



Level 2 Certificate in Driving Goods Vehicles

Qualification Specification

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Introduction

The Level 2 Certificate in Driving Goods Vehicles is aimed at those working in a role that requires them to drive a goods vehicle.

The awarding organisation for the qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for this qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

The qualification has been accredited onto the Regulated Qualifications Framework (RQF).

Qualification Profile Level 2 Certificate in Driving Goods Vehicles

Qualification title	ProQual Level 2 Certificate in Driving Goods Vehicles
Ofqual qualification number	600/8307/4
Level	Level 2
Total qualification time	290 hours
Guided learning hours	149
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/3/2013
Qualification end date	31/7/2026
Age Ranges	16-18, 19+

Entry Requirements

There are no formal entry requirements for this qualification, but centres should ensure that candidates have the potential to achieve the qualification.

Qualification Structure

To achieve the qualification candidates must achieve a minimum of **29 credits** from the Mandatory and Optional units in their chosen pathway:

Pathways
Pathway 1: Motor Cycle/Pedal Cycle
Pathway 2: Van
Pathway 3: Rigid Vehicle
Pathway 4: Articulated or Draw Bar Vehicle

Pathway 1: Motor Cycle/Pedal Cycle

Candidates must achieve a minimum of 29 credits:

- 15 credits from the Mandatory Group, plus
- a minimum of 4 credits from Optional Group O1, plus
- 4 credits from Optional Group O2, 3 credits from Optional Group O3, and
- 3 credits from Optional Group O4

Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
R/602/2873	Prepare the cycle for driving	2	2	10
Y/602/2874	Protect the cycle and the load	2	2	15
D/602/2875	Operate and monitor the cycle systems	2	3	16
K/602/2877	Manoeuvre the cycle in restricted spaces	2	4	18
A/601/9451	Obtain information on the collection and/or delivery of loads	2	2	10
K/601/9462	Collecting and/or delivering goods (motorcycles and pedal cycles)	2	2	10

Optional Group O1 – candidates must achieve a minimum of 4 credits from this group

T/602/2879	Drive the cycle on public roads in a safe and fuel efficient manner	2	6	30
T/602/2882	Drive the cycle on private roads in a safe and fuel efficient manner	2	4	20

Optional Group O2 – candidates must achieve a minimum of 4 credits from this group

D/602/2892	Ensure the cycle is loaded correctly	2	4	25
K/602/2894	Load the cycle correctly	2	5	30

Optional Group O3 – candidates must achieve a minimum of 3 credits from this group

T/602/2896	Ensure the cycle is unloaded correctly	2	3	15
A/602/2897	Unload the cycle correctly	2	3	20

Optional Group O4 – candidates must achieve a minimum of 3 credits from this group

D/601/9457	Plan the route and timings for the collection and delivery of goods	3	6	30
Y/601/9456	Make an effective contribution to a business in the logistics sector	2	3	10
Y/601/7920	Contribute to the provision of customer service in logistics operations	2	3	18
M/601/9463	Dealing with payment transactions in logistics operations	2	2	10

Pathway 2: Van

Candidates must achieve a minimum of 29 credits:

- 13 credits from the Mandatory Group, plus
- a minimum of 4 credits from Optional Group O1, plus
- 4 credits from Optional Group O2, 3 credits from Optional Group O3, and
- 5 credits from Optional Group O4

Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
R/602/2842	Prepare the van for driving	2	2	10
K/602/2846	Protect the van and the load	2	2	15
M/602/2847	Operate and monitor the van systems	2	3	16
A/602/2849	Manoeuvre the van in restricted spaces	2	4	18
A/601/9451	Obtain information on the collection and/or delivery of loads	2	2	10

Optional Group O1 – candidates must achieve a minimum of 4 credits from this group

A/602/2852	Drive the van on public roads in a safe and fuel efficient manner	2	6	30
L/602/2855	Drive the van on private roads in a safe and fuel efficient manner	2	4	20

Optional Group O2 – candidates must achieve a minimum of 4 credits from this group

H/602/2859	Ensure the van is loaded correctly	2	4	25
D/602/2861	Load the van correctly	2	5	30

Optional Group O3 – candidates must achieve a minimum of 3 credits from this group

H/602/2862	Ensure the van is unloaded correctly	2	3	15
M/602/2864	Unload the van correctly	2	3	20

