

FN81 04 (CU8) Transport supplies of physical resources within the work area

Elements of Competence

- Element CU8.1 Load and unload physical resources
- Element CU8.2 Transport physical resources within the work area

About this Unit

This standard describes the loading, transportation and unloading of physical resources within the work area. Physical resources may be products, equipment, materials, liquids, etc. The exact types of physical resources will depend on the setting within which you are working. You must be able to load and unload supplies safely and efficiently, and transport the load correctly. In many workplaces, this work will be carried out under supervision.

It should be noted that this standard only refers to transportation within the work area. It does not cover transportation on public highways. If there is the need to travel on public roads. Transportation is by any method suitable to the resources being moved, and may be manual or through the use of a vehicle.

The Unit sets the standard for how the condition of physical resources should be maintained during transportation. Some resources require careful loading and transportation in order to minimise damage. You must be able to take into account these requirements during these activities.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Standard are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Standard is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the units and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit.
<ul style="list-style-type: none"> ◆ The following forms of evidence ARE mandatory:
<ul style="list-style-type: none"> ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, your assessor could observe how you carry out lifting operations safely and consistent with current legislation and codes of practice. Your assessor may use a checklist to record this. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, the health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

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KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

Element CU8.1 Load and unload physical resources

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 Reasons for, and methods of, labelling products and equipment for transportation.	
2 Safe lifting techniques.	
3 The correct use of lifting equipment and relevant legal restrictions on operation.	
4 Loading and unloading requirements for manual and vehicular transportation.	
5 Ways of securing products and equipment for transit in order to maintain safety and minimise damage.	
6 Relevant methods of protecting resources from contamination.	
7 Relevant methods of protecting products and equipment from adverse weather conditions.	
8 Loading and unloading requirements for transportation such as positioning and weight of loads on vehicles, safe methods of carrying manually.	
9 Methods for the safe stacking of products	
10 Health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment.	

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Element CU8.2 Transport physical resources within the work area

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
11 Correct methods of operating transportation equipment and limits of responsibility in relation to operation of such equipment.	
12 Ways of handling transportation equipment to minimise damage to physical resources in transit.	
13 Ways of monitoring the condition of physical resources during transit.	
14 Health, safety and legislative requirements in relation to the use of transportation equipment and the movement of products and equipment.	

Element CU8.1 Load and unload physical resources

Performance Criteria		DO	RA	EW	Q	P	WT	PD
1	Identify the physical resources requiring transportation.							
2	Carry out lifting operations safely and consistent with current legislation and codes of practice.							
3	Move heavy and bulky items using the correct lifting equipment, in accordance with instructions.							
4	Position physical resources safely, securely and in a manner which protects them from damage and contamination.							
5	Maintain health and safety according to relevant legislation and codes of practice.							

This Unit covers:

Physical resources:

- (a) products
- (b) materials
- (c) equipment

*DO = Direct Observation**EW = Expert Witness**PD = Professional Discussion**RA = Reflective Account**P = Product (Work)**Q = Questions**WT = Witness Testimony*

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Element CU8.2 Transport physical resources within the work area

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Operate transportation equipment safely in accordance with instructions and safety requirements.					
2	Minimise damage through the appropriate manoeuvres and use of the transportation .							
3	Monitor the physical resources during transit and take the appropriate action for any which become unsafe.							
4	Maintain health and safety according to relevant legislation and codes of practice.							

This Unit covers:

Physical resources:

- (a) products
- (b) materials
- (c) equipment

Transportation:

- (a) vehicle
- (b) manual

DO = Direct Observation
EW = Expert Witness
PD = Professional Discussion

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

To be completed by the candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable

This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name:

Internal verifier's signature:

Date: