify problems that can occur when protecting the rigid vehicle and its load</p> <p>1.7 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to protect the rigid vehicle and the load</p>	<p>2.1 follow all organisational policies and procedures, in relation to protecting the rigid vehicle and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • theft • damage • reporting procedures <p>2.2 carry out security checks</p> <p>2.3 demonstrate how to report any change in the condition of the load according to organisational procedures</p>			

Learner name: _____ Date: _____

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Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 29: Operate and Monitor the Rigid Vehicle Systems

Unit reference number: F/602/2836

QCF level: 2

Credit value: 3

Guided learning hours: 16

Unit summary

This unit is about using instrumentation to monitor the rigid vehicle and any equipment that is fitted to it such as refrigeration. It covers action that the driver might need to take if problems occur and how these should be reported. It includes safe fuelling of rigid vehicles.

This unit is relevant to drivers of rigid vehicles.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to operate and monitor the rigid vehicle systems</p>	<p>1.1 explain the relevant organisational policies and procedures, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • rigid vehicle operating systems • rigid vehicle monitoring systems <p>1.2 describe the purposes and functions of the rigid vehicles instruments</p> <p>1.3 explain the rigid vehicle requirements for:</p> <ul style="list-style-type: none"> • fuel • additives • oil • water <p>1.4 identify problems that can occur when operating and monitoring the rigid vehicle systems</p> <p>1.5 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to operate and monitor the rigid vehicle systems	2.1 follow all organisational policies and procedures that relate to: <ul style="list-style-type: none"> • health, safety and security • legal requirements • rigid vehicle operating systems • rigid vehicle monitoring systems 2.2 operate the vehicle controls to maintain the safety and security of yourself, the rigid vehicle and others 2.3 operate fuel delivery systems correctly and safely 2.4 demonstrate how to minimise wear and tear on the rigid vehicle systems			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 30: Manoeuvre the Rigid Vehicle in Restricted Spaces

Unit reference number: L/602/2838

QCF level: 2

Credit value: 4

Guided learning hours: 18

Unit summary

This unit is about manoeuvring a rigid vehicle in any restricted space either on a public road, a private road or in a depot. It covers the checks that a driver needs to make before a manoeuvre is carried out and the safe conduct of the manoeuvre.

This unit is relevant to drivers of rigid vehicles.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to manoeuvre the rigid vehicle in restricted spaces</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to manoeuvring the rigid vehicle, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 state the:</p> <ul style="list-style-type: none"> • dimensions of the rigid vehicle • clearances required for the rigid vehicle during different activities • types of signals to be used when manoeuvring the rigid vehicle <p>1.3 explain the observations required to ensure the safety of yourself and other road users</p> <p>1.4 identify suitable spaces for safe manoeuvring</p> <p>1.5 identify the types of hazard that could occur during manoeuvring</p> <p>1.6 explain the effects of inappropriate speed during manoeuvring</p> <p>1.7 identify problems that can occur when manoeuvring the rigid vehicle in restricted spaces</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to manoeuvre the rigid vehicle in restricted spaces	<p>1.8 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow organisational policies and procedures, in relation to manoeuvring the rigid vehicle, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 manoeuvre the rigid vehicle in restricted spaces and include:</p> <ul style="list-style-type: none"> • the appropriate use of signals • using the appropriate speed for the manoeuvre • monitoring the actions of other road users • ensuring there is no damage to the rigid vehicle or surrounding environment • ensuring the rigid vehicle is in a suitable position for the required activities 			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____
(if sampled)

Date: _____

Unit 31: **Drive the Rigid Vehicle on Public Roads in a Safe and Fuel Efficient Manner**

Unit reference number: R/602/2839

QCF level: 2

Credit value: 6

Guided learning hours: 30

Unit summary

This unit is about the safe and fuel efficient driving of a rigid vehicle on the public road. It covers the appropriate use of vehicle controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant to drivers of rigid vehicles whose duties involve driving on public roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the rigid vehicle on public roads in a safe and fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the rigid vehicle on the road to ensure the safety of yourself and other road users • appropriately use signals • alter speed to meet different types of road conditions and requirements 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • use the controls of the rigid vehicle to optimize fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the rigid vehicle to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 When overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the rigid vehicle</p> <p>1.10 identify problems that can occur when driving the rigid vehicle, on public roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the rigid vehicle on public roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel efficient manner that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the rigid vehicle and apply lane discipline to maintain the safety of yourself and other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the rigid vehicle safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the rigid vehicle and its load • overtaking other vehicles at a suitable point • taking preventative action to avoid harm to any other road user 			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 32: **Drive the Rigid Vehicle on Private Roads in a Safe and Fuel Efficient Manner**

Unit reference number: J/602/2840

QCF level: 2

Credit value: 4

Guided learning hours: 20

Unit summary

This unit is about the safe and fuel efficient driving of a rigid vehicle on private roads. It covers the appropriate use of rigid vehicle controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant only to drivers of rigid vehicles whose duties are carried out exclusively on private roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the rigid vehicle on private roads in a fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the rigid vehicle on the road to ensure the safety of yourself and other road users • appropriately use signals • alter speed to meet different types of road conditions and requirements 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • use the controls of the rigid vehicle to optimise fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the rigid vehicle to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 when overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the rigid vehicle</p> <p>1.10 identify problems that can occur when driving the rigid vehicle, on private roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the rigid vehicle on private roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the vehicle and load, in a fuel efficient manner that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the rigid vehicle and apply lane discipline to maintain the safety of yourself and other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the rigid vehicle safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the rigid vehicle and its load • overtaking other vehicles at a suitable point • taking preventative action to avoid harm to any other road user 			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the rigid vehicle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • suitability of the rigid vehicle for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to redistribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights <p>1.3 identify problems that can occur when ensuring that the rigid vehicle is loaded correctly</p> <p>1.4 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to ensure the rigid vehicle is loaded correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 ensure that the rigid vehicle and load are compatible</p> <p>2.4 ensure that the rigid vehicle has been loaded in the appropriate manner for the type of load and delivery sequence</p> <p>2.5 ensure that the load is secured and stabilized, for transportation</p> <p>2.6 ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____
(if sampled)

Date: _____

Unit 34: Load the Rigid Vehicle Correctly

Unit reference number: H/602/2845

QCF level: 2

Credit value: 5

Guided learning hours: 30

Unit summary

This unit is about planning and carrying out the loading of a rigid vehicle in the light of information about the delivery requirements and schedule. It covers checking that a rigid vehicle is correctly loaded before driving it on the public road, having loaded it themselves. It covers knowledge of the way a load should be secured, the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty. It includes the need for appropriate communication with others involved in loading.

