



Level 2 Award in  
The Safe Operation of Pesticide  
Plug Equipment

**Qualification Specification**

Version 2

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# Qualification Specification

## Lantra Awards Level 2 Award in The Safe Operation of Pesticide Plug Equipment

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# 1 Why has this qualification been developed?

The Lantra Awards Level 2 Award in the Safe Operation of Pesticide Plug Equipment has been developed in direct response to a legal requirement for users to hold a recognised specified Certificate before purchasing and using pesticide products to protect plants and crops from pests and diseases, and the control of unwanted plants/weeds. From 26 November 2015, anyone who is purchasing a pesticide authorised for professional use must ensure that the product will be used by someone who holds a specified Certificate or will be working under the direct supervision of someone who holds one. A specified Certificate is one which relates to the relevant use of the product being purchased.

The Lantra Awards Level 2 Award in the Safe Operation of Pesticide Plug Equipment is nationally recognised and based on National Occupational Standards (NOS). Learners can achieve certification in the safe use and application of a range of applicators which include granule applicators and vehicle mounted boom sprayers, as well as hand held.

Individuals may undertake training from a variety of sources; however, to achieve the qualification they must be assessed against all of the Learning Outcomes and Assessment Criteria set out in the qualification.

This Qualification Handbook provides information for Provider staff involved in the planning, delivery and assessment of the Lantra Awards Level 2 Award in the Safe Operation of Pesticide Plug Equipment.

## 2 Who is the qualification for?

This qualification has been developed for individuals involved in a variety of roles in the safe use, application and operation of pesticides using hand held equipment. It provides an opportunity to achieve a recognised national qualification which reflects the national standards for the type of role(s) they perform. This qualification will be suitable for those entering work, those who have established themselves in a role and those working at technician/supervisory/management levels.

The qualification is designed to enable learners to develop their knowledge, understanding and skills to support their role(s) and develop their career in the protection of plants and crops from pests and disease, and controlling unwanted plants/weeds. It also provides an opportunity for learners to obtain a recognised specified Certificate, without which they would not be able to carry on working with pesticides. The qualification will enhance the ability of personnel to work safely, effectively and efficiently in the workplace, reducing unnecessary risks to themselves and others.

This qualification is available for learners aged 16+ wishing to develop knowledge, understanding and skills in the safe use and application of pesticides.

## 2.1 Prerequisites

Entry for this qualification is available to any individual who is capable of achieving the required standard. Provider staff should understand the demands of this qualification and match learners based on their individual capabilities and future progression requirements.

This qualification has been developed to promote equal opportunities by eliminating any avoidable barriers which have the potential to restrict access or progression.

## 3 What does this qualification cover?

Learners undertaking this qualification will be able to demonstrate their knowledge of the safe use and application of pesticides using hand held equipment.

The qualification aims to assess the learner's knowledge and understanding of:

- the regulations regarding safe use of pesticides
- pesticide product information
- hazards and risks associated with pesticides
- personal safety when using pesticide plug equipment
- the measures to deal with pesticide poisoning
- safe working practices
- the requirements for protected areas
- environmental risks and protection of wildlife
- how to deal with incidents
- factors to consider when using pesticides with hand held equipment.

Following regulatory requirements for qualifications to have a distinct purpose, this qualification is identified and approved with Ofqual to have the following purpose:

- Purpose: D Confirm occupational competence and/or 'licence to practice'
- Sub purpose: D2 Confirm the ability to meet a 'licence to practice' or other legal requirements made by the relevant sector, professional or industry body.

### 3.1 Progression routes

This qualification forms part of a wider Lantra Awards offer. The table below indicates where there are opportunities for learners to progress via accredited training and, where applicable, regulated qualifications.

<b>Training</b>		
<b>Training title</b>	<b>Quartz Code</b>	<b>Product Code</b>
Boom Sprayer – Hydraulic Nozzle	443	CLPA01X
Boom Sprayer – Rotary Atomiser	444	CLPA02X
Granular Applicators	447	CLPA08X
Hand Held Applicators – Hydraulic Nozzle	445	CLPA05X
Hand Held Applicators – Rotary Atomiser	446	CLPA07X
<b>Qualifications</b>		
<b>Qualification title</b>	<b>QAN Code</b>	<b>Purpose: applies to all qualifications</b>
Level 2 Award in the Safe Application of Pesticides using Vehicle Mounted Boom Sprayer Equipment	601/6563/7	Purpose: D: Confirm occupational competence and/or 'licence to practice'  Sub purpose: D2: Confirm the ability to meet a 'licence to practice' or other legal requirements made by the relevant sector, professional or industry body.
Level 2 Award in the Safe Application of Pesticides using Granular Equipment	601/6565/0	
Level 2 Award in the Safe Operation of Hand Held Pesticide Stem Injection Equipment	603/0964/7	
Level 2 Award in the Safe Application of Pesticide using Vehicle Mounted or Trailed Wick Type Applicators	603/1464/3	
Level 2 Award in the Identification of Invasive and Injurious Species	601/6555/8	

