

Logbook for candidates

NVQ

Edexcel Level 2 NVQ in Specialised Plant and Machinery
Operations (Lifting and Transferring)

January 2009

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Section 1: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)

Introduction

This document contains information specific to the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring). It should be read in conjunction with the *Edexcel NVQ guidance for candidates* that will be provided by your assessor.

National Occupational Standards and NVQs

The standards, assessment strategy and qualification structures for Specialised Plant and Machinery Operations (Lifting and Transferring) are owned by ConstructionSkills who review these National Occupational Standards. This NVQ has been developed from the National Occupational Standards.

The Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) gives recognition of candidates' skills, knowledge and understanding. It allows candidates to gain a qualification in the workplace that relates to their job and promotes good working practice.

You can contact ConstructionSkills at:

Bircham Newton
King's Lynn
Norfolk PE31 6RH

Telephone: 0844 844 0046
Email: caaliance@cskills.org
Website: www.cskills.org

NVQs are designed to be assessed in the workplace, or in conditions resembling the workplace. However, simulation of real working practice might be permitted. Where this is allowed it will be shown in the individual units, within the standards that are in this logbook.

Simulation must be carried out in conditions resembling the workplace. These conditions are described as being a 'realistic working environment' (RWE).

Which Edexcel NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is available?

The Edexcel NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is available at Level 2.

It is important that you select the most appropriate level related to your work role.

Who is this Edexcel NVQ for?

The Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is suitable for people who operate plant and/or machinery to lift and transfer loads within the workplace.

It includes:

- contributing to the health, safety and security of the workplace
- operating specialised plant and machinery
- securing and maintaining equipment
- selecting appropriate plant and machinery
- working as part of a team.

What progression opportunities does this Edexcel NVQ offer me?

NVQ qualifications allow candidates to progress to other NVQs and vocationally-related qualifications.

On completing the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) you could progress to the:

- Edexcel Level 3 BTEC Nationals in Logistics
- Edexcel Level 2 NVQ in Distribution, Warehousing and Storage Operations
- Edexcel Level 2 NVQ in Carry and Deliver Goods
- Edexcel Level 2 or 3 NVQ in Driving Goods Vehicles
- Edexcel Level 2 or 3 NVQ in Storage and Warehousing
- Edexcel NVQs and/or BTEC qualifications in Construction.

What is the structure of the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)?

To achieve the whole qualification at Level 2 you must prove competence in **four mandatory units**. There are no optional units within the NVQ.

Mandatory units for the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)

You must achieve **all** of the units listed below.

Unit number	Title	Element number	Title
PR 01	Contribute to an Efficient and Effective Work Environment	1	Contribute to efficiency in the workplace
		2	Develop and maintain effective working relationships
		3	Organise your own work and maintain standards
PR 02	Contribute to Health and Safety in the Workplace	1	Operate safely in the workplace
		2	Respond to emergencies
		3	Assist in the security of the workplace
PR 03	Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)	1	Prepare and set up plant and machinery
		2	Operate plant and machinery to meet work requirements
		3	Shut down and secure plant and machinery
VR 387	Operate Plant or Machinery to Lift and Transfer Loads	1	Operate plant or machinery to lift and transfer loads

Section 2: Worked examples of forms

This section should be read alongside the *Edexcel NVQ guidance for candidates*, which you should get from your assessor. This publication provides a full explanation about:

- NVQ qualifications and how they are assessed
- what evidence is and how you can collect it
- how to build your portfolio logbook
- how to use each recording form.

This is also available on the Edexcel website at:

- www.edexcel.com/quals/nvq

Collecting your evidence

This section contains completed examples of the forms you, your assessor and the internal verifier will use while you are undertaking your Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring).

The forms are:

- Form 1: Portfolio title page
- Form 2: Personal profile
- Form 3: Contents checklist
- Form 4: Index of evidence
- Form 5: Unit assessment plan
- Form 6: Unit progress and sign-off record
- Form 7: Element achievement record
- Form 8: Knowledge evidence record
- Form 9: Personal statement
- Form 10: Observation record
- Form 11: Witness testimony
- Form 12: Expert witness evidence record
- Form 13: Record of questions and candidate's answers.

You will find a detailed description on how to use these forms in the *Edexcel NVQ guidance for candidates*.

You should ask your assessor for further advice and support if you are still unsure about how to use the forms and who should complete them.

Example form 1 – Portfolio title page

NAME: Steven Walsh	
JOB TITLE: Specialist Plant Operator	
NAME OF EMPLOYER/TRAINING PROVIDER/COLLEGE: ABC Construction Ltd	
THEIR ADDRESS: Units 3-8 Anytown Industrial Park Anytown POSTCODE: AT3 1PP	
TELEPHONE NUMBER (HOME): 01234 401111	(WORK): 01234 400400
EMAIL ADDRESS: N/A	FAX NUMBER: N/A
NVQ: Specialised Plant and Machinery Operations LEVEL: 2	
UNITS SUBMITTED FOR ASSESSMENT: PR 01 Contribute to an Efficient and Effective Work Environment PR 02 Contribute to Health and Safety in the Workplace PR 03 Operate Specialised Plant and Machinery to performance Requirements (Lifting and Transferring) VR 387 Operate Plant or Machinery to Lift and Transfer Loads	
MENTOR: Mark Shaw (PLEASE PROVIDE DETAILS OF MENTOR'S EXPERIENCE): Worked within the construction industry for 25 years in a variety of roles. For the last year responsible for overseeing ABC Construction Ltd's specialist plant and machinery.	
ASSESSOR: Kevin Jones	DATE: 01/02/08

Example form 2 – Personal profile

NAME: Steven Walsh	
ADDRESS: 14 Old Street Anytown	
POSTCODE: AT1 4RR	
TELEPHONE NUMBER (HOME): 01234 401111	(WORK): 01234 400400
EMAIL ADDRESS: N/A	FAX NUMBER: N/A
JOB TITLE: Specialist Plant Operator	
RELEVANT EXPERIENCE	
DESCRIPTION OF YOUR CURRENT JOB: Specialist Plant Operator, fork lifts operating in rough terrain, within ABC Construction working on a range of projects and sites. Currently part of a team carrying out work on a local motorway.	
PREVIOUS WORK EXPERIENCE OR ATTACH COPY OF A CURRENT CV: CV attached.	
QUALIFICATIONS AND TRAINING AND/OR ATTACH COPY OF A CURRENT CV: CV attached.	

continued overleaf...

