



Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (0014-32)

July 2020 Version 1.1

Qualification Handbook

Qualification at a glance

Industry area	Agriculture Horticulture Forestry and Arboriculture
City & Guilds number	0014-32
Age group	16-19, 19+
Entry requirements	Centres must ensure that any pre-requisites stated in the <i>What is this qualification about?</i> section are met.
Assessment	<p>To gain this qualification, candidates must successfully achieve the following assessments:</p> <p>Practical assessment with oral questioning by a City & Guilds NPTC approved assessor. The assessor can be the same individual who carried out the training or could be a different person. The assessor must be approved and registered with City & Guilds NPTC.</p> <p>The assessment must be a stand-alone process that is separate to the training, and cannot be spread out across the length of the training course i.e. the assessment is conducted at the end of the training course or on a separate day.</p>
Grading	Pass only
Approvals	Full centre approval Qualification approval
Support materials	If applicable
Registration and certification	Registration and certification of this qualification is through the Online Registration System via Walled Garden and is subject to end dates.

Title and level	Size (GLH)	TQT	City & Guilds qualification number	Ofqual accreditation number
Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs)	14	17	0014-32	603/5338/7

Version and date	Change detail	Section
February 2020 1.0	First version	
July 2020 1.1	Addition of certification modules	1. Introduction

Contents

1	Introduction	5
	Purpose statement	5
	Qualification structure	7
2	Centre requirements	8
	Approval	8
	Physical resources	8
	Internal Quality Assurance	10
	Age restrictions	10
	Employer involvement	10
3	Administration	11
	External quality assurance	11
	Malpractice	12
	Access arrangements and special consideration	12
4	Units	14
Unit 203	Prepare and operate a sit-astride all-terrain vehicle (ATV)	15
Unit 204	Prepare and operate a side-by-side all-terrain vehicle (ATV)	22
Unit 205	Operate an All-Terrain Vehicle with a Trailer or Trailed Attachment	29
Appendix 1	Sources of general information	31

1 Introduction

Purpose statement

The following purpose is for the **Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (603/5338/7)**

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who operate an all-terrain vehicle (ATV) as part of their work in agriculture, forestry, grounds or estate maintenance, and outdoor events, as well as those who may use an ATV for recreational use. It will provide the individual with the knowledge, understanding and skills required to prepare and operate an all-terrain vehicle safely and to industry standards in line with current legislation.
What does this qualification cover?	Individuals can choose the type of all-terrain vehicle for assessment: sit astride or side-by-side all-terrain vehicle. The assessment covers the preparation and operation of the vehicle, pre-use maintenance and safety checks, recognition of controls and instruments, and manoeuvring the vehicle on rough terrain/slopes. There is an optional unit that covers the use of an all-terrain vehicle with a trailer or trailed attachment.
WHAT COULD THIS QUALIFICATION LEAD TO?	
Will the qualification lead to employment, and if so, in which job role and at what level?	This qualification will support progression into employment where safe operation of an all-terrain vehicle (ATV) is part of the role. Safe operational skills are key to efficient use, good working practice and preventing accidents, leading to business benefits in terms of less machinery damage and down time. However, achievement of this qualification does not replace any legal requirement to obtain a driving licence for operation on the highway.
Why choose this qualification over similar qualifications?	This is a specialist qualification demonstrating the individual is able to safely operate an all-terrain vehicle to a recognised level of competency.
Will the qualification lead to further learning?	Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment or develop skills in safely operating other land-based machinery.
WHO SUPPORTS THIS QUALIFICATION?	

Employer/Higher Education Institutions	The National Farmers Union
FURTHER INFORMATION	Please refer to the Qualification Handbook, available on the City & Guilds NPTC website, for more information on the structure of this qualification, the content of the units, and assessment.

Qualification structure

For the **Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (Sit-astride)** learners must be trained and assessed in the mandatory unit listed below. In addition, there is an elective unit that candidates can be trained and assessed.

Unit number	Unit title	GLH
Mandatory unit		
203	Prepare and operate a sit astride all-terrain vehicle (ATV)	10
Elective unit		
205	Operate an All-Terrain Vehicle with a Trailer or Trailed Attachment	4

For the **Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (Side-by-side)** learners must be trained and assessed in the mandatory unit listed below. In addition, there is an elective unit that candidates can be trained and assessed.

