

# EDEXCEL NVQs in Driving Goods Vehicles

Qualification Structures and National Occupational Standards for:

EDEXCEL Level 2 NVQ in Driving Goods Vehicles

EDEXCEL Level 3 NVQ in Driving Goods Vehicles

## EDEXCEL Level 2 NVQ in Driving Goods Vehicles

This qualification will be a significant component of the Young Driver Scheme, and the Apprenticeship scheme as well as help address the shortages in competent drivers of goods vehicles. The proposed qualification has been developed to identify and specify the standard of professionalism required to drive goods vehicles.

Accreditation start date: 01/09/2002  
Certification end date: 31/12/2011

Accreditation end date: 31/12/2009

### **Progression**

This qualification forms a significant component of the Apprenticeship framework, and the Young Driver Scheme. There is clear progression from the Edexcel level 2 NVQ in Driving Goods Vehicles to the Edexcel level 3 NVQ in Driving Goods Vehicles and progress routes from here have been identified by Skills for Logistics SSC.

### **Overall assessment method for the qualification**

All assessment is work-based. Edexcel issue general guidance to centres that recommends holistic assessment as an holistic and integrated approach to assessment. The section on 'Holistic and Integrated assessment', page 11, in the Edexcel 'NVQ General Guidance to Centres' provides guidance on this method of assessment.

All assessed work should be subject to internal verification procedures, whereby assessed evidence is sampled on an ongoing basis by appointed and qualified individuals in the centre.

### **Qualification structure summary**

Candidates must complete all units in Group A, Mandatory Units. Candidates may complete additional units but these are not a requirement for the award.

#### **Group A - Mandatory Units**

Candidates must complete all units in Group A.

Monitoring the Loading of the Vehicles by Others  
Completing Pre-Driving Preparations  
Maintaining the Safety and the Security of the Load, Self and Property  
Maintaining Awareness of Driving Conditions  
Operating the Vehicle Systems  
Driving the Vehicle on Public Roads  
Driving the Vehicle in Restricted Spaces

#### **Group B - Additional Units**

Candidates may complete additional units but these are not a requirement for the award.

Unloading the Vehicle  
Coupling and Uncoupling the Vehicle

# Driving Goods Vehicles

## Level 2

**NVQ code: Q5000037**

Please refer to the Edexcel NVQ Portfolio – Accreditation Listing on the Edexcel website for the current accreditation expiry date for these NVQ units

Type of unit	Unit Code	Unit Title
Mandatory	U5000367	Driving the vehicle on public roads
Mandatory	U5000368	Driving the vehicle in restricted spaces
Mandatory	U5000369	Monitoring the loading of the vehicle by others
Mandatory	U5000370	Completing pre-driving preparations
Mandatory	U5000371	Maintaining the safety and security of the load, self and property
Mandatory	U5000372	Maintaining awareness of driving conditions
Mandatory	U5000373	Operating the vehicle systems
Additional	U5000374	Coupling and uncoupling the vehicle
Additional	U5000375	Unloading the vehicle

**Minimum units required:**

**All 7 Mandatory units are required for successful completion of this NVQ. Candidates may complete additional units but these are not a requirement for the award.**

## EDEXCEL Level 3 NVQ in Driving Goods Vehicles

This qualification forms a significant component of the Young Driver Scheme, and the Modern Apprenticeship scheme as well as helping to address the shortages in competent drivers of goods vehicles. The qualification has been developed to identify and specify the standard of professionalism required to drive goods vehicles. Progress routes from level 3 have been identified by Skills for Logistics SSC.  
Qualification details

Accreditation start date: 01/09/2002  
Certification end date: 31/12/2012

Accreditation end date: 31/12/2009

### **Progression**

The qualification forms one of the components of the Apprenticeship framework, and the Young Driver Scheme. The qualification is appropriate for post 25 development and therefore forms part of relevant government initiatives. Other progress routes from level 3 have been identified by Skills for Logistics SSC.

### **Overall assessment method for the qualification**

All assessment is work-based. Edexcel issue general guidance to centres that recommends holistic assessment as an holistic and integrated approach to assessment. The section on 'Holistic and Integrated assessment', page 11, in the Edexcel 'NVQ General Guidance to Centres' provides guidance on this method of assessment.

All assessed work should be subject to internal verification procedures, whereby assessed evidence is sampled on an ongoing basis by appointed and qualified individuals in the centre.

### **Qualification structure summary**

Candidates must complete **all** units in Group A, Mandatory Units, plus **two** units from Group B, Optional Units.

#### **Group A Mandatory Units**

Candidates must complete **all** units in Group A:

- Monitoring the Loading of the Vehicles by Others
- Unloading the Vehicle
- Completing Pre-Driving Preparations
- Maintaining the Safety and the Security of the Load, Self and Property
- Maintaining Awareness of Driving Conditions
- Operating the Vehicle Systems
- Driving the Vehicle in Restricted Spaces
- Driving the Vehicle Safely and Efficiently on Public Roads

#### **Group B Optional Units**

Candidates must complete **two** units from Group B:

- Obtaining Information on the Delivery and Collection of Loads
- Planning the Route and Timings for the Delivery and Collection of Loads
- Loading the Vehicle
- Coupling and Uncoupling the Vehicle

# Driving Goods Vehicles

## Level 3

**NVQ code: Q5000038**

Please refer to the Edexcel NVQ Portfolio – Accreditation Listing on the Edexcel website for the current accreditation expiry date for these NVQ units

Type of unit	Unit Code	Unit Title
Mandatory	U5000368	Driving the vehicle in restricted spaces
Mandatory	U5000376	Driving the vehicle safely and efficiently on public roads
Mandatory	U5000369	Monitoring the loading of the vehicle by others
Mandatory	U5000375	Unloading the vehicle
Mandatory	U5000370	Completing pre-driving preparations
Mandatory	U5000371	Maintaining the safety and security of the load, self and property
Mandatory	U5000372	Maintaining awareness of driving conditions
Mandatory	U5000373	Operating the vehicle systems
Optional	U5000377	Obtaining information on the delivery and collection of loads
Optional	U5000374	Coupling and uncoupling the vehicle
Optional	U5000378	Planning the route and timings for the delivery and collection of loads
Optional	U5000379	Loading the vehicle

### **Minimum units required:**

**All 8 Mandatory units and 2 Optional units are required for successful completion of this NVQ.**

# National and Scottish Vocational Qualifications

## Driving Goods Vehicles Level 2 & Level 3

## Qualifications Standards

**Skills for Logistics Help Desk 0870 242 7314**

14 Warren Yard Warren Farm Office Village Milton Keynes MK12 5NW

F 0870 242 7315 E [info@skillsforlogistics.org](mailto:info@skillsforlogistics.org) W [www.skillsforlogistics.org](http://www.skillsforlogistics.org)

© copyright 2003 Skills for Logistics. No part of this publication may be reproduced or transmitted in any form by any means, electronic or mechanical including photocopying, recording or any information storage and retrieval system without permission in writing from the publishers.

## LEVEL 2 & LEVEL 3 DRIVING GOODS VEHICLES

Skills for Logistics, in consultation with the road haulage and distribution industry, has developed two National and Scottish Vocational Qualifications for drivers of goods vehicles. Both qualifications are based on the approved National Occupational Standards for Vocational Driving.

**The level 2 qualification** is for goods vehicle drivers who are able to show the minimum level of occupational competence required for a goods vehicle driver. This competence is more than that required by the relevant statutory driving test, as it includes competencies in pre-driving checks (including the use of tachographs) and monitoring the loading of goods. The standards require driving skills to be shown whilst driving a goods vehicle that is laden with the candidate's typical load. While driving the vehicle, candidates are required to drive safely and with acceptable wear and tear on the vehicle. Candidates have the opportunity to show competence in unloading goods vehicles, and coupling and uncoupling goods vehicles. These two areas are covered by two additional units, which do not form part of the full qualification.

**The level 3 qualification** is for drivers who can show broader competencies and be considered as professional goods vehicle drivers. This qualification therefore builds on the level 2 qualification. Successful candidates at this level are expected to drive goods vehicles safely, within the levels of fuel efficiency and wear and tear on the vehicle expected of an experienced driver. Candidates have the opportunity to show competence in other areas covering obtaining information about the collection and delivery of loads, planning routes and timings, loading vehicles, and coupling and uncoupling vehicles. These areas are covered by option units.

Candidates for the level 2 qualification have to achieve seven mandatory units to receive a full award. Candidates for the level 3 qualification have to achieve eight mandatory units, plus any two units from a group of option units.

**Candidates at either level should be encouraged to achieve as many units against which they can demonstrate competence, not just the minimum number of units required for a full award. Certificates would therefore be issued for individual units where these exceed, or are insufficient for a full award.**

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

## Driving Goods Vehicles, Level 2

### Mandatory units

DGV 4 Monitoring the loading of the Vehicle by others	DGV 4.1 Prepare the vehicle for loading
	DGV 4.2 Monitor the loading of the vehicle
DGV 6 Completing pre-driving preparations	DGV 6.1 Identify vehicle instruments and controls
	DGV 6.2 Complete vehicle and safety checks
	DGV 6.3 Complete vehicle and load documentation
DGV 7 Maintaining the safety and the security of the load, self and property	DGV 7.1 Identify the legal, safety and operating requirements for the vehicle and the load
	DGV 7.2 Protect the vehicle and load from security risks
DGV 8 Maintaining awareness of driving conditions	DGV 8.1 Assess the effects of driving conditions
	DGV 8.2 Monitor the load during driving
	DGV 8.3 Contribute to the safety of self, vehicle, load and other road users
DGV 9 Operating the vehicle systems	DGV 9.1 Operate and monitor vehicle instruments and controls
	DGV 9.2 Ensure the efficient and careful use of the vehicle
DGV 10 Driving the vehicle on public roads	DGV 10.1 Position the vehicle on the road
	DGV 10.2 Control the speed of the vehicle
	DGV 10.3 Overtake other vehicles
	DGV 10.4 Brake the vehicle within a limited space
	DGV 10.5 Control the vehicle in an emergency situation
DGV 11 Driving the vehicle in restricted spaces	DGV 11.1 Select a space for manoeuvring the vehicle
	DGV 11.2 Manoeuvre the vehicle in restricted spaces

### Additional units

DGV 5 Unloading the vehicle	DGV 5.1 Comply with proof-of-delivery requirements
	DGV 5.2 Assist the unloading of the vehicle
DGV 12 Coupling and uncoupling the vehicle	DGV 12.1 Couple the vehicle
	DGV 12.2 Uncouple the vehicle

This qualification identifies the minimum standard of vocational competence for a goods vehicle driver. A candidate for a full award requires all mandatory units. There are two additional units available to candidates who have the opportunity to demonstrate competence in these areas. Certificates will be given for the additional units, as well as units where a full award is not achieved.