## 4 Qualification overview

		Where to look for further details			
<b>Qualification title</b>	Lantra Awards Level 2 Award in the Safe Operation of Pesticide Plug Equipment				Ofqual's Register of Regulatory Qualifications  <a href="http://register.ofqual.gov.uk">register.ofqual.gov.uk</a>
<b>Qualification number</b>	603/1316/X				
<b>Qualification aim</b>	This qualification is designed to enable learners to become safe and competent operators of Pesticide Plug Equipment, including the Safe Use of Pesticides unit which is the foundation required to safely use and handle pesticides.				
<b>Qualification purpose</b>	This qualification is suitable for all those who need to use Pesticide Plug Equipment from those entering work, those who have established themselves in a role to those working at technician/supervisory/management levels.				
<b>Qualification start date</b>	1 June 2017				
<b>Level</b>	2				
<b>Credits</b>	5				
<b>GLH</b>	42				
<b>TQT</b>	50				
<b>Quartz ID numbers</b>	Unit- 4547 Principles of the Safe Use and Application of Pesticides Unit 9642- Safe Installation of Pesticide Plug Equipment Programme- 5520 Qualification- 279				
<b>Unit numbers and titles</b>	K/507/0952 Principles of the safe use and application of pesticides R/615/6153- Safe Installation of Pesticide Plug Equipment				Page 8
<b>Qualification structure</b>	This qualification comprises: <ul style="list-style-type: none"> <li>• 2 mandatory units</li> </ul> Learners must complete both mandatory units.				
<b>Age group</b>	Pre-16	16–18	18+	19+	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Entry requirements</b>	There are no formal requirements for entry to this qualification.				
<b>Prerequisites</b>	Whilst there are no formal prerequisites for entry to this qualification, learners must be able to read and interpret information provided in English. It is				



	recommended that learners have a basic knowledge of first-aid procedures.	
<b>Recognition of prior learning</b>	Where learners can evidence completion of The Principles of the Safe Use and Application of Pesticides, they will only need to complete the applicator unit.	
<b>Assessment methods</b>	<ul style="list-style-type: none"> <li>• Multiple-choice questioning</li> <li>• Practical demonstration of assessment activities</li> <li>• Verbal questioning</li> </ul>	
<b>Assessment model</b>	This qualification is externally assessed by a Lantra Awards Assessor. An EQA will quality assure the Assessor and the assessment decision to validate the outcome.	
<b>Grading</b>	Pass/Fail	
<b>Is there a skills card available?</b>	Yes	Guidance Handbook for Providers
<b>Fees</b>	Fees can be found in the Product Directory. Prices are subject to review on an annual basis so please contact the sales team if you do not have an up to date copy ( <a href="mailto:sales@lantra.co.uk">sales@lantra.co.uk</a> ).	Product Directory; sales team
<b>Related documents</b>	An Assessment Guidance Handbook is available for providers and assessors which can be found on the Lantra Awards website. Other assessment-related paperwork can be located within Quartzweb	<a href="http://www.lantra.co.uk">www.lantra.co.uk</a>
<b>How do I register learners?</b>	Via Quartzweb <a href="http://ordering.lantra.co.uk/Login.aspx">ordering.lantra.co.uk/Login.aspx</a>	Quartzweb User Guide

## 5 Content of qualification

This qualification is made up of two mandatory units. Learners must achieve the two mandatory units.