Unit number	Unit title	GLH
Mandatory unit		
204	Prepare and operate a side-by-side all-terrain vehicle (ATV)	10
Elective unit		
205	Operate an All-Terrain Vehicle with a Trailer or Trailed Attachment	4

Qualification Endorsement Certification Module numbers

Certification module number	Certification module title
922	Level 2 Certificate of Competence in All Terrain Vehicles (ATVs) (Sit-astride)
923	Level 2 Certificate of Competence in All Terrain Vehicles (ATVs) (Side-by-side)

2 Centre requirements

Approval

New centres will need to gain centre approval. Existing City & Guilds centres who do not currently offer this qualification must go through the Qualification Approval (QAP) process. For centres currently offering 0014-10 Level 2 Award in Sit Astride All-Terrain Vehicle Handling or 0014-11/12 Level 2 Award in Sit-in All-Terrain Vehicle Handling there is a Fast Track method of approval. Please email qasupport@cityandguilds.com for further information on the approval process

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessments.

Assessment Guidance for the Assessor

Staff assessing these qualifications must be approved Certificate of Competence City & Guilds NPTC Assessors. They do not have to be independent, but can be, and can have been involved with the training of the Candidate. This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body.

Certificate of Competence City & Guilds NPTC Assessors must meet the following requirements:

- show competence and provide evidence of industry expertise in the qualification/s they wish to assess
- hold the qualification as a candidate and have been technically evaluated as an Assessor
- be up to date with their verification and relevant first aid
- demonstrate continuing technically relevant CPD

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

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 laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness and approved Assessors will be subject to a regular visit by the Verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved Quality Consultant.

Safe Practice

Appropriate PPE must be worn at all times

All equipment must be operated in such a way that the Candidate, Assessor, other persons, animals or other equipment are not endangered.

If these conditions are not observed this will result in the Candidate not meeting the required standard.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available for the Candidate to use during the assessment if required.

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 appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for all assessment activities to be carried out.

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, or other equipment are not endangered.

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her 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.

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.

Internal Quality Assurance

Internal quality assurance is key to ensuring accuracy and consistency of tutors and markers. Internal Quality Assurers (IQAs) monitor the work of all tutors involved with a qualification to ensure they are applying standards consistently throughout assessment activities. IQAs must have, and maintain, an appropriate level of technical competence and be qualified to make both marking and quality assurance decisions through a teaching qualification or recent, relevant experience.

Age restrictions

This qualification is approved for learners aged 16 – 19, 19+.

Employer involvement

Employer involvement is essential to maximise the value of each learner's experience. Centres are required to involve employers in the delivery of the Certificate of Technical Competence and/or their assessment, for every learner. This must be in place or planned before delivery programmes begin and available to the EQA for inspection and monitoring.

3 Administration

Approved centres must have effective quality assurance systems to ensure valid and reliable delivery and assessment of qualifications. Quality assurance includes initial centre registration by City & Guilds and the centre's own internal procedures for monitoring quality assurance procedures.

Consistent quality assurance requires City & Guilds and its associated centres to work together closely; our Quality Assurance Model encompasses both internal quality assurance (activities and processes undertaken within centres) and external quality assurance (activities and processes undertaken by City & Guilds).

For this qualification, standards and rigorous quality assurance are maintained by the use of:

- internal quality assurance

In order to carry out the quality assurance role, Internal Quality Assurers (IQAs) must have and maintain an appropriate level of technical competence and have recent relevant assessment experience. For more information on the requirements, refer to *Section 2: Centre requirements* in this handbook.

To meet the quality assurance criteria for this qualification, the centre must ensure that the following procedures are followed:

- suitable training of staff involved in the assessment of the qualification to ensure they understand the process of marking and standardisation
- completion by the person responsible for internal standardisation of the Centre Declaration Sheet to confirm that internal standardisation has taken place
- the completion by candidates and supervisors/tutors of the record form for each candidate's work.

External quality assurance

City & Guilds will undertake external moderation activities to ensure that the quality assurance criteria for this qualification are being met. Centres must ensure that they co-operate with City & Guilds staff and representatives when undertaking these activities.

City & Guilds requires the Head of Centre to

- facilitate any inspection of the centre which is undertaken on behalf of City & Guilds
- make secure arrangements to receive, check and keep assessment material secure at all times, maintain the security of City & Guilds confidential material from receipt to the time when it is no longer confidential and keep completed assignment work and examination scripts secure from the time they are collected from the candidates to their dispatch to City & Guilds.

