

## Higher National Unit Specification

### General information for centres

**Unit title:** Police Operations: Tachograph Equipment Inspection

**Unit code:** F0N9 35

**Unit purpose:** This Unit is designed to enable candidates to analyse tachograph recording equipment and use the information gathered to report on offences relating to tachograph records and driver/crew hours.

On completion of the Unit the candidate should be able to:

- 1 Examine tachograph recording equipment.
- 2 Analyse information from tachograph records to identify offences.
- 3 Report on a tachograph inspection.

**Credit points and level:** 1 HN Credit at SCQF level 8: (8 SCQF credit points at SCQF level 8\*)

*\*SCQF points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to doctorates.*

**Recommended prior knowledge and skills:** Candidates should have a good working knowledge of road traffic legislation. This could be demonstrated by successful completion of the Unit, Police Operations: Road Traffic Legislation.

They should also be conversant with general police procedures achieved through experience of working as a police officer. Candidates should have successfully completed their probationary period as a police officer and associated training courses.

**Core Skills:** There may be opportunities to gather evidence towards Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**Context for delivery:** This Unit is a mandatory Unit in the Professional Development Award: Diploma in Road Policing Operations. It is recommended that it should be taught and assessed as part of this Group Award.

**Assessment:** This Unit is assessed by two examinations and by practical assignments. The examinations should test underpinning knowledge and understanding of relevant legislation and provide a practical test of ability to interpret and analyse a tachograph record. The practical work should be based on an actual tachograph inspection. Candidates should then submit suitable documentation on the results of this inspection.

## **Higher National Unit specification: statement of standards**

**Unit title:** Police Operations: Tachograph Equipment Inspection

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Examine tachograph recording equipment

#### **Knowledge and/or skills**

- ◆ Conduct a tachograph head inspection
- ◆ Reading a tachograph record — driving records; written and graphical information

### **Outcome 2**

Analyse information from tachograph records to identify offences

#### **Knowledge and/or skills**

- ◆ Evaluation of tachograph information
- ◆ Identification of false information and its causes
- ◆ Offences relating to drivers' hours regulations and tachograph records
- ◆ Interpreting information from a tachograph record

### **Outcome 3**

Report on a tachograph inspection

#### **Knowledge and/or skills**

- ◆ Police approved format
- ◆ Relevant police procedures

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Police Operations: Tachograph Equipment Inspection

### **Evidence Requirements for the Unit**

Candidates must provide evidence to show that they can meet all the knowledge and/or skills items in both Outcomes. In particular, the evidence must show that candidates are able to:

- ◆ demonstrate accurate knowledge of the current legislative requirements relating to drivers' hours
- ◆ use correct procedures to carry out an inspection of tachograph recording equipment
- ◆ correctly interpret information contained on tachograph records
- ◆ correctly recognise false information
- ◆ record all information from a tachograph record inspection in a police approved format and in accordance with relevant police procedures.

For item 1 above, candidates must achieve a mark of 75% in a written examination on drivers' hours regulations. The examination should consist of 25 multiple choice questions and must be completed in 38 minutes. The examination should be closed-book and held in controlled conditions.

For items 3 and 4, candidates must obtain 75% of the marks in an examination which should also be closed-book and held in controlled conditions. The examination of the analogue record should be closed-book. The examination of the digital record will be open-book, during which candidates will have access a Digital Tachograph Aide Memoire.

In this case, candidates should be given 2 hours 30 minutes to provide evidence. They should be presented with two tachograph records, one analogue and one digital, both of which contain a combination of correct entries, falsifications and offences covering all knowledge and/or skills items from Outcome 2. Candidates must interpret and analyse the records and, on the basis of this, correctly record specified data from each record. Candidates must obtain at least 75% of the available marks for each record.

For items 2 and 5 each candidate should provide a written report in a correct police format of an actual inspection of tachograph recording equipment in which he/she was involved. Candidates may provide evidence in the form of responses to assessor questions to supplement other evidence.

### **Assessment guidelines for the Unit**

The two examinations can be held at suitable times during the delivery of the Unit. It would be possible, if desired, to hold them at different points during the delivery period. The examination on the interpretation of tachograph records, however, is likely to take place towards the end of the delivery period. It may be helpful to carry out some formative assessments during the delivery of the Unit as this should allow candidates to monitor their progress against each knowledge and/or skills item.

The report on an inspection of tachograph recording equipment is designed to allow candidates an opportunity to put their knowledge and understanding into practice. Candidates should be able to complete this part of the assessment within their normal working environment, although it may be necessary to ensure that candidates are allocated relevant duties. It is likely that the inspection and accompanying report will be completed some time after the delivery period.

## Administrative Information

<b>Unit code:</b>	F0N9 35
<b>Unit title:</b>	Police Operations: Tachograph Equipment Inspection
<b>Superclass category:</b>	ZJ
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<b>Version:</b>	01

### History of Changes:

Version	Description of change	Date
–	Replaces DN6A 35 — Unit amended following the introduction of digital tachograph equipment on 1 August 2005.	19/9/06

**Source:** SQA

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## Higher National Unit specification: support notes

### Unit title: Police Operations: Tachograph Equipment Inspection

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### Guidance on the content and context for this Unit

This Unit is intended for police officers and aims to enable them to gather information from tachograph records and use it to identify and report on relevant offences. Candidates will normally be following a recognised training programme such as that provided by the Road Policing Division of the Scottish Police College. It is one of six Units which make up the Professional Development Award: Diploma in Road Policing Operations. It will normally be delivered after candidates have completed the Unit, Police Operations: Road Traffic Legislation.