## Driving Goods Vehicles, Level 3

### Mandatory units

DGV 4 Monitoring the loading of the vehicle by others	DGV 4.1 Prepare the vehicle for loading
	DGV 4.2 Monitor the loading of the vehicle
DGV 5 Unloading the vehicle	DGV 5.1 Comply with proof-of-delivery requirements
	DGV 5.2 Assist the unloading of the vehicle
DGV 6 Completing pre-driving preparations	DGV 6.1 Identify vehicle instruments and controls
	DGV 6.2 Complete vehicle and safety checks
	DGV 6.3 Complete vehicle and load documentation
DGV 7 Maintaining the safety and the security of the load, self and property	DGV 7.1 Identify the legal, safety and operating requirements for the vehicle and the load
	DGV 7.2 Protect the vehicle and load from security risks
DGV 8 Maintaining awareness of driving conditions	DGV 8.1 Assess the effects of driving conditions
	DGV 8.2 Monitor the load during driving
	DGV 8.3 Contribute to the safety of self, vehicle, load and other road users
DGV 9 Operating the vehicle systems	DGV 9.1 Operate and monitor vehicle instruments and controls
	DGV 9.2 Ensure the efficient and careful use of the vehicle
DGV 11 Driving the vehicle in restricted spaces	DGV 11.1 Select a space for manoeuvring the vehicle
	DGV 11.2 Manoeuvre the vehicle in restricted spaces
DGV 13 Driving the vehicle safely and efficiently on public roads	DGV 13.1 Position the vehicle on the road
	DGV 13.2 Control the speed of the vehicle efficiently
	DGV 13.3 Overtake other vehicles
	DGV 13.4 Brake the vehicle within a limited space
	DGV 13.5 Control the vehicle in an emergency situation

### Option units

DGV 1 Obtaining information on the delivery and collection of loads	DGV 1.1 Obtain information on the load
	DGV 1.2 Obtain information on the destination and schedule
DGV 2 Planning the route and timings for the delivery and collection of loads	DGV 2.1 Identify a route to the destination
	DGV 2.2 Estimate driving distances and times for the route
	DGV 2.3 Plan driving stages
DGV 3 Loading the vehicle	DGV 3.1 Prepare the vehicle for loading
	DGV 3.2 Load the vehicle
DGV 12 Coupling and uncoupling the vehicle	DGV 12.1 Couple the vehicle
	DGV 12.2 Uncouple the vehicle

This qualification identifies the standard of vocational competence expected of an experienced and professional goods vehicle driver. A candidate for a full award requires all mandatory units, plus at least any two option units. Certificates will be given for individual units where a full award is not achieved.

---

## **Scope statements**

---

*Below is a list of some key phrases used and shown in bold type throughout the standards. These are used as 'scope statements' to emphasise the breadth of activity that could occur. The extent to which they are assessed will depend on the work role of candidates and the context in which they are being assessed.*

**Activities:** loading, unloading, refuelling, parking, maintenance

**Behaviour of the vehicle:** handling, braking, acceleration, stability

**Braking systems:** footbrake, handbrake, retarders (engine, exhaust, transmission mounted electromagnetic or hydraulic devices)

**Change in direction:** right and left turns, lane changes, filters, negotiating roundabouts, manoeuvring

**Change in speed:** acceleration, deceleration

**Condition of the load:** movement, change in weight, loss of material

**Connections:** air line, electrical lines, fluids

**Controls:** accelerator, clutch, footbrake, handbrake, steering wheel, gears, indicators, lights, windscreen wipers, demisters, heating and ventilation, Power Take Off (PTO), differential lock

**Destination:** delivery point, collection point

**Driving conditions:** road conditions, traffic conditions, road layout

**Emergencies:** loss of control of the vehicle, mechanical failure, accidents

**Hazards:** road conditions, traffic conditions, road layout

**Instruments:** gauges, warning lights, displays, audible alerts, tachograph

**Legal, safety, and operating requirements:** highway codes, transport regulations, load restrictions, alcohol limits and drug restrictions, drivers' hours

**Load:** containers, liquids, goods, materials, livestock

**Loading:** complete, partial, sequential

**Loading area:** industrial/commercial sites, retail sites, public road

**Locations:** overnight parking, daytime parking, refuelling, while driving, during loading and unloading

**Loss of control:** collision, skidding, roll over, jack-knifing, trailer swing, engine failure, brake failure

**Manoeuvre:** forward movements, reverse movements, turns

**Other vehicles:** moving, stationary

**Primary controls:** accelerator, clutch, footbrake, steering wheel, gears

**Restraints:** straps, battens and chocks, chains, ropes

**Road conditions:** weather (rain, snow, sleet, ice, wind, fog), road surface (cracks and pot-holes, standing water, spillage, leaves), light (darkness, strong sunlight, dusk/dawn)

**Road layout:** single carriageway, multiple carriageway, hills and dips, bridges, height and width restrictions, road works, pavement and kerbs, traffic furniture, walls and hedges

**Road users:** motor vehicles, motor bikes, bicycles, pedestrians, animals

**Routine checks:** tyres, fluid levels (fuel, oil, coolant, brake, hydraulic, washer), seat belts, mirrors, windscreen and glass, wipers and washers, spray suppression, lights, reflectors, indicators, wheel nuts

**Schedule:** collection time, delivery time, stops

**Security risks:** theft of vehicle, theft of load, theft of personal items, vandalism, arson

**Space:** industrial/commercial sites, retail sites, public road, parking areas, garages



**Stops:** overnight, rests, refuelling, changeovers

**Traffic conditions:** stopping or queuing, overtaking by other road users, acceleration of traffic, turns

**Unloading:** complete, partial, sequential

**Unloading area:** industrial/commercial sites, retail sites, public road

**Vehicle systems:** ignition, electrical, lights, brakes, transmission, engine, fuel, tyres, coupling



Unit		Element	
Obtaining information on the delivery and collection of loads		<b>Obtain information on the load</b>	
		code	issue
		DGV 1.1	April 2002
<p>Description of this element</p> <p>The candidate should be able to get all the relevant information needed about the loads to be transported. These loads could be <i>containers, liquids, goods, materials or livestock</i>. This information will be about where the loads are to be collected from or delivered to, and any special arrangements needed to load or unload them. The candidate should also find out about any special arrangements for monitoring loads during the journey, as well as any legal, safety or operational requirements related to the loads. The candidate should know where and how to get help if there are any problems with getting the information needed. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with the types of load being transported.</p>			
	<p>The candidate must be able to:-</p> <p>O/Q 1. identify where information on the <b>load</b> can be obtained;</p> <p>O/Q 2. identify any problems with obtaining the information on the load and take appropriate action;</p> <p>O/P 3. identify any special requirements for loading and unloading;</p> <p>O/P 4. identify any special requirements for monitoring the load during transport;</p> <p>O/P 5. communicate in an appropriate manner with other people</p> <p>P/Q 6. Comply with all relevant <b>legal, safety and operating requirements</b> at all times</p>	<p>The candidate should know:-</p> <p>a) what type of information on the load is required;</p> <p>b) what type of special requirements could be requested;</p> <p>c) what type of problems with the load could occur; and</p> <p>d) what the legal, safety, and operating requirements are, relevant to the load.</p>	
		<i>recommended methods of collecting evidence</i>	
		P = performance	O = outcome
		Q = questioning	W = witness

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from records of the information that the candidate has got about the typical loads collected or delivered. The candidate will be asked where and how this information was got and checked that it is enough and accurate. The assessor will make sure that the candidate knows about the laws, regulations and restrictions associated with the types of load that are transported. If the candidate does not know the exact details of these laws, regulations, etc, it should be confirmed the candidate knows where any specific details needed can be got.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can get the relevant information about the loads that are normally transported.



Unit			Element		
Obtaining information on the delivery and collection of loads			Obtain information on the destination and schedule		
		code	DGV 1.2	issue	April 2002
Description of this element					
<p>The candidate should access all the relevant information about destinations and schedules for delivering and collecting loads. The destinations will therefore be delivery points and collection points. The schedules will include collection, delivery and stop times. The information will also include details of any special requirements or arrangements for reaching destinations, or timings for deliveries or collections. The candidate should know where and how to get help if there are any problems with getting the information needed. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with destinations and schedules for delivering or collecting loads.</p>					
	The candidate must be able to:-		The candidate should know: -		
O/Q	1. identify where information on the <b>destination</b> and <b>schedule</b> can be obtained;		a) what type of information on the destination and schedule is required;		
O/P	2. identify any problems with obtaining the information on the destination and schedule and take appropriate action;		b) what type of special requirements could be requested;		
O/P	3. identify any special requirements for reaching the destination;		c) what type of problems with the destination and schedule could occur; and		
O/P	4. identify any special requirements for timing the delivery or collection;		d) what the legal, safety, and operating requirements are relevant to the destination and schedule.		
P/Q	5. assess any recent information that could affect the achievement of the destination and schedule;				
O/P	6. communicate in an appropriate manner with other people				
P/Q	7. Comply with all relevant <b>legal, safety and operating requirements</b> at all times				
					
<i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from records of the information that the candidate has got about typical destinations and schedules involved in collecting or delivering loads. The candidate will be asked where and how this information was got and checked that it is enough and accurate. The assessor will make sure that the candidate knows about the laws, regulations, restrictions and operating requirements associated with destinations and schedules. If the candidate does not know the exact details of these laws, regulations, etc, it should be confirmed the candidate knows where to obtain any such details.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can get the relevant information about their normal destinations and schedules. It will not be sufficient to get evidence of just one destination or schedule.



Unit		Element	
Planning the route and timings for the delivery and collection of loads			
		code	DGV 2.1
		issue	April 2002
Description of this element			
The candidate should be able to work out and select suitable routes to specific delivery and collection destinations. This should be done by using appropriate maps and other relevant information. The selection of routes should take account of the type of loads being transported, which could be <i>containers, liquids, goods, materials or livestock</i> . Selection of the route should also take account of the vehicle being driven and the types of road used. Other routes should also be identified, should it be necessary to use an alternative. The candidate should be able to identify and avoid possible problems caused by restrictions such as low bridges, or weight limits. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with selecting routes for delivering or collecting loads.			
	The candidate must be able to:-	The candidate should know: -	
O/P	1. review all relevant information on the <b>destination</b> ;	a) how to obtain relevant maps and information;	
O/P	2. identify any effect the <b>load</b> might have on the selection of the route;	b) what type of effect a load might have on the selection of a route;	
O/P	3. obtain relevant maps and information needed to reach the destination;	c) what is the vehicle height and weight;	
O/P	4. identify the main and minor roads for reaching the destination;	d) how to identify low bridges and other restrictions;	
O/Q	5. identify any potential problems with using the roads;	e) how to work out routes; and	
O/P	6. identify alternative routes where necessary; and	f) what are the relevant legal, safety, and operating requirements.	
P/W	7. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from the candidate's records of routes to typical specified destinations for collecting or delivering loads. These routes could be for actual journeys, or journeys specified for assessment purposes. The candidate will be asked how the type of vehicle, loads and roads were taken into account when selecting these routes. The assessor will make sure that the candidate is able to identify any possible problems related to height or weight restrictions on routes and how these were dealt with. The assessor will also confirm that the candidate knows about the laws, regulations and restrictions associated with routes used to transport loads.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can identify and select suitable routes for collecting or delivering typical loads. It will not be sufficient to get evidence about just one collection or delivery, or journey.



