



# **City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (0014-32)**

**Version 1.2 (March 2025)**

**Assessment Pack – Candidate Version**

Version and date	Change detail	Section
1.0 February 2020	First version	
1.0 March 2020	Checklists moved to appendices	Appendices
	Introduction updated	Introduction updated
1.2 March 2025	Formatting	Throughout

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# Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment is for the following units and learning outcomes:

**Unit 223** Prepare and operate a sit-astride all-terrain vehicle (ATV)

1. Know the hazards, risk assessment requirements and legislation for the use of sit-astride ATVs
2. Carry out pre-start checks to a sit-astride ATV
3. Operate a sit-astride ATV.

**Unit 224** Prepare and operate a side-by-side all-terrain vehicle (ATV)

1. Know the hazards, risk assessment requirements and legislation for the use of side-by-side ATVs
2. Carry out pre-start checks to a side-by-side ATV
3. Operate a side-by-side ATV.

**Unit 225** Operate an all-terrain vehicle with a trailer or trailed Attachment

1. Operate an all-terrain vehicle with a trailer or trailed implement attached.

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site **[www.nptc.org.uk](http://www.nptc.org.uk)**

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

## Assessment Time

The expected assessment time for this qualification should take no longer than 1.5 – 3 hours.

This is not an open book assessment, however additional technical information may be sought from the relevant manufacture's operator manuals or any other appropriate training or safety publication.

## Practical observation descriptor table

### 223 – Prepare and operate a sit astride all-terrain vehicle (ATV)

Activity number and description from check list	Assessment criteria
<p>1. Carry out a site-specific hazard and risk assessment</p>	<p>May include:</p> <ul style="list-style-type: none"> <li>• slopes</li> <li>• ground conditions</li> <li>• contact with moving parts</li> <li>• manual handling</li> <li>• overhead obstructions</li> <li>• surface obstructions</li> <li>• people and/or animals</li> <li>• ditches/waterways</li> <li>• hot components</li> <li>• fuel and oil</li> <li>• biohazards</li> <li>• dust/fungal spores.</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>• evaluate risks</li> <li>• implement appropriate control measures</li> <li>• confirm that the condition of the site is acceptable</li> <li>• confirm who they would report to if the site condition is unsuitable.</li> </ul>
<p>2. Describe the relevant health and safety legislation in relation to sit-astride all-terrain vehicle (ATV) operations</p>	<p>May include the following:</p> <ul style="list-style-type: none"> <li>• Health and Safety at Work Etc. Act (HASAWA): <ul style="list-style-type: none"> <li>○ duties imposed on the employer/employee/others</li> </ul> </li> <li>• Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> <li>○ machine must be suitable for the task</li> <li>○ machine must be properly maintained according to manufacturer's recommendations</li> </ul> </li> <li>• Management of Health and Safety at Work Regulations (MHSWR): <ul style="list-style-type: none"> <li>○ risk assessments must be completed and</li> </ul> </li> </ul>

		<p>communicated to all relevant persons</p> <ul style="list-style-type: none"> <li>• Manual Handling Operations Regulations (MHOR): <ul style="list-style-type: none"> <li>○ avoid manual handling where possible, use safe lifting techniques</li> </ul> </li> <li>• Control of Substances Hazardous to Health (COSHH): <ul style="list-style-type: none"> <li>○ fuel handling and protection from contaminants</li> </ul> </li> <li>• Personal Protective Equipment Regulations (PPE): <ul style="list-style-type: none"> <li>○ PPE must be provided, maintained and worn</li> </ul> </li> <li>• The Control of Noise at Work Regulations: <ul style="list-style-type: none"> <li>○ hearing protection must be used over 85 decibels (dB)</li> </ul> </li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): <ul style="list-style-type: none"> <li>○ certain categories of injuries must be reported</li> </ul> </li> <li>• Wildlife and Countryside Act (WCA): <ul style="list-style-type: none"> <li>○ operations must be carried out avoiding disturbance to wildlife</li> </ul> </li> <li>• Health &amp; Safety (First Aid) Regulations: <ul style="list-style-type: none"> <li>○ need for an accident book and knowledge of where it is kept.</li> </ul> </li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>• HSE guidance (AIS33)</li> <li>• operator's manual.</li> </ul>
3.	Select and use the appropriate personal protective equipment (PPE)	<p>May include:</p> <ul style="list-style-type: none"> <li>• head protection with chin strap</li> <li>• eye protection</li> <li>• protective footwear</li> <li>• gloves</li> <li>• non- snag outer clothing that covers arms and legs.</li> </ul>
4.	Identify and explain the function of all controls	<p>To include:</p> <ul style="list-style-type: none"> <li>• all controls and instrumentation applicable to the sit-astride ATV being used for the assessment</li> </ul>