VOLUNTARY WORK/INTERESTS:

Swimming, walking, climbing.
Volunteer for local community projects.

NAME OF EMPLOYER/TRAINING PROVIDER/COLLEGE:

ABC Construction Ltd

ADDRESS:

Units 3-8
Anytown Industrial Park
Anytown

POSTCODE: AT3 1PP

TELEPHONE NUMBER (WORK): 01234 400400

FAX NUMBER: N/A

EMAIL ADDRESS: N/A

TYPE OF BUSINESS, IF EMPLOYER:

Construction and construction project management

NUMBER OF STAFF: 250

STRUCTURE OF ORGANISATION (INCLUDING CHART OR DIAGRAM IF AVAILABLE):

Organisational structure attached.

Example form 3 – Contents checklist

NVQ TITLE: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)		
CANDIDATE: Steven Walsh		
	COMPLETED?	PAGE/SECTION NUMBER
TITLE PAGE FOR THE PORTFOLIO	y	Section 1
PERSONAL PROFILE <ul style="list-style-type: none"> • your own personal details • a brief CV or career profile • description of your job • information about your employer/training provider/college 	y	Section 2
SUMMARY OF THE UNITS	y	Section 3
COMPLETED UNITS <ul style="list-style-type: none"> • signed by you, your assessor and the internal verifier (where relevant) • reference numbers included • unit assessment plans 	y	Section 4
UNIT PROGRESS RECORDS	y	Section 5
INDEX OF EVIDENCE (WITH CROSS-REFERENCING INFORMATION COMPLETED)	y	Section 6
EVIDENCE (WITH REFERENCE NUMBERS) <ul style="list-style-type: none"> • observation records • details of witnesses (witness testimony sheets) • personal statements 	y	Section 7

Example form 4 – Index of evidence

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
CANDIDATE: Steven Walsh				
EVIDENCE NUMBER	DESCRIPTION OF EVIDENCE	INCLUDED IN PORTFOLIO (YES/NO) <i>IF NO, STATE LOCATION</i>	UNITS/ELEMENTS EVIDENCE LINKS TO <i>(GIVE SPECIFIC NUMBERS, EG 5.2.1)</i>	INTERNAL VERIFIER SIGNATURE AND DATE OF SAMPLING
1	Observation record	Yes	PR 01 PCs 1 and 8	M. Day 04/05/08
2	Witness testimony	Yes	PR 01 PCs 2 and 3	
3	Personal statement	Yes	PR 01 PC 4	
4	Expert witness testimony	Yes	PR 01 PCs 5 and 7	M. Day 24/06/08
5	Question and answer	Yes	PR 01 PC 6	

Example form 5 – Unit assessment plan

NVQ TITLE: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment				
CANDIDATE: Steven Walsh			ASSESSOR: Kevin Jones	
NORMAL WORKING ACTIVITIES PERFORMED				
	TYPICAL EVIDENCE	WORK AREA	EXPECTED COMPLETION DATE	LINKS TO OTHER UNITS/ELEMENTS
ELEMENT: 1				
PCs 1 and 8	Performance evidence organising operational area and carrying out work	On site	20/05/08	PR 01 Elements 2 and 3
ELEMENT: 1				
PCs 2 and 3	Performance evidence using and storing materials, tools and equipment correctly	On site	01/06/08	PR 01 Elements 2 and 3
ELEMENT: 1				
PC 4	Personal statement on restrictions to work progress	Site office	15/06/08	PR 01 Elements 2 and 3

continued overleaf...

ACTIVITIES NEEDING TO BE PERFORMED				
ELEMENT:				
PCs 1 and 8	Organisation of work/ operational area and work carried out appropriately		20/05/08	PR 01 Elements 2 and 3
ELEMENT:				
PCs 2 and 3	All materials, tools and equipment used and stored correctly		01/06/08	PR 01 Elements 2 and 3
ELEMENT:				
PC 4	Produce statement regarding how work restrictions should be communicated		15/06/08	PR 01 Elements 2 and 3
ADDITIONAL COMMENTS Examples of available and relevant information to support performance evidence should be kept in the portfolio.				
ASSESSOR'S SIGNATURE: Kevin Jones			DATE: 02/04/08	
CANDIDATE'S SIGNATURE: Steven Walsh			DATE: 02/04/08	

Example form 6 – Unit progress and sign-off record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)						
CANDIDATE: Steven Walsh						
ASSESSOR: Kevin Jones						
To achieve the whole qualification, you must prove competence in four mandatory units .						
Unit checklist: list here the units you will be undertaking, then circle the reference number of each unit as you complete it.						
MANDATORY	PR03	VR387	PR01	PR02		
OPTION						

Circle the reference numbers as you complete each unit. You can then easily see what stage you have reached in your NVQ.

MANDATORY UNITS			
UNIT NUMBER	TITLE	ASSESSOR'S SIGNATURE	DATE
PR 01	Contribute to an Efficient and Effective Work Environment	K. Jones	01/08/08
PR 02	Contribute to Health and Safety in the Workplace		
PR 03	Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)		
VR 387	Operate Plant or Machinery to Lift and Transfer Loads		

This section of the form is for your assessor to sign each time you successfully achieve a unit.

Example form 7 – Element achievement record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
CANDIDATE: Steve Walsh				
ASSESSOR: Kevin Jones				
UNIT TITLE: PR 01 Contribute to an Efficient and Effective Work Environment				
ELEMENT 1: Contribute to Efficiency in the Workplace				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work and the operational area are organised in an orderly way to minimise hazards	31/03	20/05	
2	work materials are used and stored in accordance with the work activity and to approved procedures and practices	02/04	01/06	
3	tools and equipment are maintained ready for use and stored in designated places when not required	02/04	01/06	
4	restrictions to progress of work are communicated to the appropriate person(s) for appropriate action	15/06		
5	communications are clear and carried out in accordance with operational and organisational procedures	14/05		
6	problems and conditions outside the responsibility of the job holder are referred to an authorised person	01/06		
7	records are maintained in accordance with operational and organisational requirements	14/05		
8	work is carried out to approved procedures and practices and in compliance with statutory requirements.	31/03	20/05	

continued overleaf...