<b>Unit Title</b>	<b>M/O</b>	<b>GLH</b>	<b>Credits</b>
Principles of the safe use and application of pesticides	M	26	3
Safe operation of pesticide plug equipment	M	16	2

<b>Unit title</b>	Principles of the safe use and application of pesticides
<b>Unit reference number</b>	K/507/0952
<b>Unit level</b>	2
<b>Unit credit value</b>	3

<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
1. Understand the regulations regarding the safe use of pesticides	1.1 Identify relevant legislation when using pesticides
	1.2 Identify the operator's responsibilities under current legislation
2. Understand product information	2.1 Identify authorised products for use
	2.2 Interpret product labels
3. Understand the hazards and risks associated with pesticide	3.1 Identify the measures to minimise risk/prevent and control exposure
4. Understand the importance of personal safety	4.1 Outline the importance of personal hygiene
	4.2 Describe the routes of contamination
	4.3 Describe the symptoms of pesticide poisoning
5. Understand the measures to take to deal with pesticide poisoning	5.1 Describe the measures required for dealing with pesticide poisoning
6. Understand the operator's responsibility for safe working practices	6.1 Identify safety requirements when using pesticide
	6.2 Describe how to safely store pesticides
	6.3 Describe how to safely handle pesticide
	6.4 Describe how to transport pesticide safely
	6.5 Describe how to dispose of product waste safely
	6.6 Describe the emergency procedures for dealing with spillages
7. Understand the requirements for protected areas	7.1 Identify the requirements for protecting surface water and ground water

8. Understand how to minimise environmental risk and protect wildlife	8.1 Describe how to minimise environmental risk and protect wildlife
9. Understand how to deal with an incident	9.1 Describe how to deal with a suspected incident
10. Understand factors to consider when using pesticide	10.1 Identify the records to be retained in accordance with legislation

<b>Taught Content</b>
<p><b>Learning outcome 1. Regulations regarding the safe use of pesticides</b></p> <p><b>1.1</b> Learners must be able to demonstrate awareness of the appropriate Code of Practice and any guidance for those affected by the Plant Protection Products (Sustainable Use) Regulations 2012. Understand that the Sustainable Use Directive provides a framework to achieve a sustainable use of pesticides.</p> <p><b><u>Health and Safety at Work etc Act 1974 (HSWA)</u></b>  Employers responsibilities  Employees responsibilities  Suppliers responsibilities</p> <p><b><u>Management of Health and Safety at Work Regulations 1999</u></b>  Gives employers general obligations to improve health and safety management.  Explains what employers and employees must do under HSWA.</p> <p><b><u>COSHH Regulations 2002</u></b>  Assess risks to health with dangerous substances  Eliminate, if possible or adequately control exposure to substances.</p> <p><b><u>Personal Protective Equipment Regulations 2002</u></b>  All PPE must comply with PPE regulations and be CE marked.</p> <p><b><u>Wildlife and Countryside Act 1981</u></b>  The main legal protection of wildlife in Great Britain.</p>
<p><b>1.2</b> Learners must appreciate that pesticides should only be used if alternatives are not available or fail to give the required levels of control.</p> <ul style="list-style-type: none"> <li>• Operators must receive adequate training.</li> <li>• Follow the code of practice for using Plant Protection Products.</li> <li>• Take reasonable precautions to protect health and environment.</li> <li>• Confine application to intended target.</li> <li>• Learners must have knowledge of suppressing or preventing incidents of pests, diseases and weeds.</li> </ul>

To use pesticides safely and as part of an integrated control regime, using natural predators, pest-resistant plants, and other methods to preserve a healthy environment to decrease reliance on pesticides. Knowledge of a pest, disease or weeds resistance to regular use of a pesticide. Knowledge of the relevance of HRAG (herbicides resistance action group), FRAG (Fungicide resistance action group) and IRAG (Insecticide resistance action group). Show an understanding of thresholds – when pests need to be controlled.

Show knowledge of the Voluntary Initiative.

For farmers, LEAF and assurance schemes are important forms of advice.

Comply with the COSHH risk assessment. Carry out and comply with the application site Environmental Risk Assessment (consider alternatives, the effects that the product will have on health and the environment).

Maintain an up to date knowledge of current pesticide legislation.

Equipment used needs to be tested when required in accordance with the PPP (SU) Regulations and needs to be in good condition and calibrated. Knapsack sprayers and other hand held equipment need to be regularly checked and calibrated by the operator.

## **Learning outcome 2. Interpret product information**

**2.1** Learners must know where to check the product is still authorised for use - CRD website.

Learners must be able to demonstrate if a product label is counterfeit.

Learners must be able to identify if a product is counterfeit, outlining the importance of the statutory status of the label.