5.	Carry out daily pre-use checks to the sit-astride ATV	<p>May include:</p> <ul style="list-style-type: none"> <li>all pre-start checks applicable to the sit-astride ATV being used for the assessment – as specified in the manual.</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>interpretation of information and warning symbols</li> <li>interpretation of decals.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>wheels</li> <li>cooling fan</li> <li>drive shafts</li> <li>exhaust system.</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>brake operation in accordance with the operator's manual</li> <li>braking efficiency commented upon</li> <li>check parking brake is operating effectively.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>apply the parking brake</li> <li>park across slopes ensuring wheels are turned up hill</li> <li>use wheel chocks.</li> </ul>
6.	Describe legal and safety requirements	<p>May include:</p> <ul style="list-style-type: none"> <li>comply with the road vehicle lighting requirements</li> <li>be registered and taxed</li> <li>be approved for use on the road</li> <li>appropriate insurance</li> <li>be ridden by somebody holding a suitable driving licence</li> <li>observe legal/manufacturers speed limit</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>manufacturers minimum age recommendations may apply</li> <li>sit-astride ATV's are not normally designed to carry passengers</li> </ul>

		<ul style="list-style-type: none"> <li>• SAFE STOP procedures followed.</li> </ul>
7.	Outline the factors to be considered when operating a sit-astride ATV on various terrain	<p>To include:</p> <ul style="list-style-type: none"> <li>• weight on uphill side of ATV riding across slopes</li> <li>• weight kept forwards on ATV riding up a slope</li> <li>• weight kept to rear of ATV riding down a slope</li> <li>• leaning to aid cornering if ATV not fitted with differential.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• holes</li> <li>• tree stumps</li> <li>• slopes</li> <li>• other unseen obstacles.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• increases stopping distance</li> <li>• makes the ATV more unstable</li> <li>• could lead to ATV overturning.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• unsuitable combination of gear and braking</li> <li>• insufficient revs to engage 'positive' drive.</li> </ul>
8.	Describe the potential hazards that could arise when operating a sit-astride ATV	<p>May include:</p> <ul style="list-style-type: none"> <li>• loss of control</li> <li>• braking distance is increased.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• avoid excessive speed</li> <li>• be aware of increased stopping distances and the need to brake earlier</li> <li>• using engine braking to slow the machine.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• overturning</li> <li>• instability.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• avoid sharp turns</li> <li>• turns need to be taken slowly</li> <li>• appropriate body position.</li> </ul>



