

Level 2 Certificate in Driving Goods Vehicles (4012)

Qualification handbook for centres

501/1799/3



www.cityandguilds.com

Version 1-1



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- 4012-20 Level 2 Certificate in Driving Goods Vehicles – Motor/pedal cycle
- 4012-21 Level 2 Certificate in Driving Goods Vehicles – Van
- 4012-22 Level 2 Certificate in Driving Goods Vehicles – Rigid vehicle
- 4012-23 Level 2 Certificate in Driving Goods Vehicles – Articulated or draw bar vehicle
- 4012-92 Unit route

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1 Introduction to the qualification

This document contains the information that centres need to offer the following qualification:

The City & Guilds Certificate in Driving Goods Vehicles has been designed in co-operation with Skills for Logistics to offer candidates the opportunity to develop specific skills in the operation of Goods vehicles. Candidates will have the opportunity to learn, develop and practise the skills required for employment in the industry and is based upon National Occupational Standards.

This qualification is recognised as part of the logistics apprenticeship framework and is the replacement for the City & Guilds Driving Goods Vehicles NVQ (3990) which expired on 31 December 2010.

1.1 Qualification structure

The following tables confirm the Rules of Combination for the Certificate in Driving Goods Vehicles. Candidates undertaking the qualification will do so in one of the following four pathways which relate to distinct vehicle types and be certificated on that basis:

1. Motor Cycle/Pedal Cycle
2. Van
3. Rigid Vehicle
4. Articulated or Draw Bar Vehicle

Pathway 1 Motor Cycle/Pedal Cycle

The learner must achieve a minimum of 31 credits by completing:

- six mandatory units
- one unit from **each** of the option groups 1-3
- minimum 5 credits from option group 4

Mandatory units

City & Guilds	SIL UNIT reference	UNIT accreditation	UNIT	LEVEL	CREDIT	GLH
001	2SfL1	R/602/2873	Prepare the cycle for driving	2	2	10
002	2SfL2	R/602/2874	Protect the cycle and the load	2	2	15
003	2SfL3	R/602/2875	Operate and monitor the	2	5	10

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH*
004	2SfL4	K/602/2877	Manoeuvre the cycle in	2	4	18
005	2SfL6	A/601/9451	Obtain information on the collection and/or delivery of	2	2	10
006	2SfL13	K/601/9462	Collecting and/or delivering goods – (motor cycles and	2	2	10
Total				15	79	

*Guided Learning Hours

Option Groups

One unit to be taken from **each** of the following groups: 1, 2 and 3

Option Group 1

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH
007	2SfL5	T/602/2879	Drive the cycle in a safe and fuel efficient manner on a	2	6	30
008	2SfL5b	T/602/2882	Drive the cycle in a safe and fuel efficient manner on a	2	4	20

Option Group 2

CITY &	SfL UNIT	UNIT	TITLE	LEVEL	CREDIT	GLM
009	2SfL7	D/602/2892	Ensure the cycle is loaded	2	4	25

Option group 3

CITY &	SfL UNIT	UNIT	TITLE	LEVEL	CREDIT	GLH
011	2SfL8	T/602/2896	Ensure the cycle is unloaded	2	3	15

Option Group 4

One or more units to be taken with a **minimum** value of **5** credits.

CITY & Guilds	SIL UNIT reference	UNIT accreditation	TITLE	LEVEL	CREDIT	GLH*
013	3SfL9	D/601/9457	Plan the route and timings for the collection and delivery of	3	6	30
014	2SfL11	Y/601/9456	Make an effective contribution to a business in	2	3	10
015	2SfL12	Y/601/7920	Contribute to the provision of customer service in logistics	2	3	18
016	2SfL14	M/601/9463	Dealing with payment transactions in logistics	2	2	10

Pathway 2 Van

The learner must achieve a minimum of 29 credits by completing:

- five mandatory units
- one unit from **each** of the option groups 1-3
- minimum 5 credits from option group 4

Mandatory units

CITY & Guilds	SIL UNIT reference	UNIT accreditation	TITLE	LEVEL	CREDIT	GLH*
017	2SfL1	R/602/2842	Prepare the van for driving	2	2	10
018	2SfL2	R/602/2840	Protect the van and the load	2	2	10
019	2SfL3	R/602/2841	Operate and monitor the van	2	3	10
020	2SfL4	A/602/2849	Manoeuvre the van in	2	4	18
005	2SfL6	A/601/9451	Obtain information on the collection and/or delivery of	2	2	10
Total					13	69

*Guided Learning Hours

Option Groups

One unit to be taken from each of the following groups: 1, 2 **and** 3

Option Group 1

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH
021	2SfL5	A/602/2852	Drive the van in a safe and fuel efficient manner on a	2	6	30
022	2SfL5b	L/602/2855	Drive the van in a safe and fuel efficient manner on a	2	4	20

Option Group 2

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH
023	2SfL7	H/602/2859	Ensure the van is loaded	2	4	25
024	2SfL7b	D/602/2861	Load the van correctly	2	5	30

Option group 3

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH
025	2SfL8	H/602/2862	Ensure the van is unloaded	2	3	15
026	2SfL8b	M/602/2864	Unload the van correctly	2	3	20

Option Group 4

One or more units to be taken with a **minimum** value of **5** credits.

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH
013	3SfL9	D/601/9457	Plan the route and timings for the	3	6	30
014	2SfL11	Y/601/9456	Make an effective contribution to	2	3	10
015	2SfL12	Y/601/7920	Contribute to the provision of customer service in logistics	2	3	18
016	2SfL14	M/601/9463	Dealing with payment transactions in logistics	2	2	10

Pathway 3 Rigid Vehicle

The learner must achieve a minimum of 29 credits by completing:

- five mandatory units
- one unit from **each** of the option groups 1-3
- minimum 5 credits from option group 4

Mandatory units

CITY & Guilds	STL UNIT reference	UNIT accreditation	TITLE	LEVEL	CREDIT	GLH
027	2SfL1	K/602/2832	Prepare the rigid vehicle for	2	2	10
028	2SfL2	M/602/2833	Protect the rigid vehicle and the	2	2	15
029	2SfL3	F/602/2836	Operate and monitor the rigid	2	3	16
030	2SfL4	L/602/2838	Manoeuvre the rigid vehicle in	2	4	18
005	2SfL6	A/601/9451	Obtain information on the	2	2	10
Total				13	69	

*Guided Learning Hours

Option Groups

One unit to be taken from each of the following groups: 1, 2 **and** 3

Option Group 1

CITY & Guilds	STL UNIT reference	UNIT accreditation	TITLE	LEVEL	CREDIT	GLH
031	2SfL5	R/602/2839	Drive the rigid vehicle in a safe and fuel efficient manner on a public	2	6	30
032	2SfL5b	J/602/2840	Drive the rigid vehicle in a safe and fuel efficient manner on a private	2	4	20

Option Group 2

CITY &	STL UNIT	UNIT	TITLE	LEVEL	CREDIT	GLH
033	2SfL7	Y/602/2843	Ensure the rigid vehicle is loaded	2	4	25
034	2SfL7b	H/602/2845	Load the rigid vehicle correctly	2	5	30

Option Group 3

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH
035	2SfL8	T/602/2848	Ensure the rigid vehicle is	2	3	15
036	2SfL8b	T/602/2851	Unload the rigid vehicle correctly	2	3	20

Option Group 4

One or more units to be taken with a **minimum** value of **5** credits.

City & Guilds	SfL unit reference	Unit accreditation	Title	Level	Credit	GLH
013	3SfL9	D/601/9457	Plan the route and timings for the	3	6	30
038	2SfL10b	K/602/4323	Attach and detach rigid vehicle	2	3	10
014	2SfL11	Y/601/9456	Make an effective contribution to	2	3	10
015	2SfL12	Y/601/7920	Contribute to the provision of customer service in logistics	2	3	18
016	2SfL14	M/601/9463	Dealing with payment transactions in logistics	2	2	10

Pathway 4 Articulated or Draw Bar Vehicle

The learner must achieve a minimum of 29 credits by completing:

- five mandatory units
- one unit from **each** of the option groups 1-3
- minimum 5 credits from option group 4

Mandatory units

CITY & Guilds	SIL UNIT reference	UNIT accreditation	TITLE	LEVEL	CREDIT	GLH*
039	2SfL1	T/602/2722	Prepare the articulated or draw	2	2	10
040	2SfL2	J/602/2739	Protect the articulated or draw bar	2	2	15
041	2SfL3	F/602/2741	Operate and monitor the articulated or draw bar vehicle	2	3	16
042	2SfL4	J/602/2742	Manoeuvre the articulated or draw bar vehicle in restricted	2	4	18
005	2SfL6	A/601/9451	Obtain information on the	2	2	10
Total				13	69	

*Guided Learning Hours

Option Groups

One unit to be taken from each of the following groups: 1, 2 **and** 3

Option Group 1

CITY & Guilds	SIL UNIT reference	UNIT accreditation	TITLE	LEVEL	CREDIT	GLH
043	2SfL5	L/602/2760	Drive the articulated or draw bar vehicle in a safe and fuel efficient	2	6	30
044	2SfL5b	R/602/2761	Drive the articulated or draw bar vehicle in a safe and fuel efficient	2	4	20

Option Group 2

CITY & Guilds	SIL UNIT reference	UNIT accreditation	TITLE	LEVEL	CREDIT	GLH
045	2SfL7	M/602/2766	Ensure the articulated or draw bar	2	4	25
046	2SfL7b	F/602/2769	Load the articulated or draw bar	2	5	30

Option group 3

CITY & GUILDS	SIL UNIT REFERENCE	UNIT ACCREDITATION	TITLE	LEVEL	CREDIT	GLH
047	2SfL8	A/602/2771	Ensure the articulated or draw bar	2	3	15
048	2SfL8b	J/602/2773	Unload the articulated or draw bar	2	3	20

Option Group 4

One or more units to be taken with a **minimum** value of **5** credits.

CITY & GUILDS	SIL UNIT REFERENCE	UNIT ACCREDITATION	TITLE	LEVEL	CREDIT	GLH
013	3SfL9	D/601/9457	Plan the route and timings for the	3	6	30
049	2SfL10	H/602/2781	Couple and uncouple the	2	3	10
050	2SfL10b	M/602/4324	Attach and detach articulated or	2	3	10
014	2SfL11	Y/601/9456	Make an effective contribution to a	2	3	10
015	2SfL12	Y/601/7920	Contribute to the provision of customer service in logistics	2	3	18
016	2SfL14	M/601/9463	Dealing with payment transactions	2	2	10

1.2 Opportunities for progression

On completion of these qualifications candidates may progress into employment or to the following City & Guilds qualifications:

- Level 3 Certificate in Logistics Operations Management.
- Traffic Office

1.3 City & Guilds websites

WEBSITE	ADDRESS	PURPOSE AND CONTENT
CITY & GUILDS main website	www.cityandguilds.com	This is the main website for finding out about City & Guilds qualifications. It contains qualification
Walled Garden	www.walled-garden.com	The Walled Garden is a qualification administration portal for approved centres, enabling them to

2 Centre requirements

This section outlines the approval processes for Centres to offer this qualification and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer the qualification 3990 NVQ in Driving Goods Vehicles the NVQ in Logistics (3290) will be automatically approved for the new City & Guilds Driving Goods Vehicles qualification. No further centre action is required.

All other potential centres should use the standard Qualification Approval Process.

2.1 Resource requirements

Simulation

- 1 Learners should be enabled to complete, wherever possible, real work activities that provide both evidence of underpinning knowledge and evidence of competence to demonstrate they have met the learning outcomes and assessment criteria of the Framework unit and that they are competent in relation to the NOS
- 2 When a Learner is unable to complete real work activities simulation is permitted, circumstances in which simulation may take place are:
 - a learner is required to complete a work activity that does not occur on a regular basis and therefore opportunities to complete a particular work activity do not easily arise,
 - a learner is required to respond to a situation that rarely occurs, such as responding to an emergency situation,
 - the safety of the learner and/or resources would be put at risk
- 3 When simulation is used, those who assess the learner should be confident that the simulation replicates the workplace to such an extent that learner's will be able to fully transfer their occupational competence to the workplace and real situations

Human resources

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements in accordance with the Skills of Logistics Assessment Strategy (November 2010). They should:

- be technically competent in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in the area(s) of [eg Mental Health] for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Those that deliver underpinning knowledge, where public funding is provided, must hold a current teaching qualification as required by '*The Further Education Teachers' Qualifications (England) Regulations 2007*'.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and internal verifiers

- 1 Assessors must be occupationally competent in the occupational area they are assessing where they have sufficient and relevant technical/occupational competence in the unit, at or above the level of the unit being assessed
- 2 Those that deliver underpinning knowledge, where public funding is provided, must hold a current teaching qualification as required by '*The Further Education Teachers' Qualifications (England) Regulations 2007*'
- 3 Those that only assess knowledge or competence must hold or be working towards a suitable assessor qualification such as those developed by Lifelong Learning UK.
- 4 Assessors must be fully conversant with the units against which the assessments and verifications are to be undertaken
- 5 Assessors must carry out assessment according to the relevant Learning and Development National Occupational Standards (*approved January 2010*)
- 6 All assessment decisions made by those working towards a relevant assessor qualification must be verified by a qualified Teacher/Trainer, Assessor or an Assessor recognised by the Awarding Organisation as appropriate
- 7 Trainee Assessors should have a plan, which is overseen by the relevant assessment centre, to achieve the relevant assessor qualification within an agreed timescale
- 8 Skills for Logistics recognises that employers in the sector provide in-house training, development and assessment processes that can meet the standards set for Assessors and Verifiers. Where an employer maps its in-house training, development and assessment processes against the Assessor and Verifier National Occupational Standards and shows that all are met; subject to agreement with the Awarding Organisation and Skills for Logistics, an employer is permitted to carry out Assessment and Verification using staff members who do not hold Assessor and Verifier qualifications. Such individuals must however, meet all other requirements for Assessors and Verifiers.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

2.2 Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

It is expected that candidates should hold the appropriate vehicle licence for the vehicle for which they are being assessed, in order to complete the qualification satisfactorily.

Without evidence of formal qualifications, candidates must be able to demonstrate adequate prior knowledge and experience to ensure they have the potential to gain the qualification successfully.

Age restrictions

These qualifications are not approved for use by candidates under the age of 16, and City & Guilds cannot accept any registrations for candidates in this age group.

3 Course design and delivery

3.1 Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification. This is sometimes referred to as diagnostic testing.
- any units the candidate has already completed, or credit they have accumulated which is relevant to the qualification[s] they are about to begin.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification[s] they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

3.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualifications.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification[s]. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking
- personal and social development
- employability

Where applicable, this could involve enabling the candidate to access relevant qualifications covering these skills.

For further information to assist with the planning and development of the programme, please refer to the following:

4 Assessment

4.1 Summary of assessment methods

For these qualifications, candidates will be required to complete the following assessments:

- a portfolio of evidence for **each** unit.

Simulation can be used for non competency based evidence but its use must be agreed in advance with your City and Guilds appointed external verifier. This authority should be retained by the centre for future audit.

4.2 Recording forms

Candidates and centres may decide to use a paper-based or electronic method of recording evidence. City & Guilds endorses several ePortfolio systems. Further details are available at: www.cityandguilds.com/eportfolios.

5 Units

Availability of units

The following units can be obtained from The Register of Regulated Qualifications:

<http://register.ofqual.gov.uk/Unit>

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- unit aim
- relationship to NOS, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria

Level: 2**Credit value:** 2**UAN:** R/602/2873**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to prepare the cycle for driving
2. Be able to prepare the cycle for driving

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 1 – ‘Prepare the vehicle for driving’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

- Skills and knowledge evidence will be gained in the workplace

Unit 001 Prepare the cycle for driving

Learning outcomes and assessment criteria

Outcome 1 Know how to prepare the cycle for driving

The learner can:

1. explain the relevant organisational policies and procedures, in relation to preparing the cycle for riding, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain how to check that the cycle has sufficient fuel, additives and water
3. explain the operation of the cycle instruments and controls to include:
 - a. how to check the vehicle systems
 - b. how to check instruments, controls, gauges and vehicle systems
 - c. indications of electrical or mechanical problems
4. explain the responsibilities of the driver for the cycle and the load
5. explain the organisational procedures for reporting defects including information on previously reported problems with the cycle
6. explain how to obtain information on previously reported problems with the cycle
7. explain which person(s) is officially responsible for releasing the cycle
8. identify problems that can occur when preparing the cycle for riding
9. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to prepare the cycle for driving

The learner can:

1. follow all organisational policies and procedures, in relation to preparing the cycle for riding, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. check the vehicle and vehicle systems to ensure the cycle is legal and roadworthy
3. carry out adjustments to the:
 - a. handle bars
 - b. mirrors
 - c. seatfor optimum control, observation and comfort
4. check the cycle has sufficient:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
5. check that any ancillary equipment is in working order
6. demonstrate that all documentation your organisation requires is with the cycle.

Level: 2**Credit value:** 2**UAN:** Y/602/2874**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to protect the cycle and the load
2. Be able to protect the cycle and the load

Guided learning hours

It is recommended that **15** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 2 – ‘Protect the vehicle and the load’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 002 Protect the cycle and the load

Learning outcomes and assessment criteria

Outcome 1 Know how to protect the cycle and the load

The learner can:

1. explain the relevant organisational policies and procedures, in relation to protecting the cycle and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. changes in condition of the load
 - f. theft or damage
2. describe how to identify damage or deterioration in the condition of the load
3. explain different methods for protecting the cycle's load
4. describe the risks associated with protecting the cycle and load at different locations
5. explain the security checks that are required to protect the cycle and the load
6. identify problems that can occur when protecting the cycle and its load
7. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to protect the cycle and the load

The learner can:

1. follow all organisational policies and procedures, in relation to protecting the cycle and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. theft
 - f. damage
 - g. reporting procedures
2. carry out security checks
3. demonstrate how to report any change in the condition of the load according to organisational procedures.

Level: 2**Credit value:** 3**UAN:** D/602/2875**Unit aims**

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

This unit is relevant to riders of cycles.

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to operate and monitor the cycle systems
2. Be able to operate and monitor the cycle systems

Guided learning hours

It is recommended that **16** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 3 – ‘Operate and monitor the cycle systems’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 003 Operate and monitor the cycle systems

Learning outcomes and assessment criteria

Outcome 1 Know how to operate and monitor the cycle systems

The learner can:

1. explain the relevant organisational policies and procedures, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. cycle operating systems
 - d. cycle monitoring systems
2. describe the purposes and functions of the cycle instruments
3. explain the cycle requirements for:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
4. identify problems that can occur when operating and monitoring the cycle systems
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to operate and monitor the cycle systems

The learner can:

1. follow all organisational policies and procedures that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. cycle operating systems
 - d. cycle monitoring systems
2. operate the cycle controls to maintain the safety, security of yourself, the cycle and others
3. operate fuel delivery systems correctly and safely
4. demonstrate how to minimise wear and tear on the cycle systems.

Level: 2**Credit value:** 4**UAN:** K/602/2877**Unit aims**

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

This unit is relevant to riders of cycles.