Unit		Element	
Planning the route and timings for the delivery and collection of loads			
		code	DGV 2.2
		issue	April 2002
Description of this element			
The candidate should be able to estimate driving distances and times for routes to deliver or collect loads. This should be done by using sufficient relevant information about the routes and schedules, as well as any other useful information. As schedules could indicate collection times, delivery times or stops, the candidate should be able to estimate possible average speeds for the different types of road, as well as estimate driving distances and times to meet the schedules. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with driving distances and times.			
	The candidate must be able to:-	The candidate should know: -	
O/P	1. review all relevant information on the route and the <b>schedule</b> ;	a) how to obtain relevant information on the route;	
O/P	2. obtain all relevant information needed to estimate the driving distance;	b) how to estimate driving distances;	
O/P	3. identify the potential average speed for the different roads on the route;	c) how to estimate driving times; and	
O/P	4. estimate the driving distances and time required to achieve the route and schedule; and	d) what the relevant legal, safety, and operating requirements are for the vehicle and the load.	
P/W	5. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from examples of the candidate's estimates of driving distances and times for typical routes to deliver or collect loads. These examples could be of actual routes, or routes specified for assessment purposes. The candidate will be asked what information was used to make these estimations and what legal, safety and operating requirements needed to be met.

As assessment will be carried out over a period of time, the assessor will make sure the candidate estimates driving distances and times for typical routes to collect or deliver loads. It will not be sufficient to get evidence about just one collection, delivery, or journey.

Unit		Element	
Planning the route and timings for the delivery and collection of loads			
		code	DGV 2.3
		issue	April 2002
Description of this element			
The candidate should be able to plan the driving stages of routes to deliver or collect loads. This should be done by using sufficient relevant information about driving distances, times and stops. The stops could be for <i>overnight, rest, refuelling or changeover of drivers</i> . Planning should also take account of any impact the load will have on the driving stages. The candidate should therefore know what type of load requirements could affect driving stages. These types of loads could be <i>containers, liquids, goods, materials or livestock</i> . While planning driving stages, the candidate should make the best use of available driving time, as well as make sure the planned stops have the facilities required for driver, vehicle and load. Where details of driving stages are to be given to others, then these should be given clearly. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with driving stages.			
	The candidate must be able to:-	The candidate should know: -	
O/P	1. review all relevant information on the driving distances and times;	a) how to obtain relevant information on the driving distances and times;	
O/P	2. identify any <b>load</b> requirements that have an impact on the driving stages;	b) what type of load requirements could affect the driving stages;	
O/Q	3. determine the most effective way to use the available driving time;	c) when stops might be required;	
O/P	4. identify appropriate <b>stops</b> that have the facilities required for self, vehicle, and load;	d) what type of facilities are required at stops; and	
P/W	5. inform the relevant people of the driving stages; and	e) what the relevant legal, safety, and operating requirements are for the vehicle and the load	
P/W	6. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from examples of the candidate's plans for driving stages. These plans should be based on specified driving distances and times for typical routes to deliver or collect loads. These examples could be of actual routes, or routes specified for assessment purposes. The candidate will be asked what load requirements were taken into account in the planning, what facilities were required and identified at stops, and how the most effective use of driving time was achieved. The candidate will also be asked how legal, safety and operating requirements will be met.

As assessment will be carried out over a period of time, the assessor will make sure the candidate plans driving stages for typical routes to collect or deliver loads. It will not be sufficient to get evidence about just one collection, delivery, or journey.



Unit		Element	
Loading the vehicle		Prepare the vehicle for loading	
		code	issue
		DGV 3.1	April 2002
Description of this element			
<p>The candidate should be able to prepare vehicles for loading, by making sure the vehicle is compatible with the load and that it is ready to receive the load. These loads could be <i>containers, liquids, goods, materials or livestock</i>. Attention should be paid to any special requirements for loading and that the loading area is suitable and safe for loading to take place. These areas could be <i>industrial, commercial, retail sites, or public roads</i>. The candidate should be able to manoeuvre vehicles into suitable positions for complete, partial or sequential loading. If any problems occur with loading vehicles, the candidate should be able to take appropriate action to resolve the problem. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with preparing vehicles for loading.</p>			
	The candidate must be able to:-	The candidate should know: -	
O/Q	1. establish whether the vehicle is compatible with the <b>load</b> ;	a) how to prepare different vehicles for different types of load;	
O/Q	2. ensure the vehicle is ready to receive the load;	b) what are the potential special requirements for loading;	
O/P	3. identify any special requirements for <b>loading</b> ;	c) how different vehicles should be prepared for different loads; and	
O/Q	4. ensure the <b>loading area</b> is suitable and safe;	d) how vehicles should be positioned.	
P/O	5. manoeuvre the vehicle into a suitable position for loading;		
P/W	6. identify any problems with the loading and take appropriate action		
P/W	7. comply with all relevant <b>legal, safety, and operating requirements</b> .		
<p><i>recommended methods of collecting evidence</i>    P = performance    O = outcome    Q = questioning    W = witness</p>			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate preparing vehicles for loading. The candidate should be able to explain compatibility between different vehicles and loads. The candidate should also be able to describe potential special requirements of typical loads transported. The assessor should observe the candidate manoeuvring vehicles in to suitable positions for loading. The assessor should also make sure the candidate knows and understands the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to prepare vehicles for typical loads. It will not be sufficient to get evidence about just one load.



Unit		Element	
Loading the vehicle			
		code	issue
		DGV 3.2	April 2002
Description of this element			
<p>The candidate should be able to load vehicles, making sure the loads are stowed and secured with the appropriate restraints. These loads could be <i>containers, liquids, goods, materials or livestock</i> and the restraints could be <i>straps, battens and chocks, chains or ropes</i> as appropriate for the load. Loading could be for complete, partial or sequential loads. In addition to securing loads, the candidate should make sure that any loose material or restraints are secured before starting journeys. The candidate should know where and how to get help with any problems related to loading. The candidate will also need to know and follow the relevant security procedures for protecting the load, as well as know and keep to the relevant legal, safety and operating requirements associated with loading vehicles.</p>			
	The candidate must be able to:-	The candidate should know: -	
P/Q	1. load the vehicle in the appropriate way for the type of <b>load</b> ;	a) how to stow and secure different types of load;	
O/P	2. stow the load on the vehicle;	b) how to ensure the load is secure and stable;	
O/P	3. ensure the load is secured with the correct <b>restraints</b> ;	c) what type of problems with the loading could occur; and	
O/P	4. ensure any loose materials and restraints are secured and not able to shift or come loose during transport;	d) what the legal, safety, and operating requirements are relevant to the load.	
P/Q	5. ensure all safety requirements for transporting the load are followed;		
P/Q	6. apply the relevant security procedures for protecting the load;		
O/Q	7. identify any problems with the <b>loading</b> and take appropriate action; and		
P/W	8. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate loading vehicles. The candidate should be able to select and use different types of restraints that are suitable for the loads being transported. The assessor should observe the candidate making sure the load is safe and stable, with its restraints and any loose material or equipment secured before starting journeys. The assessor should also make sure the candidate applies the relevant procedures for protecting the load, and knows the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to load vehicles with several typical loads. It will not be sufficient to get evidence about just one load.



Unit		Element	
Monitoring the loading of the vehicle by others			
		code	issue
		DGV 4.1	April 2002
Description of this element			
<p>The candidate should be able to prepare vehicles for loading, by making sure the vehicle is compatible with the load and that it is ready to receive the load. These loads could be <i>containers, liquids, goods, materials or livestock</i>. Attention should be paid to any special requirements for loading and that the loading area is suitable and safe for loading to take place. These areas could be <i>industrial, commercial, retail sites, or public roads</i>. The candidate should be able to manoeuvre vehicles into suitable positions for complete, partial or sequential loading. The candidate will also need to know the relevant legal, safety and operating requirements associated with preparing vehicles for loading.</p>			
	The candidate must be able to:-	The candidate should know: -	
O/Q	1. establish whether the vehicle is compatible with the <b>load</b> ;	a) how to prepare different vehicles for different types of load;	
O/Q	2. ensure the vehicle is ready to receive the load;	b) what are the potential special requirements for loading;	
O/P	3. identify any special requirements for <b>loading</b> ;	c) how vehicles should be positioned; and	
O/Q	4. ensure the <b>loading area</b> is suitable and safe;	d) what are the relevant legal, safety, and operating requirements.	
P/O	5. manoeuvre the vehicle into a suitable position for loading;		
P/Q	6. Identify any problems with the loading and take appropriate action		
P/W	7. comply with all relevant <b>legal, safety, and operating requirements</b> .		
			
<i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate preparing vehicles for loading. The candidate should be able to explain compatibility between different vehicles and loads. The candidate should also be able to describe potential special requirements of typical loads transported. The assessor should observe the candidate manoeuvring vehicles in to suitable positions for loading. The assessor should also make sure the candidate knows and understands the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to prepare vehicles for typical loads. It will not be sufficient to get evidence about just one load.