Optional Group O4 – candidates must achieve a minimum of 5 credits from this group

D/601/9457	Plan the route and timings for the collection and delivery of goods	3	6	30
Y/601/9456	Make an effective contribution to a business in the logistics sector	2	3	10
Y/601/7920	Contribute to the provision of customer service in logistics operations	2	3	18
M/601/9463	Dealing with payment transactions in logistics operations	2	2	10

Pathway 3: Rigid Vehicle

Candidates must achieve a minimum of 29 credits:

- 13 credits from the Mandatory Group, plus
- a minimum of 4 credits from Optional Group O1, plus
- 4 credits from Optional Group O2, 3 credits from Optional Group O3, and
- 5 credits from Optional Group O4

Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
K/602/2832	Prepare the rigid vehicle for driving	2	2	10
M/602/2833	Protect the rigid vehicle and the load	2	2	15
F/602/2836	Operate and monitor the rigid vehicle systems	2	3	16
L/602/2838	Manoeuvre the rigid vehicle in restricted spaces	2	4	18
A/601/9451	Obtain information on the collection and/or delivery of loads	2	2	10

Optional Group O1 – candidates must achieve a minimum of 4 credits from this group

R/602/2839	Drive the rigid vehicle on public roads in a safe and fuel efficient manner	2	6	30
J/602/2840	Drive the rigid vehicle on private roads in a safe and fuel efficient manner	2	4	20

Optional Group O2 – candidates must achieve a minimum of 4 credits from this group

Y/602/2843	Ensure the rigid vehicle is loaded correctly	2	4	25
H/602/2845	Load the rigid vehicle correctly	2	5	30

Optional Group O3 – candidates must achieve a minimum of 3 credits from this group

T/602/2848	Ensure the rigid vehicle is unloaded correctly	2	3	15
T/602/2851	Unload the rigid vehicle correctly	2	3	20

Optional Group O4 – candidates must achieve a minimum of 5 credits from this group

D/601/9457	Plan the route and timings for the collection and delivery of goods	3	6	30
K/602/4323	Attach and detach rigid vehicle mounted bodies	2	3	10
Y/601/9456	Make an effective contribution to a business in the logistics sector	2	3	10
Y/601/7920	Contribute to the provision of customer service in logistics operations	2	3	18
M/601/9463	Dealing with payment transactions in logistics operations	2	2	10

Pathway 2: Articulated or Draw Bar Vehicle

Candidates must achieve a minimum of 29 credits:

- 13 credits from the Mandatory Group, plus
- a minimum of 4 credits from Optional Group O1, plus
- 4 credits from Optional Group O2, 3 credits from Optional Group O3, and
- 5 credits from Optional Group O4

Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
T/602/2722	Prepare the articulated or draw bar vehicle for driving	2	2	10
J/602/2739	Protect the articulated or draw bar vehicle and the load	2	2	15
F/602/2741	Operate and monitor the articulated or draw bar vehicle systems	2	3	16
J/602/2742	Manoeuvre the articulated or draw bar vehicle in restricted spaces	2	4	18
A/601/9451	Obtain information on the collection and/or delivery of loads	2	2	10

Optional Group O1 – candidates must achieve a minimum of 4 credits from this group

L/602/2760	Drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner	2	6	30
R/602/2761	Drive the articulated or draw bar vehicle on private roads in a safe and fuel efficient manner	2	4	20

Optional Group O2 – candidates must achieve a minimum of 4 credits from this group

M/602/2766	Ensure the articulated or draw bar vehicle is loaded correctly	2	4	25
F/602/2769	Load the articulated or draw bar vehicle correctly	2	5	30

Optional Group O3 – candidates must achieve a minimum of 3 credits from this group

A/602/2771	Ensure the articulated or draw bar vehicle is unloaded correctly	2	3	15
J/602/2773	Unload the articulated or draw bar vehicle correctly	2	3	20

Optional Group O4 – candidates must achieve a minimum of 5 credits from this group

D/601/9457	Plan the route and timings for the collection and delivery of goods	3	6	30
H/602/2781	Couple and uncouple the articulated or draw bar vehicle	2	3	10
M/602/4324	Attach and detach articulated or draw bar vehicle mounted bodies	2	3	10
Y/601/9456	Make an effective contribution to a business in the logistics sector	2	3	10
Y/601/7920	Contribute to the provision of customer service in logistics operations	2	3	18
M/601/9463	Dealing with payment transactions in logistics operations	2	2	10