Malpractice

Please refer to the City & Guilds guidance notes *Managing cases of suspected malpractice in examinations and assessments*. This document sets out the procedures to be followed in identifying and reporting malpractice by candidates and/or centre staff and the actions which City & Guilds may subsequently take. The document includes examples of candidate and centre malpractice and explains the responsibilities of centre staff to report actual or suspected malpractice. Centres can access this document on the City & Guilds website.

Examples of candidate malpractice are detailed below (please note that this is not an exhaustive list):

- falsification of assessment evidence or results documentation
- plagiarism of any nature
- collusion with others
- copying from another candidate (including the use of ICT to aid copying), or allowing work to be copied
- deliberate destruction of another's work
- false declaration of authenticity in relation to assessments
- impersonation.

These actions constitute malpractice, for which a penalty (eg disqualification from the assessment) will be applied.

Where suspected malpractice is identified by a centre after the candidate has signed the declaration of authentication, the Head of Centre must submit full details of the case to City & Guilds at the earliest opportunity. Please refer to the form in the document *Managing cases of suspected malpractice in examinations and assessments*. Alternatively please complete the form, JCQ/M1. Copies of this form can be found on the JCQ website: <http://www.jcq.org.uk>

Access arrangements and special consideration

We have taken note of the provisions of equalities legislation in developing and administering this specification.

We can make arrangements so that candidates with disabilities, special educational needs and temporary injuries can access the assessment. These arrangements must be made before assessment takes place.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the *JCQ access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds* for more information. Both are available on the City & Guilds website:

<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>

Special consideration

We can give special consideration to candidates who have had a temporary illness, injury or indisposition at the time of the examination. Where we do this, it is given after the examination.

Applications for either access arrangements or special consideration should be submitted to City & Guilds by the Examinations Officer at the centre. For more information please consult the current version of the JCQ document, *A guide to the special consideration process*.

Language of examinations

City & Guilds has a responsibility to ensure that candidates can be assessed in the following languages only:

- English
- English in Northern Ireland
- English in Wales.

4 Units

Unit 203

Prepare and operate a sit-astride all-terrain vehicle (ATV)

Level:	2
GLH	10

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate a sit-astride all-terrain vehicle (ATV) safely and to industry standards.

Learning outcomes

In this unit, learners will be able to

1. Know the hazards, risk assessment requirements and legislation for the use of sit-astride ATVs
2. Carry out pre-start checks to a sit-astride ATV
3. Operate a sit-astride ATV

Scope of content

This section gives details of the scope of content to be covered in the teaching of the unit to ensure that all the learning outcomes can be achieved.

Learning outcome:

1. Know the hazards, risk assessment requirements and legislation for the use of sit-astride ATVs

Topics:

- 1.1 Site specific hazard and risk assessment
- 1.2 The relevant health and safety legislation
- 1.3 Personal Protective Equipment (PPE)

Topic 1.1

The hazards, associated risks and control measures relating to the site, task and machine:

- Slopes
- Ground conditions
- Contact with moving parts
- Manual handling
- Overhead obstructions
- Surface obstructions
- People and/or animals
- Ditches/waterways
- Hot components
- Fuel and oil
- Bio hazards
- Dust/fungal spores

Site walk:

- Evaluate risks
- Implement appropriate control measures
- Confirm that the condition of the site is acceptable
- Confirm who they would report to if the site condition is unsuitable

Topic 1.2

The relevant health and safety legislation in relation to sit-astride all-terrain vehicle (ATV) operations:

- Health and Safety at Work Etc. Act (HASAWA):
 - Duties imposed on the employer/employee/others
- Provision and Use of Work Equipment Regulations (PUWER):
 - Machine must be suitable for the task
 - Machine must be properly maintained according to manufacturer's recommendations
- Management of Health and Safety at Work Regulations (MHSWR):

- Risk assessments must be completed and communicated to all relevant persons
- Manual Handling Operations Regulations (MHOR):
 - Avoid manual handling where possible, use safe lifting techniques
- Control of Substances Hazardous to Health (COSHH):
 - Fuel handling and protection from contaminants
- Personal Protective Equipment Regulations (PPE):
 - PPE must be provided, maintained and worn
- The Control of Noise at Work Regulations:
 - Hearing protection must be used over 85 decibels (dB)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):
 - Certain categories of injuries must be reported
- Wildlife and Countryside Act (WCA):
 - Operations must be carried out avoiding disturbance to wildlife
- Health & Safety (First Aid) Regulations:
 - Need for an accident book and knowledge of where it is kept