The conditions detailed in the “Important Information” box such as, field of use, maximum dose rate and the latest timing must be complied with. The current authorisation number must be checked to ensure it is current.

The active ingredient must be the most effective and suitable for the task.

The importance of only using approved adjuvants.

Product symbols e.g. H, F, I & P.

The importance of extension of authorisation for minor use (EAMU).

Environmental information sheets (EIS) risks to the environment (risks to the environment and how to control them).

## **Learning outcome 3. Hazards and risks associated with pesticide**

**3.1** Learners must be able to identify the hazards and risks to the operator, public, wildlife and the environment.

Recognise sensitive features e.g. residential areas, water bodies, nature conservation areas and field margins. Protect them appropriately by applying buffer zones between treated areas and neighbouring land and watercourses.

Knowledge of the voluntary initiative, which provides guidance on the safe use of pesticides.

Use an alternative method of control.

Using a less dangerous product as per the Plant Protection Products (Sustainable Use) Regulations 2012.

Recognise that using products of less of a risk will help to protect drinking water supplies. The Amenity Forum provides guidance on identifying and mitigating risks to water and minimising use on hard surfaces.

Understand the risk of run-off from hard surfaces.

Organise work to keep the public away from the areas being treated, only spray when the public are not likely to be around.

Know the requirements for:

- spraying at preferred times of day (to avoid problems such as: when public have access or when children are at school)
- spraying in preferred weather conditions
- warning neighbours and any other interested parties
- public rights of way.

Surface water and groundwater.

Prevent spillage by using a spill tray when mixing, filling and loading and ensure working away from watercourses, ditches and drains.

Take into account drainflow and surface run-off.

Take appropriate actions to reduce spray drift.

Follow buffer zone and LERAP conditions.

Always spray upstream.

Make sure equipment is well maintained and does not leak or drip.

Technical engineering or operational controls.

Reduce the dose of the product where possible.

Choose the right equipment for the job.

Use a closed cab on a tractor (if applicable).

Make sure the sprayer is tested regularly.

Use well maintained equipment.

Calibrate equipment to check accuracy of the dose rate.

Wear appropriate PPE as per the requirements of the product label.

#### **Learning outcome 4. The importance of personal safety**

**4.1** Learners must understand the importance of personal safety.

Eating, drinking and smoking should not be undertaken when using pesticide.

**4.2** Before removing PPE, wash the PPE, remove it and then wash self before storing to avoid cross contamination.

**4.3** Learners must be able to identify routes of contamination such as absorption (through skin and eyes), inhalation, ingestion (hand to mouth or object to mouth).

Symptoms of pesticide contamination e.g. headache, stomach pains, airway/skin irritation.

#### **Learning outcome 5. Measures to take to deal with pesticide poisoning**

**5.1** Learners must be able to deal with the contamination of self and others.

##### **Self**

Identify contamination

Remove contaminated clothing including PPE

Obtain medical assistance (if required)

Stop work call for medical help (if necessary) and provide information on substance i.e. product label/MSDS

##### **Conscious casualty**

Prevent further exposure

Use appropriate PPE

Move casualty away from the source (remove contaminated clothing)

Wash contaminated area with clean water

For eyes use a sterile pad or lint free dressing

For ingestion, follow details on the product label

Make the casualty rest and keep them warm

##### **Unconscious casualty**

Check breathing and pulse.

If there is breathing, put them in the recovery position.

If there are no signs of breathing, perform CPR (if required).

(To perform CPR the casualty should be on their back, and gently tip the head back to open their airway, then start CPR)

Comply with RIDDOR 2013 by notifying HSE and completing a RIDDOR form.

### **Learning outcome 6. The operator's responsibility for safe working practices**

**6.1** Learners must be able to judge the suitability and serviceability of PPE including the significance of quality standard markings (equipment that meets European standards will carry the CE mark).

Outline how PPE should be cleaned, maintained, stored and records retained in accordance with manufacturer's instructions

Know the important features of

- face shields
- coveralls
- gloves
- footwear
- Respiratory Protective Equipment
  - type of filter
  - must have a good seal with the wearer's face

(Consider - facial hair or markings, pre-existing medical conditions, if they wear spectacles or contact lenses; work rate, wear time and vision requirements - face fitting).

**6.2** Learners must have an understanding of how to safely store pesticide minimising risk.

Show knowledge of the main requirements of a pesticide store including product segregation and precautions to reduce chances of spillage.

Large enough to hold requirements.