This unit is relevant to those drivers of rigid vehicles, who load rigid vehicles and who load rigid vehicles in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the rigid vehicle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • suitability of the rigid vehicle for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to redistribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights <p>1.3 explain how to prepare the rigid vehicle for loading</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.4 identify problems that can occur when loading the rigid vehicle correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			
<p>2 Be able to load the rigid vehicle correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 ensure that the rigid vehicle and load are compatible</p> <p>2.4 ensure that the rigid vehicle is ready to receive the load</p> <p>2.5 ensure the loading area is suitable and safe</p> <p>2.6 manoeuvre the rigid vehicle into a suitable position for loading</p> <p>2.7 load the rigid vehicle in the appropriate manner, using the correct handling methods, for the type of load and delivery sequence</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.8 secure the load with the correct restraints			
	2.9 secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to ensure that the rigid vehicle is unloaded correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the rigid vehicle should be prepared for unloading and delivery • when and how to redistribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the rigid vehicle for unloading</p> <p>1.4 identify problems that can occur when ensuring that the rigid vehicle is unloaded correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to ensure that the rigid vehicle is unloaded correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 identify the person responsible for receiving the load</p> <p>2.4 ensure the unloading is properly planned</p> <p>2.5 ensure that the part of the load to be unloaded is correctly identified</p> <p>2.6 ensure the correct proof of delivery procedures are completed</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 36: Unload the Rigid Vehicle Correctly

Unit reference number: T/602/2851

QCF level: 2

Credit value: 3

Guided learning hours: 20

Unit summary

This unit is about unloading all or part of a load as part of driving duties. It covers the responsibility a driver has to ensure a rigid vehicle remains safe and legal during and after unloading. It includes the need for appropriate communication with others involved in unloading and proof of delivery procedures.

This unit is relevant to those drivers of rigid vehicles, who unload rigid vehicles and those unloading rigid vehicles in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to unload the rigid vehicle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the rigid vehicle should be prepared for unloading and delivery • when and how to re-distribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the rigid vehicle for unloading</p> <p>1.4 identify problems that can occur when unloading the rigid vehicle correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to unload the rigid vehicle correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 identify the person responsible for receiving the load</p> <p>2.4 manoeuvre the rigid vehicle into a safe and suitable position for unloading</p> <p>2.5 prepare the rigid vehicle correctly for unloading</p> <p>2.6 demonstrate how to properly plan for unloading the rigid vehicle</p> <p>2.7 correctly identify the part of the load to be unloaded</p> <p>2.8 use the correct handling method to move the load</p> <p>2.9 follow the correct proof of delivery procedures</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 38: Attach and Detach Rigid Vehicle Mounted Bodies

Unit reference number: K/602/4323

QCF level: 2

Credit value: 3

Guided learning hours: 10

Unit summary

This unit is about attaching and detaching rigid vehicle mounted bodies. It covers the selection of safe and suitable places to attach and detach these units. It includes the identification and use of attaching equipment and the legal safety and operating requirements that apply.

This unit is relevant to drivers of goods vehicles or those who are responsible for goods vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to attach and detach the rigid vehicle mounted body</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements <p>1.2 explain:</p> <ul style="list-style-type: none"> • how to prepare the vehicle for attaching and detaching the vehicle mounted body • when different connections have to be made • how to connect and disconnect different connections • how to position the vehicle for coupling and uncoupling • which required checks are required • how to test the coupling has been completed successfully <p>1.3 identify problems that can occur when attaching and detaching the body to the vehicle</p> <p>1.4 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to attach and detach the rigid vehicle mounted body</p>	<p>2.1 follow all organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements <p>2.2 prepare the vehicle for attaching and detaching</p> <p>2.3 manoeuvre the vehicle in relation to the body for attaching</p> <p>2.4 establish that the body is positioned correctly and secured and that all necessary connections have been made</p> <p>2.5 test that the vehicle and body systems work correctly and that the vehicle is safe to drive after attachment of the body</p> <p>2.6 select a safe site for detaching the body from the vehicle</p> <p>2.7 disconnect the connections between the vehicle and the body when detaching</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.8 stow all connections according to organisational procedures and practices 2.9 drive the vehicle from the body carefully to ensure the detachment of the body has been achieved			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 39: Prepare the Articulated or Draw Bar Vehicle for Driving

Unit reference number: T/602/2722

QCF level: 2

Credit value: 2

Guided learning hours: 10

Unit summary

This unit is about checking an articulated or draw bar vehicle before driving it on the public road. It covers the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty.