Unit		Element	
Monitoring the loading of the vehicle by others			
		code	issue
		DGV 4.2	April 2002
<p>Description of this element</p> <p>The candidate should be able to monitor other people loading vehicles, making sure the loads are stowed and secured with the appropriate restraints. These loads could be <i>containers, liquids, goods, materials or livestock</i> and the restraints could be <i>straps, battens and chocks, chains or ropes</i> as appropriate for the load. Loading could be for complete, partial or sequential loads. In addition to making sure loads are secured, the candidate should make sure that any loose material or restraints are not able to shift or come loose. The candidate should know where and how to get help with any problems related to loading. The candidate will also need to know and follow the relevant security procedures for protecting the load, as well as know and keep to the relevant legal, safety and operating requirements associated with loading vehicles.</p>			
<p>The candidate must be able to:-</p>		<p>The candidate should know: -</p>	
P/Q	1. monitor the loading of the vehicle in the appropriate way for the type of <b>load</b> ;	a)	how to monitor the loading of different types of load;
O/P	2. ensure the load is stowed on the vehicle;	b)	how to ensure the load is secure and stable;
O/P	3. ensure the load is secured with the correct <b>restraints</b> ;	c)	what are the security risks associated with different loads;
O/P	4. ensure any loose materials and restraints are secured and not able to shift or come loose during transport;	d)	what type of problems with the loading could occur; and
P/Q	5. ensure all relevant legal, safety and operating requirements for transporting the load are applied;	e)	what are the relevant legal, safety, and operating requirements.
P/Q	6. apply relevant security procedures and guidelines for protecting the load;		
O/Q	7. communicate with others in an appropriate manner		
P/O	8. identify any problems with the <b>loading</b> and take appropriate action; and		
P/W	9. Comply with all relevant <b>legal, safety and operating requirements</b> at all times		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate monitoring vehicles being loaded. The candidate should be able to make sure the different types of restraints that are suitable for the loads being transported are selected and used. The assessor should observe the candidate making sure the load is safe and stable, with its restraints and any loose material or equipment secured before starting journeys. The assessor should also make sure the candidate ensures the application of the relevant procedures for protecting the load, as well as understands the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to monitor several vehicles being loaded with typical loads. It will not be sufficient to get evidence about just one loading being monitored by the candidate.

Unit		Element	
Unloading the vehicle			
		code	DGV 5.1
		issue	April 2002
Description of this element			
The candidate should be able to make sure loads are delivered in accordance with documentation by getting appropriate proof of delivery after unloading. The relevant documentation could be in either paper or electronic form. The loads could be <i>containers, liquids, goods, materials or livestock</i> . The candidate should be able to deal with any problems with obtaining proof-of-delivery, including what to do when there is no one to take responsibility for the load. The candidate will also need to know and keep to the relevant legal, safety and operating requirements related to meeting proof-of-delivery requirements.			
	The candidate must be able to:-		The candidate should know: -
O/P	1. identify the person responsible for officially receiving the <b>load</b> ;		a) how to ensure the load is delivered according to the documentation;
O/P	2. ensure the load is delivered according to the documentation;		b) what to do when no-one takes responsibility for receiving the load; and
O/P	3. complete all proof-of-delivery documentation once unloading has been completed;		c) what are the relevant legal and operating requirements.
O/Q	4. identify any problems with obtaining the proof-of-delivery and take appropriate action; and		
P/O	5. communicate in an appropriate manner with other people		
P/W	6. comply with all relevant <b>legal, and operating requirements</b> .		
<i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness			

### Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from the candidate's records of proof of delivery, which could be in either paper or electronic form. These records should show that the candidate has identified the persons responsible for receiving loads and that all documentation has been completed in line with requirements. It should be confirmed that the candidate knows what to do when there are problems with getting proof of delivery, including when there is no one to take responsibility for loads. The assessor will make sure that the candidate knows about the legal and operating requirements associated with getting proof of delivery of the typical loads that are delivered.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can get proof of delivery for several loads that are normally delivered. It will not be sufficient to get evidence about just one load.

Unit		Skills for Logistics	Element		
Unloading the vehicle			Assist the unloading of the vehicle		
		code	DGV 5.2	issue	April 2002
Description of this element					
<p>The candidate should be able to assist the unloading of vehicles by manoeuvring the vehicles in to suitable positions for <i>complete, partial or sequential</i> unloading, making sure the vehicle is prepared for unloading, and that parts of load to be unloaded are identified . Loads could be <i>containers, liquids, goods, materials or livestock</i>. The unloading area, which could be <i>industrial, commercial, retail sites, or public roads</i>, should be suitable and safe, with any special requirements for unloading identified and met. The candidate should monitor unloading, taking appropriate action to deal with any problems that may arise. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with unloading goods vehicles.</p>					
	The candidate must be able to:-		The candidate should know: -		
O/P	1. identify any special requirements for <b>unloading</b> ;		a) what are the potential special requirements for unloading;		
O/Q	2. ensure the <b>unloading area</b> is suitable and safe for the unloading;		b) how different vehicles should be prepared to deliver different loads;		
P/O	3. manoeuvre the vehicle into a suitable position for unloading;		c) where vehicles should be positioned;		
O/Q	4. ensure the vehicle is prepared correctly for unloading;		d) how to monitor the unloading of different types of load;		
O/P	5. identify the part of the load to be unloaded;		e) what type of problems with the unloading could occur; and		
P/Q	6. monitor the unloading of the vehicle wherever possible;		f) what are the relevant safety, and operating requirements.		
O/P	7. confirm the unloading has been completed;				
P/O	8. communicate in an appropriate manner with other people				
O/Q	9. identify any problems with the unloading and take appropriate action; and				
P/W	10. comply with all relevant <b>safety, and operating requirements</b> .				
<p><i>recommended methods of collecting evidence</i>    P = performance    O = outcome    Q = questioning    W = witness</p>					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate assisting unloading vehicles. The candidate should be able to manoeuvre vehicles in to safe and suitable unloading areas, after finding out about any special requirements for unloading. The assessor should watch the candidate monitoring different types of loads being unloaded and making sure the operation is completed. The assessor should also make sure the candidate knows about the safety and operating requirements relating to unloading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can assist with unloading several typical loads that are transported. It will not be sufficient to get evidence about just one load.


Unit		Skills for Logistics	Element		
Completing pre-driving preparations			Identify vehicle instruments and controls		
		code	DGV 6.1	issue	April 2002
Description of this element					
<p>The candidate should be able to make sure he or she is familiar with the location and function of the typical instruments and controls found on goods vehicles. These instruments include audible alerts, displays, gauges, warning lights and tachographs where fitted. The controls include those used for normal driving such as accelerator, brakes, clutch, gears, heating and ventilation, indicators, lights, windscreen wipers and demisters; as well as differential locks, power take off systems, etc where fitted. The candidate will be expected to get information about any instruments or controls that are not familiar.</p>					
	The candidate must be able to:-	The candidate should know: -			
P/Q	1. identify the location of <b>instruments and controls</b> ;	a) what are the typical instrumentation and controls found on different vehicles;			
O/P	2. confirm the functions of instrumentation and controls;	b) who can provide information on the operation of instrumentation and controls; including where unfamiliar instruments and controls are encountered.			
P/W	3. obtain information on any unfamiliar instrumentation and controls;	c) what are the relevant safety, and operating requirements.			
P/O	4. comply with all <b>relevant legal, safety and operating requirements</b> at all times				
<p><i>recommended methods of collecting evidence</i> P = performance O = outcome Q = questioning W = witness</p>					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate confirming the location and operation of the various instruments and controls typically used on different goods vehicles. The assessor should confirm that the candidate knows from where and how to get information on any instrument or control with which he or she is not familiar.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can identify the various instruments and controls typically used on goods vehicles, and confirm their correct operation. It will not be sufficient to get evidence about the controls and instruments on one vehicle.


Unit		Element	
Completing pre-driving preparations			
		code	issue
		DGV 6.2	April 2002
Description of this element			
<p>The candidate should be able to confirm the roadworthiness and safety of vehicles by carrying out the maintenance and safety checks and adjustments within his or her responsibility. The checks would normally include fluid levels (as required), indicators, lights, mirrors, reflectors, seat belts, spray suppression, tyres, wheel nuts, windscreen and glass, wipers and washers; as well as confirmation of the correct operation of the vehicles' instruments and controls. The adjustments will include mirrors, seat belts, seat position and steering wheel where appropriate. Action should be taken by the candidate to deal with any previously reported or new problems with the vehicle. The candidate should also confirm the vehicle and load height and weight. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with pre-driving preparations.</p>			
	The candidate must be able to:-	The candidate should know: -	
P/Q	1. ensure all <b>instruments, controls, and vehicle systems</b> are functioning ;	a) how to check instruments, controls, and vehicle systems;	
P/O	2. adjust mirrors, seat, and steering wheel for optimum control and observation;	b) how to obtain information on previously-reported problems;	
O/Q	3. verify the vehicle and load height and weight;	c) the risks associated with 'blind spots' inside or outside the vehicle;	
O/P	4. identify any new or previously reported problems with the vehicle and take appropriate action; and	d) what are the indications of any problems;	
P/W	5. comply with all relevant <b>legal, safety, and operating requirements</b> .	e) what are the procedures for reporting defects; and	
		f) what are the relevant legal, safety, and operating requirements.	
<p><i>recommended methods of collecting evidence</i>    P = performance    O = outcome    Q = questioning    W = witness</p>			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate carrying out pre-driving checks and adjustments, which should be within the candidate's responsibility. The purpose of these checks and adjustments is to make sure the vehicle is roadworthy. The candidate should therefore meet his or her responsibility under the various legal, safety and operating requirements. The assessor will therefore make sure the candidate knows and understands these responsibilities.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can complete pre-driving checks and adjustments on different goods vehicles. It will not be sufficient to get evidence about just one vehicle.



Unit			Element		
Completing pre-driving preparations			Complete vehicle and load documentation		
		code	DGV 6.3	issue	April 2002
Description of this element					
<p>The candidate should be able to complete pre-driving preparations by making sure the correct vehicle and load are officially released for use, and the documents relating to the vehicle and load are completed. This documentation could be in either paper or electronic form. In addition to completing these documents, the candidate should make sure documentation relating to insurance, road tax, vehicle plate and other legal documents are correct. The candidate should know his or her responsibilities for the vehicle and its load, and be able to take appropriate action to resolve any problem that may arise with vehicle or load documents. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with vehicle and load documentation.</p>					
	The candidate must be able to:-		The candidate should know: -		
O/Q	1. identify the person responsible for officially releasing the vehicle and load;	a) what documentation should be carried;			
O/Q	2. ensure the correct vehicle is identified for use;	b) what are the responsibilities of the driver for the vehicle and load; and			
O/P	3. complete all vehicle and load documentation ;	c) what are the relevant legal, safety, and operating requirements.			
O/Q	4. ensure insurance, road tax, vehicle plate, and other legal documentation is correct;				
O/Q	5. identify any problems with the vehicle and load documentation and take appropriate action; and				
P/W	6. comply with all relevant <b>legal, safety, and operating requirements</b> .				
<p><i>recommended methods of collecting evidence</i>    P = performance    O = outcome    Q = questioning    W = witness</p>					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from typical records of the candidate's documents for vehicle and load that would have been completed before starting journeys. These records should confirm that the vehicle and load were officially released, and the candidate completed other relevant details of vehicle and load as required. The assessor should make sure the candidate knows his or her responsibilities under the relevant legal, safety and operating requirements, including what documents should be carried in the vehicle. The assessor should also confirm that the candidate could deal effectively with any problems that may arise with documents for vehicles or their loads.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can complete vehicle and load documents related to several journeys. It will not be sufficient to get evidence about just one set of documents for a single load or journey.


