

# CITY & GUILDS LEVEL 2 AWARD IN THE SAFE TREATMENT OF SEEDS WITH PESTICIDES (PA11) 601/5150/X



## QUALIFICATION GUIDANCE

### Independently Assessed

### Essential Qualification Information

#### Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

<b>Qualification Group No</b>	0   2   1   6	Pesticides
<b>Qualification Programme No</b>	0   2   1   6   -   5   9	L2 Award in the Safe Treatment of Seeds with Pesticides (PA11)
<b>Unit(s)</b>	2   0   1	Treating Seeds with Pesticides (PA11) (D/505/7762)
<b>Guided Learning Hours-(GLH)</b>	2   0   1	GLH 28 (Credit Value 3)
<b>Total Qualification Time (TQT)</b>		30 Hours
<b>Recommended Assessment Duration</b>		1.5 – 3 hours per Candidate
<b>Pre-Requisite Units</b>	1   0   1	Principles of Safe Handling and Application of Pesticides (PA1)

Version and date	Change detail	Section
1.2 November 2017	Added TQT details Deleted QCF / Learning Time	<b>Qualification at a glance, Structure</b>  <b>Throughout</b>

# City & Guilds Level 2 Award in the Safe Treatment of Seeds with Pesticides (PA11) Qualification Guidance

## Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
  - Scheme regulations
  - Qualification guidance
  - Training material
  - Trainers support material
- Approve Centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Manage verification
- Issue Certificates to successful Candidates

## The Qualification

The qualification will be awarded to Candidates who achieve the required level of competence in the units to which their Certificate relates.

## Training

The Code of Practice for Using Plant Protection Products states "By Law everyone who uses pesticides professionally must have received adequate training in using pesticides safely". Candidates are strongly advised to ensure that they will be able to meet the standards required in the assessment.

## Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

## Access to Assessment

**Assessment Centres will be responsible for arranging the assessment on behalf of the Candidate.**

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment consists of **one** compulsory unit:

Unit 201 (PA11)	(Mandatory)	(Credit Value 3)
Outcome 1.	Know the legislative and safety regulations relating to application equipment	<b>(Criteria 1.1 – 1.2)</b>
Outcome 2.	Be able to assess the environmental factors relating to application	<b>(Criteria 2.1 – 2.2)</b>
Outcome 3.	Be able to read and interpret product information	<b>(Criteria 3.1 – 3.2)</b>
Outcome 4.	Be able to prepare the treatment equipment	<b>(Criteria 4.1 – 4.6)</b>
Outcome 5.	Be able to use the equipment	<b>(Criteria 5.1 – 5.3)</b>
Outcome 6.	Know how to carry out post-operational procedures	<b>(Criteria 6.1 – 6.3)</b>

Candidates must successfully achieve **all** assessment activities in the above unit.

**There are no endorsements for this Award.**

## Quality Assurance

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has specified. The overall aim of Verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by a Verifier at a time when assessments are being undertaken.

Documents completed by the Assessor may be inspected by a Centre appointed Internal Verifier and a City & Guilds approved Verifier at any time.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be retained by the Assessor for 12 months and is to be made available for inspection by a Centre appointed Internal Verifier, a City & Guilds approved Verifier or when a centre visit takes place by a Quality Systems Consultant (QSC).

## Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M =** Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick  is to be put in the box provided in the bottom right-hand column of each section.
- NM =** Not Met Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or having insufficient underpinning knowledge. If the Criterion is NOT MET, a cross  is to be put in the box provided in the bottom right-hand column of each section.

## Appeals and Equal Opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and a Principal Verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, Building 500, Abbey Park, Stareton, Warwickshire, CV8 2LY. Telephone 024 7685 7300

Access to the qualification is open to all, irrespective of gender, race, creed or special needs. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

### Validation of Equipment

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

Any machinery/equipment complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Summary of responsibilities in the assessment process		
Centre responsibilities	Candidate responsibilities	Assessor responsibilities
A suitable site is made available for the assessment to take place		Ensuring that the site provided is suitable for the assessment to take place
Machinery, equipment and materials are available to enable assessment of all the activities to take place	To be familiar with the machinery/equipment being used for the assessment	Ensuring that the machinery, equipment and materials provided satisfy the assessment requirements
	To bring appropriate Personal Protective Equipment (PPE) to the assessment	Ensuring that candidate's PPE complies with the requirements of the assessment
	To bring relevant training materials (including calibration sheet if applicable)	
	To bring a product label appropriate for the assessment	To ensure that the product label is appropriate for the assessment (or provide a suitable alternative)

### Safe Practice

**The Assessor and Candidate must wear Personal Protective Equipment (PPE) when appropriate.**

The Assessor must ensure that a Site Specific Risk Assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons and the environment are not endangered. Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

**A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.** The Assessor may stop the assessment on the grounds of safety at any time at their discretion.

Before any assessments take place, Assessor & Candidate should to be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

## Information

During the assessment the candidate may refer to operator manuals, training materials or safety publications, but they **may not** refer to the Qualification Guidance Document.

Questions should be related to the background or employment aspirations of the candidate.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

### Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required.

### Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC. ([www.nptc.org.uk](http://www.nptc.org.uk))

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about the candidates capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved Assessment Centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The Qualification Guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

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City & Guilds is a registered charity established to promote education and training

## Unit 201 – Treating Seeds with Pesticides (PA11)

<b>Candidate A</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate B</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate C</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate D</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
<b>Unit 201</b> <b>1.1</b>	Describe the legal requirements relating to treating seeds with pesticide	Candidate to <b>describe two</b> operator's obligations in terms of legal requirements	<p>May include:</p> <ul style="list-style-type: none"> <li>all required guards are in place and equipment complies with legal requirements</li> <li>comply with all relevant road traffic regulations when operating or transporting on the public highway</li> <li>comply with The Plant Protection Products (Sustainable Use) Regulations 2012</li> <li>the operator must hold the appropriate certification for the equipment they are using</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unit 201</b> <b>1.2</b>	Describe how to treat seeds with pesticides safely following industry best practice	<p>Candidate to <b>describe one</b> operator safety regulation in terms of using seed treatment equipment</p> <p>Candidate to <b>state two</b> factors that need to be considered when selecting a site for mobile plant</p>	<p>May include:</p> <ul style="list-style-type: none"> <li>comply with Pesticide Codes of Practice</li> <li>adopt industry best practice including the European Seed Treatment Assurance scheme (ESTA)</li> <li>be aware of any safety implications imposed by COSHH/Risk Assessment and comply with the requirements</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>level site</li> <li>ground conditions</li> <li>access for support vehicles/equipment</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unit 201</b> <b>2.1</b>	Identify risks to the environment	Candidate to <b>identify all relevant</b> risks to the environment for the application site	<p>May include:</p> <ul style="list-style-type: none"> <li>water courses</li> <li>drains</li> <li>boreholes</li> <li>wildlife/livestock/domestic animals</li> <li>hedgerows</li> <li>housing</li> <li>public access/co-workers</li> <li>wind speed &amp; direction</li> <li>other risks specific to the site</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unit 201</b> <b>2.2</b>	Explain how to minimise risks to the environment	Candidate to <b>explain</b> how to minimise the risks identified in 2.1	<p>Explanation to include the following points:</p> <ul style="list-style-type: none"> <li>use of an appropriate pesticide</li> <li>check and maintain application rate</li> <li>avoid 'exhaust' drift</li> <li>erect warning signs</li> <li>notify appropriate neighbours/co-workers</li> <li>check wind speed &amp; direction</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 201 3.1 Unit 201 3.2	Read product information  Interpret product information	The candidate is required to <b>read</b> and <b>interpret</b> the information on a product label and provide relevant information as requested by the Assessor  <b>Note to the Assessor:</b> A product label is required. It is expected that the candidate will provide the product label  The label provided must be for a currently approved product and appropriate to the candidates normal work situation  <b>Note to the Candidate (Assessor also to note):</b> It is acceptable for key information on the label to be highlighted for use during the assessment	The following to be tested: <ul style="list-style-type: none"> <li>product name</li> <li>active ingredient(s)</li> </ul> Important information: <ul style="list-style-type: none"> <li>field of use</li> <li>crop/variety</li> <li>maximum individual dose</li> <li>specific product precautions/warnings</li> <li>operator protection</li> <li>environmental protection</li> <li>restrictions on use</li> </ul> Crop specific information: <ul style="list-style-type: none"> <li>crop</li> <li>dose rate</li> <li>water addition (if applicable)</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.1	Identify the treatment equipment components & controls	Candidate to <b>identify all</b> components & controls relating to the treatment equipment being used for the assessment	May include: <ul style="list-style-type: none"> <li>pesticide containers</li> <li>pumps</li> <li>filters</li> <li>hoses</li> <li>connections</li> <li>metering devices</li> <li>batch/flow controls</li> <li>mixer/incorporation system</li> <li>engineering controls to minimise contamination</li> <li>control panel (including isolation controls)</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.2	Carry out pre-use checks to the equipment	Candidate to <b>carry out</b> all pre-use checks relevant to the treatment equipment being used	May include: <ul style="list-style-type: none"> <li>guards in place and in good condition</li> <li>visual inspection of pipe work</li> <li>checking of electrical safety devices (micro-switches)</li> <li>free rotation of mixing bowls/application discs</li> <li>free adjustment of metering devices</li> <li>exhaust system functioning correctly</li> <li>testing function of all control panel switches/warning lights</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.3	Adjust settings on the equipment	The candidate is required to <b>adjust</b> settings on the equipment	May include: <ul style="list-style-type: none"> <li>adjusting metering devices</li> <li>setting of timers</li> <li>settings of