



# **QUALIFICATION HANDBOOK**

## **SVQ Plant Operations (Extractives) at SCQF Level 5**

***Qualification reference number: GM0R 45***

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<b>Document control and history</b>	
Document status:	External
Owner:	RM
Version and date:	Version 1 – February 2017
Summary of revisions:	Revisions to V1: N/A

## **1. Introduction**

1.1 This qualification has been developed to seek to ensure that those that wish to seek employment within the extractives or related industries as operatives of plant machinery meet minimum requirements of technical competence and health and safety. As a competence based SVQ this is recognised by the two main plant registration schemes i.e. the MPQC scheme and the CPCS scheme.

1.2 These requirements have been specified in the National Occupational Standards (NOS) developed by the Standard Setting Body (SSB) MP Futures in liaison with employers and industry/ sector representatives. This qualification is based upon those NOS and incorporates the Qualification Structure approved by SQA Accreditation.

1.3 Successful completion of this qualification will allow candidates to show they have sufficient knowledge, understanding and skills to demonstrate competence as a plant operative for extractives.

1.4 This Handbook provides the information required to assist approved centres in delivering the qualification and preparing candidates for assessment. This includes some template forms that may be used / adapted by centres. Note that you are able to create your own, or use existing forms for this purpose.

This document should be read in conjunction with QFI's policies and the Centre Handbook.

## **2. Qualification objective(s)**

2.1 The qualification is suitable for apprentices / those already in employment that wish to develop their knowledge and skills in plant operations (extractives). In particular this qualification is suitable for those that are seeking registration as part of plant registration schemes.

2.2 In order to do this, the qualification covers technical and health and safety standards, and supports roles relating to plant operations within the context of extractives.

## **3. Progression**

3.1 This qualification is primarily designed to allow candidates to progress to employment in roles relating to plant operations (extractives). Successful completion of this qualification may therefore lead to employment as a plant operative in an extractives setting.

3.2 Candidates achieving this qualification may also wish to progress to higher level qualifications such as those aimed at supervisory/ management roles, e.g. SVQ 3 Occupational Work Supervision (Construction) SQCF Level 6.

3.5 Candidates may also choose to undertake qualifications in more generic subjects such as a health and safety in the workplace, e.g. Award in Health and Safety in a Construction Environment (SCQF level 4).

3.6 Candidates may choose to specialise further around plant operations through related qualifications such as the SVQ 2 Plant Operations Extractives at SCQF Level 5.

## **4. Entry requirements**

4.1 Candidates must be at least 18 years of age to be able to undertake this qualification.

4.2 Those that will be driving construction vehicles as part of their chosen pathway/ additional units must hold a full driving licence.

4.3 There are no other specific entry requirements, though the National Careers Service does recommend physical fitness.

4.4 Candidates taking this qualification must be made fully aware of what this entails. Centres must be satisfied that candidates have the experience and skills and will have sufficient assessment opportunities within their job role to provide evidence of competence for this qualification. Where this may not be the immediate case, candidates should check with their employer whether they are able to go out with departmental or immediate job role boundaries to gain the necessary assessment opportunities.

4.5 A sample induction checklist is included at Appendix 1.

## **5. Qualification structure**

5.1 The structure for this qualification is set by the Sector Skills Council MP Futures and approved by SQA Accreditation.

5.2 To achieve this qualification candidates must achieve:

- All 4 mandatory units from Group A
- 1 optional unit from Group B

Candidates may also take additional units, though these are not required to achieve the qualification.

**Mandatory Units - Candidates must complete the following four units**

<b>SSB code</b>	<b>Title of mandatory unit (must complete both)</b>	<b>SCQF level</b>	<b>SCQF credits</b>
MPQCP006	CONFORM TO GENERAL WORKPLACE SAFETY AND SECURITY	6	3
MPQPO16	MONITOR AND MAINTAIN ENVIRONMENTAL CONDITIONS IN YOUR AREA OF RESPONSIBILITY	5	3
MPQPO02	CONFORM TO EFFICIENT WORKING PRACTICES	5	4
MPQPL386	PREPARE PLANT PRIOR TO OPERATIONAL PERFORMANCE	4	3

**Optional units - Candidates must complete one of the following units**

<b>SSB code</b>	<b>Title of optional units (must complete one)</b>	<b>SCQF level</b>	<b>SCQF credits</b>
MPQPL388	OPERATE PLANT TO EXTRACT	5	8
MPQPL389	OPERATE PLANT TO EXCAVATE	5	13
MPQPL390	OPERATE PLANT TO CONSTRUCT OR FORM	5	13
MPQPL391	OPERATE PLANT TO RECEIVE AND TRANSPORT LOADS	5	8
MPQPL392	OPERATE MOBILE ELEVATED WORK PLATFORMS	5	8
MPQPL393	OPERATE PLANT TO LAY AND DISTRIBUTE	4	13
MPQPL394	OPERATE PLANT TO COMPACT	5	5
MPQMG54	OPERATE PLANT TO LIFT AND TRANSFER	4	10

**Additional units – optional and not required to achieve the qualification**

<b>SSC code</b>	<b>Title</b>	<b>SCQF level</b>	<b>SCQF credits</b>
MPQPL397	ARRANGE AND SECURE LOADS FOR TRANSPORTATION	4	8
MPQPL399	OPERATE PLANT ATTACHMENTS	4	4

All units are included in Appendix 2 of to this document.

## **5.3 Important additional information**

### **Structure**

Mobile plant is varied in type, size, design and function, however the operation of the plant is very similar with the task at hand providing the most variance. All plant operators have to conduct pre-start checks as part of regulations therefore it is vital that this is covered by a mandatory unit. Three more mandatory units cover the basic requirements for anyone working in this environment and sector.

The optional units cover the actual variances required by the plant operator where they may be required to excavate, construct, excavate, and form or receive and transport loads. This is a change from the previous qualifications that split each item of plant into individual qualifications, this revised approach has been welcomed and supported by the employers in the sector, the structure allows maximum flexibility and fit not just the major employers but the SME's and independent employers as well.

### **Credit**

SQA Accreditation advise that the overall level of the SVQ should normally be derived from the levels of the mandatory units, two are at level 5, one at 6 and one at 4, therefore level 5 is the most appropriate level.

## **6. Assessment**

### **6.1 Roles and responsibilities**

There are a number of people involved in the assessment process and the role of each needs to be clearly understood by each.

- Candidates – must familiarise themselves with the content of the units that they are taking and how these are to be assessed. They should co-operate with the assessment process, looking for opportunities to evidence the elements and gathering evidence where this arises. Candidates must take on board feedback from their assessor and work with their assessor to develop realistic plans for assessment. An Assessment Plan and Review template is included at Appendix 3.
- Assessors - must familiarise themselves with the content of the units that they are assessing and how these are to be assessed. They must assist candidates in identifying assessment opportunities, gathering, and presenting evidence. Assessors must assess all elements and record these assessments. Templates for recording elements, and for unit achievement, are at Appendix 4. Assessors must feedback and work with candidates to identify any gaps and develop realistic plans for assessment. They must also work with the Internal Verifier and External Verifier to ensure a common standard of assessment.

- Internal Verifiers – sometimes known as Internal Quality Assurers (IQAs), their role is to ensure that the assessment process is appropriate, consistent, fair and transparent; that assessors receive on-going support and that they are assessing to a common standard; and that awards are valid, reliable and consistent. IVs must develop a strategy that includes standardisation activities such as reviewing samples of evidence from each assessor, and countersigning the decisions of unqualified assessors.
- External Verifiers - sometimes known as External Quality Assurers (EQAs), are appointed by QFI and are independent of the centre. Their role is to check that internal processes are in place to ensure robust, consistent assessment. This includes sampling assessment evidence.

## **6.2 SCQF level 5 descriptors**

This qualification is pitched at SCQF level 5. The following are descriptions of what a candidate should be able to do or demonstrate at this level. These are for guidance only – it is not expected that every point will be covered.

### **Knowledge and understanding**

Demonstrate and/or work with: Basic knowledge; A range of simple facts, ideas and theories in, about, and associated with, a subject/discipline/sector; Knowledge and understanding of basic processes, materials and terminology.

### **Applied knowledge, skills and understanding**

Relate knowledge and ideas to personal and/or practical contexts; Use a range of skills associated with the subject/discipline/sector to complete some routine and non-routine tasks; Plan and organise both familiar and unfamiliar tasks; Select appropriate tools and materials and use them safely and effectively; Adjust tools where necessary following safe practices.

### **Generic cognitive skills**

Use a process to deal with a problem, situation or issue that is straightforward; Operate in a familiar context, but where there is a need to take account of or use additional information of different kinds, some of which will be theoretical or hypothetical.

### **Communication, IT and numeracy skills**

Use a range of routine skills, for example: Produce and respond to detailed written and oral communication in familiar contexts; Use standard ICT applications to process, obtain and combine information; Use a range of numerical and graphical data in routine contexts that may have some non-routine elements.

## **Autonomy, accountability and working with others**

Work alone or with others on tasks with minimum directive supervision: Agree goals and responsibilities for self and/or work team; Take lead responsibility for some tasks; Show an awareness of own and/or others' roles, responsibilities and requirements in carrying out work and contribute to the evaluation and improvement of practices and processes.

### **6.3 The assessment process**

Assessment for this qualification, and for individual units that comprise the qualification, must take place in accordance with MP Futures Assessment Strategy (ACG Approved 9/12/2015).

This document translates the requirements of the assessment strategy and gives guidance to ensure that centres meet these.

Centres delivering the qualification must ensure that assessors and Internal Verifiers are aware of the assessment strategy and how to access this. External Verifiers may check this requirement during monitoring visits to centres.

Assessment involves the following key stages: planning; producing evidence; assessing evidence; recording. Each of these is considered in more detail below.

#### **6.3.1. Planning**

The assessor must create an Assessment Plan with each candidate that he/ she will be assessing. The Assessment Plan will need to be reviewed as the candidate progresses through the units. A template for assessment planning and review is at Appendix 3 of this document.

A wide range of assessment methods exist that can be used to assess knowledge and skills. Methods of assessment that are commonly used for assessing competence based qualifications such as N/SVQs include the following:

- Product evidence – this relates to the outcome of the candidate's work, and the actual product that is generated as a result of their work.
- Direct observation – where an assessor (or credible witness) will directly observe the candidate undertaking certain tasks/ creating products that occur as part of their role. Observations must be referenced to the elements covered
- Question/ answer – these will often supplement the methods above, for example the assessor may ask the candidate a number of questions whilst they are undertaking a task. Questioning is a useful way to establish knowledge and to generate evidence of this
- Witness testimony – credible witnesses may be identified who can for example testify that the candidate can successfully undertake certain tasks
- Personal statement – declaration made by the candidate that should be referenced to elements

Centres should ensure that their Assessors use the methods above to assess candidates for this qualification.



Template assessment documents including an Assessor Report can be found at Appendix 3.

### **6.3.2 Producing evidence**

The methods of assessment must generate evidence to demonstrate the candidates' competence. Evidence produced in the workplace is central to MP Futures Assessment Strategy (ACG Approved 9/12/2015). Workplace evidence is vital to ensuring that the candidate is competent to industry standards and a suitable way of recording this must be used.

The following indicates the type of evidence generated by the methods on the section above:

- Product evidence –Photographic or video evidence is often used to record this, or it may also be recorded via the method below. Labelled photographs and/or videos that clearly show the candidate are sources of evidence for this purpose.
- Direct observation –observations must be recorded via an Assessor or other report (e.g. witness statement)
- Question/ answer –both the questions and the candidate's responses to these must be recorded either in writing or via some audio or visual device (e.g. part of a video recording).
- Witness testimony – this may be written, audio or visual recordings
- Personal statement – the declaration made by the candidate must be recorded

All of the above must be referenced to the evidence that they cover

Templates that may be used for recording evidence are at Appendix 3.

Feedback should be given to the candidate on an on-going basis and where there are any gaps or shortfalls in evidence then these should be incorporated into the Assessment Plan.

Assessment must meet the requirements of the performance criteria, knowledge and understanding documented for each unit of assessment. Methods of assessment must ensure coverage of all elements, scope and range, and generate sufficient evidence to demonstrate competence.

A holistic approach towards the collection of evidence is encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence.

Direct evidence produced through normal performance in the workplace is the primary source for meeting these requirements. This includes naturally occurring evidence, direct observation of activities and witness testimony as relevant, all of which must be recorded.

Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:

- questioning the candidate
- recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
- performance evidence/ completed work

All of which must be recorded and made available for verification purposes.

### **6.3.3. Simulation**

Whilst the majority of learners' evidence should come from direct observation in the real work place, MP Futures Assessment Strategy allows that in exceptional circumstances simulation of the real work place may be allowed.

Simulation permitted for this qualification: Safe use of fire extinguishers; organisational procedures in case of environmental incidents; accident and/or fire.

Simulation must as far as reasonably practical mirror the real workplace conditions and environment. Whilst simulation is not generally acceptable the exceptions to this are:

- Dealing with emergencies
- Dealing with accidents
- Certain pre-approved real-time simulators
- Other procedures that cannot be practically performed in the workplace, and for which sufficient evidence cannot be collected through other means

Any simulation must be approved in advance by the EV and clear reasons must be given for its intended use. Centres must contact QFI in writing to request approval for simulation (email is acceptable).

Simulation should not be the primary source of evidence, and where used must be supported by other forms evidence, e.g. scenarios, witness statements, and additional assessment of understanding.

### **6.3.4 Assessing evidence**

Evidence must be assessed against the units/ elements to establish whether the candidate is competent with regards to their performance and knowledge. In order to achieve the qualification candidates must achieve a 'pass'. The evidence must show that the candidate consistently (i.e. on more than one occasion) meets all of the elements across the scope/range of each unit.

If there is insufficient evidence to make this judgement then plans must be made as to how the candidate can produce further evidence in order to demonstrate competence.

Assessors must check that the evidence produced is sufficient in volume, relevant and current. They must also be confident that the evidence has been generated by the candidate. Assessors and candidates normally sign documentation to declare that the evidence produced is that of the candidate and no other.

### **6.3.5 Recording evidence**

Evidence (or reference to where certain evidence is located) is normally kept in a portfolio. This may be paper-based or electronic. QFI centres will be given access to QFI's secure E-portfolio system upon approval as a centre. All evidence contained within the portfolio must be clearly referenced to the units and elements. Candidates' progress can therefore be tracked. Note that certain pieces of evidence can be recorded across more than a single element. Tracking is important to show where this is that case.

It is helpful to give each piece of evidence a number so that this can be mapped across elements. See the template forms at Appendix 4. Assessment decisions made against the evidence must also be recorded so that an IV or an EV can see these. All evidence must be kept for internal and external verification.

## **7. Assessors**

7.1 The occupational competence of assessors described here complies with MP Futures Assessment Strategy.

7.2 The roles and responsibilities of assessors is outlined in the section above. Assessors must be competent to perform their role and either hold the qualifications needed to carry out assessment, or be working towards and achieve within 18 months of commencing their role:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- Assess Workplace Competencies Using Direct and Indirect Methods (L&D 9D1)
- Assess Candidates Using a Range of Methods (A1 or equivalent)
- an appropriate Assessor qualification as identified by SQA Accreditation

Assessors must also:

- have a sound, in-depth knowledge of, and uphold the integrity of, the relevant NOS and Assessment Strategy to enable them to carry out assessment to the standards specified
- have the occupational expertise (extractives related occupational competence specific to plant endorsements) before commencing their role so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing
- demonstrate relevant, current and credible occupational competence (this may be demonstrated through qualifications achieved and/or work history)
- maintain the currency of this/ CPD for the duration of their role
- be able to assess the whole qualification

- only assess in their acknowledged area of occupational competence
- know QFI's requirements for recording assessment decisions and maintaining assessment records

7.3 Assessors must assess to the current National Occupational Standards (NOS) for Learning and Development.

7.4 Assessors must be registered with QFI. The **Centre Handbook** provides details.

7.5 The assessment decisions of unqualified assessors must be countersigned by the IV.

## **8. Internal verification**

8.1 Centres' internal assessment processes and practices must be effective and support the integrity and consistency of the qualification. This is achieved through the internal quality assurance that is undertaken by the approved centre, and the external quality assurance that is undertaken by QFI. Centres must operate explicit, written internal quality assurance procedures to ensure:

- the accuracy and consistency of assessment decisions between assessors operating at the centre
- that assessors are consistent in their interpretation and application of the qualifications or unit(s) learning outcomes

8.2 Centres must appoint IVs who will be responsible for:

- regular sampling evidence of assessment decisions made by all assessors across all aspects of assessment for the qualification. Sampling must include direct observation of assessment practice
- maintaining up-to-date records of IV and sampling activity (what was evidence was sampled or assessors / IV observed where there is more than one) and ensuring that these are available for external quality assurance
- establishing procedures to ensure that all assessors interpret the learning outcomes in the same way
- monitoring and supporting the work of assessors
- facilitating appropriate staff development and training for assessors
- providing feedback to the EV on the effectiveness of assessment
- ensuring that any corrective action required by QFI is carried out within agreed timescales.

8.3 Centres must ensure that the decisions of unqualified IVs are checked, authenticated and countersigned by an IV who is appropriately qualified and occupationally expert. QFI will monitor a centre's compliance with these requirements through monitoring visits and certification claims.

8.4 The IV is also responsible and accountable for arranging the checking and countersigning process. IVs may verify only evidence that they did not assess themselves. Further guidance on internal quality assurance/verification is provided in the **Centre Handbook**. Appendix 5 of this document indicates suggested content for an IV strategy, and a template for sampling assessment evidence.

## 9. Internal verifiers

9.1 The occupational competence of IVs described here complies with MP Futures Assessment Strategy.

9.2 The roles and responsibilities of IVs is outlined above. IVs must competent to perform their role and either hold the qualifications needed to carry out internal verification – or be working towards and achieve within 18 months of commencing their role:

- D34
- V1
- Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice
- an appropriate Internal Verifier qualification as identified by SQA Accreditation

9.3 IVs must demonstrate relevant, current and credible occupational competence (this may be demonstrated through qualifications achieved and/or work history) and maintain the currency of this/ CPD for the duration of their role.

9.4 It is strongly recommended that IVs also hold assessor qualifications (see assessor section above).

9.5 IVs must quality assure to the current National Occupational Standards (NOS) for Learning and Development.

9.6 IVs must be able to internally verify the whole qualification.

9.7 IVs must be registered with QFI. The **Centre Handbook** provides details.

## **10. External verification**

10.1 External verification of this qualification ensures that the requirements are met as described in MP Futures Assessment Strategy.