Sources of advice/guidance in relation to the safe use of sit-astride ATV:

- HSE guidance (AIS33)
- Operators manual

Topic 1.3

Select and use the appropriate personal protective equipment (PPE):

- Head protection with chin strap
- Eye protection
- Protective footwear
- Gloves
- Non-snap outer clothing that covers arms and legs

Learning outcome:

2. Carry out pre-start checks to a sit-astride ATV

Topics:

- 2.1 The function of all controls
- 2.2 Daily pre-use checks to the sit-astride ATV

Topic 2.1

Identify and explain the function of all controls on a sit-astride ATV.

Topic 2.2

Daily pre-use checks to the sit-astride ATV as specified in the manual.

Interpret information and warning symbols:

- Interpretation of information and warning symbols
- Interpretation of decals

Guarding requirements:

- Wheels
- Cooling fan
- Drive shafts
- Exhaust system

Check that brakes operate and the sit-astride ATV is safe to use:

- Brake operation in accordance with the operator's manual
- Braking efficiency commented upon
- Check parking brake is operating effectively

Precautions that could be taken when parking a sit-astride ATV on a slope:

- Apply the parking brake
- Park across slopes ensuring wheels are turned up hill
- Use wheel chocks

Learning outcome:

3. Operate a sit-astride ATV

Topics:

- 3.1 Legal and safety requirements
- 3.2 Factors to be considered when operating a sit-astride ATV on various terrain
- 3.3 The potential hazards that could arise when operating a sit-astride ATV
- 3.4 How to operate a laden sit-astride ATV on various terrain
- 3.5 Ride the sit-astride ATV around a specified course
- 3.6 Post use tasks

Topic 3.1

Legal and safety requirements for operating a sit-astride ATV on a public highway:

- Comply with the road vehicle lighting requirements
- Be registered and taxed
- Be approved for use on the road
- Appropriate insurance
- Be ridden by somebody holding a suitable driving licence
- Observe legal/manufacturers speed limit

Legal safety requirements that affect operator safety when using a sit-astride ATV at work:

- Manufacturers minimum age recommendations may apply
- Sit-astride ATV's are not normally designed to carry passengers
- SAFE STOP procedures followed

Topic 3.2

The correct body positions when operating a sit-astride ATV on various terrain:

- Weight on uphill side of ATV riding across slopes
- Weight kept forwards on ATV riding up a slope

- Weight kept to rear of ATV riding down a slope
- Leaning to aid cornering if ATV not fitted with differential

Hazards to consider when riding on unknown terrain:

- Holes
- Tree stumps
- Slopes
- Other unseen obstacles

Consequences when riding at high speed:

- Increases stopping distance
- Makes the ATV more unstable
- Could lead to ATV overturning

Factors that may contribute to a 'runaway' situation when descending slopes:

- Unsuitable combination of gear and braking
- Insufficient revs to engage 'positive' drive

Topic 3.3

Potential risk of riding at speed:

- Loss of control
- Braking distance is increased

Control measures that can be taken when riding at speed:

- Avoid excessive speed
- Be aware of increased stopping distances and the need to brake earlier
- Using engine braking to slow the machine

Potential risks when turning:

- Overturning
- Instability

Control measures that can be taken when turning:

- Avoid sharp turns
- Turns need to be taken slowly
- Appropriate body position

Potential risks when riding up or down a slope:

- Sit-astride ATV could stall or run away
- Loss of traction

Control measures that can be taken when riding up or down a slope:

- Appropriate low gear should be selected before encountering slopes
- Maintain positive drive when descending slopes
- Appropriate body position

Potential risks when riding over rough ground:

- Load shifting
- Operator injury

Control measures that can be taken when riding over rough ground:

- Maintain low speed to reduce 'bouncing'
- Try to avoid pot holes and bumps
- Load should be secured to prevent movement

Possible risks when riding across a slope:

- Load shifting
- Overturning

Control measures that can be taken when riding across a slope:

- Maintain slow speed when driving across slopes
- Maintain a low centre of gravity
- Appropriate body position

Factors that should be taken into consideration when turning on slopes:

- Severity of the slope
- Stability of the sit-astride ATV
- Direction of turn
- Type of attachment (i.e. mounted, trailed, full or empty)
- Ground conditions
- Appropriate body position

Topic 3.4

Factors to be considered when operating a laden sit-astride ATV on various terrain:

- Racks/carriers are correctly loaded
- Loads should be secured
- Load will raise centre of gravity, which may lead to greater instability on slopes
- Live loads

Topic 3.5

Riding a sit-astride ATV around a course, which should include rough terrain, slopes (of sufficient gradient to demonstrate correct riding positions), tight turns and restricted areas (figure of 8 and slalom course, reversing into a confined space):

- Mount machine in safe manner
- Correct and safe starting procedure
- Apply brake before engaging gear
- All round observation before moving off
- Assess terrain and remain aware of surroundings at all times
- Select appropriate gear/range for conditions
- Ride at a safe, suitable speed
- Safely manoeuvre around specified course

- Correct active riding positions
- Positive drive maintained
- SAFE STOP procedures followed

Topic 3.6

Reasons for regularly cleaning the sit-astride ATV:

- Prevent corrosion
- Facilitate maintenance and adjustments
- Prevent personal contamination
- Prevent hazardous operating conditions
- Prevent soiling of roads

Factors to consider when cleaning the sit-astride ATV:

- Identify PPE to be used
- Identify a suitable site

Methods of cleaning the sit-astride ATV:

- Compressed/blown air
- Water
- Brush

Reasons for inspecting the sit-astride ATV for damage after use:

- Inspect to establish any wear, damaged and/or missing components through use
- Ensures any defects are rectified before it is next used
- Could prevent another operator from using it if in a potentially dangerous condition

Unit 204

Prepare and operate a side-by-side all-terrain vehicle (ATV)

Level:	2
GLH	10

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate a side-by-side all-terrain vehicle (ATV) safely and to industry standards.

Learning outcomes

In this unit, learners will be able to

1. Know the hazards, risk assessment requirements and legislation for the use of side-by-side ATVs
2. Carry out pre-start checks on a side-by-side ATV
3. Operate a side-by-side ATV

Scope of content

This section gives details of the scope of content to be covered in the teaching of the unit to ensure that all the learning outcomes can be achieved.

Learning outcome:

1. Know the hazards, risk assessment requirements and legislation for the use of side-by-side ATVs

Topics:

- 1.1 Site specific hazard and risk assessment
- 1.2 The relevant health and safety legislation
- 1.3 Personal Protective Equipment (PPE)

Topic 1.1

The hazards, associated risks and control measures relating to the site, task and machine:

- Slopes
- Ground conditions
- Contact with moving parts
- Manual handling
- Overhead obstructions
- Surface obstructions
- People and/or animals
- Ditches/waterways
- Hot components
- Fuel and oil
- Bio hazards
- Dust/fungal spores

Site walk:

- Evaluate risks
- Implement appropriate control measures
- Confirm that the condition of the site is acceptable
- Confirm who they would report to if the site condition is unsuitable

Topic 1.2

The relevant health and safety legislation in relation to side-by-side all-terrain vehicle (ATV) operations:

- Health and Safety at Work Etc. Act (HASAWA):
 - Duties imposed on the employer/employee/others
- Provision and Use of Work Equipment Regulations (PUWER):
 - Machine must be suitable for the task
 - Machine must be properly maintained according to manufacturer's recommendations
- Management of Health and Safety at Work Regulations (MHSWR):

- Risk assessments must be completed and communicated to all relevant persons
- Manual Handling Operations Regulations (MHOR):
 - Avoid manual handling where possible, use safe lifting techniques
- Control of Substances Hazardous to Health (COSHH):
 - fuel handling and protection from contaminants
- Personal Protective Equipment Regulations (PPE):
 - PPE must be provided, maintained and worn
- The Control of Noise at Work Regulations:
 - Hearing protection must be used over 85 decibels (dB)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):
 - Certain categories of injuries must be reported
- Wildlife and Countryside Act (WCA):
 - Operations must be carried out avoiding disturbance to wildlife
- Health & Safety (First Aid) Regulations:
 - Need for an accident book and knowledge of where it is kept

Sources of advice/guidance in relation to the safe use of side-by-side ATV:

- HSE guidance (AIS33)
- Operators manual

Topic 1.3

Select and use the appropriate personal protective equipment (PPE):

- Head protection with chin strap
- Eye protection
- Protective footwear
- Gloves
- Non-snap outer clothing that covers arms and legs

Learning outcome:

2. Carry out pre-start checks to the side-by-side ATV

Topics:

- 2.1 The function of all controls
- 2.2 Daily pre-use checks to the side-by-side ATV

Topic 2.1

Identify and explain the function of all controls on a side-by-side ATV.