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and skill described in the units. Assessment is the process of measuring a candidate's knowledge, understanding and performance against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Learning outcomes and assessment criteria for this qualification can be found from page 12.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the required credits for this qualification will be awarded:

- A certificate listing the units achieved with its related credit value, and
- A certificate giving the full qualification title -

ProQual Level 2 Certificate in Driving Goods Vehicles

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit R/602/2873

Prepare the cycle for driving

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Know how to prepare the cycle for driving	1.1	Explain the relevant organisational policies and procedures, in relation to preparing the cycle for driving, that relate to: <ul style="list-style-type: none"> • health, safety and security • legal requirements • operating requirements
		1.2	Explain how to check that the cycle has sufficient fuel, additives and water
		1.3	Explain the operation of the cycle instruments and controls to include: <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
		1.4	Explain the responsibilities of the driver for the cycle and the load
		1.5	Explain the organisational procedures for reporting defects including information on previously reported problems with the cycle
		1.6	Explain how to obtain information on previously reported problems with the cycle
		1.7	Explain which person(s) is officially responsible for releasing the cycle
		1.8	Identify problems that can occur when preparing the cycle for driving
		1.9	Explain the appropriate action to take, in order to deal with identified problems
2	1 Be able to prepare the cycle for driving	2.1	Follow all organisational policies and procedures, in relation to preparing the cycle for driving, that relate to: <ul style="list-style-type: none"> • health, safety and security • legal requirements

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- operating requirements
- 2.2 Check the vehicle and vehicle systems to ensure the cycle is legal and roadworthy
- 2.3 Carry out adjustments to the:
 - steering mechanism
 - mirrors
 - seatfor optimum control, observation and comfort
- 2.4 Check the cycle has sufficient:
 - 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

Unit Y/602/2874

Protect the cycle and the load

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.3 Demonstrate how to report any change in the condition of the load according to organisational procedures

Unit D/602/2875

Operate and monitor the cycle systems

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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>
<p>2 Be able to operate and monitor the cycle 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 • cycle operating systems • cycle monitoring systems <p>2.2 Operate the cycle controls to maintain the safety, security of yourself, the cycle 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 cycle systems</p>

Unit K/602/2877

Manoeuvre the cycle in restricted spaces

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to manoeuvre the cycle in restricted spaces	<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> <p>1.8 Explain the appropriate action to take, in order to deal with identified problems</p>
2 Be able to manoeuvre the cycle in restricted spaces	<p>2.1 Follow 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>2.2 Manoeuvre the cycle in restricted spaces and include:</p> <ul style="list-style-type: none"> • the appropriate use of signals

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 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

Unit A/601/9451

Obtain information on the collection and/or delivery of loads

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to obtain information on the collection and/or delivery of loads	<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> <p>1.4 Explain the appropriate action to take, in order to deal with identified problems</p>
2 Be able to obtain information on the collection and/or delivery of loads	<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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.3 Assess any relevant information that could affect the destination and schedule
- 2.4 Communicate effectively with others in relation to the collection and/or delivery of the load
- 2.5 Assess the suitability of the vehicle for the load

Unit K/601/9462

Collecting and/or delivering goods _motorcycles and pedal cycles

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 <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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.2 Confirm with an appropriate person the:
 - goods to be collected and /or delivered
 - route and schedule
- 2.3 Ensure the vehicle used is suitably equipped and serviceable
- 2.4 Carry out the collection and/or delivery of the goods safely and in accordance with organisational operational policies
- 2.5 Monitor progress on the collection and/or delivery of goods
- 2.6 Demonstrate how to report and record any difficulties with the collection and/or delivery of the goods in accordance with organisational policy
- 2.7 Complete collection and delivery documentation
- 2.8 Complete end of collection and or delivery schedule procedures
- 2.9 Complete end of duty tasks

Unit T/602/2879

Drive the cycle on public roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to drive the cycle on public roads in a safe and fuel efficient manner	<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• use the controls of the cycle to optimize 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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		<ul style="list-style-type: none">• factors affecting the distance required to overtake other vehicles
	1.9	Describe the effects severe braking could have on the load and roadworthiness of the cycle
	1.10	Identify problems that can occur when driving the cycle, on public roads, in a safe and fuel efficient manner
	1.11	Explain the appropriate action to take, in order to deal with identified problems
2	Be able to drive the cycle on public roads in a safe and fuel efficient manner	<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