10.2 QFI's External Verifiers hold a nationally recognised external verification qualification and to demonstrate current and credible occupational competence (this may be demonstrated through qualifications achieved and/or work history) and maintain the currency of this/ CPD for the duration of their role.

10.3 Centre visits will normally take place on an annual basis, though these could be more frequent if deemed necessary as a result of QFI's risk assessments. The **Centre Handbook** provides further details on external verification including to prepare for centre visits.

QFI's appointed External Verifiers meet the requirements of the assessment strategy.

## **11. Certification**

11.1 Note that there is a lapsing period of two years for this qualification. This means that when the qualification expires, is withdrawn or replaced by a revised version, candidates registered have two years from the expiry date in which to complete the qualification. This will allow sufficient time for candidate's to compete and allow for currency of evidence.

## **12. Equality and diversity**

12.1 This qualification must be assessed in English.

12.2 Assessment must be inclusive and where appropriate reasonable adjustments made to ensure equality of access in line with QFI's Equality and Diversity Policy. Full details are included in the QFI Centre Handbook.

12.3 Special consideration is not normally given for competence based qualifications as it is necessary for candidates to demonstrate that they have the necessary skills and knowledge to achieve the qualification and operate safely in the workplace.

12.4 Equality data will be collected at the point of registration. This is for monitoring purposes only and will include age, gender, ethnicity, and disability.

## **13. Fees**

13.1 The current fees for this qualification, and for individual units, are included in the QFI Fees and Invoicing document. This document also details what is/ is not included in fees. Fees may be broken down to a reasonable level upon request to QFI.

## APPENDIX 1 - CANDIDATE TEMPLATE DOCUMENTS

### Sample Form Induction checklist

This document indicates what may be covered as part of a candidate's induction. This list is not exhaustive.

	Tick
Qualification information: <ul style="list-style-type: none"> <li>• Units</li> <li>• Structure</li> <li>• Summary of assessment</li> <li>• Awarding body</li> </ul>	
Roles and responsibilities: <ul style="list-style-type: none"> <li>• Candidate</li> <li>• Assessor</li> <li>• Internal Verifier</li> <li>• External Verifier</li> </ul>	
Training and assessment process: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Collection of evidence (including methods)</li> <li>• Review of evidence</li> <li>• Feedback on evidence</li> <li>• Verification of evidence</li> <li>• Certification</li> </ul>	
Policies: <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Appeals</li> <li>• Malpractice</li> <li>• Data protection</li> <li>• Health and safety</li> <li>• Equality (including reasonable adjustments/ additional support)</li> </ul>	
Forms: <ul style="list-style-type: none"> <li>• Enrolment</li> <li>• Other</li> </ul>	
I confirm that I have received this induction and the associated documents:  Candidate name: .....  Candidate signature: .....  Date: .....	

## APPENDIX 2

### Units

#### Group A - Candidates must complete the following four units

#### MPQP006

#### Conform to general workplace safety and security

##### Overview

This standard is about your ability to conform to the general safety and security arrangements in your area of work. It includes safe working practices, hazard and risk identification, compliance with relevant requirements, awareness of personal responsibilities and behavior. This standard can apply to anyone working in the extractives and minerals processing environment.

##### Performance criteria

You must be able to:

- P1 identify hazards and risks associated with the work activity and environment
- P2 report and record hazards and risks to an authorised person
- P3 comply with all health and safety legislation and regulations applicable to the work activity and environment
- P4 adhere to all statutory or organisational safety notices and warning signs displayed in the work area
- P5 use personal protective equipment provided for the work activity and the work environment
- P6 maintain a clean and tidy work environment
- P7 comply with and maintain organisational workplace security arrangements
- P8 carry out activities according to approved policies, procedures and practices

##### Knowledge and understanding

You need to know and understand:

- K1 the hazards and risks associated with the work activity and working environment
- K2 the methods of reporting and recording hazards and risks
- K3 the causes of accidents, incidents and ill health in the working environment
- K4 arrangements for reporting accidents and incidents K5 the first aid arrangements in the workplace
- K6 organisational emergency procedures
- K7 safety notices and warning signs applicable to the work activity and working environment
- K8 why and when personal protective equipment should be used
- K9 the personal protective equipment applicable to the work activity and working environment
- K10 the types of fire extinguishers and how each are used
- K11 the principles of safe manual handling
- K12 the requirements for housekeeping in the work area
- K13 how equipment is used and stored



K14 the security arrangements for the workplace

K15 the approved policies, procedures and practices associated with the work activity and working environment

### **Additional Information**

#### **Scope/range**

1 approved policies, procedures and practices; legislative, organisational, operational, health and safety, accident, emergency, first aid, security as applicable to the work activity and working environment

Developed by MPQC Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Current Status: Original

Originating organization: MPQC Original URN: MPQPO06

Relevant occupations: Process Operatives; Process, Plant and Machine Operatives; Quarry workers and related operatives

Suite: Processing Operations for the Extractive and Minerals Processing Industries

Key words: process; processing; extractive; mineral; plant; equipment; machinery; tools; safety; welfare; health; security; weighbridge; mobile; crushing; asphalt; concrete; drying; separation; forming; sawing; shaping; shearing; rock

## **MPQPO16**

### **Monitor and maintain environmental conditions in your area of responsibility**

#### **Overview**

Achievement of this standard demonstrates your competence in conforming to workplace environmental requirements in the context of the occupation and the work environment. It includes awareness, interpretation and carrying out of personal responsibilities in relation to environmental requirements within the workplace and the organisational operational approved policies and procedures. It also includes personal responsibilities in relation to the workplace and in reducing the environmental impact on areas surrounding and/or affected by the workplace site activities.

This standard can apply to anyone working in the extractive, mineral processing and related manufacturing industries.

#### **Performance criteria**

You must be able to:

P1 identify and monitor environmental impacts and conditions that affect the work activity

P2 confirm environmental control measures, including those for environmental impacts, environmental aspects and incidents are available and operational, or report as unavailable or defective

P3 ensure that environmental information in relation to the work activity, location and environmental impacts and aspects is available for use, or reported as unavailable

P4 dispose of waste

P5 carry out work activities according to approved policies, procedures and practices

### **Knowledge and understanding**

You need to know and understand:

- K1 environmental impacts
- K2 the potential for the environmental impacts of the workplace to affect the areas surrounding or affected by the workplace activities, and the subsequent consequences
- K3 environmental monitoring arrangements associated with the work activity and working environment
- K4 how to report environmental impacts, aspects and incidents
- K5 organisational resources for addressing environmental incidents
- K6 the arrangements for the efficient use of resources in environmental incidents
- K7 the arrangements for waste disposal
- K8 the implications to yourself and the organisation of failure to comply with legislative, environmental regulatory, local authority and organisational environmental requirements
- K9 the sources of help, information and guidance in relation to environmental issues relating to the workplace and areas surrounding or affected by the workplace activities
- K10 the approved policies, procedures and practices in relation to the work activity and working environment

### **Additional Information**

#### **Scope/range**

- 1 environmental impacts: associated with the workplace, the areas surrounding and/or affected by the workplace activities, and the workplace activity, including the use of resources, dust, noise, waste, substances, transport
- 2 approved policies, procedures and practices: legislative, organisational, operational, environmental, environmental management, waste management, health and safety, use of resources in environmental incidents, as appropriate to the workplace, areas affected by the workplace and the work activity

#### **Scope/range related to knowledge and understanding**

- 1 resources: plant, tools, equipment, consumables, labour as applicable to the workplace, work activity and the associated environmental impacts

Developed by MPQC Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Current Status : Original

Originating organisation: MPQC Original URN: MPQPO16

Relevant occupations: Process Operatives; Process, Plant and Machine Operatives; Quarry workers and related operatives

Suite: Processing Operations for the Extractive and Minerals Processing Industries

Key words: extraction; extractives; mineral; processing; environment; waste; recycling; weighbridge; crushing; screening; washing; drying; asphalt; concrete; cement; lime; density separation; fluid separation; chemical separation; shaping; shearing; splitting; sawing; forming

## **MPQP002**

### **Conform to efficient working practices**

**Overview**

This standard is about the skills, knowledge and understanding of working practices that are conducive to effective working relationships. It is concerned with carrying out assigned duties according to procedures, working with others, communicating and reporting as required. This standard applicable to anyone working in an extractive, mineral processing or related manufacturing industries environment.