The Unit stresses the accurate reading and interpretation of tachograph information, including recognising false information. The following notes give some additional information on each Outcome. For all Outcomes, candidates should be aware of statutory requirements and relevant police procedures. The legislation and procedures should be those which are in force at the time the Unit is delivered.

#### Outcome 1

Inspection/reading: visual inspection; portable hand-held reader;

Driving records: EC tachograph charts and digital printouts from UK or foreign vehicles; written records acceptable as alternatives in the event of tachograph failure

Written information:

- ◆ Analogue Tachographs: centre field information — date/dates, crew name(s), place of coming on duty, place of going off duty, vehicle registration mark, start odometer reading, finish odometer reading, distance travelled; additional notes added by driver or someone previously inspecting the chart
- ◆ Digital Tachographs: driver card details; country of coming on and going off duty; manual records; vehicle Unit details

Graphical information: times of day; driving time; other duty time; on-duty time; rest breaks; distance travelled; stops; vehicle speeds

#### Outcome 2

Evaluation of information: time of day; manual alterations to written information or records; unrealistic speed or distance recording

Identification of false information and its causes:

- ◆ Analogue Tachograph: changing the chart; bending the styli; jamming the styli; driving with the tachograph open; turning the clock back; manual forgery of graphical information; stopping the clock; interfering with the speed drive

## Higher National Unit specification: support notes (cont)

- ◆ Digital Tachograph: evaluation of the digitally recorded information on the vehicle Unit and driver cards; understanding of the printouts relative to 'events and faults'

Offences relating to drivers' hours regulations and tachograph records

- ◆ Analogue Tachograph: times; dates; crew name(s); place of coming on duty; place of going off duty; vehicle registration mark; start odometer reading; finish odometer reading; distance travelled; incomplete records; excessive driving time; excessive duty time; daily rest; insufficient weekly rest; drivers' hours exceptions
- ◆ Digital Tachograph: incomplete records; excessive driving time; excessive duty time; daily rest; insufficient weekly rest; drivers' hours exceptions; inappropriate use of tachograph card; non-keeping of manual records; non-production of driver card

### Outcome 3

Reports and records: approved by force; written records; computer print-outs

## Guidance on the delivery and assessment of this Unit

This Unit can be delivered on a stand-alone basis or as part of a training programme for police officers involved in road policing operations.

Essentially, this is a practical Unit which should be taught using a series of practical exercises which cover the range of circumstances which serving police officers are likely to meet. In addition, classroom instruction should provide the underpinning knowledge which is required in order to carry out the practical inspection tasks.

Assessment should test candidates' knowledge of the drivers' hours regulations. It should also test the ability of candidates to analyse tachograph records correctly and their ability to recognise false information. Assessment is by two examinations. In one of these examinations candidates should be presented with tachograph records which they are required to analyse. The other examination should cover legislation relating to drivers' hours. Assessment should also enable candidates to demonstrate that they can produce a Police Report in an accepted format of an actual tachograph inspection in which they have participated. This should be undertaken after the completion of the training programme and provides an opportunity for candidates to demonstrate that they can apply the knowledge that they have gained. Arrangements will need to be made to ensure the submission of a suitable report by candidates. Advice and instructions on this part of the assessment should be issued towards the end of the training programme.

Formative assessment during classroom sessions can help candidates prepare for these summative assessments. Candidates will have access to a Digital Tachograph Aide Memoire which should contain the most commonly encountered pictograms together with their meanings.

## Open learning

This Unit could be delivered partially by Open Learning. It would be necessary to make arrangements to ensure that candidates had access to relevant instructional material to enable them to complete the two written examinations. Arrangements would also need to be made for open learning candidates to sit these examinations. The production of the relevant Police Report would be identical for all candidates regardless of the mode of delivery.

## **Higher National Unit specification: support notes (cont)**

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: **[www.sqa.org.uk](http://www.sqa.org.uk)**.

## **General information for candidates**

### **Unit title:** Police Operations: Tachograph Equipment Inspection

This Unit forms part of the Diploma in Road Policing Operations which is a Professional Development Award accredited by SQA.

The Unit is designed to enable you to examine tachograph equipment and analyse tachograph records. It provides you with the underpinning knowledge and understanding that you need in order to do this. As a result, you will be able to carry out a tachograph equipment inspection and analyse and interpret tachograph records. You will be able to make use of the information you gather to identify offences relating to driver/crew hours and hours regulations. You will also be able to identify false information and submit a Police Report on tachograph equipment inspections. It is a practical Unit which builds on your previous work on road traffic legislation.

The assessment for the Unit consists of three separate activities. There are two examinations. One will test your knowledge of drivers' hours regulations and the other will require you to interpret and analyse two tachograph records, one analogue and one digital. The third assessment activity requires you to submit a Police Report of an actual inspection of tachograph equipment in which you have been involved. You will do this in your normal working environment when you return to it after you have completed the training programme.

You will meet all the requirements of this Unit if you successfully complete both examinations and submit an accurate and comprehensive report in a suitable format. Final completion of the Unit will not occur until you submit this report. You will, therefore, not complete this Unit until some time after the end of the training programme.