This unit is relevant to drivers of articulated or draw bar vehicles or those who are responsible for articulated or draw bar vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to prepare the articulated or draw bar vehicle for driving</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to preparing the articulated or draw bar vehicle for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain how to check that the articulated or draw bar vehicle has sufficient fuel, additives and water</p> <p>1.3 explain the operation of the articulated or draw bar vehicle instruments and controls to include:</p> <ul style="list-style-type: none"> • how to check the vehicle systems • how to check instruments, controls, gauges and vehicle systems • indications of electrical or mechanical problems <p>1.4 explain the responsibilities of the driver for the articulated or draw bar vehicle and the load</p> <p>1.5 explain the organisational procedures for reporting defects including information on previously reported problems with the articulated or draw bar vehicle</p> <p>1.6 explain how to obtain information on previously reported problems with the articulated or draw bar vehicle</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.7 explain which person(s) is officially responsible for releasing the articulated or draw bar vehicle</p> <p>1.8 identify problems that can occur when preparing the articulated or draw bar vehicle for driving</p> <p>1.9 explain the appropriate action to take in order to deal with identified problems</p>			
<p>2 Be able to prepare the articulated or draw bar vehicle for driving</p>	<p>2.1 follow all organisational policies and procedures, in relation to preparing the articulated or draw bar vehicle for driving, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 check the vehicle and vehicle systems to ensure the articulated or draw bar vehicle is legal and roadworthy</p> <p>2.3 carry out adjustments to the:</p> <ul style="list-style-type: none"> • steering wheel • mirrors • seat <p>for optimum control, observation and comfort</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.4 check the articulated or draw bar vehicle has sufficient:</p> <ul style="list-style-type: none"> • fuel • additives • oil • water <p>2.5 check that any ancillary equipment is in working order</p> <p>2.6 demonstrate that all documentation your organisation requires is with the articulated or draw bar vehicle</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 40: Protect the Articulated or Draw Bar Vehicle and the Load

Unit reference number: J/602/2739

QCF level: 2

Credit value: 2

Guided learning hours: 15

Unit summary

This unit is about checking an articulated or draw bar vehicle and its load at appropriate times during a journey. It covers the physical checks that a driver needs to make and the procedures and associated documentation that they may need to complete if damage or other problems are found. It requires drivers to be aware of factors that may affect the security of the articulated or draw bar vehicle and its load and the actions they can take to reduce risks.

This unit is relevant to drivers of articulated or draw bar vehicles or those who are responsible for articulated or draw bar vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to protect the articulated or draw bar vehicle and the load</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to protecting the articulated or draw bar vehicle and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • changes in condition of the load • theft or damage <p>1.2 describe how to identify damage or deterioration in the condition of the load</p> <p>1.3 explain different methods for protecting the articulated or draw bar vehicle's load</p> <p>1.4 describe the risks associated with protecting the articulated or draw bar vehicle and load at different locations</p> <p>1.5 explain the security checks that are required to protect the articulated or draw bar vehicle and the load</p> <p>1.6 identify problems that can occur when protecting the articulated or draw bar vehicle and its load</p> <p>1.7 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to protect the articulated or draw bar vehicle and the load</p>	<p>2.1 follow all organisational policies and procedures, in relation to protecting the articulated or draw bar vehicle and load, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements • different locations • theft • damage • reporting procedures <p>2.2 carry out security checks</p> <p>2.3 demonstrate how to report any change in the condition of the load according to organisational procedures</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 41: Operate and Monitor the Articulated or Draw Bar Vehicle Systems

Unit reference number: F/602/2741

QCF level: 2

Credit value: 3

Guided learning hours: 16

Unit summary

This unit is about using instrumentation to monitor the articulated or draw bar vehicle and any equipment that is fitted to it such as refrigeration. It covers action that the driver might need to take if problems occur and how these should be reported. It includes safe fuelling of articulated or draw bar vehicles.

This unit is relevant to drivers of articulated or draw bar vehicles.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to operate and monitor the articulated or draw bar vehicle systems</p>	<p>1.1 explain the relevant organisational policies and procedures, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • articulated or draw bar vehicle operating systems • articulated or draw bar vehicle monitoring systems <p>1.2 describe the purposes and functions of the articulated or draw bar vehicles instruments</p> <p>1.3 explain the articulated or draw bar vehicle requirements for:</p> <ul style="list-style-type: none"> • fuel • additives • oil • water <p>1.4 identify problems that can occur when operating and monitoring the articulated or draw bar vehicle systems</p> <p>1.5 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to operate and monitor the articulated or draw bar vehicle systems</p>	<p>2.1 follow all organisational policies and procedures that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • articulated or draw bar vehicle operating systems • articulated or draw bar vehicle monitoring systems <p>2.2 operate the articulated or draw bar vehicle controls to maintain the safety, security of yourself, the vehicle and others</p> <p>2.3 operate fuel delivery systems correctly and safely</p> <p>2.4 demonstrate how to minimise wear and tear on the articulated or draw bar vehicle systems</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 42: **Manoeuvre the Articulated or Draw Bar Vehicle in Restricted Spaces**

Unit reference number: J/602/2742

QCF level: 2

Credit value: 4

Guided learning hours: 18

Unit summary

This unit is about manoeuvring an articulated or draw bar vehicle in any restricted space either on a public road, a private road or in a depot. It covers the checks that a driver needs to make before a manoeuvre is carried out and the safe conduct of the manoeuvre.

This unit is relevant to drivers of articulated or draw bar vehicles.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to manoeuvre the articulated or draw bar vehicle in restricted spaces</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to manoeuvring the articulated or draw bar vehicle, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 state the:</p> <ul style="list-style-type: none"> • dimensions of the articulated or draw bar vehicle • clearances required for the articulated or draw bar vehicle during different activities • types of signals to be used when manoeuvring the articulated or draw bar vehicle <p>1.3 explain the observations required to ensure the safety of yourself and other road users</p> <p>1.4 identify suitable spaces for safe manoeuvring</p> <p>1.5 identify the types of hazard that could occur during manoeuvring</p> <p>1.6 explain the effects of inappropriate speed during manoeuvring</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.7 identify problems that can occur when manoeuvring the articulated or draw bar vehicle in restricted spaces</p> <p>1.8 explain the appropriate action to take, in order to deal with identified problems</p>			
<p>2 Be able to manoeuvre the articulated or draw bar vehicle in restricted spaces</p>	<p>2.1 follow organisational policies and procedures, in relation to manoeuvring the articulated or draw bar vehicle, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 manoeuvre the articulated or draw bar vehicle in restricted spaces and include:</p> <ul style="list-style-type: none"> • the appropriate use of signals • using the appropriate speed for the manoeuvre • monitoring the actions of other road users • ensuring there is no damage to the articulated or draw bar vehicle or surrounding environment • ensuring the articulated or draw bar vehicle is in a suitable position for the required activities 			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

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Date: _____

Unit 43: Drive the Articulated or Draw Bar Vehicle on Public Roads in a Safe and Fuel Efficient Manner