Evidence requirements:				
All the performance criteria must be met and all the items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Tools and equipment				
hand tools and equipment	31/03	20/05		
2 Approved procedures and practices				
organisational, regulatory emergency, operational.	02/04	01/06		
FEEDBACK/COMMENTS:				
Steven must ensure that any significant, relevant information relating to his work activities is retained and added to his portfolio.				
ASSESSOR'S SIGNATURE: Kevin Jones			DATE: 31/03/08	
CANDIDATE'S SIGNATURE: Steven Walsh			DATE: 31/03/08	

Example form 8 – Knowledge evidence record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)									
CANDIDATE: Steve Walsh									
ASSESSOR: Kevin Jones									
UNIT TITLE: PR 01 Contribute to an Efficient and Effective Work Environment									
<p>You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice:</p>									
Element 1: Contribute to Efficiency in the Workplace									
Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Element 1									
K1 Characteristics of work materials relevant to the work activity	1, 2	X		X					
K2 Types of tools and equipment used with the operation and work activity	1, 2	X		X					
K3 Arrangements, designated places and working procedures for storing tools and equipment	2			X					
K4 Relevant methods for the storage of the work materials	2			X					
K5 Relevant means of communication used in the work activity	4							X	
K6 Procedures for reporting problems	5						X		
K7 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)	1, 2, 3, 4	X	X	X				X	
K8 Responsibilities under the health and safety statutory requirements	1, 2, 4	X		X				X	

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Element 2									
K9 Responsibility of and to work colleagues, associates and visitors in relation to the work activity									
K10 Types and methods of communication involved with the work activity									
K11 Procedures for exchange and recording of information									
K12 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K13 Responsibilities under the health and safety statutory requirements									
Element 3									
K14 The work requirement and specifications									
K15 Terminology used with the work activity									
K16 Work methods employed in the context of the work activity involved									
K17 Categories and uses of materials in the work activity									
K18 The processes and sequence of events for the work activity									
K19 Standards relative to the work activity and the workplace environment									
K20 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K21 Responsibilities under the health and safety statutory requirements.									

FEEDBACK/COMMENTS:

Steven has a clear understanding of the procedures, practices and statutory requirements which relate to his work and operational area.

Signed personal statements, observation forms, witness testimonies and question/answer documents are available for inspection in Steven's portfolio.

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

CANDIDATE'S SIGNATURE: Steven Walsh

DATE: 01/06/08

ASSESSOR'S SIGNATURE: Kevin Jones

DATE: 01/06/08

INTERNAL VERIFIER'S SIGNATURE: M. Day

DATE: 01/06/08

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION

Example form 9 – Personal statement

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
UNIT/ELEMENT(S): PR 01 Element 1 Contribute to Efficiency in the Workplace				
CANDIDATE: Steven Walsh				
PURPOSE OF STATEMENT:				
EVIDENCE INDEX NUMBER: 3				
DATE	EVIDENCE INDEX NUMBER	DETAILS OF STATEMENT	LINKS TO OTHER EVIDENCE <i>(ENTER NUMBERS)</i>	UNITS, ELEMENTS AND PCS COVERED
01/06	3	Part of my role in the motorway project is to lift and transfer loads across patches of rough terrain. It is important that the routes are clear so that I can carry this out safely. On one or two occasions other members of the team have been delayed in finishing their parts of the operation. As a result I was unable to carry out the lift and transfer work. I recognised that this would affect the progress of the work and I informed my supervisor and the site manager immediately.	PR 01 PCs 5, 6 and 8	PR 01 PC 4
CANDIDATE'S SIGNATURE: Steven Walsh			DATE: 01/06/08	
ASSESSOR'S SIGNATURE: Kevin Jones			DATE: 01/06/08	

Example form 10 – Observation record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
UNIT/ELEMENT(S): PR 01 Element 1	
CANDIDATE: Steven Walsh	DATE OF OBSERVATION: 20/05/08
EVIDENCE INDEX NUMBER: 1	
SKILLS/ACTIVITIES OBSERVED:	PCS AND RANGE COVERED:
<p>I was present at the site and observed Steven lifting and transferring loads within the operational area. The relevant aspects of the work and operational area were organised appropriately to minimise risk.</p> <p>All work was carried out according to the appropriate procedures, practices and statutory requirements.</p>	PC 1 and PC 8
KNOWLEDGE AND UNDERSTANDING APPARENT FROM THIS OBSERVATION:	
<p>Steven demonstrated skill and competence in organising the operational area and carrying out his work. It was apparent that he was aware of the appropriate procedures, practices and statutory requirements.</p>	
OTHER UNITS/ELEMENTS TO WHICH THIS EVIDENCE MAY CONTRIBUTE:	
PR 01 PCs 2, 3 and 4 PR 01 Elements 2 and 3	
Assessor comments and feedback to candidate:	
I can confirm the candidate's performance was satisfactory.	
ASSESSOR'S SIGNATURE: Kevin Jones	DATE: 20/05/08
CANDIDATE'S SIGNATURE: Steven Walsh	DATE: 20/05/08

Example form 11 – Witness testimony

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
CANDIDATE NAME: Steven Walsh	
EVIDENCE INDEX NUMBER: 2	
WHERE APPLICABLE, EVIDENCE NUMBER TO WHICH THIS TESTIMONY RELATES:	
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment	
ELEMENT(S): Contribute to Efficiency in the Workplace	
RANGE:	
DATE OF EVIDENCE: 01/06/08	
WITNESS NAME: John Matthews	
RELATIONSHIP TO CANDIDATE: Line Manager	
DETAILS OF TESTIMONY: <p>I work alongside Steven as part of the motorway project team and Steven reports directly to me.</p> <p>Steven is very thorough when it comes to ensuring that all work materials, tools and equipment are used and stored correctly. He ensures that any work materials he is responsible for are stored according to the project requirements and to the appropriate procedures and practices.</p> <p>Also, he makes sure that tools and equipment are ready for use and stored in the proper place when not in use.</p>	
I can confirm the candidate's evidence is authentic and accurate.	
WITNESS SIGNATURE: John Matthews	
NAME: John Matthews	DATE: 01/06/08
CONTACT TELEPHONE NUMBER:	
PLEASE TICK (✓) THE APPROPRIATE BOX.	
<input type="checkbox"/>	Qualified as an assessor for workplace performance
<input checked="" type="checkbox"/>	Familiar with the NVQ standards to which the candidate is working