pressure/vacuum</li> <li>setting equipment into test mode</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.4	Calibrate the equipment and record relevant data	Candidate is required to <b>calibrate</b> the treatment equipment  Candidate to <b>state three</b> items of calibration data that should be recorded	May include: <ul style="list-style-type: none"> <li>setting dose rate</li> <li>setting batch or flow rate</li> <li>running equipment in test mode (Engineer's settings do not need proving)</li> <li>proving of correct dose</li> </ul> May include: <ul style="list-style-type: none"> <li>pesticide product being used</li> <li>crop/variety being treated</li> <li>batch timings</li> <li>metering device setting(s)</li> <li>flow rate</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 201 4.5	Calculate the quantities of pesticide and water required	Candidate to <b>calculate</b> the amount of pesticide and water (if applicable) required for a stated quantity of seed  (if applicable) added	May include: <ul style="list-style-type: none"> <li>amount of pesticide required for stated quantity of seed</li> <li>amount of water required for stated quantity of seed</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 4.6	Measure or weigh the required quantities and add to the treatment equipment	Candidate to <b>measure</b> or <b>weigh</b> quantities required for the quantity stated in 4.5 (normally only appropriate for small trials equipment)	To include: <ul style="list-style-type: none"> <li>correct selection and use of PPE/RPE (as required by the product label and/or COSHH/Risk Assessment)</li> <li>observance of pesticide manufacturers instructions for mixing sequence</li> <li>suitable site selected</li> <li>clean water supply</li> <li>accurate measurement of water</li> <li>accurate measurement of pesticide</li> <li>use of filling device (if fitted)</li> <li>avoidance of spillage</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.1	Demonstrate safe & accurate treatment procedures	Candidate to <b>operate</b> and <b>monitor</b> the treatment equipment	May include: <ul style="list-style-type: none"> <li>operate controls to apply the product accurately</li> <li>correct use of PPE/RPE</li> <li>safe handling of treated seed</li> <li>avoidance of spillage</li> <li>maintain application rate appropriate to seed variety</li> <li>correct labelling</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.2	Carry out all activities protecting human health & the environment	<b>Note to the Assessor:</b> Assessor to be <b>satisfied</b> that the candidate has carried out <b>all activities</b> protecting human health and the environment	To include: <ul style="list-style-type: none"> <li>prevention of personal injury and contamination through correct selection and use of access equipment, PPE/RPE (as required by the product information and/or COSHH/Risk Assessment)</li> <li>prevention of public/co-worker contamination</li> <li>safe filling procedure</li> <li>avoidance of over dosing/under dosing seed</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.3	Complete a treatment record	Candidate is required to <b>complete</b> a treatment record  <b>Note to the Assessor:</b> The treatment record must be approved by the Assessor (or supplied by the Assessor if necessary)	Completion of the treatment record must be: <ul style="list-style-type: none"> <li>accurate</li> <li>legible (if handwritten)</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 6.1	Explain how to manage surplus pesticide and dispose of waste material	Candidate to <b>explain one</b> method of dealing with surplus concentrate pesticide  Candidate to <b>explain two</b> methods of dealing with waste containers or packaging  Candidate to <b>explain one</b> method of dealing with surplus dilute pesticide	May include: <ul style="list-style-type: none"> <li>return to temporary mobile store</li> <li>return to fixed store</li> </ul> Containers: <ul style="list-style-type: none"> <li>triple rinsed (if applicable)</li> <li>placed in secure storage until disposal</li> <li>returned to supplier</li> <li>collected by a licensed waste disposal contractor</li> </ul> Packaging: <ul style="list-style-type: none"> <li>thoroughly emptied</li> <li>placed in secure storage until disposal</li> <li>collected by a licensed waste disposal contractor</li> </ul> May include: <ul style="list-style-type: none"> <li>use on another approved seed</li> <li>treated by specialist treatment facility on site (e.g. a lined bio bed)</li> <li>collected by a licensed waste disposal contractor</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 201 6.2	Explain how to clean and decontaminate the treatment equipment	Candidate to <b>explain</b> what factors need to be considered when cleaning the treatment equipment	May include: <ul style="list-style-type: none"> <li>when cleaning should take place</li> <li>selection and use of correct PPE</li> <li>method(s) of de-contamination</li> <li>contaminated cleanings suitably packaged &amp; labelled</li> <li>thorough flushing of pipe work</li> <li>frequency of cleaning</li> <li>dealing with spillages</li> <li>safe procedures followed</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 6.3	Describe the storage requirements for the seed treatment equipment	Candidate to <b>describe two</b> factors to consider when 'storing' the equipment	May include: <ul style="list-style-type: none"> <li>ensuring equipment is made mechanically safe</li> <li>ensuring equipment is electrically isolated</li> <li>frost protection measures implemented</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Summary of Assessment** (*The Assessor is to complete the following as appropriate*)

<b>Candidate A</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate B</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate C</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate D</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

**For use by Internal Verifier ONLY** if the assessment process was internally verified  
*(Internal Verifier to complete ONE of the boxes below)*

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Signed:</b>	
<b>Date:</b>	