Unit reference number: L/602/2760

QCF level: 2

Credit value: 6

Guided learning hours: 30

Unit summary

This unit is about the safe and fuel efficient driving of an articulated or draw bar vehicle on the public road. It covers the appropriate use of vehicle controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant to drivers of articulated or draw bar vehicles whose duties involve driving on public roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the articulated or draw bar vehicle and load, in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the articulated or draw bar vehicle on the road to ensure the safety of yourself and other road users • appropriately use signals 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • alter speed to meet different types of road conditions and requirements • use the controls of the articulated or draw bar vehicle to optimise fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the articulated or draw bar vehicle to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 when overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the articulated or draw bar vehicle</p> <p>1.10 identify problems that can occur when driving the articulated or draw bar vehicle, on public roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the articulated or draw bar vehicle and load, in a fuel efficient manner that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the articulated or draw bar vehicle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the articulated or draw bar vehicle safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the articulated or draw bar vehicle and its load • overtaking other vehicles at a suitable point • taking preventative action to avoid harm to any other road user 			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 44: Drive the Articulated or Draw Bar Vehicle on Private Roads in a Safe and Fuel Efficient Manner

Unit reference number: R/602/2761

QCF level: 2

Credit value: 4

Guided learning hours: 20

Unit summary

This unit is about the safe and fuel efficient driving of an articulated or draw bar vehicle on private roads. It covers the appropriate use of articulated or draw bar vehicle controls to maximise safety and fuel efficiency. It covers knowledge of the factors that maximise fuel efficiency and the safety of other road users.

This unit is relevant only to drivers of articulated or draw bar vehicles whose duties are carried out exclusively on private roads.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to drive the articulated or draw bar vehicle on private roads in a fuel efficient manner</p>	<p>1.1 explain organisational policies and procedures, in relation to driving the articulated or draw bar vehicle and load, in a fuel efficient manner, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>1.2 explain the organisation’s policy when driving conditions vary and result in changes to the schedule</p> <p>1.3 describe how to adapt driving styles to changes in driving conditions</p> <p>1.4 explain how to adapt driving manner to suit changes in driving conditions</p> <p>1.5 explain how the actions of other road users can affect driving manner</p> <p>1.6 explain how to:</p> <ul style="list-style-type: none"> • position the articulated or draw bar vehicle on the road to ensure the safety of yourself and other road users • appropriately use signals 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> • alter speed to meet different types of road conditions and requirements • use the controls of the articulated or draw bar vehicle to optimise fuel consumption • assess and maintain safe separation distances • assess factors affecting safe stopping distances • use the controls of the articulated or draw bar vehicle to adjust braking under different road conditions <p>1.7 identify types of hazard that could occur on the road</p> <p>1.8 when overtaking, identify:</p> <ul style="list-style-type: none"> • when overtaking should and should not occur • the types of hazards involved • factors affecting the distance required to overtake other vehicles <p>1.9 describe the effects severe braking could have on the load and roadworthiness of the articulated or draw bar vehicle</p> <p>1.10 identify problems that can occur when driving the articulated or draw bar vehicle, on private roads, in a safe and fuel efficient manner</p> <p>1.11 explain the appropriate action to take, in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to drive the articulated or draw bar vehicle on private roads in a safe and fuel efficient manner</p>	<p>2.1 follow organisational policies and procedures, in relation to driving the vehicle and load, in a fuel efficient manner that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements <p>2.2 position the articulated or draw bar vehicle and apply lane discipline to maintain the safety of yourself and other road users according to the prevailing driving conditions</p> <p>2.3 demonstrate how to drive the articulated or draw bar vehicle safely and in a fuel efficient manner to include:</p> <ul style="list-style-type: none"> • giving clear signals in good time • driving at the appropriate speed for the driving conditions • minimising fuel consumption and wear and tear • applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the articulated or draw bar vehicle and its load • overtaking other vehicles at a suitable point • taking preventative action to avoid harm to any other road user 			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 45: Ensure the Articulated or Draw Bar Vehicle is Loaded Correctly

Unit reference number: M/602/2766

QCF level: 2

Credit value: 4

Guided learning hours: 25

Unit summary

This unit is about ensuring the planning the loading of an articulated or draw bar vehicle in the light of information about the delivery requirements and schedule. It covers ensuring that a vehicle is correctly loaded before driving it on the public road. It covers knowledge of the way a load should be secured, the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty. It includes the need for appropriate communication with others involved in loading.

This unit is relevant to drivers of articulated or draw bar vehicles, those who work in warehousing and storage facilities and those who are responsible for the loading of articulated or draw bar vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the articulated or draw bar vehicle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • suitability of the articulated or draw bar vehicle for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to redistribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to ensure the articulated or draw bar vehicle is loaded correctly	<p>1.3 identify problems that can occur when ensuring that the articulated or draw bar vehicle is loaded correctly</p> <p>1.4 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 ensure that the articulated or draw bar vehicle and load are compatible</p> <p>2.4 ensure that the articulated or draw bar vehicle has been loaded in the appropriate manner for the type of load and delivery sequence</p> <p>2.5 ensure that the load is secured and stabilized, for transportation</p> <p>2.6 ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation</p>			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)

Unit 46: Load the Articulated or Draw Bar Vehicle Correctly

Unit reference number: F/602/2769

QCF level: 2

Credit value: 5

Guided learning hours: 30

Unit summary

This unit is about planning and carrying out the loading of an articulated or draw bar vehicle in the light of information about the delivery requirements and schedule. It covers checking that a articulated or draw bar vehicle is correctly loaded before driving it on the public road, having loaded it themselves. It covers knowledge of the way a load should be secured, the physical checks that a driver needs to make and the documentation that they need to complete to comply with legal and organisational requirements before the start of each driving duty. It includes the need for appropriate communication with others involved in loading.

