



Unit XXXX 04 (227)

Transport Goods and Materials

Unit Summary

This Unit is about operating and controlling a laden vehicle. You must correctly establish the stability of the load before moving the vehicle and then manoeuvre the vehicle in a safe, effective and controlled manner. You drive the vehicle in a way that optimises fuel consumption and minimises wear and tear and the risk of accidental damage. You must correctly secure the vehicle and its load when it is left unattended and you must follow all relevant regulations.

You must also be able to monitor and review progress. You follow established procedures in the event of an accident, breakdown or any other problems that may arise. You identify any changes to the operating schedule and any decisions you make to amend the agreed route must be within the limits of your own authority and communicated promptly to the relevant person.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1 Operate and control a laden vehicle</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Correctly establish the stability of the load before moving the vehicle. (b) Manoeuvre the vehicle in a safe, effective and controlled manner. (c) Drive the vehicle in a way that optimises fuel consumption within operational constraints. (d) Drive the vehicle in a way that minimises wear and tear and risk of accidental damage. (e) Constantly display an awareness of, and consideration from the action of others. (f) Constantly display an awareness of, and consideration for, the loads you carry. (g) Accurately identify any hazards within your work area and take any remedial action needed promptly. (h) Take remedial action that minimises the risk of accident, damage and disruption to vehicles, property and other road uses. (i) Correctly secure the vehicle and its load when the vehicle is left unattended. (J) Operate and control your vehicle in accordance with all relevant regulations. 	<p>Evidence of operating and controlling a laden vehicle in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2	<p>Monitor and review progress</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Accurately establish any variance in vehicle performance and load condition. (b) Investigate any variance, remedy it within the limits of your own authority and record and report the details to the relevant person. (c) Correctly follow established procedures in the event of an accident, breakdown or any other problems that may arise. (d) Accurately identify actual and potential significant deviations from the operating schedule. (e) Take decisions to amend the agreed route within the limits of your own authority and communicate them correctly to the relevant person. (f) Ensure that any actions you take when the operating schedule cannot be followed are within the limits of your authority and are promptly communicated. (g) Ensure that your monitoring and review of progress meets all regulations. 	Evidence of monitoring and reviewing progress in accordance with workplace procedures.	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
Operate and control a laden vehicle		
K1	Why it is necessary to establish the stability of the load.	
K2	How the vehicle controls and equipment function and operate.	
K3	The characteristics, capabilities and handling of the vehicle.	
K4	The techniques of safe driving and manoeuvring.	
K5	The importance of optimising vehicle performance.	
K6	The characteristics of the load, and problems that could occur in transit.	
K7	What remedial action to take when hazards occur.	
K8	The relevant regulations that affect vehicle operation and control, and how to apply them.	
K9	The highway code.	
Monitor and review progress		
K10	The nature and characteristics of the load and their effect on vehicle performance.	
K11	The procedures for dealing with problems that occur.	
K12	How deviations from the operating schedule will impact on operations.	
K13	The limits of your own authority and the consequences of operating outside these limits.	
K14	The regulations that affect the transport of goods and materials and how to apply them.	
K15	The communication structures and procedures within your organisation	
K16	The importance of effective communication and what could happen if you do not communicate effectively.	
K17	What an operating schedule covers.	

Notes/Comments

Assessor signature: _____

Date: _____