Unit		Element	
Maintaining the safety and the security of the load, self and property			
		code	DGV 7.1
		issue	April 2002
Description of this element			
The candidate should know his or her own responsibilities under the legal, safety and operating requirements that relate to the vehicles they drive, the loads carried and the roads used. This knowledge should enable the candidate to contribute at all times to the safety and security of themselves, loads and property. The responsibilities will relate to highway codes, transport regulations, load restrictions, alcohol limits, drug restrictions and driver's hours. Competency in this area should therefore be demonstrated consistently and throughout normal work activities. The candidate should know what the relevant responsibilities are and where to get information to help them meet these responsibilities. The candidate should also be able to recognise and deal with any problem related to meeting their legal, safety or operating responsibilities.			
	The candidate must be able to:-	The candidate should know: -	
P/W	1. obtain information on the <b>legal, safety, and operating requirements</b> that apply to driving their vehicles, carrying the loads, and the roads used;	a) where to obtain information on legal, safety, and operating requirements for driving, drivers hours regulations., axle loads, projections of load (front, rear, side) and vehicle movements on the road,	
P/Q	2. demonstrate knowledge of the legal, safety, and operating requirements of the vehicle and the load before driving;	b) what type of problems with legal, safety, and operating requirements for driving, drivers hours regulations, axle loads projections of load (front, rear, side) and vehicle movements on the road, and	
P/Q	3. confirm that the correct driving licence for the vehicle being driven is held;	c) the legal, safety, and operating requirements for driving, drivers hours regulations, axle loads projections of load (front, rear, side) and vehicle movements on the road.	
P/Q	4. check their own fitness to drive safely in compliance with all relevant legal, safety and operating requirements		
P/Q	5. Identify any problems in complying with relevant legal, safety and operating requirements and take appropriate action		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from observing the candidate during his or her normal and typical work activities, asking the candidate questions to confirm knowledge, or observing the candidate demonstrating that knowledge, as well as talking with work colleagues of the candidate. The evidence for this element should confirm knowledge of the relevant legal, safety and operating requirements.

The emphasis of this element is the candidate knowing the legal, safety and operating requirements he or she is expected to meet, before undertaking activities related to driving laden goods vehicles. Where a candidate does not have this knowledge or understanding, he or she will be expected to find the information and confirm their understanding of it.


Unit			Element		
Maintaining the safety and the security of the load, self and property			Protect the vehicle and load from security risks		
		code	DGV 7.2	issue	April 2002
Description of this element					
<p>The candidate should be able to demonstrate contribution to the protection of vehicles and loads from security risks in different locations. These risks include theft of the vehicle, the load or personal items, vandalism and arson. Locations include overnight or daytime parking, refuelling, during loading or unloading, and while driving. The candidate will therefore need to know the security risks associated with different loads and locations, and will be expected to know and follow organisational security procedures, taking appropriate and safe emergency or responsive action when necessary. The candidate should be able to report any theft or damage, or pass on any suggestions for improving security to the appropriate person. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with protecting vehicles from security risks..</p>					
	The candidate must be able to:-		The candidate should know: -		
P/Q	1. demonstrate the organisational security procedures to the vehicle and load in different <b>locations</b>		a) what are the security risks associated with the vehicle and load;		
P/Q	2. demonstrate the correct emergency procedures;		b) what are the security risks associated with different loads;		
P/Q	3. report any theft or damage according to organisational procedures		c) what are the security risks of different locations;		
			d) what are the organisation's procedures relating to the security of the vehicle		
			e) what are the actions that should be taken for different types of security risk.		
<p><i>recommended methods of collecting evidence</i> P = performance O = outcome Q = questioning W = witness</p>					

**Evidence requirement.**

.In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under simulated conditions.

Evidence should come from watching the candidate taking the appropriate and necessary precautions to protect vehicles and loads from security risks during his or her normal duties. These precautions should be for different types of loads, in different types of locations, with the candidate understanding the security risks associated with the loads and locations. Evidence of the candidate taking appropriate and safe emergency or responsive action should also be collected where available. It should be confirmed that the candidate knows, understands and follows organisational procedures and guidelines for security. These include reporting theft or damage, as well as passing on suggestions for improving security.

Assessment of a candidate against this element should confirm consistent performance related to security of vehicles and loads. It will not be sufficient to collect evidence on a single occasion


Unit		Skills for Logistics	Element		
Maintaining awareness of driving conditions			Assess the effects of driving conditions		
		code	DGV 8.1	issue	April 2002
Description of this element					
<p>The candidate should be able to demonstrate awareness of driving conditions by assessing the effects driving conditions may have on the behaviour of vehicles (including loss of control), and how road conditions and layout affect traffic conditions. Behaviour of vehicles relates to their handling, braking, acceleration and stability. Road conditions relate to weather, road surface and light. Road layouts include single and multiple carriageways, hills and dips, bridges, height and weight restrictions, road works, pavements, kerbs, traffic furniture, walls and hedges. Traffic conditions include stopping or queuing, overtaking, acceleration of traffic, and turning. The candidate will be expected to monitor driving conditions during driving and assess their impact on the collection or delivery of loads, with the relevant people being informed of any delays. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with assessing and responding to driving conditions.</p>					
	<p>The candidate must be able to:-</p> <p>O/P 1. obtain information on the likely <b>driving conditions</b></p> <p>P/Q 2. monitor changes in driving conditions during driving;</p> <p>3. inform relevant people of changes in the schedule resulting from driving conditions</p> <p>4. comply with all relevant <b>legal, safety and operating requirements</b> at all times</p>	<p>The candidate should know: -</p> <p>a) where to obtain information on driving conditions;</p> <p>b) what are the restrictions on driving in difficult conditions;</p> <p>c) what are the relevant legal, safety, and operating requirements;</p> <p>d) what type of delays could occur, and who needs to be informed.</p> <p>e) how driving conditions could affect the <b>behaviour of the vehicle</b> while driving at different speeds;</p> <p>f) how <b>road conditions</b> and the <b>road layout</b> could affect <b>traffic conditions</b></p> <p>g) how the driving conditions could cause the <b>loss of control</b> of the vehicle</p>			
 recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles with loads and responding to prevailing driving conditions. These responses should be after the candidate has recognised and assessed the factors that could affect driving. The assessor should confirm the candidate understands the interaction of these factors and the overall affect they could have on driving. The assessor should make sure that sufficient performance evidence has been collected across typical driving conditions, which include road conditions, traffic conditions and road layout.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can recognise and assess a variety of typical driving conditions. It will not be sufficient to get evidence on just a single occasion.



Unit		Element	
Maintaining awareness of driving conditions			
		code	DGV 8.2
		issue	April 2002
Description of this element			
<p>The candidate should be able to monitor the condition of loads during driving and assess how different driving conditions could affect the load. These affects include movement, change in weight and loss of material from the load. The candidate should be able to recognise and report any damage to or change in the condition of loads, and assess how the changes could cause loss of control of the vehicle. The candidate should know and keep to restrictions in transporting loads where appropriate. The candidate should also know and keep to the relevant legal, safety and operating requirements associated with monitoring loads being transported.</p>			
	The candidate must be able to:-		The candidate should know: -
P/W	1. obtain information on current and future <b>driving conditions</b> before and during driving;		a) where to obtain information on driving conditions;
P/Q	2. monitor the condition of the load at regular intervals;		b) what are the restrictions to transporting different loads;
O/Q	3. Identify any damage to the load		c) how changing driving conditions could affect the <b>condition of the load</b> ;
P/W	4. report any change in the condition of the load according to organisational procedures;		d) how changes in the condition of the load could cause a <b>loss of control</b> .
P/W	5. comply with all relevant <b>legal, safety, and operating requirements</b> .		e) how to monitor the condition of different loads; and
			f) what are the relevant legal, safety, and operating requirements and,
<p><i>recommended methods of collecting evidence</i> P = performance O = outcome Q = questioning W = witness</p>			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving and monitoring typical loads being transported. The candidate should identify any change in the condition of loads, particularly where there is damage to the load, or where changes in condition of the load could affect the handling of the vehicle. The assessor should make sure that sufficient performance evidence has been collected across typical driving conditions, which include road conditions, traffic conditions and road layout.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can monitor the condition of a variety of typical loads. It will not be sufficient to get evidence on just a single occasion.



Unit		Element	
Maintaining awareness of Driving Conditions			
		code	issue
		DGV 8.3	April 2002
Description of this element			
<p>The candidate should be able to demonstrate consistent contribution to the safety of own vehicle, load, and other road users, (occupants of motor vehicles, riders of motor bikes or bicycles, pedestrians and animals). The candidate should be able to recognise and respond appropriately to hazards, such as caused by road conditions, traffic conditions and road layouts, as well as anticipate the actions of other road users that could affect safety. Wherever possible, the candidate should take preventative action while driving to avoid danger to other road users. In cases of accidents or emergencies, the candidate should be able to give appropriate and safe assistance to others who need help. In breakdown situations, the candidate should be able to take action that safeguards people, the vehicle and its load. The candidate should therefore know what action can be taken in accident, emergency and breakdown situations; as well as know and keep to the relevant legal, safety and operating requirements.</p>			
	The candidate must be able to:-	The candidate should know: -	
O/P	1. respond to changes in the road conditions, traffic regulations, traffic conditions;	a) what type of road changes ,traffic regulations and traffic conditions could occur while driving;	
O/P	2. respond effectively to actions of other <b>road users</b> that could affect the safety of the vehicle, the load or other road users;	b) what signs would indicate that other road users are aware of intended changes in direction or manoeuvres;	
O/P	3. ensure other road users are aware of any intended changes in direction or manoeuvres before they are carried out;	c) what are the actions that should be taken for dealing with an emergency	
P/Q	4. take preventative action to avoid harm to any road users;	d) what are the relevant legal, safety, and operating procedure that should be adopted during a breakdown or accident.	
Q/P	5. demonstrate the correct procedure during breakdowns or accident to ensure the safety of self, vehicle, load and other road users		
	6. comply with all relevant legal, safety and operating requirements at all times		
 <i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under simulated conditions.

Evidence should come from watching the candidate drive during their normal and typical work. The assessor should be confident that the candidate’s normal driving technique and attitude does contribute to safety, as required by this standard. Where any situation cited in the standard does not occur naturally or frequently, e.g. accidents, emergencies or breakdowns, the assessors will confirm the candidate’s competence by means other than observation of performance in the workplace. It is expected that the assessor will ask the candidate about safe driving techniques and attitudes to confirm understanding of the factors that contribute to safety. These techniques and attitude will usually be in the background to other work activities and therefore be supporting the candidate’s driving competencies. So evidence for this element will most likely be collected simultaneously with collecting evidence for other elements.