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to manoeuvre the cycle in restricted spaces
2. Be able to manoeuvre the cycle in restricted spaces

Guided learning hours

It is recommended that **18** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 4– ‘Manoeuvre the vehicle in restricted spaces’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 004

Manoeuvre the cycle in restricted spaces

Learning outcomes and assessment criteria

Outcome 1 Know how to manoeuvre the cycle in restricted spaces

The learner can:

1. explain the relevant organisational policies and procedures, in relation to manoeuvring the cycle, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. state the:
 - a. dimensions of the cycle
 - b. clearances required for the cycle during different activities
 - c. types of signals to be used when manoeuvring the cycle
3. explain the observations required to ensure the safety of yourself and other road users
4. identify suitable spaces for safe manoeuvring
5. identify the types of hazard that could occur during manoeuvring
6. explain the effects of inappropriate speed during manoeuvring
7. identify problems that can occur when manoeuvring the cycle in restricted spaces
8. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to manoeuvre the cycle in restricted spaces

The learner can:

1. follow organisational policies and procedures, in relation to manoeuvring the cycle, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. manoeuvre the cycle in restricted spaces and include:
 - a. the appropriate use of signals
 - b. using the appropriate speed for the manoeuvre
 - c. monitoring the actions of other road users
 - d. ensuring there is no damage to the cycle or surrounding environment
 - e. ensuring the cycle is in a suitable position for the required activities.

Unit 005

Obtain information on the collection and/or delivery of loads

Level: 2

Credit value: 2

UAN: A/601/9451

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to obtain information on the collection and/or delivery of loads
2. Be able to obtain information on the collection and/or delivery of loads

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 6 – 'Obtain information on the collection and delivery of loads'

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 005

Obtain information on the collection and/or delivery of loads

Learning outcomes and assessment criteria

Outcome 1 Know how to obtain information on the collection and/or delivery of loads

The learner can:

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:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. monitoring requirements
2. explain the required information on the load to include:
 - a. the type of information for the load
 - b. where the information can be found
 - c. destination and schedule and any recent information that could affect the destination and schedule
 - d. requirements for loading and unloading
 - e. requirements for collections
3. identify problems that can occur when obtaining information on the collection and/or delivery of loads
4. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to obtain information on the collection and/or delivery of loads

The learner can:

1. follow all organisational policies and procedures, in relation to obtaining information on the collection and/or delivery of the load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. monitoring requirements
2. collect information on the load to include:
 - a. the details of the load
 - b. destination and schedule
 - c. requirements for loading and unloading
 - d. requirements for collections and/or deliveries
3. assess any relevant information that could affect the destination and schedule
4. communicate effectively with others in relation to the collection and/or delivery of the load
5. assess the suitability of the vehicle for the load.

Unit 006

Collecting and/or delivering goods – (motor cycles and pedal cycles)

Level: 2

Credit value: 2

UAN: K/601/9462

Unit aims

This unit is about the safe and efficient collection and delivery of goods by motor cycle or pedal cycle. This unit is relevant to riders of motor cycles or pedal cycles who collect or deliver goods.

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to collect and/or deliver goods by motor and/or pedal cycle
2. Be able to collect and/or deliver goods by motor and/or pedal cycle

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 13 – ‘Collecting and/or delivering goods (motor cycles and pedal cycles’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 006

Collecting and/or delivering goods – (motor cycles and pedal cycles)

Learning outcomes and assessment criteria

Outcome 1 Know how to obtain information on the collection and/or delivery of loads

The learner can:

1. explain the relevant organisational policies and procedures that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. vehicle operating systems
 - e. vehicle monitoring systems
 - f. reporting procedures
2. explain the required information on:
 - a. collection and delivery documentation
 - b. types of goods to be collected and/or delivered
 - c. health, safety, security or environmental issues in relation to the goods
 - d. any restrictions that may apply to the goods
 - e. routes and schedules
 - f. any end of collection and/or delivery tasks
 - g. end of duty checks
3. Identify suitable equipment for the collection and/or delivery of the goods
4. Identify problems that can occur when collecting and/or delivering goods by motorcycles and/or pedal cycles
5. Explain the appropriate action to take, in order to deal with identified problems

Outcome 2 Be able to collect and/or deliver goods by motor and/or pedal cycle

The learner can:

1. follow all organisational policies and procedures that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. vehicle operating systems
 - e. vehicle monitoring systems
 - f. reporting procedures
2. Confirm with appropriate person the:
 - a. goods to be collected and/or delivered
 - b. route and schedule
3. Ensure the vehicle used is suitably equipped and serviceable
4. Carry out the collection and/or delivery of the goods safely and in accordance with organisational operational policies
5. Monitor progress on the collection and/or delivery of goods

6. Demonstrate how to report and record any difficulties with the collection and/or delivery of the goods in accordance with organisational policy
7. Complete collection and delivery documentation
8. Complete end of collection and or delivery schedule procedures
9. Complete end of duty tasks

Unit 007

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

Level: 2

Credit value: 6

UAN: T/602/2879

Unit aims

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to drive the cycle on public roads in a safe and fuel efficient manner
2. Be able to drive the cycle on public roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 5 – ‘Drive the vehicle on public roads in a fuel efficient manner’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Learning outcomes and assessment criteria

Outcome 1 Know how to drive the cycle on public roads in a safe and fuel efficient manner

The learner can:

1. explain the relevant organisational policies and procedures, in relation to driving the cycle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the cycle on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the cycle to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the cycle to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other cycles
9. describe the effects severe braking could have on the load and roadworthiness of the cycle
10. identify problems that can occur when driving the cycle, on public roads, in a safe and fuel efficient manner
11. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to drive the cycle on public roads in a safe and fuel efficient manner

The learner can:

1. follow organisational policies and procedures, in relation to protecting the cycle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. position the cycle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
3. demonstrate how to drive the cycle safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the cycle and its load
 - e. overtaking other cycles at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Unit 008

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

Level: 2

Credit value: 4

UAN: T/602/2882

Unit aims

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to drive the cycle on private roads in a fuel efficient manner
2. Be able to drive the cycle on private roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is derived from Skills for Logistics NOS Unit SfL 5 – ‘Drive the vehicle on public roads in a safe and efficient manner’ to provide a unit solely for those that drive on private roads

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 008

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

Learning outcomes and assessment criteria

Outcome 1 Know how to drive the cycle on private roads in a fuel efficient manner

The learner can:

1. explain the relevant organisational policies and procedures, in relation to driving the cycle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the cycle on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the cycle to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the cycle to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other vehicles
9. describe the effects severe braking could have on the load and roadworthiness of the cycle
10. identify problems that can occur when driving the vehicle, on private roads, in a safe and fuel efficient manner
11. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to drive the cycle on private roads in a safe and fuel efficient manner

The learner can:

1. follow organisational policies and procedures, in relation to driving the cycle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. position the cycle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
3. demonstrate how to drive the cycle safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the cycle and its load
 - e. overtaking other vehicles at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Level: 2**Credit value:** 4**UAN:** D/602/2892**Unit aims**

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

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

Learning outcomes

There are **2** learning outcomes to this unit. The learner will:

1. Know how to load the cycle correctly
2. Be able to ensure the cycle is loaded correctly

Guided learning hours

It is recommended that **25** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7– Ensure the vehicle is loaded correctly'

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 009 Ensure the cycle is loaded correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the cycle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. suitability of the cycle for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. identify problems that can occur when ensuring that the cycle is loaded correctly
4. explain the appropriate action to take, in order to deal with identified problems

Outcome 2 Be able to ensure the cycle is loaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the cycle and load are compatible
4. ensure that the cycle has been loaded in the appropriate manner for the type of load and delivery sequence
5. ensure that the load is secured and stabilized, for transportation
6. ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation.

Level: 2**Credit value:** 5**UAN:** K/602/2894**Unit aims**

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

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

Learning outcomes

There are **2** learning outcomes to this unit. The learner will:

1. Know how to load the cycle correctly
2. Be able to load the cycle correctly

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7 – ‘Ensure the vehicle is loaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 010 Load the cycle correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the cycle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. suitability of the cycle for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. explain how to prepare the cycle for loading
4. identify problems that can occur when loading the cycle correctly
5. Explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to load the cycle correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the cycle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the cycle and load are compatible
4. ensure that the cycle is ready to receive the load
5. ensure the loading area is suitable and safe
6. manoeuvre the cycle into a suitable position for loading
7. load the cycle in the appropriate manner, using the correct handling methods, for the type of load and delivery sequence
8. secure the load with the correct restraints
9. secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation

Level: 2**Credit value:** 3**UAN:** T/602/2896**Unit aims**

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to ensure that the cycle is unloaded correctly
2. Be able to ensure that the cycle is unloaded correctly

Guided learning hours

It is recommended that **15** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 011 Ensure the cycle is unloaded correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to ensure that the cycle is unloaded correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the cycle should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the cycle for unloading
4. identify problems that can occur when ensuring that the cycle is unloaded correctly
5. Explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to ensure that the cycle is unloaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. ensure the unloading is properly planned
5. ensure that the part of the load to be unloaded is correctly identified
6. ensure the correct proof of delivery procedures are completed.

Level: 2**Credit value:** 3**UAN:** A/602/2897**Unit aims**

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to unload the cycle correctly
2. Be able to unload the cycle correctly

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 012 Unload the cycle correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to unload the cycle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the cycle should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the cycle for unloading
4. identify problems that can occur when unloading the cycle correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to unload the cycle correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the cycle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. manoeuvre the cycle into a safe and suitable position for unloading
5. prepare the cycle correctly for unloading
6. demonstrate how to properly plan for unloading the cycle
7. correctly identify the part of the load to be unloaded
8. use the correct handling method to move the load
9. follow the correct proof of delivery procedures.