**Performance criteria**

You must be able to:

- P1 carry out the work activities allocated within agreed timescales
- P2 carry out responsibilities according to approved policies, procedures and practices
- P3 communicate with management and work colleagues to ensure that the work is carried out efficiently
- P4 work in conjunction with others to achieve work objectives
- P5 report in accordance with organisational procedures

**Knowledge and understanding**

You need to know and understand:

- K1 the lines of authority related to your work activity
- K2 the methods of communication in your work area
- K3 the approved policies, procedures and practices for K3.1 allocation and sequencing of work
- K3.2 methods of work
- K3.3 use of resources
- K3.4 maintaining effective working relationships
- K3.5 standards of behaviour
- K3.6 reporting
- K4 documentation and data sources related to the work activity
- K5 the limits of your own responsibilities and authority

**Additional Information**

**Scope/range**

1 approved policies, procedures and practices: legislative, organisational, operational, emergency, waste disposal, health and safety, and environmental as appropriate to the materials, plant or machinery and work activity

Developed by MPQC Version number 1  
 Date approved January 2014 Indicative review date January 2019  
 Validity Current Status Original  
 Originating organisation MPQC Original URN MPQPO02

Relevant occupations Process Operatives; Process, Plant and Machine Operatives; Quarry workers and related operatives

Suite Processing Operations for the Extractive and Minerals Processing Industries

Key words Crushing; Screening; Washing; Drying; Concrete; Mortar; Asphalt; Coated Materials; Density; Fluid Separation; Chemical Separation; Forming; Heat Treatment; Sawing; Splitting; Shaping; Packaging; Water Monitoring; processing; mineral; rock; extraction; quarrying; mining; dredging; mobile; mobile plant; procedures; relationships; effective; efficient; working; communication; behaviour

**MPQPL386**

## **Prepare plant prior to operational performance**

### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the preparation of plant (mobile or fixed) prior to operation of the plant to ensure it is in a satisfactory condition. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials or tools to prepare the plant, and inspection and setting up activities.

This standard can apply to any person who is required to operate plant and who needs to prepare the plant before they begin operations.

### **Performance criteria**

You must be able to:

- P1 interpret the given operating information relating to the use of plant and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices
- P4 request resources to sustain plant operations to complete the programme of work
- P5 select plant resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste
- P7 comply with the given information to complete the work activity to the required specification

### **Knowledge and understanding**

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- K4 the methods of communication between team members
- K5 the organisation of resources in conjunction with the progress of the work
- K6 the skills required to do the work
- K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied
- K8 how to respond to emergencies, and who should respond
- K9 the organisational security procedures for plant, tools, equipment and personal belongings
- K10 the organisational accident reporting procedures
- K11 why, when and how personal protective equipment must be used
- K12 how to comply with environmentally responsible work practices
- K13 the organisational procedures for requisitioning consumables and other resources
- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified
- K15 how the resources should be used and how problems associated with the resources should be reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe preparation of plant for use

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 set up, adjust, secure, check and confirm

4.2 use, maintain and store or dispose of resources

4.3 prepare plant prior to operation to given working instructions related to

4.3.1 setting up,

4.3.2 functional checks,

4.3.3 operational performance

4.3.4 safety and security

#### **Scope/range related to knowledge and understanding**

1 communication: discussions, diagrams and briefings

2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment

4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance

5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment

6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace

7 maintenance: operative care of plant, tools ancillary equipment and accessories

8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:

8.1 find information for preparing the plant

8.2 identify the characteristics of the plant and equipment

- 8.3 complete pre-use checks
- 8.4 select ancillary equipment or accessories
- 8.5 prepare, set up and adjust for operational requirements, safety and security
- 8.6 complete function checks
- 8.7 recognise when specific skills and knowledge are required and report accordingly
- 8.8 operate and move plant, and use equipment
- 8.10 travel on the public highway
- 8.11 use hand tools and ancillary equipment
- 8.12 communicate and work with a team
- 8.13 appreciate the needs of other occupations associated with preparing plant for operations
- 9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them
- 10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures
- 11 protect work: protect against damage from workplace activity, other occupations and adverse weather
- 12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools and ancillary equipment associated with the method of work and organisational procedures to prepare the plant and equipment prior to operational performance
- 13 security procedures: related to the site, workplace, company and operative

Developed by Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original Status : Current

Originating organisation Mineral Products Qualifications Council Original URN: MPQMA06

Relevant occupations: able seaman; deck officer; mobile machine drivers and operatives, quarrying operatives and related occupations; deckhands

Suite: Marine Aggregate Extraction; Plants Operations (Extractives)

Key words: plant; extractives; mobile; preparation; prestart; checks; prepare; function checks; fuel; lubricant

## **Group B - Candidates must complete one of the following units**

### **MPQPL388**

#### **Operate plant to extract**

##### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of mobile plant designed to extract materials or minerals such as ground, face or loose materials in extraction sites, open ground, tips or bays. It applies to operations to extract commercial rocks, minerals or mineral products, or the overburden to reach commercial products, and reinstatement after extraction. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start the plant, extract and reposition materials and shut down the plant.

This standard can apply to any person operating plant to extract materials or minerals.

**Performance criteria**

You must be able to:

- P1 interpret the given operating information relating to the use of plant and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices
- P4 request resources to sustain plant operations to complete the programme of work
- P5 select plant resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste
- P7 comply with the given information to complete the work activity to the required specification

**Knowledge and understanding**

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- K4 the methods of communication between team members
- K5 the organisation of resources in conjunction with the progress of the work
- K6 the skills required to do the work
- K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied
- K8 how to respond to emergencies, and who should respond
- K9 the organisational security procedures for plant, tools, equipment and personal belongings
- K10 the organisational accident reporting procedures
- K11 why, when and how personal protective equipment must be used
- K12 how to comply with environmentally responsible work practices
- K13 the organisational procedures for requisitioning consumables and other resources
- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use and storage of plant

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 check, adjust, communicate, start, operate, manoeuvre, position, extract, form or reposition, shut down and secure

4.2 use, maintain and store or dispose of resources

4.3 operate plant to extract materials to given working instructions related to one of the following categories of plant

4.3.1 excavators

4.3.2 loading shovels

4.3.3 skid steer loaders

4.3.4 motorised scrapers



4.3.5 trenchers

4.3.6 draglines

4.3.7 dozers

**Scope/range related to knowledge and understanding**

- 1 communication: discussions, diagrams and briefings
- 2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment
- 4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance
- 5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment
- 6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace
- 7 maintenance: operative care of plant, tools ancillary equipment and accessories
- 8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:
  - 8.1 identify the characteristics of the plant
  - 8.2 identify the area to be extracted
  - 8.3 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
  - 8.4 identify geological, environmental and material changes and report
  - 8.5 check to avoid damage to structures and utility services
  - 8.6 recognise when specific skills and knowledge are required and report accordingly
  - 8.7 extract, remove and load materials safely and securely
  - 8.8 create and remove formed structures
  - 8.9 operate outside the normal work area
  - 8.10 shut down and secure plant
  - 8.11 use hand tools and ancillary equipment
  - 8.12 operative care of plant, tools and equipment

8.13 communicate and work with a team

8.14 appreciate the needs of other occupations associated with the operation of plant to extract

9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them

10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures

11 protect work: protect against damage from workplace activity, other occupations and adverse weather

12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate plant to extract

13 security procedures: related to the site, workplace, company and operative

### **Glossary**

formed structures: formations of materials to form structures, which may be of a temporary nature, for example tips, stockpiles, bunds, haul roads, graded slopes, within the capacity and design limitations of the mobile plant

Developed by Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original Status: Current

Originating organisation: Mineral Products Qualifications Council Original URN: MPQPL388

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; extract; excavator; loading shovel; skid steer; dragline; trencher; dozer; scraper

## **MPQPL389**

### **Operate plant to excavate**

#### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of mobile plant designed to excavate ground and loose materials. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start the plant, excavate and reposition materials and shut down the plant.

This standard can apply to any person operating plant on excavation work.

### **Performance criteria**

You must be able to:

- P1 interpret the given operating information relating to the use of plant and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices
- P4 request resources to sustain plant operations to complete the programme of work
- P5 select plant resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste
- P7 comply with the given information to complete the work activity to the required specification

### **Knowledge and understanding**

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- K4 the methods of communication between team members
- K5 the organisation of resources in conjunction with the progress of the work
- K6 the skills required to do the work
- K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied
- K8 how to respond to emergencies, and who should respond
- K9 the organisational security procedures for plant, tools, equipment and personal belongings
- K10 the organisational accident reporting procedures
- K11 why, when and how personal protective equipment must be used
- K12 how to comply with environmentally responsible work practices
- K13 the organisational procedures for requisitioning consumables and other resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use and storage of plant

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 check, adjust, communicate, start, operate, manoeuvre, position, excavate, measure, remove, shut down and secure

4.2 use, maintain and store or dispose of resources

4.3 operate plant to excavate ground and loose materials to given working instructions related to one of the following categories of plant

4.3.1 excavators

4.3.2 loading shovels

4.3.3 trenchers

4.3.4 dozers

**Scope/range related to knowledge and understanding**

- 1 communication: discussions, diagrams and briefings
- 2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment
- 4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance
- 5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment
- 6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace
- 7 maintenance: operative care of plant, tools ancillary equipment and accessories
- 8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:
  - 8.1 identify the characteristics of the plant
  - 8.2 carry out function checks for excavation work
  - 8.3 identify the area to be excavated
  - 8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
  - 8.5 identify geological, environmental and material changes and report
  - 8.6 check to avoid damage to structures and utility services
  - 8.7 recognise when specific skills and knowledge are required and report accordingly
  - 8.8 excavate accurately to line and level
  - 8.9 use equipment to gauge and measure
  - 8.10 operate outside the normal work area
  - 8.11 shut down and secure plant
  - 8.12 use hand tools and ancillary equipment
  - 8.12 operative care of plant, tools and equipment

8.13 communicate and work with a team

8.14 appreciate the needs of other occupations associated with the operation of plant to excavate

9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them

10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures

11 protect work: protect against damage from workplace activity, other occupations and adverse weather

12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate plant to excavate

13 security procedures: related to the site, workplace, company and operative

Developed by Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original. Status: Current

Originating organisation: Mineral Products Qualifications Council. Original URN: MPQPL389

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; excavate; excavator; loading shovel; trencher; dozer

## **MPQPL390**

### **Operate plant to construct or form**

#### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of mobile plant designed to construct or form. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start the plant, operate it to construct or form structures and shut down the plant.