Assessment of a candidate against this element should confirm consistent contribution to safety while driving. It will not be sufficient to collect evidence on a single occasion



Unit		Element	
Operating the vehicle systems			
		code	DGV 9.1
		issue	April 2002
Description of this element			
The candidate should be able to operate vehicle controls to maintain the safety and security of people and the vehicle. These controls include the normal and typical ones used to drive and control vehicles, as well as those used for driver comfort and safety. The candidate will also have to monitor vehicle instruments while driving, which include audible alerts, displays, gauges, tachograph (where fitted) and warning lights. In addition to operating controls and monitoring instruments, the candidate should also be able to identify any problems with the brakes, engine, electric systems, fuel system, ignition, lights, transmission, tyres and transmission, and take appropriate action. The candidate should also be able to deal with problems in coupling systems. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with operating vehicle controls and monitoring vehicle instruments.			
	The candidate must be able to:-	The candidate should know: -	
P/Q	1. operate the vehicle <b>controls</b> ;	a) how to operate different vehicle systems;	
P/Q	2. monitor the vehicle <b>instruments</b> at suitable times during driving;	b) what type of problems could occur with different systems; and	
P/Q	3. operate the vehicle controls to maintain the safety and security of self, the vehicle, and others;	c) what are the relevant legal, safety, and operating requirements.	
P/Q	4. identify any problems with the <b>vehicle systems</b> and take appropriate action; and		
P/W	5. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles with loads, and checking that the candidate does operate vehicle controls , and monitors the instruments. The candidate's actions should contribute to the safety and security of people and the vehicle. It should be confirmed that the candidate can identify any problems that may arise in typical vehicle systems and take appropriate action. The assessor should therefore ask the candidate about the type of problems that could arise and how they should be dealt with. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with operating vehicle controls and monitoring vehicle instruments.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can operate the controls, and monitor the instruments on the vehicles typically driven by the candidate. It will not be sufficient to get evidence on just a single occasion.


Unit		Element	
Operating the vehicle systems			
		<b>Ensure the efficient and careful use of the vehicle</b>	
		code	issue
		DGV 9.2	April 2002
Description of this element			
<p>The candidate should be able to make sure the vehicle is used efficiently and carefully by making sure it has the correct type and amount of fuel, operated in a way that conserves fuel wherever possible and minimises wear and tear on the vehicle systems. The candidate should therefore know the fuel requirements for the vehicles that he or she drives, as well as know how driving techniques can affect fuel consumption and wear and tear on vehicles' brakes, engine, transmission, tyres and coupling systems. The candidate should also be able to identify any problems affecting the efficiency of the vehicle and take appropriate action. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with efficient and careful use of goods vehicles.</p>			
	The candidate must be able to:-	The candidate should know: -	
O/P	1. ensure the vehicle has the correct type and amount of fuel;	a) what are the fuel requirements of the different vehicles being driven;	
P/Q	2. monitor the fuel levels of the vehicle regularly;	b) the impact of driving technique on vehicle wear and tear and fuel consumption;	
P/Q	3. operate the vehicle in a way that conserves fuel wherever possible;	c) how to operate fuel delivery systems; and	
P/O	4. minimise wear and tear on the <b>vehicle systems</b> ;	d) what are the relevant legal, safety, and operating requirements.	
P/Q	5. identify any problems affecting the efficiency of the vehicle and take appropriate action; and		
P/W	6. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 <i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles with loads, and checking that the candidate does drive vehicles in a way that conserves fuel and minimises vehicle wear and tear. The candidate should know the fuel requirements of the vehicles he or she drives. The assessor should make sure the candidate can identify problems that could affect vehicle efficiency and be able to take appropriate action. The assessor should also make sure the candidate knows and keeps to the relevant legal, safety and operating requirements associated with efficient and careful use of goods vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can use the vehicles typically driven by the candidate efficiently and carefully. It will not be sufficient to get evidence on just a single occasion.



Unit			Element		
Driving the vehicle on public roads			Position the vehicle on the road		
		code	DGV 10.1	issue	April 2002
Description of this element					
<p>The candidate should be able to position the vehicle on the road to maintain the safety and security of himself or herself and other road users. Positioning the vehicle on the road should be in response to assessment of any possible hazard, the prevailing driving conditions, and be suitable to the load being transported. These loads could be <i>containers, liquids, goods, materials or livestock</i>. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the position of the vehicle on the road. The candidate should indicate any intended change in direction, which could be turning, changing lanes, filtering, or negotiating roundabouts, while maintaining lane discipline wherever possible. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with positioning goods vehicles on the road.</p>					
	The candidate must be able to:-		The candidate should know: -		
P/Q	1. respond to potential <b>hazards</b> on the road or surrounding areas;		a) how changing driving conditions could affect other road users;		
P/Q	2. identify any <b>change in direction</b> required to maintain the route;		b) how the actions of other road users could cause a loss of control,		
O/P	3. position the vehicle to maintain the safety of self and other <b>road users</b> in both directions;		c) how to spot when other road users are about to change direction and speed;		
O/P	4. position the vehicle according to the prevailing <b>driving conditions</b> ;		d) when to use signals to indicate a change of position; and		
O/P	5. position the vehicle in a suitable way for the vehicle and its <b>load</b> ;		e) what are the relevant legal, safety, and operating requirements.		
P/Q	6. use and cancel signals appropriately when changing direction and check that other road users have observed them;				
O/P	7. maintain lane discipline; and				
P/W	8. comply with all relevant <b>legal, safety, and operating requirements</b> .				
<p><i>recommended methods of collecting evidence</i>    P = performance    O = outcome    Q = questioning    W = witness</p>					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that Organisation, and checking the candidate can position the vehicle to maintain the safety and security of road users. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before deciding on any change in position. The candidate should be observed giving appropriate indication of any intended change in direction, while maintaining lane discipline wherever possible. Any change in position should be made safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with changing the position of goods vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can change the position of vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.


Unit		Element	
Driving the vehicle on public roads			
		<b>Control the speed of the vehicle</b>	
		code	issue
		DGV 10.2	April 2002
Description of this element			
<p>The candidate should be able to control the speed of the vehicle on the road to maintain the safety and security of himself or herself and other road users. Changing speed of the vehicle, either acceleration or deceleration should be in response to assessment of any possible hazard, the prevailing driving conditions, keeping safe separation distances with other road users and be suitable to the load being transported. These loads could be <i>containers, liquids, goods, materials or livestock</i>. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the speed of the vehicle on the road. The candidate should apply braking systems, including retarding devices, . The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road.</p>			
	The candidate must be able to:-	The candidate should know: -	
P/Q	1. identify any <b>change in speed</b> required to meet different road conditions and/or maintain the schedule;	a) how speed should be altered to meet different types of road conditions and schedule requirements;	
O/P	2. control the speed of the vehicle to maintain the safety of self and <b>road users</b> in both directions;	b) how to use the controls of the vehicle to adjust speed;	
O/P	3. control the speed of the vehicle according to the prevailing <b>driving conditions</b> ;	c) how to assess and maintain safe separation distances;	
O/P	4. control the speed of the vehicle in a suitable way for the vehicle and its <b>load</b> ;	d) what are the factors affecting vehicle stopping distances; and	
P/O	5. apply the <b>braking systems</b> of the vehicle ; and	e) what are the relevant legal, safety, and operating requirements.	
P/W	6. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 <i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that company, and checking the candidate can control the speed of the vehicle the vehicle to maintain the safety and security of road users. This includes maintaining safe separation distances with other road users. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before changing speed. The candidate should be observed applying braking systems, which should be done safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road, including the factors affecting the stopping distances of vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can control the speed of vehicles driven by the candidate on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.


Unit		Element	
Driving the vehicle on public roads			
		<b>Overtake other vehicles</b>	
		code	issue
		DGV 10.3	April 2002
Description of this element			
<p>The candidate should be able to overtake other vehicles safely, after assessing the need to overtake, identifying suitable points at which to overtake, and signalling the intention to overtake when appropriate. The candidate should understand and take account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. Overtaking would be of moving vehicles and stationary vehicles, and should not endanger the occupants of other motor vehicles, riders of motor bikes or bicycles, pedestrians or animals. The candidate should be able to control the speed and position of the vehicle during overtaking manoeuvres. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with overtaking other vehicles.</p>			
	The candidate must be able to:-	The candidate should know: -	
P/Q	1. overtake <b>other vehicles when necessary</b> ;	a) when it is safe to overtake vehicles;	
O/Q	2. identify potential <b>hazards</b> affecting the overtaking manoeuvre;	b) what type of hazards are involved in overtaking;	
O/P	3. identify a suitable point to overtake vehicles and ensure that <b>driving conditions</b> are still suitable;	c) when signals should be used;	
O/P	4. signal the intention to overtake in sufficient time for <b>road users</b> in both directions to take appropriate action;	d) when overtaking should occur, and when it should not; and	
O/P	5. control the position and speed of the vehicle to safely overtake other vehicles; and	e) what are the relevant legal, safety, and operating requirements.	
P/W	6. comply with all relevant <b>legal, safety, and operating requirements</b> .	f) factors affecting the distance required to overtake other vehicles	
<i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can overtake other vehicles safely. The assessor should confirm that the candidate is able to assess the need to overtake, assess distances required to overtake and identify suitable points at which to overtake other vehicles. The candidate should be observed signalling the intention to overtake when appropriate. It should be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with overtaking other vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can overtake other vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.



Unit			Element		
Driving the vehicle on public roads			<b>Brake the vehicle within a limited space</b>		
		code	DGV 10.4	issue	April 2002
<b>Description of this element</b> <p>The candidate should be able to apply the vehicle's braking systems, so that the vehicle is either slowed down or brought to a stop within a limited space. The candidate should be able to decide whether to slow the vehicle, or stop it, depending on the driving conditions, the hazards that might affect safety, the distance available for braking, and the current situation. The braking systems should be applied effectively, while maintaining control of the vehicle and its load during deceleration. The candidate should therefore understand the braking characteristics of different vehicles, both laden and unladen, and the effects of brake fade. After severe braking, the candidate should be able to confirm the roadworthiness of the vehicle and understand the effect this braking could have on the vehicle. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with braking goods vehicles within limited spaces.</p>					
	The candidate must be able to:-		The candidate should know: -		
P/Q	1. brake the vehicle in a manner appropriate to the <b>driving conditions</b> and the distance available for braking the vehicle;	a) what type of hazards could occur on the road;			
P/Q	2. slow or bring the vehicle to a complete stop	b) what are the braking characteristics of different types of vehicle when laden and unladen;			
P/O	3. apply <b>braking systems</b> effectively;	c) how to use the controls of the vehicle to adjust braking in different road conditions;			
P/O	4. control the deceleration of the vehicle to maintain the safety of self and other <b>road users</b> in both directions;	d) what effect could severe braking have on the roadworthiness of a vehicle;			
P/O	5. control the deceleration of the vehicle in a suitable way for the vehicle and its load;	e) what are the effects of brake fade; and			
O/P	6. confirm the roadworthiness of the vehicle after severe braking; and	f) what are the relevant legal, safety, and operating requirements.			
P/W	7. comply with all relevant <b>legal, safety, and operating requirements</b> .				
<i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can apply braking systems safely to either slow or stop the vehicle within a limited space. The candidate should be able to decide whether to slow or stop the vehicle, and to assess distances required to brake the vehicle. It should therefore be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts, and the safety of other road users that could present a hazard to braking. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with braking laden and unladen vehicles within limited spaces.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can apply braking systems on different vehicles under different driving conditions. It will not be sufficient to get evidence on just a single occasion.