Unit 013

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

Level: 3

Credit value: 6

UAN: D/601/9457

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to plan the route and timings for the collection and delivery of loads
2. Be able to plan the route and timings for the collection and delivery of loads

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 9 – ‘Plan the route and timings for the collection and delivery of loads’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 013

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

Learning outcomes and assessment criteria

Outcome 1 Know how to plan the route and timings for the collection and delivery of loads

The learner can:

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:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
2. explain how to use route planning resources
3. explain the impact that the following factors have on route planning
 - a. restrictions on the load
 - b. vehicle dimensions and weight
 - c. requirements to plan alternative routes
 - d. road restrictions on selected route
 - e. load restrictions on selected route
 - f. journey times
 - g. facilities at stopping points
 - h. estimation of driving distances
 - i. effective use of driving time
 - j. legislation in relation to driver's hours
4. describe the implications for the cycle and load on the selection of particular routes
5. identify problems that can occur when planning the route and timings for the collection and delivery of goods
6. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to plan the route and timings for the collection and delivery of loads

The learner can:

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
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
2. collect all relevant information on the:
 - a. destination
 - b. route
 - c. schedule
 - d. driving distances

- e. times
 - f. vehicle
 - g. load
 - h. restrictions
 - i. facilities at stopping points
3. use relevant route planning resources
 4. identify the major and minor roads for reaching the destination
 5. plan alternative routes to ensure effective use of driving time
 6. estimate driving distances and time required to achieve schedule.

Unit 014

Make an effective contribution to a business in the logistics sector

Level: 2

Credit value: 3

UAN: Y/601/9456

Unit aims

This unit is about understanding the organisation's aims and procedures. It covers identifying individual and group targets, requirements and responsibilities. It is about helping colleagues and knowing how to communicate with others. It requires those working in the logistics sector to be aware of how they can improve their own performance.

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to make an effective contribution to a business in the logistics sector
2. Be able to make an effective contribution to a business in the logistics sector

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 11 – 'Make an effective contribution to the business'

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 014

Make an effective contribution to a business in the logistics sector

Learning outcomes and assessment criteria

Outcome 1 Know how to make an effective contribution to a business in the logistics sector

The learner can:

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:
 - a. health, safety and security
 - b. personal protective equipment
 - c. your work role
 - d. quality standards
2. identify own reporting line and the work roles of colleagues
3. describe methods for improving personal work performance
4. describe methods for identifying learning needs
5. explain the importance of supporting colleagues and the difference it makes to productivity
6. describe how misunderstandings and conflict in working relationships may be resolved constructively.

Outcome 2 Be able to make an effective contribution to a business in the logistics sector

The learner can:

1. follow all organisational policies and procedures, in relation to making an effective contribution to a business in the logistics sector, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. own work role
 - d. quality standards
2. communicate effectively with others
3. confirm tasks, priorities and responsibilities with an appropriate person
4. perform work tasks in ways that are consistent with good practice in the organisation
5. ensure that:
 - a. personal appearance and hygiene
 - b. equipment
 - c. work areaare maintained in accordance with organisational requirements
6. identify own learning needs from feedback obtained from appropriate people
7. agree a learning plan that is realistic, with an appropriate person
8. promptly action requests from others that fall within own responsibility.

Unit 015

Contribute to the provision of customer service in logistics operations

Level: 2

Credit value: 3

UAN: Y/601/7920

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to contribute to the provision of customer services in logistics operations
2. Be able to contribute to the provision of customer services in logistics operations

Guided learning hours

It is recommended that **18** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 12 – ‘Contribute to the provision of customer services’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 015

Contribute to the provision of customer service in logistics operations

Learning outcomes and assessment criteria

Outcome 1 Know how to contribute to the provision of customer services in logistics operations

The learner can:

1. explain the relevant organisational policies and procedures, in relation to the provision of customer services in logistics operations, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. maintaining effective customer relations
 - d. personal appearance and hygiene
 - e. reporting procedures and systems
 - f. recording information
 - g. confidentiality
 - h. complaints
2. describe different types of customers in relation to own organisation
3. describe the importance of:
 - a. promoting the organisation's image positively
 - b. effective communication
 - c. good customer service
4. identify the services available to customers in own organisation
5. describe the implications of:
 - a. a negative image on your organisation
 - b. poor communication
 - c. poor customer service
6. describe:
 - a. own role in dealing with customer complaints and
 - b. the limits of your responsibility
7. identify who to report to when you are unable to deal with a customer enquiry or request.

Outcome 2 Be able to contribute to the provision of customer services in logistics operations

The learner can:

1. follow all organisational policies and procedures, in relation to contributing to customer services in logistics operations, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. maintaining effective customer relations
 - d. personal appearance and hygiene
 - e. reporting procedures and systems
 - f. recording information
 - g. confidentiality
 - h. complaints
2. develop positive relationships with customers
3. ensure that own personal appearance and hygiene meet organisational policies and standards
4. communicate effectively with customers
5. ensure that all information available is up-to-date and accurate
6. identify customer needs
7. deal effectively with customer enquiries
8. ensure the customer is promptly informed of any action that is taken
9. maintain customer confidentiality
10. update customer records accurately
11. record customer enquiries and outcomes accurately using the organisation's procedures and systems
12. deal with customer complaints effectively.

Level: 2**Credit value:** 2**UAN:** M/601/9463**Unit aims**

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

This standard is relevant to drivers of cycles or those in support roles who work both as individuals and in teams.

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to deal with payment transactions
2. Be able to deal with payment transactions

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 14– ‘Dealing with payment transactions’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 016

Dealing with payment transactions in logistics operations

Learning outcomes and assessment criteria

Outcome 1 Know how to deal with payment transactions

The learner can:

1. explain the relevant organisational policies and procedures, in relation to payments, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the required information on:
 - a. the collection of payments
 - b. methods for carrying payments
3. identify problems that can occur when dealing with payment transactions
4. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to deal with payment transactions

The learner can:

1. follow all organisational policies and procedures, in relation to payments, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. obtain all relevant documentation required for the payment
3. confirm the goods for which payment is required, the amount involved, and the payment method
4. ensure there is adequate provision for collecting and carrying payments in a safe and secure manner
5. collect the payments on delivery of goods and confirm the amount received is correct
6. record and issue a receipt for the payment
7. secure payments in a designated place, in accordance with organisational operating procedures
8. reconcile payments received with the documentation and payments collected
9. deposit completed documentation and payments with relevant person or to the relevant place
10. record and report any discrepancies promptly to relevant person(s)

Level: 2**Credit value:** 2**UAN:** R/602/2842**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to prepare the van for driving
2. Be able to prepare the van for driving

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 1 – ‘Prepare the vehicle for driving’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 017 Prepare the van for driving

Learning outcomes and assessment criteria

Outcome 1 Know how to prepare the van for driving

The learner can:

1. explain the relevant organisational policies and procedures, in relation to preparing the van for driving, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain how to check that the van has sufficient fuel, additives and water
3. explain the operation of the van instruments and controls to include:
 - a. how to check the vehicle systems
 - b. how to check instruments, controls, gauges and vehicle systems
 - c. indications of electrical or mechanical problems
4. explain the responsibilities of the driver for the van and the load
5. explain the organisational procedures for reporting defects including information on previously reported problems with the van
6. explain how to obtain information on previously reported problems with the van
7. explain which person(s) is officially responsible for releasing the van
8. identify problems that can occur when preparing the van for driving
9. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to prepare the van for driving

The learner can:

1. follow all organisational policies and procedures, in relation to preparing the van for driving, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. check the vehicle and vehicle systems to ensure the van is legal and roadworthy
3. carry out adjustments to the:
 - a. steering wheel
 - b. mirrors
 - c. seatfor optimum control, observation and comfort
4. check the van has sufficient:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
5. check that any ancillary equipment is in working order
6. demonstrate that all documentation your organisation requires is with the van.

Level: 2**Credit value:** 2**UAN:** K/602/2846**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to protect the van and the load
2. Be able to protect the van and the load

Guided learning hours

It is recommended that **15** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 1 – ‘Prepare the vehicle for driving’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 018 Protect the van and the load

Learning outcomes and assessment criteria

Outcome 1 Know how to protect the van and the load

The learner can:

1. explain the relevant organisational policies and procedures, in relation to protecting the van and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. changes in condition of the load
 - f. theft or damage
2. describe how to identify damage or deterioration in the condition of the load
3. explain different methods for protecting the van's load
4. describe the risks associated with protecting the van and load at different locations
5. explain the security checks that are required to protect the van and the load
6. identify problems that can occur when protecting the van and its load
7. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to protect the van and the load

The learner can:

1. follow all organisational policies and procedures, in relation to protecting the van and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. theft
 - f. damage
 - g. reporting procedures
2. carry out security checks
3. demonstrate how to report any change in the condition of the load according to organisational procedures.

Level: 2**Credit value:** 3**UAN:** M/602/2847**Unit aims**

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

This unit is relevant to drivers of vans.

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to operate and monitor the van systems
2. Be able to operate and monitor the van systems

Guided learning hours

It is recommended that **16** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 3 – ‘Operate and monitor the vehicle systems’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 019 Operate and monitor the van systems

Learning outcomes and assessment criteria

Outcome 1 Know how to operate and monitor the van systems

The learner can:

1. explain the relevant organisational policies and procedures, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. van operating systems
 - d. van monitoring systems
2. describe the purposes and functions of the van's instruments
3. explain the van requirements for:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
4. identify problems that can occur when operating and monitoring the van systems
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to operate and monitor the van systems

The learner can:

1. follow all organisational policies and procedures that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. van operating systems
 - d. van monitoring systems
2. operate the vehicle controls to maintain the safety, security of yourself, the van and others
3. operate fuel delivery systems correctly and safely
4. demonstrate how to minimise wear and tear on the van systems.