This unit is relevant to those drivers of articulated or draw bar vehicles, who load articulated or draw bar vehicles and who load articulated or draw bar vehicles in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to load the articulated or draw bar vehicle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • suitability of the articulated or draw bar vehicle for the load • load restrictions • loading and delivery sequences • how to distribute the load • when and how to re-distribute the load • correct securing of the load • use of correct restraints • why, how and where to check axle weights 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.3 explain how to prepare the articulated or draw bar vehicle for loading</p> <p>1.4 identify problems that can occur when loading the articulated or draw bar vehicle correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			
<p>2 Be able to load the articulated or draw bar vehicle correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 ensure that the articulated or draw bar vehicle and load are compatible</p> <p>2.4 ensure that the articulated or draw bar vehicle is ready to receive the load</p> <p>2.5 ensure the loading area is suitable and safe</p> <p>2.6 manoeuvre the articulated or draw bar vehicle into a suitable position for loading</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.7 load the articulated or draw bar vehicle in the appropriate manner, using the correct handling methods, for the type of load and delivery sequence</p> <p>2.8 secure the load with the correct restraints</p> <p>2.9 secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 47: Ensure the Articulated or Draw Bar Vehicle is Unloaded Correctly

Unit reference number: A/602/2771

QCF level: 2

Credit value: 3

Guided learning hours: 15

Unit summary

This unit is about ensuring that the unloading of all or part of a load as part of driving duties, is undertaken correctly. It covers the responsibility a driver has to ensure an articulated or draw bar vehicle remains safe and legal during and after unloading. It includes the need for appropriate communication with others involved in unloading and proof of delivery procedures.

This unit is relevant to drivers of articulated or draw bar vehicles, those who work in warehousing and storage facilities and those who are responsible for the unloading of articulated or draw bar vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to ensure that the articulated or draw bar vehicle is unloaded correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the articulated or draw bar vehicle should be prepared for unloading and delivery • when and how to re-distribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the articulated or draw bar vehicle for unloading</p> <p>1.4 identify problems that can occur when ensuring that the articulated or draw bar vehicle is unloaded correctly</p> <p>1.5 explain the appropriate action to take in order to deal with identified problems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to ensure that the articulated or draw bar vehicle is unloaded correctly</p>	<p>2.1 follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements <p>2.2 communicate effectively with others</p> <p>2.3 identify the person responsible for receiving the load</p> <p>2.4 ensure the unloading is properly planned</p> <p>2.5 ensure that the part of the load to be unloaded is correctly identified</p> <p>2.6 ensure the correct proof of delivery procedures are completed</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 48: Unload the Articulated or Draw Bar Vehicle Correctly

Unit reference number: J/602/2773

QCF level: 2

Credit value: 3

Guided learning hours: 20

Unit summary

This unit is about unloading all or part of a load as part of driving duties. It covers the responsibility a driver has to ensure an articulated or draw bar vehicle remains safe and legal during and after unloading. It includes the need for appropriate communication with others involved in unloading and proof of delivery procedures.

This unit is relevant to those drivers of articulated or draw bar vehicles, who unload articulated or draw bar vehicles and those unloading articulated or draw bar vehicles in warehousing and storage facilities.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to unload the articulated or draw bar vehicle correctly</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective clothing • legal requirements • operating requirements • monitoring requirements • handling methods <p>1.2 explain the required information to include:</p> <ul style="list-style-type: none"> • the person responsible for receiving the load • how the articulated or draw bar vehicle should be prepared for unloading and delivery • when and how to redistribute the load • the appropriate equipment for moving the load • proof of delivery procedures or systems <p>1.3 explain how to prepare the articulated or draw bar vehicle for unloading</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	1.4 identify problems that can occur when unloading the articulated or draw bar vehicle correctly 1.5 explain the appropriate action to take in order to deal with identified problems			
2 Be able to unload the articulated or draw bar vehicle correctly	2.1 follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • monitoring requirements 2.2 communicate effectively with others 2.3 identify the person responsible for receiving the load 2.4 manoeuvre the articulated or draw bar vehicle into a safe and suitable position for unloading 2.5 prepare the articulated or draw bar vehicle correctly for unloading 2.6 demonstrate how to properly plan for unloading the articulated or draw bar vehicle 2.7 correctly identify the part of the load to be unloaded			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.8 use the correct handling method to move the load			
	2.9 follow the correct proof of delivery procedures			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 49: Couple and Uncouple the Articulated or Draw Bar Vehicle

Unit reference number: H/602/2781

QCF level: 2

Credit value: 3

Guided learning hours: 10

Unit summary

This unit is about coupling and uncoupling of trailers from articulated or draw bar vehicles. It covers the selection of safe and suitable places to couple and uncouple trailers. It includes the identification and use of coupling equipment and the legal safety and operating requirements that apply.

This unit is relevant to drivers of articulated or draw bar vehicles or those who are responsible for articulated or draw bar vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to couple and uncouple the articulated or draw bar vehicle</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to coupling and uncoupling the articulated or draw bar vehicle correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements <p>1.2 explain:</p> <ul style="list-style-type: none"> • how to prepare the articulated or draw bar vehicle for coupling and uncoupling • when different connections have to be made • how to connect and disconnect different connections • how to align the unit to the trailer for coupling and uncoupling • which required checks are needed • how to test the coupling • how to stow connections <p>1.3 identify problems that can occur when coupling and uncoupling the articulated or draw bar vehicle</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to couple and uncouple the articulated or draw bar vehicle	<p>1.4 explain the appropriate action to take in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to coupling and uncoupling the articulated or draw bar vehicle correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • trailer braking systems <p>2.2 prepare the articulated or draw bar vehicle for coupling and uncoupling</p> <p>2.3 manoeuvre the unit in relation to the trailer for coupling and uncoupling</p> <p>2.4 establish that the coupling is positioned and secured and that all necessary connections have been made</p> <p>2.5 test that the unit and trailer systems work correctly and that the articulated or draw bar vehicle is safe to drive after coupling</p> <p>2.6 select a safe site for uncoupling trailers from their units</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.7 disconnect the connections between the unit and trailer, when uncoupling 2.8 stow all connections according to organisational procedures and practices 2.9 drive the articulated or draw bar vehicle from the trailer to ensure the uncoupling has been achieved			

Learner name: _____ Date: _____
 Learner signature: _____ Date: _____
 Assessor signature: _____ Date: _____
 Internal verifier signature: _____ Date: _____
 (*if sampled*)

Unit 50: Attach and Detach Articulated or Drawbar Vehicle Mounted Bodies

Unit reference number: M/602/4324

QCF level: 2

Credit value: 3

Guided learning hours: 10

Unit summary

This unit is about attaching and detaching articulated or drawbar vehicle mounted bodies. It covers the selection of safe and suitable places to attach and detach these units. It includes the identification and use of attaching equipment and the legal safety and operating requirements that apply.

This unit is relevant to drivers of goods vehicles or those who are responsible for goods vehicles within logistics organisations.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate.

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Know how to attach and detach the articulated or drawbar vehicle mounted body</p>	<p>1.1 explain the relevant organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements <p>1.2 explain:</p> <ul style="list-style-type: none"> • how to prepare the vehicle for attaching and detaching the vehicle mounted body • when different connections have to be made • how to connect and disconnect different connections • how to position the vehicle for coupling and uncoupling • which required checks are required • how to test the coupling has been completed successfully <p>1.3 identify problems that can occur when attaching and detaching the body to the vehicle</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to attach and detach the articulated or drawbar vehicle mounted body	<p>1.4 explain the appropriate action to take, in order to deal with identified problems</p> <p>2.1 follow all organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements <p>2.2 prepare the vehicle for attaching and detaching</p> <p>2.3 manoeuvre the vehicle in relation to the body for attaching</p> <p>2.4 establish that the body is positioned correctly and secured and that all necessary connections have been made</p> <p>2.5 test that the vehicle and body systems work correctly and that the vehicle is safe to drive after attachment of the body</p> <p>2.6 select a safe site for detaching the body from the vehicle</p> <p>2.7 disconnect the connections between the vehicle and the body when detaching</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	2.8 stow all connections according to organisational procedures and practices			
	2.9 drive the vehicle from the body carefully to ensure the detachment of the body has been achieved			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Further information

Our customer service numbers are:

BTEC and NVQ	0844 576 0026
GCSE	0844 576 0027
GCE	0844 576 0025
The Diploma	0844 576 0028
DiDA and other qualifications	0844 576 0031

Calls may be recorded for training purposes.

Useful publications

Related information and publications include:

- Centre Handbook for Edexcel QCF NVQs and Competence-based Qualifications published annually
- functional skills publications – specifications, tutor support materials and question papers
- *Regulatory Arrangements for the Qualification and Credit Framework* (published by Ofqual, August 2008)
- the current Edexcel publications catalogue and update catalogue.

Edexcel publications concerning the Quality Assurance System and the internal and standards verification of vocationally related programmes can be found on the Edexcel website.

NB: Some of our publications are priced. There is also a charge for postage and packing. Please check the cost when you order.

How to obtain National Occupational Standards

Skills for Logistics
12 Warren Yard
Wolverton Mill
Milton Keynes
MK12 5NW

Telephone: 01908 313 360

Email: info@skillsforlogistics.org

Website: www.skillsforlogistics.org

Professional development and training

Edexcel supports UK and international customers with training related to NVQ/competence based qualifications and BTEC qualifications. This support is available through a choice of training options offered in our published training directory or through customised training at your centre.

The support we offer focuses on a range of issues including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing student-centred learning and teaching approaches
- building functional skills into your programme
- building effective and efficient quality assurance systems.

The national programme of training we offer can be viewed on our website (www.edexcel.com/training). You can request customised training through the website or by contacting one of our advisers in the Training from Edexcel team via Customer Services to discuss your training needs.

The training we provide:

- is active
- is designed to be supportive and thought provoking
- builds on best practice
- may be suitable for those seeking evidence for their continuing professional development.

Annexe A: Progression pathways

The Edexcel qualification framework for the Driving Goods Vehicles sector

Level	General qualifications	Diplomas	BTEC vocationally-related qualifications	BTEC specialist qualification/professional	NVQ/competence
8					
7					
6					
5					
4					
3				BTEC Level 3 Award, Certificate in Management (QCF)	Level 3 Certificate in Logistics Operations (QCF) Level 3 Certificate in Traffic Office (QCF) Level 3 Diploma in Driving Goods Vehicles (QCF) Level 3 NVQ Certificate in Management (QCF)

Level	General qualifications	Diplomas	BTEC vocationally-related qualifications	BTEC specialist qualification / professional	NVQ / competence
2				BTEC Level 2 Certificate in Warehousing and Storage Principles (QCF) BTEC Level 2 Award, Certificate in Team Leading (QCF)	Level 2 Certificate in Driving Goods Vehicles (QCF) Level 2 Certificate in Traffic Office (QCF) Level 2 Certificate in Warehousing and Storage (QCF) Level 2 NVQ Certificate in Team Leading (QCF)
1				Level 1 Award and Certificate in Safe Road Skills and Attitudes (QCF)	
Entry					

Annexe B: Quality assurance

Key principles of quality assurance

- A centre delivering Edexcel qualifications must be an Edexcel recognised centre and must have approval for qualifications that it is offering.
- The centre agrees as part of gaining recognition to abide by specific terms and conditions around the effective delivery and quality assurance of assessment; the centre must abide by these conditions throughout the period of delivery.
- Edexcel makes available to approved centres a range of materials and opportunities to exemplify the processes required for effective assessment and provide examples of effective standards. Approved centres must use the guidance on assessment to ensure that staff who are delivering Edexcel qualifications are applying consistent standards.
- An approved centre must follow agreed protocols for: standardisation of assessors; planning, monitoring and recording of assessment processes; internal verification and recording of internal verification processes; and for dealing with special circumstances, appeals and malpractice.

Quality assurance processes

The approach to quality assured assessment is made through a partnership between a recognised centre and Edexcel. Edexcel is committed to ensuring that it follows best practice and employs appropriate technology to support quality assurance process where practicable. Therefore, the specific arrangements for working with centres will vary. Edexcel seeks to ensure that the quality assurance processes that it uses do not place undue bureaucratic processes on centres and works to support centres in providing robust quality assurance processes.

