

CITY & GUILDS LEVEL 2 AWARD IN THE SAFE DIPPING OF PLANT MATERIAL IN PESTICIDES (PA10) 601/5149/3



QUALIFICATION GUIDANCE

Independently Assessed

Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No	0 2 1 6	Pesticides
Qualification Programme No	0 2 1 6 - 5 8	L2 Award in the Safe Dipping of Plant Material in Pesticides (PA10)
Unit(s)	1 9 1	Dipping Plant Materials in Pesticides (PA10) (Y/505/7761)
Guided Learning Hours-(GLH)	1 9 1	GLH 28 (Credit Value)
Total Qualification Time (TQT)		30 Hours
Recommended Assessment Duration		1.5 – 2.5 hours per Candidate
Pre-Requisite Units	1 0 1	Principles of Safe Handling and Application of Pesticides (PA1)

Version and date	Change detail	Section
1.2 November 2017	Added TQT details Deleted QCF / Learning Time	Qualification at a glance, Structure Throughout

City & Guilds Level 2 Award in the Safe Dipping of Plant Material in Pesticides (PA10) Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
 - Scheme regulations
 - Qualification guidance
 - Training material
 - Trainers support material
- Approve Centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Manage verification
- Issue Certificates to successful Candidates

The Qualification

The qualification will be awarded to Candidates who achieve the required level of competence in the units to which their Certificate relates.

Training

The Code of Practice for Using Plant Protection Products states "By Law everyone who uses pesticides professionally must have received adequate training in using pesticides safely". Candidates are strongly advised to ensure that they will be able to meet the standards required in the assessment.

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Access to Assessment

Assessment Centres will be responsible for arranging the assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment consists of **one** compulsory unit:

Unit 191 (PA10)	(Mandatory)	(Credit Value 3)
Outcome 1.	Know the legislative and safety regulations relating to dipping plant material in pesticide	(Criteria 1.1 – 1.2)
Outcome 2.	Be able to assess the environmental factors relating to mixing and application	(Criteria 2.1 – 2.2)
Outcome 3.	Be able to read and interpret product information	(Criteria 3.1 – 3.2)
Outcome 4.	Be able to prepare the equipment	(Criteria 4.1 – 4.4)
Outcome 5.	Be able to use the equipment	(Criteria 5.1 – 5.3)
Outcome 6.	Know how to carry out post-operational procedures	(Criteria 6.1 – 6.4)

Candidates must successfully achieve **all** assessment activities in the above unit.

There are no endorsements for this Award.

Quality Assurance

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 specified. The overall aim of Verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by a Verifier at a time when assessments are being undertaken.

Documents completed by the Assessor may be inspected by a Centre appointed Internal Verifier and a City & Guilds approved Verifier at any time.

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

After assessment has been completed the Qualification Guidance is to be retained by the Assessor for 12 months and is to be made available for inspection by a Centre appointed Internal Verifier, a City & Guilds approved Verifier or when a centre visit takes place by a Quality Systems Consultant (QSC).

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M =** Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick is to be put in the box provided in the bottom right-hand column of each section.
- NM =** Not Met Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or having insufficient underpinning knowledge. If the Criterion is NOT MET, a cross is to be put in the box provided in the bottom right-hand column of each section.

Appeals and Equal Opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and a Principal Verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, Building 500, Abbey Park, Stareton, Warwickshire, CV8 2LY. Telephone 024 7685 7300

Access to the qualification is open to all, irrespective of gender, race, creed or special needs. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Validation of Equipment

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 machinery/equipment complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Summary of responsibilities in the assessment process		
Centre responsibilities	Candidate responsibilities	Assessor responsibilities
A suitable site is made available for the assessment to take place		Ensuring that the site provided is suitable for the assessment to take place
Machinery, equipment and materials are available to enable assessment of all the activities to take place	To be familiar with the machinery/equipment being used for the assessment	Ensuring that the machinery, equipment and materials provided satisfy the assessment requirements
	To bring appropriate Personal Protective Equipment (PPE) to the assessment	Ensuring that candidate's PPE complies with the requirements of the assessment
	To bring relevant training materials (including calibration sheet if applicable)	
	To bring a product label appropriate for the assessment	To ensure that the product label is appropriate for the assessment (or provide a suitable alternative)

Safe Practice

The Assessor and Candidate must wear Personal Protective Equipment (PPE) when appropriate.

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

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. The Assessor may stop the assessment on the grounds of safety at any time at their 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.

Information

During the assessment the candidate may refer to operator manuals, training materials or safety publications, but they **may not** refer to the Qualification Guidance Document.

Questions should be related to the background or employment aspirations of the candidate.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required.

Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC. (www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about the candidate's capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved Assessment Centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The Qualification Guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

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City & Guilds is a registered charity established to promote education and training

Unit 191 - Dipping Plant Materials in Pesticides (PA10)