Unit T/602/2882

Drive the cycle on private roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to drive the cycle on private roads in a fuel-efficient manner	<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• use the controls of the cycle to optimize 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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- factors affecting the distance required to overtake other vehicles
 - 1.9 Describe the effects severe braking could have on the load and roadworthiness of the cycle
 - 1.10 Identify problems that can occur when driving the vehicle, on private roads, in a safe and fuel efficient manner
 - 1.11 Explain the appropriate action to take, in order to deal with identified problems
- 2 Be able to drive the cycle on private roads in a safe and fuel efficient manner
 - 2.1 Follow organisational policies and procedures, in relation to driving the cycle and load, in a fuel-efficient manner, that relate to:
 - health, safety and security
 - legal requirements
 - operating requirements
 - 2.2 Position the cycle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
 - 2.3 Demonstrate how to drive the cycle safely and in a fuel-efficient manner to include:
 - 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

Unit D/602/2892

Ensure the cycle is loaded correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 <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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Ensure that the cycle has been loaded in the appropriate manner for the type of load and delivery sequence
- 2.5 Ensure that the load is secured and stabilized, for transportation
- 2.6 Ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation

Unit K/602/2894

Load the cycle correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 re-distribute 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> <p>1.4 Identify problems that can occur when loading the cycle 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 cycle 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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 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
- 2.9 Secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation

Unit T/602/2896

Ensure the cycle is unloaded correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 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 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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.5 Ensure that the part of the load to be unloaded is correctly identified
- 2.6 Ensure the correct proof of delivery procedures are completed

Unit A/602/2897

Unload the cycle correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 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 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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Manoeuvre the cycle into a safe and suitable position for unloading
- 2.5 Prepare the cycle correctly for unloading
- 2.6 Demonstrate how to properly plan for unloading the cycle
- 2.7 Correctly identify the part of the load to be unloaded
- 2.8 Use the correct handling method to move the load
- 2.9 Follow the correct proof of delivery procedures

Unit D/601/9457

Plan the route and timings for the collection and delivery of goods

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to plan the route and timings for the collection and delivery of loads	<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• 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>
2 Be able to plan the route and timings for the collection and delivery of loads	<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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- legal requirements
 - operating requirements
- 2.2 Collect all relevant information on the:
- destination
 - route
 - schedule
 - driving distances
 - times
 - vehicle
 - load
 - restrictions
 - facilities at stopping points
- 2.3 Use relevant route planning resources
- 2.4 Identify the major and minor roads for reaching the destination
- 2.5 Plan alternative routes to ensure effective use of driving time
- 2.6 Estimate driving distances and time required to achieve schedule

Unit Y/601/9456

Make an effective contribution to a business in the logistics sector

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to make an effective contribution to a business in the logistics sector	<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>
2 be able to make an effective contribution to a business in the logistics sector	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.5 Ensure that:
- personal appearance and hygiene
 - equipment
 - work area
- are maintained in accordance with organisational requirements
- 2.6 Identify own learning needs from feedback obtained from appropriate people
- 2.7 Agree a learning plan that is realistic, with an appropriate person
- 2.8 Promptly action requests from others that fall within own responsibility

Unit Y/601/7920

Contribute to the provision of customer service in logistics operations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to contribute to the provision of customer services in logistics operations	<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> <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>

Learning Outcome - The learner will:**Assessment Criterion - The learner can:**

- | | | | |
|---|---|------|---|
| 2 | be able to contribute to the provision of customer services in logistics operations | 2.1 | Follow all organisational policies and procedures, in relation to contributing to customer services in logistics operations, that relate to: <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 |
| | | 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 |

Unit M/601/9463

Dealing with payment transactions in logistics operations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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> <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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.8 Reconcile payments received with the documentation and payments collected
- 2.9 Deposit completed documentation and payments with relevant person or to the relevant place
- 2.10 Record and report any discrepancies promptly to relevant person(s)

Unit R/602/2842

Prepare the van for driving

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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> <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 Be able to prepare the van for driving</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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.2 Check the vehicle and vehicle systems to ensure the van is legal and roadworthy
- 2.3 Carry out adjustments to the:
- steering wheel
 - mirrors
 - seat
- for optimum control, observation and comfort
- 2.4 Check the van has sufficient:
- 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