This standard can apply to any person operating plant to construct or form.

#### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the use of plant and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P4 request resources to sustain plant operations to complete the programme of work

P5 select plant resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P7 comply with the given information to complete the work activity to the required specification

### **Knowledge and understanding**

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K2 the types of information, their source and how they are interpreted

K3 the organisational procedures to solve problems with the information and why it is important they are followed

K4 the methods of communication between team members

K5 the organisation of resources in conjunction with the progress of the work

K6 the skills required to do the work

K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied

K8 how to respond to emergencies, and who should respond

K9 the organisational security procedures for plant, tools, equipment and personal belongings

K10 the organisational accident reporting procedures

K11 why, when and how personal protective equipment must be used K12 how to comply with environmentally responsible work practices

K13 the organisational procedures for requisitioning consumables and other resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use and storage of plant

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 check, adjust, communicate, start, operate, manoeuvre, position, construct or form, shut down and secure

4.2 use, maintain and store or dispose of resources

4.3 operate plant to construct or form to given working instructions related to one of the following categories of plant

4.3.1 graders

4.3.2 piling or drilling rigs

4.3.3 tunnelling plant

4.3.4 dozers

#### **Scope/range related to knowledge and understanding**



- 1 communication: discussions, diagrams and briefings
- 2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment
- 4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance
- 5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment
- 6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace
- 7 maintenance: operative care of plant, tools ancillary equipment and accessories
- 8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:
  - 8.1 identify the characteristics of the plant
  - 8.2 carry out function checks for the construction or formation operation
  - 8.3 identify the area for the construction or formation work
  - 8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
  - 8.5 identify geological, environmental and material changes and report
  - 8.6 check to avoid damage to structures and utility services
  - 8.7 recognise when specific skills and knowledge are required and report accordingly
  - 8.8 complete construction and formation work
  - 8.9 operate outside the normal work area
  - 8.10 shut down and secure plant
  - 8.11 use hand tools and ancillary equipment
  - 8.12 communicate and work with a team
  - 8.13 appreciate the needs of other occupations associated with the operation of plant to construct or form
- 9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them

10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures

11 protect work: protect against damage from workplace activity, other occupations and adverse weather

12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate plant to construct or form

13 security procedures: related to the site, workplace, company and operative

### **Glossary**

Construct: to put or fit together substances or parts systematically, in order to assemble, make or build a structure

Form: to give shape to or bring into existence

Developed by Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original. Status: Current

Originating organisation: Mineral Products Qualifications Council Original URN: MPQPL390

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; construct; form; tunnel; piling; grader; dozer

## **MPQPL391**

### **Operate plant to receive and transport loads**

#### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of mobile plant designed to receive and transport bulk material loads. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start the plant, receive and transport bulk loads, and shut down the plant.

This standard can apply to any person operating plant to receive and transport bulk loads.

#### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the use of plant and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P4 request resources to sustain plant operations to complete the programme of work

P5 select plant resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P7 comply with the given information to complete the work activity to the required specification

### **Knowledge and understanding**

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K2 the types of information, their source and how they are interpreted

K3 the organisational procedures to solve problems with the information and why it is important they are followed

K4 the methods of communication between team members

K5 the organisation of resources in conjunction with the progress of the work

K6 the skills required to do the work

K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied

K8 how to respond to emergencies, and who should respond

K9 the organisational security procedures for plant, tools, equipment and personal belongings

K10 the organisational accident reporting procedures

K11 why, when and how personal protective equipment must be used K12 how to comply with environmentally responsible work practices

K13 the organisational procedures for requisitioning consumables and other resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use and storage of plant

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 check, adjust, communicate, start, operate, manoeuvre, position, receive, transport, deposit, shut down and secure

4.2 use, maintain and store or dispose of resources

4.3 operate plant to receive and transport loads to given working instructions related to one of the following categories of plant

4.3.1 dump trucks

4.3.2 concrete pumps

4.3.3 forward tipping dumpers

4.3.4 tractors, complete with towed equipment

4.3.5 bowsers

4.3.6 site truck mixers

4.3.7 site road sweepers

4.3.8 vacuum trucks

4.3.9 volumetric trucks

**Scope/range related to knowledge and understanding**

1 communication: discussions, diagrams and briefings

2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment

4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance

5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment

6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace

7 maintenance: operative care of plant, tools ancillary equipment and accessories

8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:

8.1 identify the characteristics of the plant

8.2 carry out function checks to receive and transport loads

8.3 identify the characteristics, type and volume of loads to be received and transported

8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area

8.5 recognise when specific skills and knowledge are required and report accordingly

8.6 receive, secure and balance loads for transportation

8.7 transport and deposit loads

8.8 operate outside the normal work area

8.9 shut down and secure plant

8.10 use hand tools and ancillary equipment

8.11 communicate and work with a team

8.12 appreciate the needs of other occupations associated with the operation of plant to receive and transport bulk loads

9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them

10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures

11 protect work: protect against damage from workplace activity, other occupations and adverse weather

12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate plant to receive and transport bulk loads

13 security procedures: related to the site, workplace, company and operative

Developed by Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original. Status: Current

Originating organisation Mineral Products Qualifications Council Original URN: MPQPL391

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; receive; transport; loads; dumper; dump truck; bowser; tractor; sweeper; mixer; truck; bulk

## **MPQPL392**

### **Operate mobile elevated work platforms**

#### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of mobile elevated work platforms (often known as MWEPS), which are used as a means to access high places to enable work activities to be carried out. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start, elevate, lower and shut down the plant.

This standard can apply to any person operating mobile elevated work platforms.

#### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the use of plant and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P4 request resources to sustain plant operations to complete the programme of work

P5 select plant resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P7 comply with the given information to complete the work activity to the required specification

### **Knowledge and understanding**

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K2 the types of information, their source and how they are interpreted

K3 the organisational procedures to solve problems with the information and why it is important they are followed

K4 the methods of communication between team members

K5 the organisation of resources in conjunction with the progress of the work

K6 the skills required to do the work

K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied

K8 how to respond to emergencies, and who should respond

K9 the organisational security procedures for plant, tools, equipment and personal belongings

K10 the organisational accident reporting procedures

K11 why, when and how personal protective equipment must be used K12 how to comply with environmentally responsible work practices

K13 the organisational procedures for requisitioning consumables and other resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use and storage of plant

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

2.6 safe use and storage of lifting accessories

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 check, adjust, communicate, start, operate, manoeuvre, position, access, set down, shut down and secure

4.2 use, maintain and store or dispose of resources

4.3 operate plant to given working instructions related to one of the following categories of plant

4.3.1 mobile elevated work platforms – boom type

4.3.2 mobile elevated work platforms – scissor lift type

#### **Scope/range related to knowledge and understanding**

1 communication: discussions, diagrams and briefings



- 2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment
- 4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance
- 5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment
- 6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace
- 7 maintenance: operative care of plant, tools ancillary equipment and accessories
- 8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:
  - 8.1 identify valid certification for maintenance, inspection and examination
  - 8.2 identify the characteristics of the work platform appropriate to the accessing operation
  - 8.3 carry out function checks for accessing operations
  - 8.4 carry out pre-operational checks for obstructions, stability, ground conditions, safety and security of the work and surrounding area
  - 8.5 identify and remain aware of the area of operation, including areas of potential crushing or entrapment
  - 8.6 use of fall prevention equipment
  - 8.7 checks to avoid damage to structures and utility services
  - 8.8 recognise when specific skills and knowledge are required and report accordingly
  - 8.9 position, set up and secure platform for accessing operations
  - 8.10 operate, manoeuvre, position, set down and secure
  - 8.11 operations outside the normal work area
  - 8.12 shut down and secure plant
  - 8.13 use hand tools and ancillary equipment
  - 8.14 communicate and work with a team
  - 8.15 appreciate the needs of other occupations associated with the accessing operation
- 9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them

10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures

11 protect work: protect against damage from workplace activity, other occupations and adverse weather

12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate mobile elevated work platforms

13 security procedures: related to the site, workplace, company and operative

Developed by Mineral Products Qualifications Council Version number: 1

Date approved January 2014 Indicative review date: January 2019

Validity: Original Status: Current

Originating organisation Mineral Products Qualifications Council Original URN: MPQPL392

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; elevated; platform; access; work at height

## **MPQPL393**

### **Operate plant to lay and distribute**

#### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of mobile plant designed to lay and distribute materials. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start the plant, lay and distribute materials and shut down the plant. This standard can apply to any person operating plant to lay and distribute materials.

#### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the use of plant and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P4 request resources to sustain plant operations to complete the programme of work

P5 select plant resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P7 comply with the given information to complete the work activity to the required specification

### **Knowledge and understanding**

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K2 the types of information, their source and how they are interpreted

K3 the organisational procedures to solve problems with the information and why it is important they are followed

K4 the methods of communication between team members

K5 the organisation of resources in conjunction with the progress of the work

K6 the skills required to do the work

K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied

K8 how to respond to emergencies, and who should respond

K9 the organisational security procedures for plant, tools, equipment and personal belongings

K10 the organisational accident reporting procedures

K11 why, when and how personal protective equipment must be used

K12 how to comply with environmentally responsible work practices

K13 the organisational procedures for requisitioning consumables and other resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

- 2.1 methods of work
- 2.2 safe use of personal protective equipment
- 2.3 safe use and storage of plant
- 2.4 safe use and storage of tools and equipment
- 2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 check, adjust, communicate, start, operate, manoeuvre, position, mix, lay, distribute, shut down and secure

4.2 use, maintain and store or dispose of resources

4.3 operate plant to lay and distribute to given working instructions related to one of the following categories of plant

- 4.3.1 soil stabilisers
- 4.3.2 binder spreaders
- 4.3.3 motorised scrapers
- 4.3.4 towed scrapers
- 4.3.5 dozers
- 4.3.6 laser screeders
- 4.3.7 topping spreaders

#### **Scope/range related to knowledge and understanding**

1 communication: discussions, diagrams and briefings

2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment

4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance

5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment

6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace

7 maintenance: operative care of plant, tools ancillary equipment and accessories

8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:

8.1 identify the characteristics of the plant appropriate to the operations

8.2 carry out function checks for the laying and distribution operation

8.3 identify the area for the laying and distribution work

8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area

8.5 identify geological, environmental and material changes and report

8.6 check to avoid damage to structures and utility services

8.7 recognise when specific skills and knowledge are required and report accordingly

8.8 confirm material characteristics

8.9 complete laying and distribution work

8.10 operate outside the normal work area

8.11 shut down and secure plant

8.12 use hand tools and ancillary equipment

8.13 communicate and work with a team

8.14 appreciate the needs of other occupations associated with the operation of plant to lay and distribute

9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them

10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures

11 protect work: protect against damage from workplace activity, other occupations and adverse weather

12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate plant to lay and distribute

13 security procedures: related to the site, workplace, company and operative

Developed by Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date January 2019

Validity: Original Status: Current

Originating organisation Mineral Products Qualifications Council Original URN: MPQPL393

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; lay; distribute; scraper; screeder; spreader; dozer

## **MPQPL394**

### **Operate plant to compact**

**Overview** This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of mobile plant designed to compact ground, soils, waste or materials. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start the plant, compact and shut down the plant.

This standard can apply to any person operating plant to compact ground, soils, waste or materials.

#### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the use of plant and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P4 request resources to sustain plant operations to complete the programme of work

P5 select plant resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P7 comply with the given information to complete the work activity to the required specification

### **Knowledge and understanding**

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K2 the types of information, their source and how they are interpreted

K3 the organisational procedures to solve problems with the information and why it is important they are followed

K4 the methods of communication between team members

K5 the organisation of resources in conjunction with the progress of the work

K6 the skills required to do the work

K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied

K8 how to respond to emergencies, and who should respond

K9 the organisational security procedures for plant, tools, equipment and personal belongings

K10 the organisational accident reporting procedures

K11 why, when and how personal protective equipment must be used K12 how to comply with environmentally responsible work practices

K13 the organisational procedures for requisitioning consumables and other resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use and storage of plant

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 check, adjust, communicate, start, operate, manoeuvre, position, mix, lay, distribute, shut down and secure

4.2 use, maintain and store or dispose of resources

4.3 operate plant to lay and distribute to given working instructions related to one of the following categories of plant

4.3.1 ride on rollers

4.3.2 compactors

#### **Scope/range related to knowledge and understanding**

1 communication: discussions, diagrams and briefings

2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment

4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance

5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment



6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace

7 maintenance: operative care of plant, tools ancillary equipment and accessories

8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:

8.1 identify the characteristics of the plant appropriate to the operations

8.2 carry out function checks for the compaction operation

8.3 identify the area for the compaction work

8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area

8.5 identify geological, environmental and material changes and report

8.6 check to avoid damage to structures and utility services

8.7 recognise when specific skills and knowledge are required and report accordingly

8.8 recognise different compaction methods

8.9 complete compaction work

8.10 operate outside the normal work area

8.11 shut down and secure plant

8.12 use hand tools and ancillary equipment

8.13 communicate and work with a team

8.14 appreciate the needs of other occupations associated with the operation of plant to compact

9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them

10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures

11 protect work: protect against damage from workplace activity, other occupations and adverse weather

12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate plant to compact

13 security procedures: related to the site, workplace, company and operative

Date approved: January 2014 Indicative review date: January 2019

Validity: Original. Status: Current

Originating organisation: Mineral Products Qualifications Council Original URN: MPQPL394

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; compact; compactor; roller

## **MPQMG54**

### **Operate plant to lift and transfer**

#### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of plant designed to lift and transfer loads. The plant may be totally mobile, for example a fork lift truck or operated from a fixed base or rails for example, such as cranes. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, to start, lift and transfer loads and shut down the plant.

This standard can apply to any person operating plant designed to lift and transfer loads.

#### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the use of plant and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P4 request resources to sustain plant operations to complete the programme of work

P5 select plant resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P7 comply with the given information to complete the work activity to the required specification

#### **Knowledge and understanding**

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- K4 the methods of communication between team members
- K5 the organisation of resources in conjunction with the progress of the work
- K6 the skills required to do the work
- K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied
- K8 how to respond to emergencies, and who should respond
- K9 the organisational security procedures for plant, tools, equipment and personal belongings
- K10 the organisational accident reporting procedures
- K11 why, when and how personal protective equipment must be used K12 how to comply with environmentally responsible work practices
- K13 the organisational procedures for requisitioning consumables and other resources
- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified
- K15 how the resources should be used and how problems associated with the resources should be reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and the method of work, and how they are overcome
- K18 how to protect work from damage, and the purpose of the protection K19 why disposal of waste should be carried out safely, and how it is achieved
- K20 how methods of work to meet the specification are carried out and problems reported
- K21 how maintenance of plant, tools and equipment is carried out
- K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

- 1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity
- 2 risk: avoid risk by complying with the given safety information relating to at least four of the following:
  - 2.1 methods of work

- 2.2 safe use of personal protective equipment
- 2.3 safe use and storage of plant
- 2.4 safe use and storage of tools and equipment
- 2.5 specific risks to health
- 2.6 safe use and storage of lifting accessories
- 3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity
- 4 work activity: must demonstrate work skills to:
  - 4.1 check, adjust, communicate, start, operate, manoeuvre, position, lift, transfer, set down, shut down and secure
  - 4.2 use, maintain and store or dispose of resources
  - 4.3 operate plant to lift and transfer loads to given working instructions related to one of the following categories of plant
    - 4.3.1 lift trucks
    - 4.3.2 cranes
    - 4.3.3 excavators used as a crane
    - 4.3.4 skip handlers
    - 4.3.5 hoists
    - 4.3.6 container handlers
    - 4.3.7 lorry loaders

**Scope/range related to knowledge and understanding**

- 1 communication: discussions, diagrams and briefings
- 2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment
- 4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance
- 5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment
- 6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace

- 7 maintenance: operative care of plant, tools ancillary equipment and accessories
- 8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:
  - 8.1 identify valid certification for maintenance, inspection and examination
  - 8.2 identify the characteristics of the lifting plant and equipment
  - 8.3 lift and transfer people
  - 8.4 carry out function checks for lifting and transferring
  - 8.5 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
  - 8.6 identify characteristics, type, weight, position of loads for lifting and transferring
  - 8.7 recognise when specific skills and knowledge are required and report accordingly
  - 8.8 secure and balance loads for lifting
  - 8.9 lift, remove and transfer loads
  - 8.10 position, place and set down loads
  - 8.11 confirm load stability and security and release
  - 8.12 attach and remove guide ropes and aids
  - 8.13 operations outside the normal work area
  - 8.14 shut down and secure plant
  - 8.15 use hand tools and ancillary equipment
  - 8.16 check, use handle and store lifting accessories
  - 8.17 operative care of plant, tools and equipment
  - 8.18 communicate and work with a team
  - 8.19 appreciate the needs of other occupations associated with the operation of plant to lift and transfer loads
- 9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them
- 10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures
- 11 protect work: protect against damage from workplace activity, other occupations and adverse weather
- 12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and lifting accessories associated with the method of work and organisational procedures to operate plant to lift and transfer loads

13 security procedures: related to the site, workplace, company and operative

Developed by MPQC Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original Status: Current

Originating organisation: MPQC Original URN: MPQMG54

Relevant occupations: Mineworker; Coal Mining Operatives; Forklift Truck Drivers; Plant and Machine Operatives

Suite: Mining Operations

Key words: plant; mobile; fork lift truck; crane; hoist; lorry loader; skip; counterbalance; telehandler; operate; lift; transfer

## **ADDITIONAL UNITS**

### **MPQPL397**

#### **Arrange and secure loads for transportation**

##### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the arrangement and securing of loads so that they can be transported safely. It includes interpretation of information, adopting safe, healthy and environmentally responsible work practices, and selecting and using materials, components or equipment to arrange and secure loads.