Example form 12 – Expert witness evidence record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
CANDIDATE NAME: Steven Walsh	
EVIDENCE INDEX NUMBER: 4	
WHERE APPLICABLE, EVIDENCE NUMBER TO WHICH THIS TESTIMONY RELATES:	
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment	
ELEMENT(S): Contribute to Efficiency in the Workplace	
DATE OF EVIDENCE: 10/05/08	
EXPERT WITNESS NAME: Karen Young	
RELATIONSHIP TO CANDIDATE: ABC Site Health and Safety Officer	
DETAILS OF TESTIMONY: <p>In my role of H&SO I spend several days a month on the site where Steven is currently working. All members of the project team have responsibility for communicating and recording any health and safety related issues.</p> <p>On a couple of occasions Steven has been unable to continue with the lift and transfer of loads as this would be in breach of health and safety. Steven has recognised this, communicated the issues clearly to the appropriate people and completed the relevant records in accordance with operational and organisational procedures.</p>	
I can confirm the candidate's evidence is authentic and accurate.	
EXPERT WITNESS SIGNATURE: Karen Young	
NAME: Karen Young	DATE: 10/05/08
CONTACT TELEPHONE NUMBER:	
PLEASE TICK (✓) THE APPROPRIATE BOX.	
<input type="checkbox"/>	Qualified as an assessor for workplace performance
<input checked="" type="checkbox"/>	Relevant professional work role that involves evaluating everyday staff practice
<input checked="" type="checkbox"/>	Current expertise
<input checked="" type="checkbox"/>	Familiar with the NVQ standards to which the candidate is working

Example form 13 – Record of questions and candidate’s answers

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
CANDIDATE NAME: Steven Walsh	
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment	ELEMENT(S): Contribute to Efficiency in the Workplace
EVIDENCE INDEX NUMBER: 5	
CIRCUMSTANCES OF ASSESSMENT: Knowledge has been inferred from performance and workplace assessment across the unit. This question and answer session was to confirm Steven’s knowledge and understanding.	
LIST OF QUESTIONS AND CANDIDATE’S RESPONSES:	
Q: What sort of problems and conditions are outside of your role?	
A:	
Q: If any of these occur what action would you take?	
A:	
ASSESSOR’S SIGNATURE: Kevin Jones	DATE: 30/05/08
CANDIDATE’S SIGNATURE: Steven Walsh	DATE: 30/05/08

Section 3: Logbook

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Mandatory units

Unit summary sheet

Unit PR 01: Contribute to an Efficient and Effective Work Environment

What is the unit about?

This unit is designed for the candidate to demonstrate competence to contribute to an efficient and effective work environment. It provides the background to operating efficiently. It provides for the exchange of information, the developing and maintaining of effective working relationships with colleagues, associates and visitors. It recognises the importance of organising one's own work to operate effectively, efficiently, to maintain standards in work and, where required, to be complementary with the work of others.

Elements

- 1 Contribute to efficiency in the workplace
- 2 Develop and maintain effective working relationships
- 3 Organise your own work and maintain standards.

Evidence requirements

Performance evidence

What you must do

Element 1

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- ensure an orderly working environment
- maintain tools and equipment ready for use
- suitably store tools, equipment and materials.

Element 2

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- develop and maintain effective working relationships with colleagues and associates
- communicate in an appropriate manner
- exchange and record information to organisational requirements.

Element 3

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- organise your own work activities to instruction and organisational requirements
- coordinate your own work with other personnel and related activities
- work safely and optimise work time
- carry out work to agreed standards and specification
- prevent accumulation of waste and debris.

What you must cover

All the performance criteria must be met and all items in the range statement covered.

Use of supplementary evidence

Supplementary evidence will be required in order to satisfy aspects of the range not demonstrated through performance alone. In this case, additional evidence of knowledge and understanding will be required.

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 01 Contribute to an Efficient and Effective Work Environment				
Element 1: Contribute to efficiency in the workplace				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work and the operational area are organised in an orderly way to minimise hazards			
2	work materials are used and stored in accordance with the work activity and to approved procedures and practices			
3	tools and equipment are maintained ready for use and stored in designated places when not required			
4	restrictions to progress of work are communicated to the appropriate person(s) for appropriate action			
5	communications are clear and carried out in accordance with operational and organisational procedures			
6	problems and conditions outside the responsibility of the job holder are referred to an authorised person			
7	records are maintained in accordance with operational and organisational requirements			
8	work is carried out to approved procedures and practices and in compliance with statutory requirements.			
Evidence requirements:				
All the performance criteria must be met and all the items in the range statement covered.				

Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Tools and equipment				
hand tools and equipment				
2 Approved procedures and practices				
organisational, regulatory emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 01 Contribute to an Efficient and Effective Work Environment				
Element 2: Develop and maintain effective working relationships				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work colleagues and associates are treated in a manner that promotes goodwill and maintains good working practices			
2	reasonable working requests are responded to positively and willingly			
3	where colleagues and associates appear to be in work-related difficulties, appropriate support is offered or sought			
4	communications are clearly conveyed in a style and language appropriate to the situation and comply with approved procedures and practices			
5	exchange and recording of information is carried out in accordance with organisational procedures			
6	responses to personnel are courteous and in a manner appropriate to the situation			
7	problems and conditions outside the responsibility of the job holder are referred to an authorised person.			
Evidence requirements:				
All the performance criteria must be met and all items in the range statement covered.				

Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Colleagues and associates				
working personnel on a day-to-day basis and occasional				
2 Communication				
oral, visual				
3 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 01 Contribute to an Efficient and Effective Work Environment				
Element 3: Organise your own work and maintain standards				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work is organised to comply with instructions and the agreed schedules			
2	work methods are employed in accordance with approved procedures and practices and optimise the use of time			
3	your own work is coordinated with other relevant personnel and related activities as required			
4	any suggestions for improvements to work methods are referred to an authorised person for confirmation and agreement on the action to be taken			
5	work is done to the agreed standards and is in accordance with the specification and the organisational policy			
6	deviations in standard or specification are agreed with an authorised person			
7	work that may be detrimental to safety or the environment is referred to the appropriate person(s) in accordance with organisational and operational procedures			
8	waste and debris are removed and disposed of in accordance with approved procedures and practices			
9	work is carried out to approved procedures and practices and in compliance with statutory requirements.			

Evidence requirements:				
All the performance criteria must be met and all items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Standards				
organisational, work specified, quality and quantity				
2 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Knowledge evidence record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)										
Candidate:					Assessor:					
<p>Unit title: PR 01 Contribute to an Efficient and Effective Work Environment</p> <p>You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice:</p>										
Knowledge and understanding for this unit:				Type of evidence						
				EI	O	P	WT	S	APEL	Q&A Date
Element 1										
K1	Characteristics of work materials relevant to the work activity									
K2	Types of tools and equipment used with the operation and work activity									
K3	Arrangements, designated places and working procedures for storing tools and equipment									
K4	Relevant methods for the storage of the work materials									
K5	Relevant means of communication used in the work activity									
K6	Procedures for reporting problems									
K7	Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K8	Responsibilities under the health and safety statutory requirements									

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Element 2									
K9 Responsibility of and to work colleagues, associates and visitors in relation to the work activity									
K10 Types and methods of communication involved with the work activity									
K11 Procedures for exchange and recording of information									
K12 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K13 Responsibilities under the health and safety statutory requirements									
Element 3									
K14 The work requirement and specifications									
K15 Terminology used with the work activity									
K16 Work methods employed in the context of the work activity involved									
K17 Categories and uses of materials in the work activity									
K18 The processes and sequence of events for the work activity									
K19 Standards relative to the work activity and the workplace environment									
K20 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K21 Responsibilities under the health and safety statutory requirements.									

Feedback/comments:

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

Candidate's signature:

Date:

Assessor's signature:

Date:

Internal verifier's signature:

Date:

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION

Unit summary sheet

Unit PR 02: **Contribute to Health and Safety in the Workplace**

What is the unit about?

This unit is designed for the candidate to demonstrate competence to contribute to health and safety in the workplace. It asks the work operator to be on the lookout for hazards and, when identified, to deal with them appropriately, ensuring they are reported for others to become aware of. The work operator must be aware of their responsibilities in respect of health and safety at work legislation, and the practices and procedures that help to maintain health and safety for themselves and others. The work operator is expected to have a basic understanding of emergency services and procedures, and to be able to respond appropriately. Similarly, there is a requirement to assist with security procedures with regard to trespassing and breaches of security involving damage or theft of plant, equipment, materials and property.

Elements

- 1 Operate safely in the workplace
- 2 Respond to emergencies
- 3 Assist in the security of the workplace.

Evidence requirements

Performance evidence

What you must do

Element 1

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- identify and report hazards to the working environment
- select and use protective clothing and equipment appropriate to the work
- work safely to recognised practices and with an awareness for others
- use all tools and equipment correctly and safely
- use appropriate manual handling and lifting techniques.

Element 2

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- respond to emergencies which would include procedures for dealing with emergency situations as listed in the range statements. (Because of the probable lack of actual occurrence, simulation or 'what if' scenarios may be required.)

Element 3

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- maintain security relevant to the workplace needs and own level of responsibility.

What you must cover

All the performance criteria must be met and all the items in the range statement covered.

Use of supplementary evidence

Supplementary evidence will be required in order to satisfy aspects of the range not demonstrated through performance alone. In this case, additional evidence of knowledge and understanding will be required.

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 02 Contribute to Health and Safety in the Workplace				
Element 1: Operate safely in the workplace				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work activities are carried out safely to avoid creating hazardous situations that may endanger operators of the work and other personnel			
2	hazards and potential hazards identified in the workplace are dealt with appropriately within the responsibility and capability of the work operator and reported promptly to the appropriate person(s)			
3	communications are clear and information or instruction is confirmed as understood			
4	all tools and equipment are used safely in accordance with organisational procedures, manufacturers' instructions and relevant statutory regulations			
5	work materials and components are handled and stored in accordance with approved procedures and practices			
6	manual handling is carried out safely using appropriate handling techniques			
7	accident(s) and incident(s) are reported promptly to an authorised person in accordance with approved procedures and practices			
8	appropriate personal protective equipment is used in compliance with safe working practices			
9	work is carried out to approved procedures and practices and in compliance with statutory requirements.			

Evidence requirements:				
All the performance criteria must be met and all the items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Types of hazard				
restrictions to access and egress, misuse of tools and equipment, faulty equipment, hazardous substances, interference with and from adjacent activities, obstructions and exposed apparatus, structures and services				
2 Tools and equipment				
hand tools and equipment				
3 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 02 Contribute to Health and Safety in the Workplace				
Element 2: Respond to emergencies				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	in the event of an emergency, procedures are implemented promptly and correctly in accordance with recognised safe practice and organisational policy			
2	accident(s) and incident(s) are responded to within the responsibility and capability of the work operator and promptly reported to an authorised person			
3	use of emergency appliances is carried out in accordance with approved procedures and practices			
4	details of accident(s) and incident(s) are recorded in accordance with approved procedures and practices			
5	problems and conditions outside the responsibility of the job holder are referred to an authorised person.			

Evidence requirements:				
All the performance criteria must be met and all items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Emergencies				
emergency situations which an operative might be faced with in the context of their working environment and should be prepared for include: fire, toxic fumes, accident(s) (others which may need identification relevant to the working environment – electrocution, major incidents, dangerous occurrences, explosion, flooding, etc can be addressed through the assessment)				
2 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 02 Contribute to Health and Safety in the Workplace				
Element 3: Assist in the security of the workplace				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	unauthorised personnel seen in the workplace are dealt with in accordance with organisational procedures and the appropriate person(s) advised			
2	arrangements for security are observed and maintained in accordance with approved procedures and practices			
3	potential risks to security are reported promptly to the appropriate person(s) and remedial action taken as necessary in accordance with organisational procedures			
4	breaches of security are reported immediately to an authorised person			
5	problems and conditions outside the responsibility of the job holder are referred to an authorised person.			