Level: 2**Credit value:** 4**UAN:** A/602/2849**Unit aims**

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

This unit is relevant to drivers of vans.

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to manoeuvre the van in restricted spaces
2. Be able to manoeuvre the van in restricted spaces

Guided learning hours

It is recommended that **18** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 4– ‘Manoeuvre the vehicle in restricted spaces’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 020 Manoeuvre the van in restricted spaces

Learning outcomes and assessment criteria

Outcome 1 Know how to manoeuvre the van in restricted spaces

The learner can:

1. explain the relevant organisational policies and procedures, in relation to manoeuvring the van, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. state the:
 - a. dimensions of the van
 - b. clearances required for the van during different activities
 - c. types of signals to be used when manoeuvring the van
3. explain the observations required to ensure the safety of yourself and other road users
4. identify suitable spaces for safe manoeuvring
5. identify the types of hazard that could occur during manoeuvring
6. explain the effects of inappropriate speed during manoeuvring
7. identify problems that can occur when manoeuvring the van in restricted spaces
8. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to manoeuvre the van in restricted spaces

The learner can:

1. follow organisational policies and procedures, in relation to manoeuvring the van, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. manoeuvre the van in restricted spaces and include:
 - a. the appropriate use of signals
 - b. using the appropriate speed for the manoeuvre
 - c. monitoring the actions of other road users
 - d. ensuring there is no damage to the van or surrounding environment
 - e. ensuring the van is in a suitable position for the required activities.

Unit 021

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

Level: 2

Credit value: 6

UAN: A/602/2852

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to drive the van on public roads in a safe and fuel efficient manner
2. Be able to drive the van on public roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 5 – ‘Drive the vehicle on public roads in a fuel efficient manner’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 021

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

Learning outcomes and assessment criteria

Outcome 1 Know how to drive the van on public roads in a safe and fuel efficient manner

The learner can:

1. explain the relevant organisational policies and procedures, in relation to driving the van and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the van on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the van to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the van to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other vehicles
9. describe the effects severe braking could have on the load and roadworthiness of the van
10. identify problems that can occur when driving the van, on public roads, in a safe and fuel efficient manner
11. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to drive the van on public roads in a safe and fuel efficient manner

The learner can:

1. follow organisational policies and procedures, in relation to driving the van and load in a safe and fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. position the van and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
3. demonstrate how to drive the van safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the van and its load
 - e. overtaking other vans at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Unit 022

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

Level: 2

Credit value: 4

UAN: L/602/2855

Unit aims

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will be able to:

1. Know how to drive the van on private roads in a safe and fuel efficient manner
2. Be able to drive the van on private roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL5b – ‘Drive the van on private roads in a safe and fuel efficient manner’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Learning outcomes and assessment criteria

Outcome 1 Know how to drive the van on private roads in a safe and fuel efficient manner

The learner can:

1. explain the relevant organisational policies and procedures, in relation to driving the van and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the van on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the van to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the van to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other vans
9. describe the effects severe braking could have on the load and roadworthiness of the van
10. identify problems that can occur when driving the van, on private roads, in a safe and fuel efficient manner
11. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to drive the van on private roads in a safe and fuel efficient manner

The learner can:

1. follow organisational policies and procedures, in relation to driving the van and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. position the van and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
3. demonstrate how to drive the van safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the van and its load
 - e. overtaking other vans at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Level: 2**Credit value:** 4**UAN:** H/602/2859**Unit aims**

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to load the van correctly
2. Be able to ensure the van is loaded correctly

Guided learning hours

It is recommended that **25** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7 – ‘Ensure the vehicle is loaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 023 Ensure the van is loaded correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the van correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. suitability of the van for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. identify problems that can occur when ensuring that the van is loaded correctly
4. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to ensure the van is loaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the van and load are compatible
4. ensure that the van has been loaded in the appropriate manner for the type of load and delivery sequence
5. ensure that the load is secured and stabilized, for transportation
6. ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation.

Level: 2**Credit value:** 5**UAN:** D/602/2861**Unit aims**

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to load the van correctly
2. Be able to load the van correctly

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7 – ‘Ensure the vehicle is loaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 024 Load the van correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the van correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. suitability of the van for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. explain how to prepare the van for loading
4. identify problems that can occur when loading the van correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to load the van correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the van is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the van and load are compatible
4. ensure that the van is ready to receive the load
5. ensure the loading area is suitable and safe
6. manoeuvre the van into a suitable position for loading
7. load the van in the appropriate manner, using the correct handling methods, for the type of load and delivery sequence
8. secure the load with the correct restraints
9. secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation.

Level: 2**Credit value:** 3**UAN:** H/602/2862**Unit aims****Learning outcomes**

There are **two** learning outcomes to this unit. The learner will:

1. Know how to ensure that the van is unloaded correctly
2. Be able to ensure that the van is unloaded correctly

Guided learning hours

It is recommended that **15** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 025 Ensure the van is unloaded correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to ensure that the van is unloaded correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the van should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the van for unloading
4. identify problems that can occur when ensuring that the van is unloaded correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to ensure that the van is unloaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. ensure the unloading is properly planned
5. ensure that the part of the load to be unloaded is correctly identified
6. ensure the correct proof of delivery procedures are completed.

Level: 2**Credit value:** 3**UAN:** M/602/2864**Unit aims**

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to unload the van correctly
2. Be able to unload the van correctly

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 026 Unload the van correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to unload the van correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the van should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the van for unloading
4. identify problems that can occur when unloading the van correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to unload the van correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the van is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. manoeuvre the van into a safe and suitable position for unloading
5. prepare the van correctly for unloading
6. demonstrate how to properly plan for unloading the van
7. correctly identify the part of the load to be unloaded
8. use the correct handling method to move the load
9. follow the correct proof of delivery procedures.

Level: 2**Credit value:** 2**UAN:** K/602/2832**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to prepare the rigid vehicle for driving
2. Be able to prepare the rigid vehicle for driving

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 1 – ‘Prepare the vehicle for driving’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 027 Prepare the rigid vehicle for driving

Learning outcomes and assessment criteria

Outcome 1 Know how to prepare the rigid vehicle for driving

The learner can:

1. explain the relevant organisational policies and procedures, in relation to preparing the rigid vehicle for driving, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain how to check that the rigid vehicle has sufficient fuel, additives and water
3. explain the operation of the rigid vehicle instruments and controls to include:
 - a. how to check the vehicle systems
 - b. how to check instruments, controls, gauges and vehicle systems
 - c. indications of electrical or mechanical problems
4. explain the responsibilities of the driver for the rigid vehicle and the load
5. explain the organisational procedures for reporting defects including information on previously reported problems with the rigid vehicle
6. explain how to obtain information on previously reported problems with the rigid vehicle
7. explain which person(s) is officially responsible for releasing the rigid vehicle
8. identify problems that can occur when preparing the rigid vehicle for driving
9. explain the appropriate action to take, in order to deal with identified problems show that they know the risks to the company of offering credit to customers.

Outcome 2 Be able to prepare the rigid vehicle for driving

The learner can:

1. follow all organisational policies and procedures, in relation to preparing the rigid vehicle for driving, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. check the vehicle and vehicle systems to ensure the rigid vehicle is legal and roadworthy
3. carry out adjustments to the:
 - a. steering wheel
 - b. mirrors
 - c. seat
4. for optimum control, observation and comfort
5. check the rigid vehicle has sufficient:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
6. check that any ancillary equipment is in working order
7. demonstrate that all documentation your organisation requires is with the rigid vehicle.

Level: 2**Credit value:** 2**UAN:** M/602/2833**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to protect the rigid vehicle and the load
2. Be able to protect the rigid vehicle and the load

Guided learning hours

It is recommended that **15** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 2 – ‘Protect the vehicle and the load’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 028 Protect the rigid vehicle and the load

Learning outcomes and assessment criteria

Outcome 1 Know how to protect the rigid vehicle and the load

The learner can:

1. explain the relevant organisational policies and procedures, in relation to protecting the rigid vehicle and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. changes in condition of the load
 - f. theft or damage
2. describe how to identify damage or deterioration in the condition of the load
3. explain different methods for protecting the rigid vehicle's load
4. describe the risks associated with protecting the rigid vehicle and load at different locations
5. explain the security checks that are required to protect the rigid vehicle and the load
6. identify problems that can occur when protecting the rigid vehicle and its load
7. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to protect the rigid vehicle and the load Be able to protect the rigid vehicle and the loadBe able to protect the rigid vehicle and the load

The learner can:

1. follow all organisational policies and procedures, in relation to protecting the rigid vehicle and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. theft
 - f. damage
 - g. reporting procedures
2. carry out security checks
3. demonstrate how to report any change in the condition of the load according to organisational procedures.

Level: 2**Credit value:** 2**UAN:** F/602/2836**Unit aims**

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

This unit is relevant to drivers of rigid vehicles.

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to operate and monitor the rigid vehicle systems
2. Be able to operate and monitor the rigid vehicle systems

Guided learning hours

It is recommended that **16** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 3 – ‘Operate and monitor the vehicle systems’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 029 Operate and monitor the rigid vehicle systems

Learning outcomes and assessment criteria

Outcome 1 Know how to operate and monitor the rigid vehicle systems

The learner can:

1. explain the relevant organisational policies and procedures, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. rigid vehicle operating systems
 - d. rigid vehicle monitoring systems
2. describe the purposes and functions of the rigid vehicle's instruments
3. explain the rigid vehicle requirements for:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
4. identify problems that can occur when operating and monitoring the rigid vehicle systems
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to operate and monitor the rigid vehicle systems

The learner can:

1. follow all organisational policies and procedures that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. rigid vehicle operating systems
 - d. rigid vehicle monitoring systems
2. operate the rigid vehicle controls to maintain the safety, security of yourself, the rigid vehicle and others
3. operate fuel delivery systems correctly and safely
4. demonstrate how to minimise wear and tear on the rigid vehicle systems.

Unit 030

Manoeuvre the rigid vehicle in restricted spaces

Level: 2

Credit value: 4

UAN: L/602/2838

Unit aims

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

This unit is relevant to drivers of rigid vehicles.

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to manoeuvre the rigid vehicle in restricted spaces
2. Be able to manoeuvre the rigid vehicle in restricted spaces

Guided learning hours

It is recommended that **16** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 4– ‘Manoeuvre the vehicle in restricted spaces’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 030

Manoeuvre the rigid vehicle in restricted spaces

Learning outcomes and assessment criteria

Outcome 1 Know how to manoeuvre the rigid vehicle in restricted spaces

The learner can:

1. explain the relevant organisational policies and procedures, in relation to manoeuvring the rigid vehicle, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. state the:
 - a. dimensions of the rigid vehicle
 - b. clearances required for the rigid vehicle during different activities
 - c. types of signals to be used when manoeuvring the rigid vehicle
3. explain the observations required to ensure the safety of yourself and other road users
4. identify suitable spaces for safe manoeuvring
5. identify the types of hazard that could occur during manoeuvring
6. explain the effects of inappropriate speed during manoeuvring
7. identify problems that can occur when manoeuvring the rigid vehicle in restricted spaces
8. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to manoeuvre the rigid vehicle in restricted spaces

The learner can:

1. follow organisational policies and procedures, in relation to manoeuvring the rigid vehicle, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. manoeuvre the rigid vehicle in restricted spaces and include:
 - a. the appropriate use of signals
 - b. using the appropriate speed for the manoeuvre
 - c. monitoring the actions of other road users
 - d. ensuring there is no damage to the rigid vehicle or surrounding environment
 - e. ensuring the rigid vehicle is in a suitable position for the required activities.

Unit 031

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

Level: 2

Credit value: 6

UAN: R/602/2839

Unit aims

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to drive the rigid vehicle on public roads in a safe and fuel efficient manner
2. Be able to drive the rigid vehicle on public roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 5 – ‘Drive the vehicle on public roads in a fuel efficient manner’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 031

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

Learning outcomes and assessment criteria

Outcome 1 Know how to drive the rigid vehicle on public roads in a safe and fuel efficient manner

The learner can:

1. explain the relevant organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the rigid vehicle on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the rigid vehicle to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the rigid vehicle to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other vehicles
9. describe the effects severe braking could have on the load and roadworthiness of the rigid vehicle
10. identify problems that can occur when driving the rigid vehicle, on public roads, in a safe and fuel efficient manner
11. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to drive the rigid vehicle on public roads in a safe and fuel efficient manner

The learner can:

1. follow organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. position the rigid vehicle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
3. demonstrate how to drive the rigid vehicle safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the rigid vehicle and its load
 - e. overtaking other rigid vehicles at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Unit 032

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

Level: 2

Credit value: 4

UAN: J/602/2840

Unit aims

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to drive the rigid vehicle on private roads in a fuel efficient manner
2. Be able to drive the rigid vehicle on private roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is derived from Skills for Logistics NOS Unit SfL 5 – ‘Drive the vehicle on public roads in a safe and efficient manner’ to provide a unit solely for those that drive on private roads

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 032

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

Learning outcomes and assessment criteria

Outcome 1 Know how to drive the rigid vehicle on private roads in a fuel efficient manner

The learner can:

1. explain the relevant organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the rigid vehicle on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the rigid vehicle to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the rigid vehicle to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other vehicles
9. describe the effects severe braking could have on the load and roadworthiness of the rigid vehicle
10. identify problems that can occur when driving the vehicle, on private roads, in a safe and fuel efficient manner
11. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to drive the rigid vehicle on private roads in a safe and fuel efficient manner

The learner can:

1. follow organisational policies and procedures, in relation to driving the rigid vehicle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. position the rigid vehicle and apply lane discipline to maintain the safety of yourself, other road users according to the prevailing driving conditions
3. demonstrate how to drive the rigid vehicle safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the rigid vehicle and its load
 - e. overtaking other vehicles at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Level: 2**Credit value:** 4**UAN:** Y/602/2843**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to load the rigid vehicle correctly
2. Be able to ensure the rigid vehicle is loaded correctly

Guided learning hours

It is recommended that **25** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7 -'Ensure the vehicle is loaded correctly'

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 033 Ensure the rigid vehicle is loaded correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the rigid vehicle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. suitability of the rigid vehicle for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. identify problems that can occur when ensuring that the rigid vehicle is loaded correctly
4. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to ensure the rigid vehicle is loaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the rigid vehicle and load are compatible
4. ensure that the rigid vehicle has been loaded in the appropriate manner for the type of load and delivery sequence
5. ensure that the load is secured and stabilized, for transportation
6. ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation.

Level: 2**Credit value:** 5**UAN:** H/602/2845**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to load the rigid vehicle correctly
2. Be able to load the rigid vehicle correctly

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7 – ‘Ensure the vehicle is loaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 034 Load the rigid vehicle correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the rigid vehicle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. suitability of the rigid vehicle for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. explain how to prepare the rigid vehicle for loading
4. identify problems that can occur when loading the rigid vehicle correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to load the rigid vehicle correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the rigid vehicle and load are compatible
4. ensure that the rigid vehicle is ready to receive the load
5. ensure the loading area is suitable and safe
6. manoeuvre the rigid vehicle into a suitable position for loading
7. load the rigid vehicle in the appropriate manner, using the correct handling methods, for the type of load and delivery sequence
8. secure the load with the correct restraints
9. secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation.

Level: 2**Credit value:** 3**UAN:** T/602/2848**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to ensure that the rigid vehicle is unloaded correctly
2. Be able to ensure that the rigid vehicle is unloaded correctly

Guided learning hours

It is recommended that **15** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 035 Ensure the rigid vehicle is unloaded correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to ensure that the rigid vehicle is unloaded correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the rigid vehicle should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the rigid vehicle for unloading
4. identify problems that can occur when ensuring that the rigid vehicle is unloaded correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to ensure that the rigid vehicle is unloaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. ensure the unloading is properly planned
5. ensure that the part of the load to be unloaded is correctly identified
6. ensure the correct proof of delivery procedures are completed.

Level: 2**Credit value:** 3**UAN:** T/602/2851**Unit aims**

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to unload the rigid vehicle correctly
2. Be able to unload the rigid vehicle correctly

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 036 Unload the rigid vehicle correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to unload the rigid vehicle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the rigid vehicle should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the rigid vehicle for unloading
4. identify problems that can occur when unloading the rigid vehicle correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to unload the rigid vehicle correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the rigid vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. manoeuvre the rigid vehicle into a safe and suitable position for unloading
5. prepare the rigid vehicle correctly for unloading
6. demonstrate how to properly plan for unloading the rigid vehicle
7. correctly identify the part of the load to be unloaded
8. use the correct handling method to move the load
9. follow the correct proof of delivery procedures.

Level: 2**Credit value:** 3**UAN:** K/602/4323**Learning outcomes**

There are two learning outcomes to this unit. The learner will:

1. Know how to attach and detach the rigid vehicle mounted body
2. Be able to attach and detach the rigid vehicle mounted body

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL10 – ‘Attach and detach articulated or draw bar vehicle mounted bodies’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 038

Attach and detach rigid vehicle mounted bodies

Learning outcomes and assessment criteria

Outcome 1 Know how to attach and detach the rigid vehicle mounted body

The learner can:

1. Explain the relevant organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
2. Explain:
 - a. how to prepare the vehicle for attaching and detaching the vehicle mounted body
 - b. when different connections have to be made
 - c. how to connect and disconnect different connections
 - d. how to position the vehicle for coupling and uncoupling
 - e. which required checks are required
 - f. how to test the coupling has been completed successfully
3. Identify problems that can occur when attaching and detaching the body to the vehicle
4. Explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to attach and detach the rigid vehicle mounted body

The learner can:

1. Follow all organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
2. Prepare the vehicle for attaching and detaching
3. Manoeuvre the vehicle in relation to the body for attaching
4. Establish that the body is positioned correctly and secured and that all necessary connections have been made
5. Test that the vehicle and body systems work correctly and that the vehicle is safe to drive after attachment of the body
6. Select a safe site for detaching the body from the vehicle
7. Disconnect the connections between the vehicle and the body when detaching
8. Stow all connections according to organisational procedures and practices
9. Drive the vehicle from the body carefully to ensure the detachment of the body has been achieved.