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 191 1.1	Describe the legal requirements relating to dipping plant material in pesticide	Describe two operator's obligations in terms of legal requirements	May include: <ul style="list-style-type: none"> all required guards are in place and equipment complies with legal requirements comply with The Plant Protection Products (Sustainable Use) Regulations 2012 the operator must hold the appropriate certification for the equipment they are using Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 1.2	Describe how to dip plant material in pesticides safely following industry best practice	Describe three operator safety requirements in terms of using dipping equipment	May include: <ul style="list-style-type: none"> comply with relevant Pesticide Codes of Practice adopt industry best practice be aware of any safety implications imposed by Risk/COSHH Assessment and comply with the requirements be aware of the increased risk of applying pesticides in a confined area (if applicable) Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 2.1	Identify risks to the environment	Candidate to identify all relevant risks to the environment for the application site	May include: <ul style="list-style-type: none"> water courses drains boreholes wildlife non-targets sensitive crops/areas housing public/bystanders/co-workers other risks specific to the site Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 2.2	Explain how to minimise risks to the environment	Candidate to explain how to minimise the risks identified in 2.1 Candidate to check and comment on wind speed and direction Candidate to state the reason for minimising off target application	Explanation to include the following points: <ul style="list-style-type: none"> use of an appropriate pesticide careful timing of application check and maintain application rate display warning signs integrity of the structure(if applicable) inform neighbours before application use of anemometer at suitable height or visible signs wind direction effect of wind suction avoidance of contamination to people and the environment Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 191 3.1 Unit 191 3.2	Read product information Interpret product information	The candidate is required to read and interpret the information on a product label and provide relevant information as requested by the Assessor Note to the Assessor: A product label is required. It is expected that the candidate will provide the product label The label provided must be for a currently approved product and appropriate to the candidates normal work situation Note to the Candidate (Assessor also to note): It is acceptable for key information on the label to be highlighted for use during the assessment	The following to be provided if applicable: <ul style="list-style-type: none"> product name active substance(s) (ingredient(s)) Important information: <ul style="list-style-type: none"> field of use crop/target maximum individual dose maximum total dose maximum number of treatments specific product precautions/warnings reduced volume applications (if applicable) operator protection environmental protection restrictions on use Target specific information: <ul style="list-style-type: none"> crop/target dose rate water volume timing Mixing and application <ul style="list-style-type: none"> filling additional label information compatibility <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 4.1	Carry out pre use checks to the equipment	Candidate to carry out all pre-use checks relevant to the applicator being used for the assessment	May include: <ul style="list-style-type: none"> read instructions identify components including safety devices contamination safety status remedial action if appropriate clear floor space access to controls suitability of tank suitability of draining area condition of pipe work/filling devices valves free and correctly positioned condition of filters <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 4.2	Adjust settings on the equipment if appropriate	Candidate to adjust the settings on the equipment as required	May include: <ul style="list-style-type: none"> temperature of dip filling device <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 4.3	Calculate the quantities of pesticide and water required	The candidate to calculate the quantities required for a specified dipping operation	To include: <ul style="list-style-type: none"> amount of water required amount of pesticide required <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 4.4	Measure the required quantities of pesticide and water and add to the dipping tank	The candidate to measure and add quantities required for the dipping operation	To include: <ul style="list-style-type: none"> correct selection and use of PPE (as required by the product label and/or COSHH Assessment) observance of pesticide manufacturers instructions for mixing sequence and agitation (or other recommended method) suitable site selected clean water supply accurate measurement of water accurate measurement of pesticide use of filling device (if fitted) avoidance of spillage <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 191 5.1	Demonstrate safe and accurate dipping procedures	The candidate is required to carry out the dipping operation specified in 4.3 demonstrating safe and accurate procedures State two factors to consider when topping up the pesticide solution	May include: <ul style="list-style-type: none"> safe lifting/loading avoid splashing/contamination correct immersion depth and time maintain temperature (if appropriate) <ul style="list-style-type: none"> correct concentration mixing procedure check temperature (if applicable) avoid splash/spillage <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 5.2	Carry out all activities protecting human health and the environment	Note to the Assessor: Assessor to be satisfied that the candidate has carried out all activities protecting human health and the environment	To include: <ul style="list-style-type: none"> prevention of personal injury and contamination through correct selection and use of PPE/RPE (as required by the product label and/or COSHH/Risk Assessment) ventilation (if appropriate) safe exit route identified and used prevention of public/bystander contamination safe filling procedure avoidance of off-target contamination avoidance of overdosing crop/target/plant material <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 5.3	Complete a treatment record	Candidate is required to complete a treatment record Note to the Assessor: The treatment record must be approved by the Assessor (or supplied by the Assessor if necessary)	Completion of the treatment record must be: <ul style="list-style-type: none"> accurate legible (if handwritten) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 6.1	Explain how to manage surplus pesticide and dispose of waste materials	Candidate to state one method of dealing with surplus concentrate pesticide Candidate to state two methods of dealing with waste containers and packaging Candidate to explain two methods of dealing with surplus dilute pesticide	May include: <ul style="list-style-type: none"> return to temporary mobile store return to fixed store Containers: <ul style="list-style-type: none"> triple rinsed secure storage until disposal return to supplier collected by licensed waste disposal contractor Packaging: <ul style="list-style-type: none"> thoroughly emptied secure storage until disposal collected by licensed waste disposal contractor <ul style="list-style-type: none"> use on another approved crop/target/plant material treated by specialist treatment facility on site (e.g. a lined bio bed) collected by licensed waste disposal contractor <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 6.2	Explain how to clean and decontaminate the equipment	Candidate to state four factors to consider when cleaning and decontaminating the equipment	May include: <ul style="list-style-type: none"> safe disposal of sludge washing procedure safe disposal of tank washings frequency of cleaning <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 191 6.3	Describe the storage requirements for the equipment	Candidate to describe three factors to consider prior to storing the applicator	May include: <ul style="list-style-type: none"> • equipment clean • tank dry • frost protection measures implemented • hoses drained • inspect for wear and/or damage <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 191 6.4	Explain how to store the treated material	State three factors to consider when storing the treated material	May include: <ul style="list-style-type: none"> • avoid splashing/contamination • safe lifting procedure • suitable draining area • correct draining time • suitable storage site • correctly labelled <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Assessment (*The Assessor is to complete the following as appropriate*)

Candidate A	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate B	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate C	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate D	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

For use by Internal Verifier ONLY if the assessment process was internally verified
(Internal Verifier to complete ONE of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	