Unit			Element		
Driving the vehicle on public roads			Control the vehicle in an emergency situation		
		code	DGV 10.5	issue	April 2002
Description of this element					
<p>The candidate should be able to demonstrate competence in the control of a vehicle in an emergency situation. The candidate should therefore be able to recognise emergency situations, which include loss of control of a vehicle, mechanical failure and accidents, and know the appropriate action to deal with them so that the danger to themselves and other road users is minimised. The candidate should be able to confirm the continued roadworthiness of a vehicle after any emergency action. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.</p>					
	The candidate must be able to:-		The candidate should know: -		
O/Q	1. identify immediately any <b>emergencies</b> that require action;		a) what type of emergencies could occur;		
O/Q	2. identify the appropriate action to take;		b) what are the actions that should be taken for different types of emergency;		
O/Q	3. assess the distance available for braking the vehicle;		c) how to use the controls of a vehicle during emergencies;		
O/P	4. apply the <b>primary controls</b> of a vehicle effectively in response to an emergency;		d) what effect could different emergencies have on the roadworthiness of a vehicle; and		
P/O	5. control the behaviour of a vehicle to maintain the safety of self and other <b>road users</b> ;		e) what are the relevant legal, safety, and operating requirements.		
O/Q	6. confirm the roadworthiness of a vehicle after an emergency; and				
P/W	7. comply with all relevant <b>legal, safety, and operating requirements</b> .				
 <i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from questioning the candidate, having already observed that they are competent in driving a vehicle that is laden according to the normal working environment or normal practice in that organisation. The assessor will confirm that the candidate knows the appropriate use of vehicle controls in different emergency situations. The candidate should also know how and be able to confirm the continued roadworthiness of vehicles after any emergency action. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.

If facilities are available to the candidate to demonstrate this competence in a **simulated** situation assessors should use this method of collecting evidence.



Unit			Element		
Driving the vehicle in restricted spaces			Select a space for manoeuvring the vehicle		
		code	DGV 11.1	issue	April 2002
Description of this element					
<p>The candidate should be able to identify spaces suitable for manoeuvring vehicles forwards, backwards and through turns, so the vehicle can be loaded, unloaded, refuelled, parked or prepared for maintenance. The candidate will therefore have to compare the space required and the spaces available to decide whether the vehicle can be manoeuvred safely. The sites at which manoeuvres are carried out include industrial, commercial or retail sites, public roads, parking areas and garages. The candidate should anticipate possible problems, or dangers to the vehicle during manoeuvres, particularly when using other people to assist during manoeuvring. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with manoeuvring goods vehicles.</p>					
	The candidate must be able to:-		The candidate should know: -		
O/P	1. identify a suitable <b>space</b> for the vehicle and the manoeuvring <b>activities</b> to be undertaken;		a) what are the dimensions of the vehicle;		
O/Q	2. determine whether the vehicle can be manoeuvred safely into the available space;		b) what clearances are necessary for the vehicle and different activities;		
O/Q	3. identify alternative spaces if necessary; and		c) what type of damage could occur during manoeuvring;		
O/Q	4. comply with all relevant <b>legal, safety, and operating requirements</b> .		d) what are the problems of using other people to assist during manoeuvring; and		
			e) what are the relevant legal, safety, and operating requirements.		
<p><i>recommended methods of collecting evidence</i> P = performance O = outcome Q = questioning W = witness</p>					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles and deciding where it is safe to manoeuvre the vehicle so that it can be loaded, unloaded, refuelled, parked or made ready for maintenance. The assessor will confirm that the candidate is able to compare the space required to manoeuvre the vehicle with the spaces available and suitable for the particular activity to be undertaken. The assessor will also make sure the candidate knows and keeps to the relevant legal, safety and operating requirements associated with manoeuvring goods vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can assess different spaces required, so that loading, unloading, refuelling, parking and maintenance can be undertaken. It will not be sufficient to get evidence on just a single occasion, or for one activity.



Unit			Element		
Driving the vehicle in restricted spaces			Manoeuvre the vehicle in restricted spaces		
		code	DGV 11.2	issue	April 2002
Description of this element					
<p>The candidate should be able to manoeuvre vehicles forwards, backwards and through turns in restricted spaces, so that the vehicle can be <i>loaded, unloaded, refuelled, parked or prepared for maintenance</i>. The spaces in which manoeuvres will be made therefore include <i>industrial, commercial or retail sites, public roads, parking areas and garages</i>. Manoeuvres should be carried out at speeds appropriate for the vehicle and the load, which could be <i>containers, liquids, goods, materials or livestock</i>, and should not endanger people, the vehicle or other property. The candidate should indicate the intention to manoeuvre where required and monitor the actions of other road users while carrying out the manoeuvre. On completion of the manoeuvre, the vehicle should be in a suitable position for the required activities. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with manoeuvring vehicles in restricted spaces.</p>					
	The candidate must be able to:-	The candidate should know: -			
O/P	1. ensure the <b>space</b> is clear of obstructions;	a) what type of hazards could occur during manoeuvring;			
P/O	2. signal the intention to <b>manoeuvre</b> in sufficient time for other <b>road users</b> to take appropriate action;	b) when to use signals to indicate manoeuvring;			
P/Q	3. monitor the actions of other road users throughout the manoeuvre;	c) what are the effects of inappropriate speed during manoeuvring; and			
P/Q	4. manoeuvre the vehicle at an appropriate speed for the vehicle and its <b>load</b> ;	d) what are the relevant legal, safety, and operating requirements.			
P/O	5. manoeuvre the vehicle to maintain the safety of self and other road users;				
P/O	6. manoeuvre the vehicle to avoid damage to the vehicle and the surrounding environment;				
O/P	7. complete the manoeuvre so that the vehicle is in a suitable position for the required <b>activities</b> ; and				
P/W	8. comply with all relevant <b>legal, safety, and operating requirements</b> .				
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate moving vehicles safely forwards, backwards and through turns in restricted spaces, so that the vehicle can be loaded, unloaded, refuelled, parked or made ready for maintenance. The spaces in which the candidate is assessed should be typical of those in which the candidate normally manoeuvres vehicles, and should include industrial, commercial or retail sites, public roads, parking areas or garages. These manoeuvres should be carried out as a part of the candidate's normal work role. The assessor should watch the candidate manoeuvre vehicles at speeds that are appropriate to the load, which should be typical of those transported by the candidate. The assessor will also make sure the candidate knows and keeps to the relevant legal, safety and operating requirements associated with manoeuvring vehicles in restricted spaces.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can manoeuvre vehicles in restricted spaces for different purposes, such as for loading, unloading, refuelling, parking and maintenance. It will not be sufficient to get evidence on just a single occasion, or for one activity.



Unit			Element		
Coupling and uncoupling the vehicle			Couple the vehicle		
		code	DGV 12.1	issue	April 2002
Description of this element					
<p>The candidate should be able to make the coupling between units and their trailers, after manoeuvring the unit in order to position it for coupling. After coupling has been made, the air, electric and fluid lines should be connected. The candidate will therefore need to know about the different coupling systems and the other connections that also have to be made. After the coupling and other connections have been made, the candidate will be expected to test the coupling, make sure the unit and trailer systems work properly and that the vehicle is safe to drive. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with coupling trailers.</p>					
	The candidate must be able to:-		The candidate should know: -		
P/O	1. <b>manoeuvre</b> the unit in relation to the trailer ready for coupling;		a) how different types of coupling work;		
O/P	2. prepare the unit and trailer for coupling;		b) when different connections have to be made; and		
O/P	3. ensure the trailer's brakes are applied during coupling;		c) what are the relevant legal, safety, and operating requirements.		
O/P	4. test the coupling has been established ;				
O/P	5. make all the necessary <b>connections</b> ;				
O/P	6. ensure that unit and trailer systems are functioning ;				
O/P	7. ensure the vehicle is safe for driving; and				
O/P	8. comply with all relevant <b>legal, safety, and operating requirements</b> .				
P/W					
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate manoeuvre units in to suitable position for coupling, preparing the unit for coupling and then completing the coupling, including making the necessary connections for air, electric and fluids. After coupling has been made, the candidate should be watched testing the coupling and other connections, then confirming that the complete vehicle is safe to drive. The assessor should make sure that the candidate knows about other coupling types, as well as the legal, safety and operating requirements associated with coupling units and trailers.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can carry out complete coupling operations, using different types of units and trailers where possible. It will not be sufficient to get evidence on just a single occasion, or for one coupling.



Unit			Element		
Coupling and uncoupling the vehicle			Uncouple the vehicle		
		code	DGV 12.2	issue	April 2002
Description of this element					
<p>The candidate should be able to uncouple trailers from their units, after selecting and manoeuvring the vehicle in to a safe and suitable site. The connections for air, electric and fluids should be disconnected before driving the unit away from the trailer. The candidate will therefore need to know how to uncouple the different types of coupling arrangements, and how to disconnect the other connections. After the coupling and other connections have been released, the candidate will be expected to make sure the units systems are working properly and that it is safe to drive. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with uncoupling units and trailers.</p>					
	The candidate must be able to:-		The candidate should know: -		
O/Q	1. select a safe site for uncoupling the vehicle;	a) how different types of coupling work;			
P/O	2. <b>manoeuvre</b> the vehicle ready for uncoupling;	b) how to unhook different connections; and			
O/P	3. prepare the unit and trailer for uncoupling;	c) what are the relevant legal, safety, and operating requirements.			
O/P	4. ensure the trailer's brakes are applied during uncoupling;				
O/P	5. release the <b>connections</b> between the unit and trailer ;				
P/O	6. drive away from the trailer carefully and ensure the uncoupling has been achieved;				
O/P	7. ensure that unit and relevant trailer systems are functioning ;				
O/P	8. ensure the unit is safe for driving;				
P/W	9. comply with all relevant <b>legal, safety, and operating requirements</b> .				
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate manoeuvre vehicles in to suitable position for uncoupling, preparing the unit and trailer for uncoupling and then completing the uncoupling, including disconnecting the connections for air, electric and fluids. After uncoupling, the candidate should be watched driving away from the trailer and then testing the units systems, confirming that it is safe to drive. Where appropriate the candidate should demonstrate that systems on the uncoupled trailer are operating properly. The assessor should make sure that the candidate knows about other coupling types, as well as the legal, safety and operating requirements associated with uncoupling units and trailers.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can carry out complete uncoupling operations, using different types of units and trailers where possible. It will not be sufficient to get evidence on just a single occasion, or for one uncoupling.