		<p>May include:</p> <ul style="list-style-type: none"> <li>• sit-astride ATV could stall or run away</li> <li>• loss of traction.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• appropriate low gear should be selected before encountering slopes</li> <li>• maintain positive drive when descending slopes</li> <li>• appropriate body position.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• load shifting</li> <li>• operator injury.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• maintain low speed to reduce 'bouncing'</li> <li>• try to avoid potholes and bumps</li> <li>• load should be secured to prevent movement.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• load shifting</li> <li>• overturning.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• maintain slow speed when driving across slopes</li> <li>• maintain a low centre of gravity</li> <li>• appropriate body position</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• severity of the slope</li> <li>• stability of the sit-astride ATV</li> <li>• direction of turn</li> <li>• type of attachment (ie mounted, trailed, full or empty)</li> <li>• ground conditions</li> <li>• appropriate body position.</li> </ul>
9.	How to operate a laden sit-astride ATV on various terrain	<p>To Include:</p> <ul style="list-style-type: none"> <li>• racks/carriers are correctly loaded</li> <li>• loads should be secured</li> <li>• load will raise centre of gravity, which may lead to greater instability on slopes</li> </ul>

		<ul style="list-style-type: none"> <li>live loads.</li> </ul>
10.	Ride the sit-astride ATV around a specified course	<p>To include:</p> <ul style="list-style-type: none"> <li>mount machine in safe manner</li> <li>correct and safe starting procedure</li> <li>apply brake before engaging gear</li> <li>all round observation before moving off</li> <li>assess terrain and remain aware of surroundings at all times</li> <li>select appropriate gear/range for conditions</li> <li>ride at a safe, suitable speed</li> <li>safely manoeuvre around specified course</li> <li>correct active riding positions</li> <li>positive drive maintained</li> <li>SAFE STOP procedures followed.</li> </ul>
11.	Know how to clean and inspect the sit-astride ATV and reasons for cleaning	<p>May include:</p> <ul style="list-style-type: none"> <li>prevent corrosion</li> <li>facilitate maintenance and adjustments</li> <li>prevent personal contamination</li> <li>prevent hazardous operating conditions</li> <li>prevent soiling of roads.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>identify PPE to be used</li> <li>identify a suitable site.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>compressed/blown air</li> <li>water</li> <li>brush.</li> </ul> <p>May Include:</p> <ul style="list-style-type: none"> <li>inspect to establish any wear, damaged and/or missing components through use</li> <li>ensures any defects are rectified before it is next used</li> <li>could prevent another operator from using it if in a potentially dangerous condition.</li> </ul>

## 224 – Prepare and operate a side-by-side all-terrain vehicle (ATV)

Activity number and description from check list	Assessment Criteria
<p>1</p> <p>Carry out a site-specific hazard and risk assessment</p>	<p>May include:</p> <ul style="list-style-type: none"> <li>• slopes</li> <li>• ground conditions</li> <li>• contact with moving parts</li> <li>• manual handling</li> <li>• overhead obstructions</li> <li>• surface obstructions</li> <li>• people and/or animals</li> <li>• ditches/waterways</li> <li>• hot components</li> <li>• fuel and oil</li> <li>• biohazards</li> <li>• dust/fungal spores.</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>• evaluate risks</li> <li>• implement appropriate control measures</li> <li>• confirm that the condition of the site is acceptable</li> <li>• confirm who they would report to if the site condition is unsuitable.</li> </ul>
<p>2</p> <p>Describe the relevant health and safety legislation in relation to side-by-side all-terrain vehicle (ATV) operations</p>	<p>May include the following:</p> <ul style="list-style-type: none"> <li>• Health and Safety at Work Etc. Act <b>(HASAWA)</b>: <ul style="list-style-type: none"> <li>○ Duties imposed on the employer/employee/others</li> </ul> </li> <li>• Provision and Use of Work Equipment Regulations <b>(PUWER)</b>: <ul style="list-style-type: none"> <li>○ Machine must be suitable for the task</li> <li>○ Machine must be properly maintained according to manufacturer's recommendations</li> </ul> </li> <li>• Management of Health and Safety at Work Regulations <b>(MHSWR)</b>: <ul style="list-style-type: none"> <li>○ Risk assessments must be completed and communicated to all relevant persons</li> </ul> </li> <li>• Manual Handling Operations Regulations <b>(MHOR)</b>: <ul style="list-style-type: none"> <li>○ Avoid manual handling where possible, use safe lifting techniques</li> </ul> </li> <li>• Control of Substances Hazardous to Health <b>(COSHH)</b>: <ul style="list-style-type: none"> <li>○ fuel handling and protection from contaminants</li> </ul> </li> <li>• Personal Protective Equipment Regulations <b>(PPE)</b>:</li> </ul>