Evidence requirements:				
All the performance criteria must be met and all items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Security of				
personnel, property and the surrounding environment, the operational area, plant and equipment				
2 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Knowledge evidence record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)										
Candidate:					Assessor:					
<p>Unit title: PR 02 Contribute to Health and Safety in the Workplace</p> <p>You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice:</p>										
Knowledge and understanding for this unit:		Type of evidence								
		EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Element 1										
K1	Hazards in the context of the working environment									
K2	Procedures for reporting and dealing with hazards									
K3	Types of tools and equipment to be used relevant to the work activity									
K4	Types of materials and substances associated with the work									
K5	Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K6	Responsibilities under the health and safety statutory requirements									

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Element 2									
K7 Fire and emergency precautions and procedures									
K8 Classification of fires and the appropriate extinguishers for dealing with them									
K9 Procedures for accident(s) and incident(s)									
K10 Common forms of personnel accidents or health emergencies and the actions to be taken									
K11 Work operator's scope and limitations for dealing with emergencies									
K12 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K13 Responsibilities under the health and safety statutory requirements									
Element 3									
K14 The organisation's security procedures									
K15 Action to take in cases of breaches of security including acts of vandalism and theft									
K16 Potential security risks									
K17 Methods of dealing with unauthorised persons									
K18 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K19 Responsibilities under the health and safety statutory requirements.									

Feedback/comments:

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

Candidate's signature:

Date:

Assessor's signature:

Date:

Internal verifier's signature:

Date:

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION

Unit PR 03: Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)

What is the unit about?

This unit is designed to assess the candidate's competence in operating specialised plant and machinery to performance requirements, to interpret instruction and information to carry out operations. It confirms the competence to prepare the plant and machinery to meet the work activity planned and that the equipment is safe, set up and fully operational to carry out the work. It provides for operating the plant and machinery in the work activity and places emphasis on the consequences of the activity and the need to ensure safety and security in the work environment. It also includes the need to be aware of others, whether work personnel or members of the public, who may have contact with the activity. Similarly this competence should also be in evidence in respect of property. Concluding the work activity, ensuring plant and machinery is secure and maintained in an operable condition completes the competence of the unit. Throughout the range of activities envisaged there is the need to communicate with others and this too is recognised in the competence of operating the specialised plant and machinery to performance requirements.

Elements

- 1 Prepare and set up plant and machinery
- 2 Operate plant and machinery to meet work requirements
- 3 Shut down and secure plant and machinery.

Plant rationalisation

This standard will apply to operator and driver occupations across several specialised plant and machinery categories, and each category may well have a comprehensive number of differing types and sizes of specialised plant and machinery.

The main categories of plant and machinery associated with 'lifting and transferring' are:

Cranes, eg gantry, mobile, overhead, pedestal, quay, tower; lift trucks, eg industrial, rough terrain, variable reach; other dedicated lifting plant and machinery, eg straddle carriers.

The types and sizes of specialised plant and machinery will need to be identified on the qualification certificate.

Evidence requirements

Performance evidence

What you must do

Element 1

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- confirm work requirement and the area for work
- identify hazards and conditions that affect the work activity
- identify equipment to be used in the work activity
- set up and adjust the equipment for the work activity
- carry out pre-start checks on the equipment, energy and ancillary supplies
- start, run and confirm operational performance of equipment and control systems
- carry out work safely
- maintain records as required.

Element 2

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- identify areas of work
- operate, control and maintain performance and safety of equipment
- contribute to a safe working environment
- use clear communications
- maintain records as required.

Element 3

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- conclude the work activity to instruction and approved procedure
- shut down equipment safely and correctly
- ensure a correct and secure position for equipment
- carry out post-stop maintenance requirements
- maintain records as required.

What you must cover

All the performance criteria must be met and all items in the range statement covered.

Use of supplementary evidence

Supplementary evidence will be required in order to satisfy aspects of the range not demonstrated through performance alone. In this case, additional evidence of knowledge and understanding will be required.

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 03 Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)				
Element 1: Prepare and set up plant and machinery				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work requirements are confirmed with the appropriate person(s) as to the extent, method and detail of the work activity to be undertaken			
2	hazards and conditions that affect the work activity are identified and actions agreed with the appropriate person(s)			
3	the equipment to be used is confirmed as available and applicable to the work activity			
4	pre-start checks are carried out on the equipment			
5	the equipment is prepared			
6	operational performance of the equipment and its associated systems is confirmed as correct			
7	defects and damage of the equipment are recorded and appropriate action taken for any correction			
8	records are maintained in accordance with organisational procedures and requirements			
9	problems and conditions outside the responsibility of the job holder are referred to an authorised person			
10	work is carried out to approved procedures and practices and in compliance with statutory requirements.			

Evidence requirements:				
All the performance criteria must be met and all the items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Hazards and conditions				
adverse circumstances affecting plant and machinery stability, load stability, load security, load handling, restricted access, services apparatus, fixed and temporary furnishings and structures, neighbouring work and traffic activities, encroaching personnel				
2 Equipment				
selected specialised plant and machinery category and the key aspects associated with its operations stability arrangements when operational and at rest for jacks and brakes, power and transmission to include travel, traversing, lifting, system controls to include manoeuvring, lifting and safety, lifting gear and attachments				
3 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 03 Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)				
Element 2: Operate plant and machinery to meet work requirements				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	area of work is identified and confirmed in accordance with instructions and to the specified work requirements			
2	any changes in hazards and conditions that impinge on the work and safety are communicated to the appropriate person(s)			
3	operations are carried out safely in accordance with instructions and operational procedures to meet the specified work requirement			
4	equipment is monitored to maintain safety of performance throughout the work activity			
5	methods of communication are used in accordance with the designated procedure			
6	any accident(s) and incident(s) during operations are dealt with promptly and appropriately in accordance with approved procedures and practices			
7	records are maintained in accordance with organisational procedures and requirements			
8	problems and conditions outside the responsibility of the job holder are referred to an authorised person			
9	work is carried out to approved procedures and practices and in compliance with statutory requirements.			