Unit		Element	
Driving the vehicle safely and efficiently on public roads			
		code	issue
		DGV 13.1	April 2002
Description of this element			
<p>The candidate should be able to position the vehicle on the road to maintain the safety and security of himself or herself and other road users. Positioning the vehicle on the road should be in response to assessment of any possible hazard, the prevailing driving conditions, and be suitable to the load being transported. These loads could be <i>containers, liquids, goods, materials or livestock</i>. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the position of the vehicle on the road. The candidate should indicate any intended change in direction, which could be turning, changing lanes, filtering, or negotiating roundabouts, while maintaining lane discipline wherever possible. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with positioning goods vehicles on the road.</p>			
	The candidate must be able to:-	The candidate should know: -	
P/Q	1. respond to any potential <b>hazards</b> on the road or surrounding areas;	a) how changing driving conditions could affect other road users;	
P/Q	2. identify any <b>change in direction</b> required to maintain the route;	b) how actions of other road users could cause a loss of control;	
O/P	3. position the vehicle to maintain the safety of self and other <b>road users</b> in both directions;	c) how to spot when other road users are about to change direction and speed;	
O/P	4. position the vehicle according to the prevailing <b>driving conditions</b> ;	d) when to use signals to indicate a change of position; and	
O/P	5. position the vehicle in a suitable way for the vehicle and its <b>load</b> ;	e) what are the relevant legal, safety, and operating requirements.	
P/Q	6. use and cancel signals appropriately when changing direction and check that other road users have observed them;		
O/P	7. maintain lane discipline; and		
P/W	8. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can position the vehicle to maintain the safety and security of road users. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before deciding on any change in position. The candidate should be observed giving appropriate indication of any intended change in direction, while maintaining lane discipline wherever possible. Any change in position should be made safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with changing the position of goods vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can change the position of vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion


Unit		Element	
Driving the vehicle efficiently on public roads			
		code	issue
		DGV 13.2	April 2002
Description of this element			
<p>The candidate should be able to control the speed of the vehicle on the road to maintain the safety and security of himself or herself and other road users. The candidate will also have to be able to control the speed in such a way that fuel consumption is optimised and wear and tear on the vehicle is minimised. Changing speed of the vehicle, either acceleration or deceleration should be in response to assessment of any possible hazard, the prevailing driving conditions, keeping safe separation distances with other road users and be suitable to the load being transported. These loads could be <i>containers, liquids, goods, materials or livestock</i>. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the speed of the vehicle on the road. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road.</p>			
	The candidate must be able to:-	The candidate should know: -	
P/Q	1. assess any potential <b>hazards</b> on the road or surrounding areas;	a) how speed should be altered to meet different types of road conditions and requirements;	
P/Q	2. identify any <b>change in speed</b> required to meet different types of road conditions and requirements;	b) how to use the controls of the vehicle to adjust speed and optimise fuel consumption;	
O/P	3. control the speed of the vehicle to maintain the safety of self and <b>road users</b> in both directions;	c) how to assess and maintain safe separation distances;	
O/P	4. control the speed of the vehicle according to the prevailing <b>driving conditions</b> ;	d) what are the factors affecting vehicle stopping distances ; and	
O/P	5. control the speed of the vehicle in a suitable way for the vehicle and its <b>load</b> ;	e) what are the relevant legal, safety, and operating requirements.	
P/O	6. control the speed of the vehicle in a way that optimises fuel consumption;		
P/O	7. control the speed of the vehicle in a way that minimises wear and tear on the vehicle; and		
P/W	8. comply with all relevant <b>legal, safety, and operating requirements</b> .		
 recommended methods of collecting evidence    P = performance    O = outcome    Q = questioning    W = witness			

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can control the speed of the vehicle the vehicle to maintain the safety and security of road users. This includes maintaining safe separation distances with other road users. The candidate's driving technique of controlling the speed of the vehicle should also optimise fuel consumption and minimise wear and tear on the vehicle. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before changing speed. The candidate should be observed applying braking systems, which should be done safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road, including the stopping distances of different types of vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can control the speed of vehicles driven by the candidate on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.


Unit			Element		
Driving the vehicle safely and efficiently on public roads			Overtake other vehicles		
		code	DGV 13.3	issue	April 2002
Description of this element					
<p>The candidate should be able to overtake other vehicles safely, after assessing the need to overtake, identifying suitable points at which to overtake, and signalling the intention to overtake when appropriate. The candidate should understand and take account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. Overtaking would be of moving vehicles and stationary vehicles, and should not endanger the occupants of other motor vehicles, riders of motor bikes or bicycles, pedestrians or animals. The candidate should be able to control the speed and position of the vehicle during overtaking manoeuvres. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with overtaking other vehicles.</p>					
	The candidate must be able to:-		The candidate should know: -		
P/Q	1. overtake <b>other vehicles</b> when necessary;		a) when it is safe to overtake vehicles;		
O/Q	2. identify potential <b>hazards</b> affecting the overtaking manoeuvre;		b) what type of hazards are involved in overtaking;		
O/P	3. identify a suitable point to overtake vehicles and ensure that <b>driving conditions</b> are still suitable;		c) when signals should be used;		
O/P	4. signal the intention to overtake in sufficient time for <b>road users</b> in both directions to take appropriate action;		d) when overtaking should occur, and when it should not		
O/P	5. control the position and speed of the vehicle to safely overtake other vehicles; and		e) factors affecting the distance required to overtake other vehicles		
P/W	6. comply with all relevant <b>legal, safety, and operating requirements</b> .		f) what are the relevant legal, safety, and operating requirements.		
<p><i>recommended methods of collecting evidence</i>    P = performance    O = outcome    Q = questioning    W = witness</p>					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can overtake other vehicles safely. The assessor should confirm that the candidate is able to assess the need to overtake, assess distances required to overtake and identify suitable points at which to overtake other vehicles. The candidate should be observed signalling the intention to overtake when appropriate. It should be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with overtaking other vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can overtake other vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.



Unit			Element		
Driving the vehicle safely and efficiently on public roads			Brake the vehicle within a limited space		
		code	DGV 13.4	issue	April 2002
Description of this element					
<p>The candidate should be able to apply the vehicle's braking systems, so that the vehicle is either slowed down or brought to a stop within a limited space, and in a way that does not cause unnecessary wear and tear on the vehicle. The candidate should be able to decide whether to slow the vehicle, or stop it, depending on the driving conditions, the hazards that might affect safety, the distance available for braking, and the current situation. The braking systems should be applied effectively, while maintaining control of the vehicle and its load during deceleration. The candidate should therefore understand the braking characteristics of different vehicles, both laden and unladen, and the effects of brake fade. After severe braking, the candidate should be able to confirm the roadworthiness of the vehicle and understand the effect this braking could have on the vehicle. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with braking goods vehicles within limited spaces.</p>					
	The candidate must be able to:-		The candidate should know: -		
P/Q	1. brake the vehicle in a manner appropriate to the driving conditions and the distance available for braking the vehicle;		a) what type of hazards could occur on the road;		
P/Q	2. slow or bring the vehicle to a complete stop;		b) what are the braking characteristics of different types of vehicle when laden and unladen;		
P/O	3. apply <b>braking systems</b> effectively, in way that does not cause unnecessary wear and tear on the vehicle;		c) how to use the controls of the vehicle to adjust braking under different road conditions;		
P/O	4. control the deceleration of the vehicle to maintain the safety of self and other <b>road users</b> in both directions;		d) what effect could severe braking have on the roadworthiness of a vehicle;		
P/O	5. control the deceleration of the vehicle in a suitable way for the vehicle and its load;		e) what are the effects of brake fade; and		
O/P	6. confirm the roadworthiness of the vehicle after severe braking; and		f) what are the relevant legal, safety, and operating requirements.		
P/W	7. comply with all relevant <b>legal, safety, and operating requirements</b> .				
<p><i>recommended methods of collecting evidence</i>    P = performance    O = outcome    Q = questioning    W = witness</p>					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can apply braking systems safely to either slow or stop the vehicle within a limited space, and without causing unnecessary wear and tear to the vehicle. The candidate should be able to decide whether to slow or stop the vehicle, and to assess distances required to brake the vehicle. It should therefore be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts, and the safety of other road users that could present a hazard to braking. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with braking laden and unladen vehicles within limited spaces.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can apply braking systems on different vehicles under different driving conditions. It will not be sufficient to get evidence on just a single occasion

Unit			Element		
Driving the vehicle safely and efficiently on public roads			Control the vehicle in an emergency situation		
		code	DGV 13.5	issue	April 2002
Description of this element					
<p>The candidate should be able to demonstrate competence in the control of a vehicle in an emergency situation. The candidate should therefore be able to recognise emergency situations, which include loss of control of a vehicle, mechanical failure and accidents, and know the appropriate action to deal with them so that danger to themselves and other road users is minimised. The candidate should be able confirm the continued roadworthiness of a vehicle after any emergency action. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.</p>					
	The candidate must be able to:-		The candidate should know: -		
O/Q	1. identify immediately any <b>emergencies</b> that require action;		a) what type of emergencies could occur;		
O/Q	2. identify the appropriate action to take;		b) what are the actions that should be taken for different types of emergency;		
O/Q	3. assess the distance available for braking a vehicle;		c) how to use the controls of a vehicle during emergencies;		
O/P	4. apply the <b>primary controls</b> of a vehicle effectively to respond to an emergency;		d) what effect could different emergencies have on the roadworthiness of a vehicle; and		
P/O	5. control the behaviour of a vehicle to maintain the safety of self and other <b>road users</b> ;		e) what are the relevant legal, safety, and operating requirements.		
O/P	6. confirm the roadworthiness of a vehicle after the emergency; and				
P/W	7. comply with all relevant <b>legal, safety, and operating requirements</b> .				
 <i>recommended methods of collecting evidence</i> P = performance    O = outcome    Q = questioning    W = witness					

**Evidence requirement.**

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from questioning the candidate, having already observed that they are competent in driving a vehicle that is laden according to the normal working environment or normal practice in that organisation. The assessor will confirm that the candidate knows the appropriate use of vehicle controls in different emergency situations. The candidate should also know how and be able to confirm the continued roadworthiness of vehicles after any emergency action. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.

If facilities are available to the candidate to demonstrate this competence in a **simulated** situation assessors should use this method of collecting evidence.