		<ul style="list-style-type: none"> <li>○ PPE must be provided, maintained and worn</li> <li>• The Control of Noise at Work Regulations: <ul style="list-style-type: none"> <li>○ Hearing protection must be used over 85 decibels (dB)</li> </ul> </li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (<b>RIDDOR</b>): <ul style="list-style-type: none"> <li>○ Certain categories of injuries must be reported</li> </ul> </li> <li>• Wildlife and Countryside Act (<b>WCA</b>): <ul style="list-style-type: none"> <li>○ Operations must be carried out avoiding disturbance to wildlife</li> </ul> </li> <li>• Health &amp; Safety (First Aid) Regulations: <ul style="list-style-type: none"> <li>○ Need for an accident book and knowledge of where it is kept</li> </ul> </li> </ul>
		<p>To Include:</p> <ul style="list-style-type: none"> <li>• HSE guidance (AIS33)</li> <li>• operator's manual.</li> </ul>
3	Select and use the appropriate personal protective equipment (PPE)	<p>May include (subject to risk assessment):</p> <ul style="list-style-type: none"> <li>• head protection with chin strap</li> <li>• eye protection</li> <li>• protective footwear</li> <li>• gloves</li> <li>• non- snag outer clothing that covers arms and legs.</li> </ul>
4	Identify and explain the function of all controls	<p>To include:</p> <ul style="list-style-type: none"> <li>• all controls and instrumentation applicable to the side-by-side ATV being used for the assessment.</li> </ul>
5	Carry out daily pre-use checks to the side-by-side ATV	<p>May include:</p> <ul style="list-style-type: none"> <li>• all pre-start checks applicable to the side-by-side ATV being used for the assessment – as specified in the manual.</li> </ul>
		<p>To include:</p> <ul style="list-style-type: none"> <li>• mirrors adjusted for clear view</li> <li>• steering wheel adjusted to suit operator</li> <li>• seat adjusted to suit operator</li> <li>• condition and function of seatbelt.</li> </ul>
		<p>To include:</p> <ul style="list-style-type: none"> <li>• interpretation of information and warning symbols</li> <li>• interpretation of decals.</li> </ul>
		<p>May include:</p> <ul style="list-style-type: none"> <li>• wheels</li> <li>• cooling fan</li> <li>• drive shafts</li> <li>• exhaust system.</li> </ul>

		<p>To include:</p> <ul style="list-style-type: none"> <li>• brake operation in accordance with the operator's manual</li> <li>• braking efficiency commented upon</li> <li>• check parking brake is operating effectively.</li> </ul>
		<p>May include:</p> <ul style="list-style-type: none"> <li>• apply the parking brake</li> <li>• park across slopes ensuring wheels are turned up hill</li> <li>• use wheel chocks.</li> </ul>
6	Describe legal and safety requirements	<p>May include:</p> <ul style="list-style-type: none"> <li>• comply with the road vehicle lighting requirements</li> <li>• be registered and taxed</li> <li>• be approved for use on the road</li> <li>• appropriate insurance</li> <li>• be driven by somebody holding a suitable driving licence</li> <li>• observe legal/manufacturers speed limit.</li> </ul>
		<p>May include:</p> <ul style="list-style-type: none"> <li>• manufacturers minimum age recommendations may apply</li> <li>• SAFE STOP procedures followed.</li> </ul>
7	Outline the factors to be considered when operating a side-by-side ATV on various terrain	<p>May include:</p> <ul style="list-style-type: none"> <li>• holes</li> <li>• tree stumps</li> <li>• slopes</li> <li>• other unseen obstacles.</li> </ul>
		<p>May include:</p> <ul style="list-style-type: none"> <li>• increases stopping distance</li> <li>• makes the ATV more unstable</li> <li>• could lead to ATV overturning.</li> </ul>
		<p>May include:</p> <ul style="list-style-type: none"> <li>• unsuitable combination of gear and braking</li> <li>• insufficient revs to engage 'positive' drive.</li> </ul>
8	Describe the potential hazards that could arise when operating a side-by-side ATV	<p>May include:</p> <ul style="list-style-type: none"> <li>• loss of control</li> <li>• braking distance is increased.</li> </ul>
		<p>May include:</p> <ul style="list-style-type: none"> <li>• avoid excessive speed</li> <li>• be aware of increased stopping distances and the need to brake earlier</li> <li>• using engine braking to slow the machine.</li> </ul>
		<p>May include:</p> <ul style="list-style-type: none"> <li>• overturning</li> <li>• instability.</li> </ul>