Evidence requirements:				
All the performance criteria must be met and all items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Hazards and conditions				
adverse circumstances affecting plant and machinery stability, load stability, load security, load handling, restricted access, services apparatus, fixed and temporary furnishings and structures, neighbouring work and traffic activities, encroaching personnel				
2 Equipment				
selected specialised plant and machinery category and the key aspects associated with its operations stability arrangements when operational and at rest for jacks and brakes; power and transmission to include travel, traversing, lifting; system controls to include manoeuvring, lifting and safety, lifting gear and attachments				
3 Methods of communication				
visual, oral				
4 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: PR 03 Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)				
Element 3: Shut down and secure plant and machinery				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work activity is concluded to instruction and in accordance with the specified requirements			
2	hazards and conditions that affect the shutdown or the equipment's security are identified and allowed for during and on completion of the shutdown			
3	equipment is shut down and left secure in accordance with approved procedures and practices			
4	any defects of and damage to equipment are recorded and appropriate action taken for its correction			
5	equipment is maintained and ready for use in accordance with post-stop maintenance requirements			
6	records are maintained in accordance with organisational procedures and requirements			
7	problems and conditions outside the responsibility of the job holder are referred to an authorised person			
8	work is carried out to approved procedures and practices and in compliance with statutory requirements.			
Evidence requirements:				
All the performance criteria must be met and all items in the range statement covered.				

Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Hazards and conditions				
adverse circumstances affecting plant and machinery stability, load stability, load security, load handling, restricted access, services apparatus, fixed and temporary furnishings and structures, neighbouring work and traffic activities, encroaching personnel				
2 Equipment				
selected specialised plant and machinery category and the key aspects associated with its operations stability arrangements when operational and at rest for jacks and brakes; power and transmission to include travel, traversing, lifting; system controls to include manoeuvring, lifting and safety, lifting gear and attachments				
3 Post-stop maintenance				
routine checks, visual wear and tear inspection, damage assessment, energy supplies, safety checks				
4 Approved procedures and practices				
organisational, regulatory, emergency, operational.				

Feedback/comments:

Assessor's signature:

Date:

Candidate's signature:

Date:

Knowledge evidence record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)											
Candidate:					Assessor:						
<p>Unit title: PR 03 Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)</p> <p>You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice:</p>											
Knowledge and understanding for this unit:				Type of evidence							
				EI	O	P	WT	S	APEL	Q&A Date	EW E
Element 1											
K1	Hazards and conditions that affect the work activity										
K2	Types of equipment in relation to the work activity										
K3	Setting up equipment for the work activity										
K4	Methods of adjustment for varying equipment performance										
K5	Pre-start routine checks										
K6	Format and procedures for recording and communicating information										
K7	Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)										
K8	Responsibilities under the health and safety statutory requirements										

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EW E	PD
Element 2									
K9 Characteristics and capabilities of the equipment being used									
K10 Hazards and conditions that affect the work activity									
K11 Methods of communication used									
K12 Requirements for recording and communicating information									
K13 Accident and incident procedures									
K14 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K15 Responsibilities under the health and safety statutory requirements									
Element 3									
K16 Procedures for concluding work activity									
K17 Hazards and conditions that affect the shutdown or equipment security									
K18 Parking and securing requirements for the equipment									
K19 Post-stop maintenance requirements for the equipment									
K20 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K21 Responsibilities under the health and safety statutory requirements.									

Feedback/comments:

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

Candidate's signature:

Date:

Assessor's signature:

Date:

Internal verifier's signature:

Date:

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION

Unit summary sheet

Unit VR 387: Operate Plant or Machinery to Lift and Transfer Loads

What is the unit about?

This unit is about:

- interpreting information
- adopting safe and healthy working practices
- selecting and/or using materials, components and equipment
- setting up, operating and shutting down plant or machinery for lifting and transferring loads.

Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
Candidate:				
Assessor:				
Unit title: VR 387 Operate Plant or Machinery to Lift and Transfer Loads				
Element: Operate plant or machinery to lift and transfer loads				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	interpret the given operating information relating to the use of plant or machinery and confirm its relevance			
2	organise with others the sequence in which the work is to be carried out			
3	comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices			
4	request resources to sustain plant or machinery operations to complete the programme of work			
5	select plant or machinery resources for the methods of work and operations to be carried out			
6	comply with organisational procedures to minimise the risk of damage to the work and surrounding areas			
7	comply with given contract information to carry out the work efficiently to the required specification			
8	complete the work within the allocated time, in accordance with the programme of work.			

Scope of performance:	<i>(Use the boxes to record range with reference to element requirements)</i>			
<ul style="list-style-type: none"> • interpretations of drawings, specifications, schedules, method statements, manufacturers' information, related to the plant or machinery operations and the work to be carried out 				
<ul style="list-style-type: none"> • organisation of own work • communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out 				
<ul style="list-style-type: none"> • avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements • safe use and storage of plant, machinery and tools 				
<ul style="list-style-type: none"> • follow organisational procedures for the requisition of consumables, materials and other resources 				
<ul style="list-style-type: none"> • selection of resources associated with own work: <ul style="list-style-type: none"> – tools and ancillary equipment and/or accessories 				
<ul style="list-style-type: none"> • protection of the work and its surrounding area from damage • disposal of waste in accordance with legislation • minimise damage and maintain a clean work space 				

Scope of performance:	<i>(Use the boxes to record range with reference to element requirements)</i>			
<ul style="list-style-type: none"> • work skills to: <ul style="list-style-type: none"> - check, adjust, communicate, operate, manoeuvre, position, lift, transfer and set down • use and maintain: <ul style="list-style-type: none"> - hand tools - ancillary equipment and/or resources • operate plant or machinery to lift and transfer loads to given working instructions relating to one of the following categories of plant or machinery: <ul style="list-style-type: none"> - lift trucks - cranes - knuckle boom cranes - excavator cranes - crawler tractor/side booms - skip handlers - hoists - container handlers - self-propelled motorised trailer • shut down and secure plant or machinery 				
<ul style="list-style-type: none"> • completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client. 				