Topic 2.2

Daily pre-use checks to the side-by-side ATV as specified in the manual.

Adjustments to ensure comfort and safety:

- Mirrors adjusted for clear view
- Steering wheel adjusted to suit operator

- Seat adjusted to suit operator
- Condition and function of seat-belt

Interpret information and warning symbols:

- Interpretation of information and warning symbols
- Interpretation of decals

Guarding requirements:

- Wheels
- Cooling fan
- Drive shafts
- Exhaust system

Check that brakes operate and the side-by-side ATV is safe to use:

- Brake operation in accordance with the operator's manual
- Braking efficiency commented upon
- Check parking brake is operating effectively

Precautions that could be taken when parking a side-by-side ATV on a slope:

- Apply the parking brake
- Park across slopes ensuring wheels are turned up hill
- Use wheel chocks

Learning outcome:

3. Operate a side-by-side ATV

Topics:

- 3.1 Legal and safety requirements
- 3.2 Factors to be considered when operating a side-by-side ATV on various terrain
- 3.3 The potential hazards that could arise when operating a side-by-side ATV
- 3.4 How to operate a laden side-by-side ATV on various terrain
- 3.5 Ride the side-by-side ATV around a specified course
- 3.6 Post-use tasks

Topic 3.1

Legal and safety requirements for operating a side-by-side ATV on a public highway:

- Comply with the road vehicle lighting requirements
- Be registered and taxed
- Be approved for use on the road
- Appropriate insurance
- Be driven by somebody holding a suitable driving licence
- Observe legal/manufacturers speed limit

Legal safety requirements that affect operator safety when using a side-by-side ATV at work:

- Manufacturers minimum age recommendations may apply

- SAFE STOP procedures followed

Topic 3.2

Hazards to consider when riding on unknown terrain:

- Holes
- Tree stumps
- Slopes
- Other unseen obstacles

Consequences when riding at high speed:

- Increases stopping distance
- Makes the ATV more unstable
- Could lead to ATV overturning

Factors that may contribute to a 'runaway' situation when descending slopes:

- Unsuitable combination of gear and braking
- Insufficient revs to engage 'positive' drive

Topic 3.3

Potential risk of riding at speed:

- Loss of control
- Braking distance is increased

Control measures that can be taken when riding at speed:

- Avoid excessive speed
- Be aware of increased stopping distances and the need to brake earlier
- Using engine braking to slow the machine

Potential risks when turning:

- Overturning
- Instability

Control measures that can be taken when turning:

- Avoid sharp turns
- Turns need to be taken slowly
- Appropriate body position

Potential risks when riding up or down a slope:

- Side-by-side ATV could stall or run away
- Loss of traction

Control measures that can be taken when riding up or down a slope:

- Appropriate low gear should be selected before encountering slopes
- Maintain positive drive when descending slopes

Potential risks when riding over rough ground:

- Load shifting
- Operator injury

Control measures that can be taken when riding over rough ground:

- Maintain low speed to reduce 'bouncing'
- Try to avoid pot holes and bumps
- Load should be secured to prevent movement

Possible risks when riding across a slope:

- Load shifting
- Overturning

Control measures that can be taken when riding across a slope:

- Maintain slow speed when driving across slopes
- Maintain a low centre of gravity

Factors that should be taken into consideration when turning on slopes:

- Severity of the slope
- Stability of the side-by-side ATV
- Direction of turn
- Type of attachment (i.e. mounted, trailed, full or empty)
- Ground conditions

Topic 3.4

Factors to be considered when operating a laden side-by-side ATV on various terrain:

- Cargo body are correctly loaded
- Loads should be secured
- Load will raise centre of gravity, which may lead to greater instability on slopes
- Live loads