This standard can apply to any person working independently or as part of a team who is required to arrange and secure any load prior to transportation

##### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the operation and confirm its relevance

P2 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P3 select resources for the methods of work and operations to be carried out

P4 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P5 comply with the given information to complete the work activity to the required specification

## **Knowledge and understanding**

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- K4 the methods of communication between team members
- K5 the organisation of resources in conjunction with the progress of the work
- K6 the skills required to do the work
- K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied
- K8 how to respond to emergencies, and who should respond
- K9 the organisational security procedures for plant, tools, equipment and personal belongings
- K10 the organisational accident reporting procedures
- K11 why, when and how personal protective equipment must be used
- K12 how to comply with environmentally responsible work practices
- K13 the organisational procedures for requisitioning consumables and other resources
- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how defects should be rectified
- K15 how the resources should be used and how problems associated with the resources should be reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and the method of work, and how they are overcome
- K18 how to protect work from damage, and the purpose of the protection
- K19 why disposal of waste should be carried out safely, and how it is achieved
- K20 how methods of work to meet the specification are carried out and problems reported
- K21 how maintenance of plant, tools and equipment is carried out
- K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

## **Additional Information**

### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use, storage and handling of materials or accessories

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

2.6 safe use of access equipment

3 resources: tools, materials, consumables, fixing, lifting or tie down accessories, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 measure, estimate, select, fit, position, arrange, configure, test, balance, adjust, secure and remove loads

4.2 use, maintain and store or dispose of resources

#### **Scope/range related to knowledge and understanding**

1 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

2 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment

3 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance

4 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, lift plans, manufacturers' information, current regulations governing the operation of plant and the use of equipment

5 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace

6 maintenance: operative care of plant, tools ancillary equipment and accessories

7 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:

8.1 identify the differences between directing and guiding operations, directing and guiding movement and slinging and signalling

8.2 ensure the load is prepared for transportation



- 8.3 determine method for restraining loads
- 8.4 differentiate between load restraint equipment and lifting equipment
- 8.5 recognise when specific skills and knowledge are required and report accordingly
- 8.6 consider the condition of the loading location
- 8.7 recognise proximity hazards
- 8.8 consider height and other dimensions of loads
- 8.9 select, use, remove and store load restraint equipment
- 8.10 arrange and secure loads
- 8.11 check balance, stability and weight distribution of loads on loading and prior to release or unloading
- 8.12 use hand tools and ancillary equipment
- 8.13 communicate and work with a team
- 8.14 appreciate the needs of other occupations associated with the arranging and securing of loads
- 8 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them
- 9 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures
- 10 protect work: protect against damage from workplace activity, other occupations and adverse weather
- 11 resources: the types, quality and quantities of tools, ancillary equipment and accessories associated with the method of work and organisational procedures to arrange and secure loads
- 12 security procedures: related to the site, workplace, company and operative

Developed by Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original Status Current

Originating organisation: Mineral Products Qualifications Council Original URN: MPQPL397

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; receive; transport; loads; arrange; secure; bulk

## **MPQPL399**

### **Operate plant attachments**

#### **Overview**

This standard expresses the skills, knowledge and understanding required to demonstrate competence in the operation of attachments that are fitted to mobile plant to enable the flexibility and scope of operations within the capability of the plant to be increased. It includes the interpretation of information, adopting safe, healthy and environmentally responsible work practices, using tools and materials to check, fit, operate and remove attachments. This standard can apply to any person operating plant who is required to fit, operate and remove attachments.

#### **Performance criteria**

You must be able to:

P1 interpret the given operating information relating to the use of plant

and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to avoid risk and maintain safe, healthy and environmentally responsible work practices

P4 request resources to sustain plant operations to complete the programme of work

P5 select plant resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to protect the work and surrounding area, prevent damage, maintain a clean work space and dispose of waste

P7 comply with the given information to complete the work activity to the required specification

#### **Knowledge and understanding**

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K2 the types of information, their source and how they are interpreted

K3 the organisational procedures to solve problems with the information and why it is important they are followed

K4 the methods of communication between team members

K5 the organisation of resources in conjunction with the progress of the work

K6 the skills required to do the work

K7 the level of understanding operatives must have of information on the relevant current Legislation, Approved Codes of Conduct and official guidance, and how it is applied

K8 how to respond to emergencies, and who should respond

K9 the organisational security procedures for plant, tools, equipment and personal belongings

K10 the organisational accident reporting procedures

K11 why, when and how personal protective equipment must be used K12 how to comply with environmentally responsible work practices

K13 the organisational procedures for requisitioning consumables and other resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with the plant resources, and how defects should be rectified

K15 how the resources should be used and how problems associated with the resources should be reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and the method of work, and how they are overcome

K18 how to protect work from damage, and the purpose of the protection

K19 why disposal of waste should be carried out safely, and how it is achieved

K20 how methods of work to meet the specification are carried out and problems reported

K21 how maintenance of plant, tools and equipment is carried out

K22 what the programme is for the work to be carried out in the estimated, allocated time, and why deadlines should be kept

### **Additional Information**

#### **Scope/range related to performance criteria**

1 information: interpretation of drawings, specifications, schedules and manufacturers' information related to the work activity

2 risk: avoid risk by complying with the given safety information relating to at least four of the following:

2.1 methods of work

2.2 safe use of personal protective equipment

2.3 safe use and storage of plant

2.4 safe use and storage of tools and equipment

2.5 specific risks to health

3 resources: tools, materials, consumables, ancillary equipment and other resources associated with the work activity

4 work activity: must demonstrate work skills to:

4.1 prepare, configure, align, fit, connect, fasten, adjust, secure, check, manoeuvre, operate, disconnect, remove and store plant attachments

4.2 use, maintain and store hand tools and ancillary equipment or accessories

4.3 fit, check, operate and remove plant attachments to given working instructions for at least one of the types of operation

4.3.1 lift and transfer

4.3.2 cut, shear or sever

4.3.3 bore or drill

4.3.4 drive or hammer

4.3.5 dig, extract or excavate

4.3.6 access as a work platform

4.3.7 crush or screen

#### **Scope/range related to knowledge and understanding**

1 communication: discussions, diagrams and briefings

2 disposal of waste: according to environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

3 emergencies: individual's response to situations in accordance with organisational procedures in relation to fire, spillages, injuries and emergencies related to the work activity and working environment

4 hazards: those identified by the method of work, risk and other assessments, manufacturers' technical information, statutory requirements and official guidance

5 information: drawings or diagrams, specifications, schedules, method statements, risk assessments, manufacturers' information, current regulations governing the operation of plant and the use of equipment

6 Legislation, Approved Codes of Conduct and official guidance: those relating to the operatives' responsibilities regarding potential accidents and health hazards whilst working in the workplace

7 maintenance: operative care of plant, tools ancillary equipment and accessories

8 methods of work: the application of knowledge for safe and healthy work practices, procedures and skills related to the work activity, the method of work, the work location and materials used to:

8.1 identify the relevant attachment documents

8.2 select attachments compatible with the plant for the specified operations

- 8.3 configure plant to accept attachments
- 8.4 fit attachments
- 8.5 check fit and operation of attachments
- 8.6 recognise when specific skills and knowledge are required and report accordingly
- 8.7 operate, manoeuvre, shut down and secure plant with attachment
- 8.8 disconnect, remove, secure and store attachments
- 8.9 use hand tools and ancillary equipment
- 8.10 operative care of attachments, tools and equipment
- 8.11 communicate and work with a team
- 8.12 appreciate the needs of other occupations associated with the operation of the plant with attachments
- 9 personal protective equipment: the types identified for the occupation, work activity and work area, their purpose, and how to use and maintain them
- 10 problems: those arising from information, resources, the method of work, circumstances that affect the work activity; those rectifiable under own authority, limits of own authority, and organisational reporting procedures
- 11 protect work: protect against damage from workplace activity, other occupations and adverse weather
- 12 resources: the types, quality and quantities of consumables, lubricants, fuels, tools, ancillary equipment and accessories associated with the method of work and organisational procedures to operate plant attachments
- 13 security procedures: related to the site, workplace, company and operative

Developed by: Mineral Products Qualifications Council Version number: 1

Date approved: January 2014 Indicative review date: January 2019

Validity: Original. Status: Current

Originating organisation: Mineral Products Qualifications Council

Original URN: MPQPL399

Relevant occupations: mobile machine drivers and operatives, quarrying operatives and related occupations

Suite: Plant Operations (Extractives)

Key words: plant; mobile; extract; excavator; loading shovel; skid steer; dragline; trencher; dozer; scraper; excavate; lift; access; drill; crush; hammer; pecker; shear

## APPENDIX 3 - ASSESSMENT TEMPLATE DOCUMENTS

### 3A: Sample Form Assessment plan and review

Candidate name:	
Employer/location:	Date:
Qualification:	
Unit(s):	
Elements:	
Assessor:	
Period of Review: <small>(should not normally exceed 12 weeks)</small>	Proposed Date for next review:

**Part 1 – Activities / Tasks / Learning / Training** undertaken since last review:

**Part 2a – ‘Progress to date’** specifying units/elements/modules achieved to date (the progress recorded **must** tie in with the associated ‘**Summary of Achievement Record**’):

**Part 2b** – Identified **barriers** to progress (please detail here any issues relating to the programme delivery, which have impacted negatively on progress e.g. attendance times, learning difficulties, suitability of training/learning materials, physical barriers to participation, health issues, attitude etc):

\*

**Part 2c** – Solutions proposed to address the above barriers:

**Part 3** – Agreed **'assessment planning'** & action required for the next review (proposed methods of evidence collection must be recorded & proposed assessment methods must be selected):

**N.B.** *Methods of evidence collection may include: either hard copy records or electronic records such as audio recordings, scanned documents, photographs etc.*

Element:

Proposed Assessment Methods/Sources of Evidence:

CrossRef	RPL	OBS	Questioning	PS	WR	D	WT
----------	-----	-----	-------------	----	----	---	----

<p align="center"><b>Key: Assessment Methods/Sources of Evidence</b></p> <p><b>CrossRef</b> = Cross Referencing    <b>RPL</b>= Recognition of Prior Learning  <b>OBS</b> = Observation                    <b>PS</b> = Personal Statement  <b>WR</b> = Work Record                    <b>D</b> = Discussion  <b>WT</b>= Witness Testimony</p>								

<p><b>Part 4</b> – Additional comments / issues (e.g. health &amp; safety issues):</p>
<p><b>Part 5</b> – Candidate comments/feedback/evaluation:</p>
<p><b>Part 6</b> – Employer comments on progression and achievement noted in <b>Part 2a</b>:</p>





**Part 7 – Assessor Feedback/Assessment Judgements/Decisions/Outcome**

Candidate Signature: ..... Date: .....

Assessor Signature: ..... Date: .....

Employer Signature (where present): ..... Date: .....

Employer Name and position: .....

<b>3B: Sample Form</b>	
<b>Assessor report</b>	
<b>Qualification:</b>	
<b>Candidate:</b>	
<b>Assessor:</b>	
<b>Date:</b>	
<b>Unit/ element:</b>	
<b>Location/ circumstance:</b>	
<b>Details of observation/ question/ answers/ discussion</b>	<b>Ref</b>
<b>Details of observation/ question/ answers/ discussion</b>	<b>Ref</b>
<b>Details of observation/ question/ answers/ discussion</b>	<b>Ref</b>
<b>Assessors comments</b> (state whether candidate is competent)	
<b>Assessor signature</b>	
<b>Candidate signature</b>	

**3C: Sample Form  
Witness testimony**

Qualification: .....

Unit: .....

Element(s): .....

Candidate Name: .....

Witness Name: .....

Witness Contact Details: .....

.....

Describe your construction and any assessment qualifications/ experience:

.....

.....

.....

Describe your relationship with the candidate:

.....

.....

Date of evidence: .....

**Testimony and comment on candidate's performance**

.....

.....

.....

.....

.....

.....

Witness Signature & Date: .....

Candidate Signature & Date: .....

Assessor Signature & Date: .....

**3D: Sample Form**  
**Candidate personal statement**

<b>Qualification:</b>		
<b>Candidate name:</b>		
<b>Element(s)</b>	<b>Date</b>	<b>Statement / evidence</b>
Candidate's signature:		
Assessor's signature: Date:		

## APPENDIX 4 - ASSESSOR TEMPLATE DOCUMENTS

### 4A: Sample Form

### Element achievement record

<b>Candidate name:</b>											
<b>Qualification:</b>											
<b>Unit title:</b>											
<b>Element(s):</b>											
<b>Assessor:</b>											
Evidence ref:	Evidence description *	Location **	Performance criteria					Knowledge and understanding			

**\*Key: Assessment Methods/Sources of Evidence**

**CrossRef** = Cross Referencing      **RPL**= Recognition of Prior Learning      **OBS**= Observation  
**Q&A**= Questioning    **PS**= Personal Statement      **WR** = Work Record      **D**= Discussion  
**WT**= Witness Testimony

*\*\*Should refer to whether the evidence can be found in the portfolio ('PF') or elsewhere, if so state location of evidence*

**4B: Sample Form  
Unit progress record**

<b>Qualification:</b>		
<b>Unit title:</b>		
I confirm that the candidate has been assessed as competent for this unit		
Assessor name	Assessor signature	Date
I confirm that I have been assessed as competent and that the evidence produced is from work that is all mine		
Candidate name	Candidate signature	Date
I confirm that I have internally verified this unit and confirm that the candidate is competent (this section must be completed where the assessor is unqualified)		
IV name	IV signature	Date

## **APPENDIX 5 - INTERNAL VERIFIER TEMPLATE DOCUMENTS**

### **5A: Sample Internal verification Strategy**

This document indicates what may be covered as part of an internal verifier's strategy. An effective internal verification strategy ensures:

- A forum for discussion of borderline cases
- Assessor networking and sharing of good practice
- Valid, reliable and consistent training and/or assessment
- Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable
- Clarity for candidates about assessment requirements
- Effective preparation and presentation for external verification
- Reduction in level of direct external verification scrutiny

To underpin the IV/ verification process a plan of internal activity should be developed indicating

- what will happen
- when it will happen
- who will be involved

New instructors/assessors must:

- a) be supplied with assessment and materials
- b) clearly understand assessment requirements and procedures

All assessors must:

- a) know the name of the person who will manage the IV process and the name of the IV
- b) know how IV/ verification will happen, when it will happen and who will be involved
- c) be informed about issues raised through previous internal and external quality assurance

#### **On Course Monitoring**

The IV should:

- a) Sample assessments to ensure that:
  - feedback to candidates is clear and constructive
  - teaching and assessment activities are standard and appropriate
  - assessment decisions are fair and consistent

- teaching and assessment records are clear
- b) Undertake standardisation activities
- c) Ensure candidates understand assessment requirements
- d) Provide advice and support for Assessors and share good practice
- e) Identify good assessment practice
- f) Record internal verification activities and findings, list action points and report to instructors/assessors and the EV
- g) Liaise with the EV as necessary

### **End of Course Checking**

The IV should:

- a) monitor progress against previous action points
- b) ensure assessment records are complete and accurate
- c) ensure evidence of achievement is appropriate and standardised
- d) record internal verification activities and findings, list action points, and report these to assessors and the EV

### **Guidance on Sampling and Record Keeping**

#### **What do IVs/IVs sample and why?**

IVs are responsible for monitoring the quality of assessment, hence the need for them to sample assessment practices and decisions. It is not usually possible or necessary to verify every aspect of assessment at each internal verification. A properly selected representative sample should identify any issues with assessment practices and decisions.

#### **Selecting a sample**

To select a representative sample, IVs must take account of factors which may impact on the quality of assessment. These factors are used to define a sampling strategy that determines the size of the sample and enables judgements to be made.

Key factors to consider are:

- Sites of delivery
- Number and experience of Assessors
- Number of courses/assessments
- Previous IV actions/recommendations
- Assessment methods
- Special arrangements
- EV recommendations
- Borderline cases





- Anything else that you think might impact on assessment decisions

The sample should include an element of random selection by the IV. It is not necessary to sample across every aspect of the programme at each event but the plan should seek to cover everything over a period of time, e.g. 3 years.

**Which records should be kept?**

Records of internal quality assurance/ verification must be kept and made available to the EV during monitoring visits. These should demonstrate that the internal verification procedures have been carried out. IVs should record two sets of information:

1. The sample taken by the IV
2. The comments and feedback to the Assessor following the sampling exercise, showing any recommendations or action required and how this was resolved.

There is a sample form shown below that you may use or adapt to suit your own requirement.

**5B: Sample Form**  
**Internal verification - sampling assessment decisions**

**Unit/qualification:**

**Location:**

**Assessor name:**

Candidate Name	Sampling element <sup>1</sup>	Was the assessment method appropriate?	Is there sufficient evidence that outcomes have been met?	Is the evidence appropriate for the level?	Comments
<b>Comments</b>					

**Signed:** (IV) **Date:**

**Signed:** (Assessor) **Date:**

<sup>1</sup>Was this a learning outcome across candidates, or a whole unit or one method of assessment?

**5C: Sample Form**  
**Internal verification – observation of assessors**

Internal Verifier's Name: .....

Assessor's Name: .....

Candidate's Name: .....

Qualification Title: .....

Unit Assessed: .....

Element Assessed: .....

Date of Observation: .....

Location of Assessment: .....

<b>Prior to the assessment had the Assessor:</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Developed a written Assessment Plan for the candidate			
Checked that the facilities, resources and information			

required for the assessment were available and ready for use			
Briefed the candidate on how the assessment would take place and what would be assessed			
<b>During the assessment did the Assessor:</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Conduct the assessment unobtrusively without interfering with the candidate's performance			
Encourage the candidate to satisfy the specified Assessment Criteria			
Ask questions clearly in an encouraging tone and manner without leading the candidate			
Ensure that sufficient questions were asked and that they were justifiable and relevant to the Unit assessed			

<b>During the assessment did the Assessor (continued):</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Ensure that the atmosphere created during the assessment was pleasant and conducive			

Clarify and resolve any concerns that the candidate had during the assessment			
Clearly inform the candidate of the assessment decision i.e. 'achieved' or 'requires further practice'			
<b>After the assessment did the Assessor:</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Provide feedback that was clear, constructive, met the candidate's needs and was appropriate to his/her level of confidence			
Encourage the candidate to comment on the assessment decision and how he/she was assessed			
Complete the Unit assessment documentation and ensure it was fully signed and dated			

**Overall feedback to Assessor:**

**Assessor's comments on the IV's feedback:**



Assessor's Signature: .....

Date:.....

Internal Verifier's Signature: .....

Date:.....