Feedback/comments:

Assessor's signature:

Date:

Candidate's signature:

Date:

Knowledge evidence record

NVQ title and level: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)											
Candidate:					Assessor:						
<p>Unit title: VR 387 Operate Plant or Machinery to Lift and Transfer Loads</p> <p>You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice:</p>											
Knowledge and understanding for this unit:				Type of evidence							
				EI	O	P	WT	S	APEL	Q&A Date	EWE
Interpretation of information											
K1	The organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented										
K2	The types of information , their source and how they are interpreted										
K3	The organisational procedures to solve problems with the information and why it is important they are followed										
Organise with others											
K4	Communication of ideas between team members										
K5	Organisation of resources in conjunction with the progress of the work										
K6	Skills required to carry out the work										

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Safe work practices									
K7 The level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied									
K8 How emergencies should be responded to and who should respond									
K9 The organisational security procedures for <i>plant and/or machinery</i> , tools, equipment and personal belongings									
K10 What the accident reporting procedures are and who is responsible for making the report									
K11 Why and when personal protective equipment (PPE) should be used									
Request resources									
K12 The organisational procedures for requisitioning consumables and other resources									
Selection of resources									
K13 The characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified									
K14 How the resources should be used and how any problems associated with the resources are reported									
K15 The organisational procedures to select resources , why they have been developed and how they are used									
K16 The hazards associated with the resources and methods of work and how they are overcome									

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Minimise the risk of damage									
K17 How to protect work from damage and the purpose of protection									
K18 Why disposal of waste should be carried out safely and how it is achieved									
Meet the contract specification									
K19 How methods of work , to meet the specification, are carried out and problems reported									
K20 How maintenance of plant and/or machinery , tools and equipment is carried out									
Allocated time									
K21 What the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.									
Scope of knowledge and understanding									
Communication									
• Discussions, sketches and briefings									
Disposal of waste									
• Environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance									
Emergencies									
• Operative's response to situations in accordance with organisational authorisation and personal skills when involved with: <ul style="list-style-type: none"> - fires, spillages, injuries - relating to the occupational activity 									

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Hazards									
<ul style="list-style-type: none"> Those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance 									
Information									
<ul style="list-style-type: none"> Drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant or machinery to lift and transfer loads 									
Legislation, Approved Codes of Practice and official guidance									
<ul style="list-style-type: none"> This relates to the operative's understanding of their responsibilities regarding current legislation whilst working: <ul style="list-style-type: none"> in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting 									
Maintenance									
<ul style="list-style-type: none"> Operative care of plant or machinery, hand tools, ancillary equipment and/or accessories 									

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Methods of work									
<ul style="list-style-type: none"> • Application of knowledge for safe work practices, procedures, skills and transference of competence, relating to the area of work to: <ul style="list-style-type: none"> - identify the characteristics of the plant or machinery appropriate for the lifting operation - carry out performance checks for lifting and transferring loads - carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area - identify characteristics, type, weight, position of loads for lifting and transferring - secure and balance loads for lifting - lift, remove and transfer loads - position, place and set down loads - confirms loads stability and security and release - shut down and secure plant or machinery - use hand tools, ancillary equipment and accessories • Teamwork and communication • Needs of other occupations associated with operating plant or machinery for lifting and transferring loads 									
Personal protective equipment (PPE)									
<ul style="list-style-type: none"> • Occupational use, types, purpose of each type and work situations 									

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Problems									
<ul style="list-style-type: none"> Those arising from information, resources and methods of work: <ul style="list-style-type: none"> own authority to rectify organisational reporting procedures 									
Programme									
<ul style="list-style-type: none"> Types of progress charts, timetables and estimated times Organisational procedures for reporting circumstances which will affect the work programme 									
Protect work									
<ul style="list-style-type: none"> Against damage from general workplace activities, other occupations and adverse weather conditions 									
Resources									
<ul style="list-style-type: none"> Material, components and equipment for plant or machinery to lift and transfer loads relating to types, quantity, quality and sizes of standard and/or specialist: <ul style="list-style-type: none"> consumables, lubricants and fuels attachments and lifting aids hand tools, ancillary equipment and/or accessories Methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant or machinery for lifting and transferring loads 									

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Security procedures									
<ul style="list-style-type: none"> Site, workplace, company and operative 									
Skills									
<ul style="list-style-type: none"> Own occupation and occupations related to the work. 									

Feedback/comments:

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

Candidate's signature:

Date:

Assessor's signature:

Date:

Internal verifier's signature:

Date:

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION

Glossary of terms

This section provides explanations and definitions of the key words used in this NVQ. In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.

Assessment	the process of generating and collecting evidence of a candidate's performance and judging that evidence against defined criteria.
Assessor	the person in a centre designated to be responsible for collecting evidence of candidate's competence, judging it and recording achievement.
Authentication	the process by which an advisor or assessor confirms that assessment activity has been undertaken by a particular candidate and that all regulations governing the assessment have been observed.
Candidate	the person enrolling for an Edexcel NVQ.
Centre	the college, training organisation, school or workplace where Edexcel qualifications are delivered and assessed.
Evidence	materials the candidate has to provide as proof of her/his competence against specified achievement criteria.
External verifier	the person appointed by Edexcel who is responsible for the quality assurance of a centre's provision. An external verifier is often appointed on a subject area basis or for groups of similar units.
Instrument of	assessment a means of generating evidence of the candidate's performance.
Internal verifier	the person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently.
Mentor	a person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor, and authenticating the work candidates have undertaken. A mentor might also provide witness testimony.
Observation	a means of assessment in which the candidate is observed carrying out tasks that reflect the performance criteria.
Performance criteria	statements which describe the standard to which candidates must perform the activities.
Portfolio	a compilation of evidence which can form the basis for assessment. The portfolio is commonly used in NVQ awards and in alternative routes to assessment such as APL and credit transfer.
Product evaluation	a means of assessment which enables the quality of a product produced by the candidate, rather than the process of producing it, to be evaluated.

January 2009

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