



QCF Unit and Assessment Specification

Unit title	Transport Parcels, Luggage and Other Items in the Taxi and Private Hire Industries
Ofqual Unit code	R/602/6065
SQA Unit code	FF9D 66

History of changes

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Version number	Date	Description	Authorised by

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QCF Unit specification

Title	Transport Parcels, Luggage and Other Items in the Taxi and Private Hire Industries	
Level	2	
Credit value	2	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1 Be able to accept and load parcels, luggage and other items for transporting.	1.1	Follow customers' instructions as to the transport and destination of luggage and other items.
	1.2	Check luggage and other items for damage before accepting for transport.
	1.3	Carry out a risk assessment before any manual handling operation is performed.
	1.4	Use the correct lifting technique to lift and carry luggage and other items for transport.
	1.5	Distribute and protect luggage and other items from the following: <ul style="list-style-type: none"> ◆ stress ◆ weight transfer ◆ impact ◆ crush ◆ piercing ◆ inclement weather
	1.6	Demonstrate that precautions have been taken to secure luggage and protect against theft.
	1.7	Take action when luggage or items are too heavy to lift or carry.

<p>2 Know how to accept and load parcels, luggage and other items for transporting.</p>	<p>2.1 Outline the relevant regulations and insurance requirements related to transporting luggage or items.</p> <p>2.2 Define the terms 'duty of care' and 'vicarious liability' in relation to transporting parcels, luggage and other items.</p> <p>2.3 Describe how to deal with substances that have special requirements.</p> <p>2.4 Describe the precautions that have to be taken when loading and transporting personal equipment.</p> <p>2.5 Explain the requirements of the Manual Handling Operations Regulations 1992.</p> <p>2.6 Describe how to carry out a risk assessment prior to undertaking any manual handling activity.</p> <p>2.7 Describe the injuries that can occur when manual handling.</p> <p>2.8 Outline how to avoid injuries when manual handling.</p> <p>2.9 Describe the importance of reporting accidents.</p> <p>2.10 Describe the kinetic lifting principle.</p> <p>2.11 Explain the consequences of accepting illegal goods to transport even if the driver was unaware of the content of the package.</p> <p>2.12 Explain the precautions that should be taken if asked to transport goods that have no package details or tracing paperwork.</p> <p>2.13 Identify the authority that should be contacted if there is a suspicion that a package is illegal or contains an explosive device.</p> <p>2.14 Explain why it is important that drivers who are carrying out courier work have a consignment note provided by the customer.</p>
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3	Be able to carry out lost property checks and take the appropriate steps to identify the owner.	<p>3.1 Carry out a routine check of the vehicle for lost property.</p> <p>3.2 Hand over lost property to the relevant person</p> <p>3.3 Collect a receipt for the lost property from the relevant person.</p>
4	Know how to carry out lost property checks and take the appropriate steps to identify the owner.	<p>4.1 Describe the precautions necessary when carrying out a routine check of the vehicle.</p> <p>4.2 Describe what assistance can be given to the operator or police to try to source the owner of lost property.</p> <p>4.3 Outline licence conditions in respect of delivering lost property back to the owner.</p>

Additional information about the Unit
Unit purpose and aim(s)
<p>What this Unit is about</p> <p>This Unit is about transporting parcels, luggage and other items. Learners should be able to accept and load items safely, unload and hand over items and deal with unclaimed items. Learners should know and understand their organisation's policies on dealing with items.</p> <p>Who this Unit is for</p> <p>This Unit is for drivers of taxis and private hire vehicles.</p>
Unit expiry date
30 September 2015
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is mapped to the National Occupational Standards for Road Passenger Vehicle Driving Unit 16 - Transport Parcels, Luggage and Other Items in the Community Transport, Chauffeur, Taxi and Private Hire Vehicle Industries
Details of the relationship between the Unit and other standards or curricula (if appropriate)
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>When assessing the unit the following points should be covered as a minimum:</p> <p>Assessment criteria 1.7 This would include:</p> <ul style="list-style-type: none"> ◆ Use of a mobile transport aid <p>Assessment criteria 2.1 Examples include:</p> <ul style="list-style-type: none"> ◆ Public liability insurance ◆ Public and employer liability insurance <p>Assessment criteria 2.3 Examples include:</p> <ul style="list-style-type: none"> ◆ Transporting hospital goods under contract ◆ Transporting blood bank items between NHS locations <p>Assessment criteria 2.4 This could include:</p> <ul style="list-style-type: none"> ◆ Musical instruments

- ◆ Sports equipment
- ◆ Electronic equipment
- ◆ Bags and rucksacks

Assessment criteria 2.5

Learners should know the three main criteria as:

- ◆ Avoid the need for hazardous manual handling as far as reasonably practicable
- ◆ Assess the risk of injury from any hazardous manual handling operation that can' be avoided
- ◆ Reduce the risk of injury from hazardous manual handling, as far as reasonably practicable

Assessment criteria 2.6

The learner must cover the environmental factors that can influence the risk assessment, for example

- ◆ Weather conditions
- ◆ Potholes
- ◆ Carrying distance
- ◆ Uneven paving

Assessment criteria 3.2

The relevant person would be:

- ◆ Taxi drivers to the local police station
- ◆ Private hire drivers to the operator

Assessment criteria 4.1

Examples include:

- ◆ Running unprotected hands between seat covers

Assessment criteria 4.3

Must include local licensing conditions

When assessing this unit the following definitions should be used:

- ◆ Taxi - A licensed Hackney Carriage vehicle
- ◆ Items - When stated in the Learning outcomes this means parcels and luggage

The Organisation - This would be the company the learner works for or, if they are self employed, the rules they have set for themselves to ensure that they comply with relevant legal and licensing requirements

This Unit should be assessed predominantly in the workplace through observation, along with other sources of evidence including, witness testimony and questioning.

Realistic workplace simulation may be used to assess areas that cover non routine situations with the agreement of the awarding organisation.

If this Unit is used in an NVQ qualification linked to GoSkills National Occupational Standards the overarching assessment strategy must be followed. This can be accessed via the GoSkills website at the link below:

http://www.goskills.org/index.php/standards_qual/52

Endorsement of the Unit by a sector or other appropriate body (if required)
GoSkills
Location of the Unit within the subject/sector classification system
4.3 Transportation Operations and Maintenance
Name of the organisation submitting the Unit
People 1st
Availability for use
Shared
Availability for delivery
01 February 2011
Guided Learning Hours
8

QCF Assessment specification

Assessment (evidence) Requirements

The evidence requirements for this Unit are shown in the main body of the Unit under the section titled 'Assessment requirements specified by a sector or regulatory body'.

Guidance on Instruments of Assessment

For a detailed guide to assessment please use SQA's Guide to Assessment, which is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. *Assessment: A Guide for Centres Offering Ofqual Accredited Qualifications* can be downloaded free from SQA's website www.sqa.org.uk