Unit K/602/2846

Protect the van and the load

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.3 Demonstrate how to report any change in the condition of the load according to organisational procedures

Unit M/602/2847

Operate and monitor the van systems

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to operate and monitor the van systems	<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 vans instruments</p> <p>1.3 Explain the vans 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>
2 Be able to operate and monitor the van systems	<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 • van operating systems • van monitoring systems <p>2.2 Operate the vehicle controls to maintain the safety, security of yourself, the van 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 van systems</p>

Unit A/602/2849

Manoeuvre the van in restricted spaces

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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> <p>1.8 Explain the appropriate action to take, in order to deal with identified problems</p>
<p>2 Be able to manoeuvre the van in restricted spaces</p>	<p>2.1 Follow 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>2.2 Manoeuvre the van in restricted spaces and include:</p> <ul style="list-style-type: none"> • the appropriate use of signals • using the appropriate speed for the manoeuvre

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 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

Unit A/602/2852

Drive the van on public roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to drive the van on public roads in a safe and fuel efficient manner	<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• 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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- factors affecting the distance required to overtake other vehicles
- 1.9 Describe the effects severe braking could have on the load and roadworthiness of the van
- 1.10 Identify problems that can occur when driving the van, on public roads, in a safe and fuel efficient manner
- 1.11 Explain the appropriate action to take, in order to deal with identified problems
- 2 Be able to drive the van on public roads in a safe and fuel efficient manner
 - 2.1 Follow organisational policies and procedures, in relation to driving the van and load, in a fuel-efficient manner, that relate to:
 - health, safety and security
 - legal requirements
 - operating requirements
 - 2.2 Position the van and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
 - 2.3 Demonstrate how to drive the van safely and in a fuel-efficient manner to include:
 - 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

Unit L/602/2855

Drive the van on private roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to drive the van on private roads in a fuel-efficient manner	<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• 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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- factors affecting the distance required to overtake other vehicles
- 1.9 Describe the effects severe braking could have on the load and roadworthiness of the van
- 1.10 Identify problems that can occur when driving the vehicle, on private roads, in a safe and fuel efficient manner
- 1.11 Explain the appropriate action to take, in order to deal with identified problems
- 2 Be able to drive the van on private roads in a safe and fuel efficient manner
- 2.1 Follow organisational policies and procedures, in relation to driving the van and load, in a fuel-efficient manner, that relate to:
- health, safety and security
 - legal requirements
 - operating requirements
- 2.2 Position the van and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
- 2.3 Demonstrate how to drive the van safely and in a fuel-efficient manner to include:
- 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

Unit H/602/2859

Ensure the van is loaded correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Ensure that the van has been loaded in the appropriate manner for the type of load and delivery sequence
- 2.5 Ensure that the load is secured and stabilized, for transportation
- 2.6 Ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation

Unit D/602/2861

Load the van correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 <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 Be able to load the van 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>

**Learning Outcome -
The learner will:**

Assessment Criterion - The learner can:

- 2.3 Ensure that the van and load are compatible
- 2.4 Ensure that the van is ready to receive the load
- 2.5 Ensure the loading area is suitable and safe
- 2.6 Manoeuvre the van into a suitable position for loading
- 2.7 Load the van 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
- 2.9 Secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation

Unit H/602/2862

Ensure the van is unloaded correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 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 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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.5 Ensure that the part of the load to be unloaded is correctly identified
- 2.6 Ensure the correct proof of delivery procedures are completed

Unit M/602/2864

Unload the van correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know how to unload the van correctly	<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 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 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>
2 Be able to unload the van correctly	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Manoeuvre the van into a safe and suitable position for unloading
- 2.5 Prepare the van correctly for unloading
- 2.6 Demonstrate how to properly plan for unloading the van
- 2.7 Correctly identify the part of the load to be unloaded
- 2.8 Use the correct handling method to move the load
- 2.9 Follow the correct proof of delivery procedures

Unit T/602/2722

Prepare the articulated or draw bar vehicle for driving

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to prepare the articulated or draw bar vehicle for driving	<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> <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>
2 be able to prepare the articulated or draw bar vehicle for driving	2.1 Follow all organisational policies and procedures, in relation to preparing the articulated or draw bar vehicle for driving, that relate to:

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- health, safety and security
 - legal requirements
 - operating requirements
- 2.2 Check the vehicle and vehicle systems to ensure the articulated or draw bar vehicle is legal and roadworthy
- 2.3 Carry out adjustments to the:
- steering wheel
 - mirrors
 - seat
- for optimum control, observation and comfort
- 2.4 Check the articulated or draw bar vehicle has sufficient:
- 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 articulated or draw bar vehicle

Unit J/602/2739

Protect the articulated or draw bar vehicle and the load

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to protect the articulated or draw bar vehicle and the load	<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>
2 be able to protect the articulated or draw bar vehicle and the load	<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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- reporting procedures
- 2.2 Carry out security checks
- 2.3 Demonstrate how to report any change in the condition of the load according to organisational procedures

Unit F/602/2741

Operate and monitor the articulated or draw bar vehicle systems

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to operate and monitor the articulated or draw bar vehicle systems	<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>
2 be able to operate and monitor the articulated or draw bar vehicle systems	<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 articulated or draw bar vehicle and others</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

2.3 Operate fuel delivery systems correctly and safely

Unit J/602/2742

Manoeuvre the articulated or draw bar vehicle in restricted spaces

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to manoeuvre the articulated or draw bar vehicle in restricted spaces	<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> <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>
2 be able to manoeuvre the articulated or draw bar vehicle in restricted spaces	<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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.2 Manoeuvre the articulated or draw bar vehicle in restricted spaces and include:
- 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

Unit L/602/2760

Drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner	<p>1.1 Explain organisational policies and procedures, in relation to driving the articulated and 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• alter speed to meet different types of road conditions and requirements• use the controls of the articulated or draw bar vehicle to optimize 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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|--|------|--|
| 2 | be able to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner | 1.8 | When overtaking, identify: <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 |
| | | 1.9 | Describe the effects severe braking could have on the load and roadworthiness of the articulated or draw bar vehicle |
| | | 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 |
| | | 1.11 | Explain the appropriate action to take, in order to deal with identified problems |
| | | 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: <ul style="list-style-type: none">• health, safety and security• legal requirements• operating requirements |
| | | 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 |
| | | 2.3 | Demonstrate how to drive the articulated or draw bar vehicle safely and in a fuel-efficient manner to include: <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• overtake other vehicles at a suitable point |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- take preventative action to avoid harm to any other road user

Unit R/602/2761

Drive the articulated or draw bar vehicle on private roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to drive the articulated or draw bar vehicle on private roads in a fuel-efficient manner	<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• alter speed to meet different types of road conditions and requirements• use the controls of the articulated or draw bar vehicle to optimize 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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|---|------|--|
| 2 | be able to drive the articulated or draw bar vehicle on private roads in a safe and fuel efficient manner | 1.8 | When overtaking, identify: <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 |
| | | 1.9 | Describe the effects severe braking could have on the load and roadworthiness of the articulated or draw bar vehicle |
| | | 1.10 | Identify problems that can occur when driving the vehicle, on private roads, in a safe and fuel efficient manner |
| | | 1.11 | Explain the appropriate action to take, in order to deal with identified problems |
| | | 2.1 | Follow organisational policies and procedures, in relation to driving the articulated and draw bar vehicle and load, in a fuel-efficient manner, that relate to: <ul style="list-style-type: none">• health, safety and security• legal requirements• operating requirements |
| | | 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 |
| | | 2.3 | Demonstrate how to drive the articulated or draw bar vehicle safely and in a fuel-efficient manner to include: <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 |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- take preventative action to avoid harm to any other road user

Unit M/602/2766

Ensure the articulated or draw bar vehicle is loaded correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to load the articulated or draw bar vehicle correctly	<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 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 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>
2 be able to ensure the articulated or draw bar vehicle is loaded correctly	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.3 Ensure that the articulated or draw bar vehicle and load are compatible
- 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
- 2.5 Ensure that the load is secured and stabilized, for transportation
- 2.6 Ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation

Unit F/602/2769

Load the articulated or draw bar vehicle correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to load the articulated or draw bar vehicle correctly	<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 <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>
2 be able to load the articulated or draw bar vehicle correctly	<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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.2 Communicate effectively with others
- 2.3 Ensure that the articulated or draw bar vehicle and load are compatible
- 2.4 Ensure that the articulated or draw bar vehicle is ready to receive the load
- 2.5 Ensure the loading area is suitable and safe
- 2.6 Manoeuvre the articulated or draw bar vehicle into a suitable position for loading
- 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
- 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