		May include: <ul style="list-style-type: none"> <li>• avoid sharp turns</li> <li>• turns need to be taken slowly</li> <li>• make wider turns.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• side-by-side ATV could stall or run away</li> <li>• loss of traction.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• appropriate low gear should be selected before encountering slopes</li> <li>• maintain positive drive when descending slopes.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• load shifting</li> <li>• operator injury.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• maintain low speed to reduce 'bouncing'</li> <li>• try to avoid potholes and bumps</li> <li>• load should be secured to prevent movement.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• load shifting</li> <li>• overturning.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• maintain slow speed when driving across slopes</li> <li>• maintain a low centre of gravity.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• severity of the slope</li> <li>• stability of the side-by-side ATV</li> <li>• direction of turn</li> <li>• type of attachment (i.e. mounted, trailed, full or empty)</li> <li>• ground conditions.</li> </ul>
9	Demonstrate knowledge of operating a laden side-by-side ATV on various terrain	To Include: <ul style="list-style-type: none"> <li>• cargo body correctly loaded</li> <li>• loads should be secured</li> <li>• load will raise centre of gravity, which may lead to greater instability on slopes</li> <li>• live loads.</li> </ul>
10	Drive the side-by-side ATV around a specified course	To include: <ul style="list-style-type: none"> <li>• correct and safe starting procedure</li> <li>• apply brake before engaging gear</li> <li>• all round observation before moving off</li> <li>• assess terrain and remain aware of surroundings at all times</li> </ul>

		<ul style="list-style-type: none"> <li>• select appropriate gear/range for conditions</li> <li>• drive at a safe, suitable speed</li> <li>• safely manoeuvre around specified course</li> <li>• positive drive maintained</li> <li>• SAFE STOP procedures followed.</li> </ul>
11	Demonstrate knowledge of cleaning and inspection of the side-by-side ATV and reasons for cleaning	May include: <ul style="list-style-type: none"> <li>• prevent corrosion</li> <li>• facilitate maintenance and adjustments</li> <li>• prevent personal contamination</li> <li>• prevent hazardous operating conditions</li> <li>• prevent soiling of roads.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• identify PPE to be used</li> <li>• identify a suitable site.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• compressed/blown air</li> <li>• water</li> <li>• brush.</li> </ul>
		May Include: <ul style="list-style-type: none"> <li>• inspect to establish any wear, damaged and/or missing components through use</li> <li>• ensures any defects are rectified before it is next used</li> <li>• could prevent another operator from using it if in a potentially dangerous condition.</li> </ul>