Topic 3.5

Driving a side-by-side ATV around a course, which should include rough terrain, slopes (of sufficient gradient to demonstrate correct riding positions), tight turns and restricted areas (figure of 8 and slalom course, reversing into a confined space):

- Correct and safe starting procedure
- Apply brake before engaging gear
- All round observation before moving off
- Assess terrain and remain aware of surroundings at all times
- Select appropriate gear/range for conditions
- Drive at a safe, suitable speed
- Safely manoeuvre around specified course
- Positive drive maintained

- SAFE STOP procedures followed

Topic 3.6

Reasons for regularly cleaning the side-by-side ATV:

- Prevent corrosion
- Facilitate maintenance and adjustments
- Prevent personal contamination
- Prevent hazardous operating conditions
- Prevent soiling of roads

Factors to consider when cleaning the side-by-side ATV:

- Identify PPE to be used
- Identify a suitable site

Methods of cleaning the side-by-side ATV:

- Compressed/blown air
- Water
- Brush

Reasons for inspecting the side-by-side ATV for damage after use:

- Inspect to establish any wear, damaged and/or missing components through use
- Ensures any defects are rectified before it is next used
- Could prevent another operator from using it if in a potentially dangerous condition

Unit 205

Operate an All-Terrain Vehicle with a Trailer or Trailed Attachment

Level:	2
GLH	4

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare and operate an all-terrain vehicle (ATV) with a trailer or trailed attachment safely and to industry standards

Learning outcomes

In this unit, learners will be able to

1. Operate an all-terrain vehicle with a trailer or trailed implement attached

Scope of content

This section gives details of the scope of content to be covered in the teaching of the unit to ensure that all the learning outcomes can be achieved.

Learning outcome:

1. Operate an all-terrain vehicle with a trailer or trailed implement attached

Topics:

- 1.1 How to operate an ATV that has a trailer or trailed implement attached, on various terrain
- 1.2 Manoeuvre the ATV around a specified course with a trailer or trailed implement attached

Topic 1.1

factors to be considered when operating an ATV that has a trailer or trailed implement attached, on various terrain:

- Correct weight ratio between trailer and ATV in accordance with manufacturers specifications
- Swivel hitch used to improve safety
- Loads should be secured
- Loaded trailer will raise centre of gravity, which could lead to greater instability

Reasons for inspecting trailer or trailed implement prior to use:

- Trailer/trailed implement is safe and fit for purpose
- Hitch condition and compatibility

Topic 1.2

Manoeuvre the ATV and trailer around a course that includes negotiating corners and reversing into a confined space (at least one right angle):

- Safe hitching procedure
- Apply brake before engaging gear
- All-round observation before moving-off
- Assess terrain and remain aware of surroundings at all times
- Awareness of position of attachment at all times
- Select appropriate gear for conditions
- Operate at safe, suitable speed
- Manoeuvre around specified course safely
- Positive drive maintained
- Reverse around a right-angle bend
- Avoidance of jack-knifing
- Safe procedures on slopes
- Safe unhitching procedure
- SAFE STOP procedure followed

Appendix 1 Sources of general information

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

City & Guilds Centre Manual

This document provides guidance for organisations wishing to become City & Guilds approved centres, as well as information for approved centres delivering City & Guilds qualifications. It covers the centre and qualification approval process as well as providing guidance on delivery, assessment and quality assurance for approved centres.

It also details the City & Guilds requirements for ongoing centre and qualification approval, and provides examples of best practice for centres. Specifically, the document includes sections on:

- the centre and qualification approval process
- assessment, internal quality assurance and examination roles at the centre
- registration and certification of candidates
- non-compliance and malpractice
- complaints and appeals
- equal opportunities
- data protection
- management systems
- maintaining records
- internal quality assurance
- external quality assurance.

Our Quality Assurance Requirements

This document explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

Our Quality Assurance Requirements document encompasses the relevant regulatory requirements of the following documents, which apply to all UK centres working with City & Guilds:

- Ofqual's General Conditions of Recognition

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

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	E: learnersupport@cityandguilds.com
International learners General qualification information	E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	E: information@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: feedbackandcomplaints@cityandguilds.com

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications) and Learning Assistant (an online e-portfolio).

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions (see the City & Guilds website) also apply.

City & Guilds

Giltspur House

5-6 Giltspur Street

London EC1A 9DE

www.cityandguilds.com