Unit A/602/2771

Ensure the articulated or draw bar vehicle is unloaded correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to ensure that the articulated or draw bar vehicle is unloaded correctly	<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>
2 be able to ensure that the articulated or draw bar vehicle is unloaded correctly	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.3 Identify the person responsible for receiving the load
- 2.4 Ensure the unloading is properly planned
- 2.5 Ensure that the part of the load to be unloaded is correctly identified
- 2.6 Ensure the correct proof of delivery procedures are completed

Unit J/602/2773

Unload the articulated or draw bar vehicle correctly

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|--|-----|---|
| 1 | know how to unload the articulated or draw bar vehicle correctly | 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: <ul style="list-style-type: none">• health, safety and security• personal protective clothing• legal requirements• operating requirements• monitoring requirements• handling methods |
| | | 1.2 | Explain the required information to include: <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 |
| | | 1.3 | Explain how to prepare the articulated or draw bar vehicle for unloading |
| | | 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 |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 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
- 2.8 Use the correct handling method to move the load
- 2.9 Follow the correct proof of delivery procedures

Unit H/602/2781

Couple and uncouple the articulated or draw bar vehicle

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to couple and uncouple the articulated or draw bar vehicle	<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> <p>1.4 Explain the appropriate action take, in order to deal with identified problems</p>
2 be able to couple and uncouple the articulated or draw bar vehicle	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.3 Manoeuvre the unit in relation to the trailer for coupling and uncoupling
- 2.4 Establish that the coupling is positioned and secured and that all necessary connections have been made
- 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
- 2.6 Select a safe site for uncoupling trailers from their units
- 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

Unit M/602/4324

Attach and detach articulated or drawbar vehicle mounted bodies

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to attach and detach the articulated or drawbar vehicle mounted body	<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>
2 be able to attach and detach the articulated or drawbar vehicle mounted body	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Establish that the body is positioned correctly and secured and that all necessary connections have been made
- 2.5 Test that the vehicle and body systems work correctly and that the vehicle is safe to drive after attachment of the body
- 2.6 Select a safe site for detaching the body from the vehicle
- 2.7 Disconnect the connections between the vehicle and the body when detaching
- 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

Unit K/602/2832

Prepare the rigid vehicle for driving

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to prepare the rigid vehicle for driving	<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> <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>
2 1 be able to prepare the rigid vehicle for driving	<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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- legal requirements
 - operating requirements
- 2.2 Check the vehicle and vehicle systems to ensure the rigid vehicle is legal and roadworthy
- 2.3 Carry out adjustments to the:
- steering wheel
 - mirrors
 - seat
- for optimum control, observation and comfort
- 2.4 Check the rigid vehicle has sufficient:
- 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 rigid vehicle

Unit M/602/2833

Protect the rigid vehicle and the load

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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>
<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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.2 Carry out security checks
- 2.3 Demonstrate how to report any change in the condition of the load according to organisational procedures

Unit F/602/2836

Operate and monitor the rigid vehicle systems

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to operate and monitor the rigid vehicle systems	<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>
2 be able to operate and monitor the rigid vehicle systems	<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 • rigid vehicle operating systems • rigid vehicle monitoring systems <p>2.2 Operate the rigid vehicle controls to maintain the safety, security of yourself, the rigid 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 rigid vehicle systems</p>

Unit L/602/2838

Manoeuvre the rigid vehicle in restricted spaces

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to manoeuvre the rigid vehicle in restricted spaces	<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> <p>1.8 Explain the appropriate action to take, in order to deal with identified problems</p>
2 be able to manoeuvre the rigid vehicle in restricted spaces	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 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

Unit R/602/2839

Drive the rigid vehicle on public roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to drive the rigid vehicle on public roads in a safe and fuel efficient manner	<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• 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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- the types of hazards involved
 - factors affecting the distance required to overtake other vehicles
- 1.9 Describe the effects severe braking could have on the load and roadworthiness of the rigid vehicle
- 1.10 Identify problems that can occur when driving the rigid vehicle, on public roads, in a safe and fuel efficient manner
- 1.11 Explain the appropriate action to take, in order to deal with identified problems
- 2 be able to drive the rigid vehicle on public roads in a safe and fuel efficient manner
- 2.1 Follow organisational policies and procedures, in relation to driving the rigid vehicle and load in a fuel-efficient manner, that relate to:
- health, safety and security
 - legal requirements
 - operating requirements
- 2.2 Position the rigid vehicle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
- 2.3 Demonstrate how to drive the rigid vehicle safely and in a fuel-efficient manner to include:
- 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
 - overtake other vehicles at a suitable point
 - take preventative action to avoid harm to any other road user