Unit 039

Prepare the articulated or draw bar vehicle for driving

Level: 2

Credit value: 2

UAN: T/602/2722

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to prepare the articulated or draw bar vehicle for driving
2. Be able to prepare the articulated or draw bar vehicle for driving

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 1 – ‘Prepare the vehicle for driving’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 039

Prepare the articulated or draw bar vehicle for driving

Learning outcomes and assessment criteria

Outcome 1 Know how to prepare the articulated or draw bar vehicle for driving

The learner can:

1. explain the relevant organisational policies and procedures, in relation to preparing the articulated or draw bar vehicle for driving, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain how to check that the articulated or draw bar vehicle has sufficient fuel, additives and water
3. explain the operation of the articulated or draw bar vehicle instruments and controls to include:
 - a. how to check the vehicle systems
 - b. how to check instruments, controls, gauges and vehicle systems
 - c. indications of electrical or mechanical problems
4. explain the responsibilities of the driver for the articulated or draw bar vehicle and the load
5. explain the organisational procedures for reporting defects including information on previously reported problems with the articulated or draw bar vehicle
6. explain how to obtain information on previously reported problems with the articulated or draw bar vehicle
7. explain which person(s) is officially responsible for releasing the articulated or draw bar vehicle
8. identify problems that can occur when preparing the articulated or draw bar vehicle for driving
9. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to prepare the articulated or draw bar vehicle for driving

The learner can:

1. follow all organisational policies and procedures, in relation to preparing the articulated or draw bar vehicle for driving, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. check the vehicle and vehicle systems to ensure the articulated or draw bar vehicle is legal and roadworthy
3. carry out adjustments to the:
 - a. steering wheel
 - b. mirrors
 - c. seatfor optimum control, observation and comfort
4. check the articulated or draw bar vehicle has sufficient:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
5. check that any ancillary equipment is in working order
6. demonstrate that all documentation your organisation requires is with the articulated or draw bar vehicle.

Unit 040

Protect the articulated or draw bar vehicle and the load

Level: 2

Credit value: 2

UAN: J/602/2739

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to protect the articulated or draw bar vehicle and the load
2. Be able to protect the articulated or draw bar vehicle and the load

Guided learning hours

It is recommended that **15** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 2 – ‘Protect the vehicle and the load’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 040

Protect the articulated or draw bar vehicle and the load

Learning outcomes and assessment criteria

Outcome 1 Know how to protect the articulated or draw bar vehicle and the load

The learner can:

1. explain the relevant organisational policies and procedures, in relation to protecting the articulated or draw bar vehicle and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. changes in condition of the load
 - f. theft or damage
2. describe how to identify damage or deterioration in the condition of the load
3. explain different methods for protecting the articulated or draw bar vehicle's load
4. describe the risks associated with protecting the articulated or draw bar vehicle and load at different locations
5. explain the security checks that are required to protect the articulated or draw bar vehicle and the load
6. identify problems that can occur when protecting the articulated or draw bar vehicle and its load
7. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to protect the articulated or draw bar vehicle and the load

The learner can:

1. follow all organisational policies and procedures, in relation to protecting the articulated or draw bar vehicle and load, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
 - d. different locations
 - e. theft
 - f. damage
 - g. reporting procedures
2. carry out security checks
3. demonstrate how to report any change in the condition of the load according to organisational procedures.

Unit 041

Operate and monitor the articulated or draw bar vehicle systems

Level: 2

Credit value: 3

UAN: F/602/2741

Unit aims

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

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

Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. Know how to operate and monitor the articulated or draw bar vehicle systems
2. Be able to operate and monitor the articulated or draw bar vehicle systems

Guided learning hours

It is recommended that **16** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 3 – ‘Operate and monitor the vehicle systems’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 041

Operate and monitor the articulated or draw bar vehicle systems

Learning outcomes and assessment criteria

Outcome 1 Know how to operate and monitor the articulated or draw bar vehicle systems

The learner can:

1. explain the relevant organisational policies and procedures, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. articulated or draw bar vehicle operating systems
 - d. articulated or draw bar vehicle monitoring systems
2. describe the purposes and functions of the articulated or draw bar vehicle's instruments
3. explain the articulated or draw bar vehicle requirements for:
 - a. fuel
 - b. additives
 - c. oil
 - d. water
4. identify problems that can occur when operating and monitoring the articulated or draw bar vehicle systems
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to operate and monitor the articulated or draw bar vehicle systems

The learner can:

1. follow all organisational policies and procedures that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. articulated or draw bar vehicle operating systems
 - d. articulated or draw bar vehicle monitoring systems
2. operate the articulated or draw bar vehicle controls to maintain the safety, security of yourself, the articulated or draw bar vehicle and others
3. operate fuel delivery systems correctly and safely
4. demonstrate how to minimise wear and tear on the articulated or draw bar vehicle systems.

Unit 042

Manoeuvre the articulated or draw bar vehicle in restricted spaces

Level: 2

Credit value: 4

UAN: J/602/2742

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to manoeuvre the articulated or draw bar vehicle in restricted spaces
2. Be able to manoeuvre the articulated or draw bar vehicle in restricted spaces

Guided learning hours

It is recommended that **18** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 4– ‘Manoeuvre the vehicle in restricted spaces’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 042

Manoeuvre the articulated or draw bar vehicle in restricted spaces

Learning outcomes and assessment criteria

Outcome 1 Know how to manoeuvre the articulated or draw bar vehicle in restricted spaces

The learner can:

1. explain the relevant organisational policies and procedures, in relation to manoeuvring the articulated or draw bar vehicle, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. state the:
 - a. dimensions of the articulated or draw bar vehicle
 - b. clearances required for the articulated or draw bar vehicle during manoeuvre activities
 - c. types of signals to be used when manoeuvring the articulated or draw bar vehicle
3. explain the observations required to ensure the safety of yourself and other road users
4. identify suitable spaces for safe manoeuvring
5. identify the types of hazard that could occur during manoeuvring
6. explain the effects of inappropriate speed during manoeuvring
7. identify problems that can occur when manoeuvring the articulated or draw bar vehicle in restricted spaces
8. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to manoeuvre the articulated or draw bar vehicle in restricted spaces

The learner can:

1. follow organisational policies and procedures, in relation to manoeuvring the articulated or draw bar vehicle, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. manoeuvre the articulated or draw bar vehicle in restricted spaces and include:
 - a. the appropriate use of signals
 - b. using the appropriate speed for the manoeuvre
 - c. monitoring the actions of other road users
 - d. ensuring there is no damage to the articulated or draw bar vehicle or surrounding environment
3. ensuring the articulated or draw bar vehicle is in a suitable position for the required activities.

Unit 043

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

Level: 2

Credit value: 6

UAN: L/602/2760

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner
2. Be able to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 5 – ‘Drive the vehicle on public roads in a fuel efficient manner’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Learning outcomes and assessment criteria**Outcome 1 Know how to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner**

The learner can:

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:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the articulated or draw bar vehicle on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the articulated or draw bar vehicle to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the articulated or draw bar vehicle to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other vehicles
9. describe the effects severe braking could have on the load and roadworthiness of the articulated or draw bar vehicle
10. identify problems that can occur when driving the articulated or draw bar vehicle, on public roads, in a safe and fuel efficient manner
11. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner

The learner can:

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:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
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
3. demonstrate how to drive the articulated or draw bar vehicle safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the articulated or draw bar vehicle and its load
 - e. overtaking other articulated or draw bar vehicles at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Unit 044

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

Level: 2

Credit value: 4

UAN: R/602/2761

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to drive the articulated or draw bar vehicle on private roads in a fuel efficient manner
2. Be able to drive the articulated or draw bar vehicle on private roads in a safe and fuel efficient manner

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is derived from Skills for Logistics NOS Unit SfL 5 – ‘Drive the vehicle on public roads in a safe and efficient manner’ to provide a unit solely for those that drive on private roads

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 044

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

Learning outcomes and assessment criteria

Outcome 1 Know how to drive the articulated or draw bar vehicle on private roads in a fuel efficient manner

The learner can:

1. explain the relevant organisational policies and procedures, in relation to driving the articulated or draw bar vehicle and load, in a fuel efficient manner, that relate to:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
2. explain the organisation's policy when driving conditions vary and result in changes to the schedule
3. describe how to adapt driving styles to changes in driving conditions
4. explain how to adapt driving manner to suit changes in driving conditions
5. explain how the actions of other road users can affect driving manner
6. explain how to:
 - a. position the articulated or draw bar vehicle on the road to ensure the safety of yourself and other road users
 - b. appropriately use signals
 - c. alter speed to meet different types of road conditions and requirements
 - d. use the controls of the articulated or draw bar vehicle to optimize fuel consumption
 - e. assess and maintain safe separation distances
 - f. assess factors affecting safe stopping distances
 - g. use the controls of the articulated or draw bar vehicle to adjust braking under different road conditions
7. identify types of hazard that could occur on the road
8. when overtaking, identify:
 - a. when overtaking should and should not occur
 - b. the types of hazards involved
 - c. factors affecting the distance required to overtake other vehicles
9. describe the effects severe braking could have on the load and roadworthiness of the articulated or draw bar vehicle
10. identify problems that can occur when driving the vehicle, on private roads, in a safe and fuel efficient manner.

Outcome 2 Be able to drive the articulated or draw bar vehicle on private roads in a safe and fuel efficient manner

The learner can:

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:
 - a. health, safety and security
 - b. legal requirements
 - c. operating requirements
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
3. demonstrate how to drive the articulated or draw bar vehicle safely and in a fuel efficient manner to include:
 - a. giving clear signals in good time
 - b. driving at the appropriate speed for the driving conditions
 - c. minimising fuel consumption and wear and tear
 - d. applying the braking systems, in a controlled manner, appropriate to the driving conditions, distance available, the articulated or draw bar vehicle and its load
 - e. overtaking other vehicles at a suitable point
 - f. take preventative action to avoid harm to any other road user.