The learning outcomes and assessment criteria in each unit within this specification set out the standard to be achieved by each learner in order to gain each qualification. Edexcel operates a quality assurance process, which is designed to ensure that these standards are maintained by all assessors and verifiers.

For the purposes of quality assurance all individual qualifications and units are considered as a whole. Centres offering these qualifications must be committed to ensuring the quality of the units and qualifications they offer, through effective standardisation of assessors and internal verification of assessor decisions. Centre quality assurance and assessment processes are monitored by Edexcel.

The Edexcel quality assurance processes will involve:

- gaining centre recognition and qualification approval if a centre is not currently approved to offer Edexcel qualifications
- annual visits to centres by Edexcel for quality review and development of overarching processes and quality standards. Quality review and development visits will be conducted by an Edexcel quality development reviewer
- annual visits by occupationally competent and qualified Edexcel Standards Verifiers for sampling of internal verification and assessor decisions for the occupational sector
- the provision of support, advice and guidance towards the achievement of National Occupational Standards.

Centres are required to declare their commitment to ensuring quality and appropriate opportunities for learners that lead to valid and accurate assessment outcomes. In addition, centres will commit to undertaking defined training and online standardisation activities.

Annexe C: Centre certification and registration

Edexcel Standards Verifiers will provide support, advice and guidance to centres to achieve Direct Claims Status (DCS). Edexcel will maintain the integrity of Edexcel QCF NVQs/ competence based qualifications through ensuring that the awarding of these qualifications is secure. Where there are quality issues identified in the delivery of programmes, Edexcel will exercise the right to:

- direct centres to take actions
- limit or suspend certification
- suspend registration.

The approach of Edexcel in such circumstances is to work with the centre to overcome the problems identified. If additional training is required, Edexcel will aim to secure the appropriate expertise to provide this.

What are the access arrangements and special considerations for the qualification in this specification?

Centres are required to recruit learners to Edexcel qualifications with integrity.

Appropriate steps should be taken to assess each applicant's potential and a professional judgement made about their ability to successfully complete the programme of study and achieve the qualification. This assessment will need to take account of the support available to the learner within the centre during their programme of study and any specific support that might be necessary to allow the learner to access the assessment for the qualification. Centres should consult Edexcel's policy on learners with particular requirements.

Edexcel's policy on access arrangements and special considerations for Edexcel qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the 1995 Disability Discrimination Act and the amendments to the Act) without compromising the assessment of skills, knowledge, understanding or competence. Please refer to *Access Arrangements and Special Considerations for BTEC and Edexcel NVQ Qualifications* for further details. www.edexcel.com.

Annexe D: Skills for Logistics Assessment Guidance for the Qualifications and Credit Framework

March 2011

1. Introduction

This document is for those Awarding Organisations that intend to offer QCF qualifications based on Skills for Logistics National Occupational Standards. It is a tool that can be used in conjunction with any unit whose purpose is to confirm occupational competence. Such units are designed and informed by the views of logistics employers to meet the needs of the UK economy. They are designed to prepare candidates for further learning or training, or update their existing knowledge and skills, or their continuing professional development. Skills for Logistics aim to develop and implement combined units of assessment, based on relevant National Occupational Standards (NOS), which are fit for purpose and maintain quality assured approaches to assessment and verification

This guidance for assessment should be used by Awarding Organisations to ensure that 'competence' units are assessed in accordance with the needs of employers and stakeholders in the sector. The intention of this guidance is to minimise bureaucracy whilst maintaining integrity and quality assurance of assessment and verification of achievement.

This document applies to all qualifications in the Qualifications Credit Framework (QCF) from the 1st October 2010 and that fall within the Skills for Logistics sector. It replaces any other assessment strategies and guidance currently in use.

QCF qualifications are not currently used as a 'Licence to Practice' in the Logistics Sector, they are however recognised and supported by employers and stakeholders in the sector.

2. Definitions

Certain terms used in this document have particular meanings and that should be taken in context within the assessment guidance:

- to assess: to evaluate in a detailed and analytical way.*
- to verify: to demonstrate that something is true, accurate or justified*
- competence: the proven/demonstrated and individual – capacity to use know-how, skills, knowledge in order to meet usual and – changing occupational requirements.*

*reference Oxford English Dictionary

Skills for Logistics consider the combination of skills and knowledge to be fundamental to the furthering of the skills agenda as outlined in the White Paper; '*Skills for Growth – the national skills strategy*' BIS November 2009.

Competence for a particular job role is likely to include the generic skills required for that occupation, specialised skills for a particular supply chain and employability skills such as team working, creative thinking, communication and customer care. The inclusion of such skills in a qualification creates a more holistic approach to developing the skills required for the needs of the UK economy.

3. External Quality Control

External quality control is achieved through rigorous monitoring and standardisation of assessment decisions; Awarding Organisations achieve this by operating within their existing systems for quality monitoring, risk assessment, and management of their approved centres following guidance issued by the Regulatory Authorities.

4. Additional Assessment Needs

QCF units that are used to assess competence within the QCF need to be assessed and quality assured in accordance with the following additional requirements:

- 1 When QCF units are used to assess competence, Awarding Organisations (AO's) are required to make sure their recognised assessment centres assess learners according to the NOS issued by the SSC for learning and development.
- 2 Learners should be enabled to complete, wherever possible, real work activities that provide both evidence of underpinning knowledge and evidence of competence to demonstrate they have met the learning outcomes and assessment criteria of the QCF unit and that they are competent in relation to the NOS
- 3 When a Learner is unable to complete real work activities simulation is permitted, circumstances in which simulation may take place are:
 - a learner is required to complete a work activity that does not occur on a regular basis and therefore opportunities to complete a particular work activity do not easily arise,
 - a learner is required to respond to a situation that rarely occurs, such as responding to an emergency situation,
 - the safety of the learner and/or resources would be put at risk
- 4 When simulation is used, those who assess the learner should be confident that the simulation replicates the workplace to such an extent that learner's will be able to fully transfer their occupational competence to the workplace and real situations
- 6 Assessors must be occupationally competent in the occupational area they are assessing where they have sufficient and relevant technical/occupational competence in the unit, at or above the level of the unit being assessed
- 7 Assessors and Internal Verifiers must hold or be working towards the appropriate regulatory body approved qualifications for assessment and internal verification, such as those developed by Lifelong Learning UK.