## 225 – Operate an All-Terrain Vehicle and Trailer or Trailed Attachment

Activity number and description from check list		Assessment Criteria
1	Describe how to operate an ATV that has a trailer or trailed implement attached, on various terrain	May include: <ul style="list-style-type: none"> <li>• correct weight ratio between trailer and ATV in accordance with manufacturers specifications</li> <li>• swivel hitch used to improve safety</li> <li>• loads should be secured</li> <li>• loaded trailer will raise centre of gravity, which could lead to greater instability.</li> </ul>
		May include: <ul style="list-style-type: none"> <li>• trailer/trailed implement is safe and fit for purpose</li> <li>• hitch condition and compatibility.</li> </ul>
2	Manoeuvre the ATV around a specified course with a trailer or trailed implement attached including reversing	To include: <ul style="list-style-type: none"> <li>• safe hitching procedure</li> <li>• apply brake before engaging gear</li> <li>• all round observation before moving off</li> <li>• assess terrain and remain aware of surroundings at all times</li> <li>• awareness of position of attachment at all times</li> <li>• select appropriate gear for conditions</li> <li>• operate at safe, suitable speed</li> <li>• manoeuvre around specified course safely</li> <li>• positive drive maintained</li> <li>• reverse around a right-angle bend</li> <li>• avoidance of jack-knifing</li> <li>• safe procedures on slopes</li> <li>• safe unhitching procedure</li> <li>• SAFE STOP procedure followed.</li> </ul>



## Appendix 1 Practical Table

### 223 – Prepare and operate a sit astride all-terrain vehicle (ATV)

All criteria must be achieved.

Activity number and description		Achieved
1. Carry out a site-specific hazard and risk assessment		
2. Describe the relevant health and safety legislation in relation to sit-astride all-terrain vehicle (ATV) operations		
3. Select and use the appropriate personal protective equipment (PPE)		
4. Identify and explain the function of all controls		
5. Carry out daily pre-use checks to the sit-astride ATV		
6. Describe legal and safety requirements		
7. Outline the factors to be considered when operating a sit-astride ATV on various terrain		
8. Describe the potential hazards that could arise when operating a sit-astride ATV		
9. How to operate a laden sit-astride ATV on various terrain		
10. Ride the sit-astride ATV around a specified course		
11. Know how to clean and inspect the sit-astride ATV and reasons for cleaning		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		
Assessor Feedback:		

## 224 – Prepare and operate a side-by-side all-terrain vehicle (ATV)

All criteria must be achieved.

Activity number and description		Achieved
1. Carry out a site-specific hazard and risk assessment		
2. Describe the relevant health and safety legislation in relation to side-by-side all-terrain vehicle (ATV) operations		
3. Select and use the appropriate personal protective equipment (PPE)		
4. Identify and explain the function of all controls		
5. Carry out daily pre-use checks to the side-by-side ATV		
6. Describe legal and safety requirements		
7. Outline the factors to be considered when operating a side-by-side ATV on various terrain		
8. Describe the potential hazards that could arise when operating a side-by-side ATV		
9. Demonstrate knowledge of operating a laden side-by-side ATV on various terrain		
10. Drive the side-by-side ATV around a specified course		
11. Demonstrate knowledge of cleaning and inspection of the side-by-side ATV and reasons for cleaning		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		
Assessor Feedback:		

## 225 – Operate an All-Terrain Vehicle and Trailer or Trailed Attachment

All criteria must be achieved.

Activity number and description		Achieved		
1.	Describe how to operate an ATV that has a trailer or trailed implement attached, on various terrain			
2.	Manoeuvre the ATV around a specified course with a trailer or trailed implement attached including reversing			
Grade (P/X)				
Candidate signature and date				
Assessor signature and date				
Assessor Feedback:				

## Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to **www.cityandguilds.com** or click on the links below:

### **Centre handbook: quality assurance standards**

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

### **Centre assessment: quality assurance standards**

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

### **Access arrangements: when and how applications need to be made to City & Guilds**

Provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

### **Useful contacts**

Please visit the Contact Us section of the City & Guilds website, **Contact us**.

## City & Guilds

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

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