Unit 045

Ensure the articulated or draw bar vehicle is loaded correctly

Level: 2

Credit value: 4

UAN: M/602/2766

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to load the articulated or draw bar vehicle correctly
2. Be able to ensure the articulated or draw bar vehicle is loaded correctly

Guided learning hours

It is recommended that **25** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7 'Ensure the vehicle is loaded correctly'

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 045

Ensure the articulated or draw bar vehicle is loaded correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the articulated or draw bar vehicle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. suitability of the articulated or draw bar vehicle for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. identify problems that can occur when ensuring that the articulated or draw bar vehicle is loaded correctly
4. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to ensure the articulated or draw bar vehicle is loaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the articulated or draw bar vehicle and load are compatible
4. ensure that the articulated or draw bar vehicle has been loaded in the appropriate manner for the type of load and delivery sequence
5. ensure that the load is secured and stabilized, for transportation
6. ensure that any loose materials, restraints, and ancillary equipment are secured and stabilized for transportation.

Unit 046

Load the articulated or draw bar vehicle correctly

Level: 2

Credit value: 5

UAN: F/602/2769

Unit aims

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

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

Learning outcomes

There are 2 learning outcomes to this unit. The learner will:

1. Know how to load the articulated or draw bar vehicle correctly
2. Be able to load the articulated or draw bar vehicle correctly

Guided learning hours

It is recommended that 30 hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 7 – ‘Ensure the vehicle is loaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 046

Load the articulated or draw bar vehicle correctly

Learning outcomes and assessment criteria

Outcome 1 Know how to load the articulated or draw bar vehicle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. suitability of the articulated or draw bar vehicle for the load
 - b. load restrictions
 - c. loading and delivery sequences
 - d. how to distribute the load
 - e. when and how to re-distribute the load
 - f. correct securing of the load
 - g. use of correct restraints
 - h. why, how and where to check axle weights
3. explain how to prepare the articulated or draw bar vehicle for loading
4. identify problems that can occur when loading the articulated or draw bar vehicle correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to load the articulated or draw bar vehicle correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is loaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. ensure that the articulated or draw bar vehicle and load are compatible
4. ensure that the articulated or draw bar vehicle is ready to receive the load
5. ensure the loading area is suitable and safe
6. manoeuvre the articulated or draw bar vehicle into a suitable position for loading
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
8. secure the load with the correct restraints
9. secure any loose materials, restraints, and ancillary equipment so that they cannot shift or come loose during transportation.

Unit 047

Ensure the articulated or draw bar vehicle is unloaded correctly

Level: 2

Credit value: 3

UAN: A/602/2771

Unit aims

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

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

Learning outcomes

There are 2 learning outcomes to this unit. The learner will:

1. Know how to ensure that the articulated or draw bar vehicle is unloaded correctly
2. Be able to ensure that the articulated or draw bar vehicle is unloaded correctly

Guided learning hours

It is recommended that 15 hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Learning outcomes and assessment criteria

Outcome 1 Know how to ensure that the articulated or draw bar vehicle is unloaded correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the articulated or draw bar vehicle should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the articulated or draw bar vehicle for unloading
4. identify problems that can occur when ensuring that the articulated or draw bar vehicle is unloaded correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to ensure that the articulated or draw bar vehicle is unloaded correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. ensure the unloading is properly planned
5. ensure that the part of the load to be unloaded is correctly identified
6. ensure the correct proof of delivery procedures are completed.

Unit 048

Unload the articulated or draw bar vehicle correctly

Level: 2

Credit value: 3

UAN: J/602/2773

Unit aims

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

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

Learning outcomes

There are 2 learning outcomes to this unit. The learner will:

1. Know how to unload the articulated or draw bar vehicle correctly
2. Be able to unload the articulated or draw bar vehicle correctly

Guided learning hours

It is recommended that 20 hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 8 – ‘Ensure the vehicle is unloaded correctly’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Learning outcomes and assessment criteria

Outcome 1 Know how to unload the articulated or draw bar vehicle correctly

The learner can:

1. explain the relevant organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective clothing
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
 - f. handling methods
2. explain the required information to include:
 - a. the person responsible for receiving the load
 - b. how the articulated or draw bar vehicle should be prepared for unloading and delivery
 - c. when and how to re-distribute the load
 - d. the appropriate equipment for moving the load
 - e. proof of delivery procedures or systems
3. explain how to prepare the articulated or draw bar vehicle for unloading
4. identify problems that can occur when unloading the articulated or draw bar vehicle correctly
5. explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to unload the articulated or draw bar vehicle correctly

The learner can:

1. follow all organisational policies and procedures, in relation to ensuring the articulated or draw bar vehicle is unloaded correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. monitoring requirements
2. communicate effectively with others
3. identify the person responsible for receiving the load
4. manoeuvre the articulated or draw bar vehicle into a safe and suitable position for unloading
5. prepare the articulated or draw bar vehicle correctly for unloading
6. demonstrate how to properly plan for unloading the articulated or draw bar vehicle
7. correctly identify the part of the load to be unloaded
8. use the correct handling method to move the load
9. follow the correct proof of delivery procedures.

Unit 049

Couple and uncouple the articulated or draw bar vehicle

Level: 2

Credit value: 3

UAN: H/602/2781

Unit aims

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

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

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to couple and uncouple the articulated or draw bar vehicle
2. Be able to couple and uncouple the articulated or draw bar vehicle

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 10 – ‘Couple and uncouple the vehicle’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Unit 049

Couple and uncouple the articulated or draw bar vehicle

Learning outcomes and assessment criteria

Outcome 1 Know how to couple and uncouple the articulated or draw bar vehicle

The learner can:

1. explain the relevant organisational policies and procedures, in relation to coupling and uncoupling the articulated or draw bar vehicle correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
2. explain:
 - a. how to prepare the articulated or draw bar vehicle for coupling and uncoupling
 - b. when different connections have to be made
 - c. how to connect and disconnect different connections
 - d. how to align the unit to the trailer for coupling and uncoupling
 - e. which required checks are needed
 - f. how to test the coupling
 - g. how to stow connections
3. identify problems that can occur when coupling and uncoupling the articulated or draw bar vehicle
4. explain the appropriate action take, in order to deal with identified problems.

Outcome 2 Be able to couple and uncouple the articulated or draw bar vehicle

The learner can:

1. follow all organisational policies and procedures, in relation to coupling and uncoupling the articulated or draw bar vehicle correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
 - e. trailer braking systems
2. prepare the articulated or draw bar vehicle for coupling and uncoupling
3. manoeuvre the unit in relation to the trailer for coupling and uncoupling
4. establish that the coupling is positioned and secured and that all necessary connections have been made
5. test that the unit and trailer systems work correctly and that the articulated or draw bar vehicle is safe to drive after coupling
6. select a safe site for uncoupling trailers from their units
7. disconnect the connections between the unit and trailer, when uncoupling
8. stow all connections according to organisational procedures and practices
9. drive the articulated or draw bar vehicle from the trailer to ensure the uncoupling has been achieved.

Unit 050

Attach and detach or draw bar vehicle mounted bodies

Level: 2

Credit value: 3

UAN: M/602/4324

Learning outcomes

There are two learning outcomes to this unit. The learner will:

1. Know how to attach and detach the articulated or draw bar vehicle mounted body
2. Be able to attach and detach the articulated or draw bar vehicle mounted body

Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is mapped directly to Skills for Logistics NOS Unit SfL 10 – ‘Attach and detach or draw vehicle mounted bodies’

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics, the Sector Skills Council for Logistics.

Assessment

This unit will be assessed by:

- a portfolio of evidence.

Learning outcomes and assessment criteria

Outcome 1 Know how to attach and detach the articulated or draw bar vehicle mounted body

The learner can:

1. Explain the relevant organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
2. Explain:
 - a. how to prepare the vehicle for attaching and detaching the vehicle mounted body
 - b. when different connections have to be made
 - c. how to connect and disconnect different connections
 - d. how to position the vehicle for coupling and uncoupling
 - e. which required checks are required
 - f. how to test the coupling has been completed successfully
3. Identify problems that can occur when attaching and detaching the body to the vehicle
4. Explain the appropriate action to take, in order to deal with identified problems.

Outcome 2 Be able to attach and detach the articulated or draw bar vehicle mounted body

The learner can:

1. Follow all organisational policies and procedures, in relation to attaching and detaching the vehicle mounted body correctly, that relate to:
 - a. health, safety and security
 - b. personal protective equipment
 - c. legal requirements
 - d. operating requirements
2. Prepare the vehicle for attaching and detaching
3. Manoeuvre the vehicle in relation to the body for attaching
4. Establish that the body is positioned correctly and secured and that all necessary connections have been made
5. Test that the vehicle and body systems work correctly and that the vehicle is safe to drive after attachment of the body
6. Select a safe site for detaching the body from the vehicle
7. Disconnect the connections between the vehicle and the body when detaching
8. Stow all connections according to organisational procedures and practices
9. Drive the vehicle from the body carefully to ensure the detachment of the body has been achieved.

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden**
Find out how to register and certificate candidates on line
- **Qualifications and Credit Framework)**
Contains general guidance about the Framework and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events**
Contains dates and information on the latest Centre events
- **Online assessment**
Contains information on how to register for GOLA assessments.

Useful contacts

UK learners

General qualification information

T: +44 (0)844 543 0033

International learners

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

Centres

Exam entries, Certificates,
Registrations/enrolment, Invoices,
Missing or late exam materials,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification,
Missing or late exam materials,
Incorrect exam papers, Forms request
(BB, results entry), Exam date and time

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices,
Missing or late exam materials,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username,
Technical problems, Entries, Results,
GOLA, Navigation, User/menu option,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping,
Accreditation, Development Skills,

T: +44 (0)121 503 8993

E: business@cityandguilds.com

Publications

Logbooks, Centre documents, Forms,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

If you have a complaint, or any suggestions for improvement about any of the services

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