- 8 Assessors must be fully conversant with the units against which the assessments and verifications are to be undertaken
- 9 Assessors must carry out assessment according to the relevant Learning and Development National Occupational Standards (*approved January 2010*)*
- 10 All assessment decisions made by those working towards a relevant assessor qualification must be verified by a qualified Teacher/Trainer, Assessor or an Assessor recognised by the Awarding Organisation as appropriate
- 11 Trainee Assessors should have a plan, which is overseen by the relevant assessment centre, to achieve the relevant assessor qualification within an agreed timescale

*these can be found on the National Occupational Standards Directory:
www.ukstandards.org.uk

5. Quality Assurance Requirements

This section summarises the quality assurance requirements that apply to QCF units and qualifications used to demonstrate competence. Awarding Organisations should ensure that recognised assessment centres are familiar with these requirements.

- 1 QCF units that are used to assess competence must be verified:
 - internally by an Internal Verifier who is accountable to the assessment centre
 - externally by an External Verifier who is accountable to the Awarding Organisation
- 2 Internal Verifiers must:
 - hold or be working towards a suitable Internal Verifier qualification such as one based on LLUK standards
 - have sufficient and relevant technical/occupational familiarity with the units that are verified
 - be fully conversant with the standards and assessment criteria in the units to be assessed
 - understand the Awarding Organisation's quality assurance systems and requirements for this qualification
- 3 Trainee Internal Verifiers must have:
 - a plan that is overseen by the recognised assessment centre, to achieve an appropriate Internal Verifier qualification within an agreed timescale
- 4 External Verifiers must:
 - hold or be working towards a suitable External Verifier qualification such as one based on LLUK standards
 - have sufficient and relevant technical/occupational familiarity with the units that are externally verified
 - be fully conversant with the standards and assessment criteria in the units to be assessed

- understand the Awarding Organisation's quality assurance systems and requirements for this qualification
- 5 Trainee External Verifiers should have:
- a plan that is overseen by the recognised assessment centre, to achieve an appropriate External Verifier qualification within an agreed timescale
- 6 Skills for Logistics recognises that employers in the sector provide in-house training, development and assessment processes that can meet the standards set for Assessors and Verifiers. Where an employer maps its in-house training, development and assessment processes against the Assessor and Verifier National Occupational Standards and shows that all are met; subject to agreement with the Awarding Organisation and Skills for Logistics, an employer is permitted to carry out Assessment and Verification using staff members who do not hold Assessor and Verifier qualifications. Such individuals must however, meet all other requirements for Assessors and Verifiers.

6. External Monitoring/Risk Management

Awarding Organisations should decide the frequency of external monitoring activities, which should be based on the risks associated with a qualification of this type and an assessment of the centre's performance and past record.

Awarding Organisations should develop suitable auditing processes, where naturally occurring quality assurance already exist in the workplace assessment environments.

7. Equality and Diversity

Awarding Organisations and their assessment centre staff must ensure no learner is discriminated against, either directly or indirectly on the grounds of: race, colour, ethnicity, nationality, ethnicity, sex, marital status, gender reassignment, sexual orientation, disability, social status, belief or non-belief, language with the exception of the Welsh language and the legal requirements of the Welsh Language Act.

Annex A

Specific Criteria for the Assessment and Verification of Driving Goods Vehicles

Assessors

- In the case of qualifications titled ***Driving Goods Vehicles***, assessors must hold a Driving Licence i.e., Cat A or Cat B or Cat C1 or Cat C or Cat C+E, with the entitlement needed to drive the vehicle on which the assessment is being undertaken.
- Assessors must satisfy the external verifier that they are occupationally competent in the employment context in which assessment is undertaken.
- When assessment takes place in the context of the movement or handling of dangerous goods the assessor must hold a current ADR certificate.

Internal Verifiers

- In the case of the qualification ***Driving Goods Vehicles*** at Level 2 and Level 3 internal verifiers must have a working knowledge of the DVLA Driving Licence regulations relating to the candidate and the vehicle on which the assessment is being undertaken.
- When assessment takes place in the context of the management, movement or handling of dangerous goods the internal verifier must have a working knowledge of ADR certification and the risks associated with the transport of dangerous goods.

External Verifiers

- When assessment takes place in the context of the handling of dangerous goods the external verifier must have a working knowledge of ADR certification and the risks associated with the transport of dangerous goods.

Annex B

Specific criteria for the Assessment and Verification of Warehousing and Storage

Assessors

In the case of qualifications titled **Warehousing and Storage**, where the candidate uses equipment that requires specific training, or a 'licence' (certificate), for example lift trucks, assessors must have undertaken the specific training, or hold the 'licence' for the type of equipment on which the assessment is to take place.

Expert witness

Where the assessor has not undertaken the specific training, or does not hold the 'licence' for the type of equipment on which the assessment is to take place, the testimony of an expert witness should be sought.

An expert witness **must** be someone who is both competent on the type of equipment and is working sufficiently closely with the candidate to be able to comment on their operating ability. Competence may be demonstrated by the achievement of a 'licence' or evidence of specific training.

The expert witness is not consulted as a professional assessor, but as someone who is expert in the use of the type of equipment being used.

Annex C

Specific Criteria for the Assessment, Verification and Certification of Mail Services/Package Distribution

In the case of qualifications titled **Mail Services or Package Distribution** it is recognised that there are situations where the workplace may not be appropriate, or waiting for naturally occurring evidence is impractical in relation to units based on the National Occupational Standard SFL140 '**Contribute to safety and security in mail services**'. Skills for Logistics therefore allow centres to set up or devise assessment situations for this unit, with the prior agreement of the external verifier that the simulation is valid before assessment is undertaken.

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For more information on Edexcel and BTEC qualifications please
visit our website: www.edexcel.com

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