Unit J/602/2840

Drive the rigid vehicle on private roads in a safe and fuel efficient manner

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to drive the rigid vehicle on private roads in a fuel-efficient manner	<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• 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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- the types of hazards involved
 - factors affecting the distance required to overtake other vehicles
- 1.9 Describe the effects severe braking could have on the load and roadworthiness of the rigid vehicle
- 1.10 Identify problems that can occur when driving the vehicle, on private roads, in a safe and fuel efficient manner
- 1.11 Explain the appropriate action to take, in order to deal with identified problems
- 2 be able to drive the rigid vehicle on private roads in a safe and fuel efficient manner
 - 2.1 Follow organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel-efficient manner, that relate to:
 - health, safety and security
 - legal requirements
 - operating requirements
 - 2.2 Position the rigid vehicle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
 - 2.3 Demonstrate how to drive the rigid vehicle safely and in a fuel-efficient manner to include:
 - 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
 - take preventative action to avoid harm to any other road user

Unit Y/602/2843

Ensure the rigid vehicle is loaded correctly

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|---|-----|---|
| 1 | know how to load the rigid vehicle correctly | 1.1 | Explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle 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 |
| | | 1.2 | Explain the required information to include: <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 re-distribute the load• correct securing of the load• use of correct restraints• why, how and where to check axle weights |
| | | 1.3 | Identify problems that can occur when ensuring that the rigid vehicle is loaded correctly |
| | | 1.4 | Explain the appropriate action to take, in order to deal with identified problems |
| 2 | be able to ensure the rigid vehicle is loaded correctly | 2.1 | Follow all organisational policies and procedures, in relation to ensuring the rigid vehicle 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 rigid vehicle and load are compatible |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Ensure that the rigid vehicle has been loaded in the appropriate manner for the type of load and delivery sequence
- 2.5 Ensure that the load is secured and stabilized, for transportation
- 2.6 Ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation

Unit H/602/2845

Load the rigid vehicle correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to load the rigid vehicle correctly	<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 re-distribute 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> <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>
2 be able to load the rigid vehicle correctly	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.3 Ensure that the rigid vehicle and load are compatible
- 2.4 Ensure that the rigid vehicle is ready to receive the load
- 2.5 Ensure the loading area is suitable and safe
- 2.6 Manoeuvre the rigid vehicle into a suitable position for loading
- 2.7 Load the rigid vehicle 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
- 2.9 Secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation

Unit T/602/2848

Ensure the rigid vehicle is unloaded correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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 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 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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.5 Ensure that the part of the load to be unloaded is correctly identified
- 2.6 Ensure the correct proof of delivery procedures are completed

Unit T/602/2851

Unload the rigid vehicle correctly

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<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>
<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Manoeuvre the rigid vehicle into a safe and suitable position for unloading
- 2.5 Prepare the rigid vehicle correctly for unloading
- 2.6 Demonstrate how to properly plan for unloading the rigid vehicle
- 2.7 Correctly identify the part of the load to be unloaded
- 2.8 Use the correct handling method to move the load
- 2.9 Follow the correct proof of delivery procedures

Unit K/602/4323

Attach and detach rigid vehicle mounted bodies

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 know how to attach and detach the rigid vehicle mounted body	<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>
2 be able to attach and detach the rigid vehicle mounted body	<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>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 2.4 Establish that the body is positioned correctly and secured and that all necessary connections have been made
- 2.5 Test that the vehicle and body systems work correctly and that the vehicle is safe to drive after attachment of the body
- 2.6 Select a safe site for detaching the body from the vehicle
- 2.7 Disconnect the connections between the vehicle and the body when detaching
- 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



ProQual Awarding Body
ProQual House
Westbridge Court
Annie Med Lane
South Cave
HU15 2HG

Tel: 01430 423822

www.proqualab.com

enquiries@proqualab.com