Know to store away from areas which present a risk of fire.

The store should not be located in:

- domestic dwellings/retail areas
- through areas of larger buildings

Check with the Local Authority if planning permission is required.

Know the store construction to be:

- resistant to fire
- dry
- frost-free
- well ventilated.

Learners will know the importance of a stock record, maintaining stock security and the return of unused concentrated pesticide to the store.

Authorised pesticide should be stored in its original container with the authorised product label.

The store needs to have equipment available for dealing with contamination, spillage and fires.

Pesticides should never be left unattended.

**6.3** Learners must know the appropriate PPE which must be worn to protect the operator. Comply with the instructions detailed on the product label. Handle pesticides in a well-ventilated area.

PPE should include:

- face shield
- coverall
- gloves
- footwear
- respiratory protective equipment.

**6.4** Learners must know how to transport pesticides and their mobile storage.

Know how to safely transport pesticides to where they will be applied and safely stored at the site.

**Transporting in a vehicle**

In a secure enclosed chemical container proof against chemical and vapour. In a secure cabinet mounted on the outside of the vehicle.

A vehicle with a bulkhead between the cab and the load compartment.

Pesticides should never be left unattended.

Reference to be made to legislation, The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007 – precautions to take when transporting pesticides.

**6.5** Learners must understand reasonable precautions to ensure operations do not endanger human health or the environment.

Always take protection of water into account, particular care needs to be taken where products are sprayed back onto sites that are near to areas of water.

Explain how to reduce the need for disposals such as:

- ensuring calculations are accurate
- mixing the pesticide correctly
- ensuring the applicator is calibrated accurately.

**Disposal of unwanted concentrated pesticide**

Outline how to dispose of concentrated pesticides:

- if currently authorised return to supplier
- otherwise, collected by licensed waste disposal contractor if out of authorisation or damaged.



### **Disposal of dilute pesticide (including sprayer washings)**

Outline how to dispose of dilute pesticides and washings, for example:

- spray back onto site or target if below full rate
- collected by licensed waste disposal contractor
- use specialist effluent treatment plant
- put into a lined biobed.

Reference to be made to legislation; Environmental Protection Act 1990 – it is an offence to dispose of controlled waste which is likely to pollute the environment or harm human health.

Outline how to deal with packaging and empty containers.

### **Pesticide container**

Make sure the container is completely empty and triple rinsed before disposal

- either triple rinse manually or use built in rinsing systems
- before disposal ensure secure storage.

### **Packaging**

If not contaminated it should be recycled

Otherwise disposed of by licensed waste disposal contractor.

Reference to be made to legislation: Hazardous Waste Regulations 2005 – requirements for handling and disposing of hazardous waste.

**6.6** Learners must understand the actions required to protect the operator, general public, environment and wildlife

Describe how to deal with spillages

Learners will understand procedures to:

- Keep wildlife and people away from the affected area
- Prevent further spillage
- Contain spilt materials using an inert, absorbent material such as sand or cat litter
- Keep the contamination away from surface water, ditches and drains.
- Inform the relevant Environment Agency
- Remove materials used to contain spillage
- Dispose of contaminated material safely and legally.

Outline how to deal with spillages, including:

- the importance of potential contamination to water under the Water Framework Directive especially in areas where drinking water is abstracted
- amenity and wildlife.

## **Learning outcome 7. The requirements for protected areas**

**7.1** Learners must understand the associated legislation:

Groundwater Regulations 1998

Water framework directive

Knowing the special care needed when working in areas designated by the Water Framework Directive as water protection zones.

Preventing the pollution of groundwater by controlling disposal of substances.

Authorisation is needed before pesticide waste can be applied to land in any way other than authorised by the product.

The importance of specially designated areas such as SSSI's.

### **Learning outcome 8. Minimising environmental risk and protecting wildlife**

**8.1** Learners must understand procedures to minimise environmental risk.  
(Appropriate assessment must be made of the effect of applying pesticide in accordance with the requirements of the Wildlife and Countryside Act, 1981 and the Conservation of Habitats and Species Regulations, 2010).

Knowing the importance of wildlife habitat protection such as:

- avoiding off target contamination (bees and other beneficial insects).

Protecting wildlife – conduct an environmental risk assessment and use the safest pesticide.

- Spraying should ideally be carried out in the evening when bees have stopped flying or under conditions when bees are not foraging on flowering plants.

### **Learning outcome 9. How to deal with an incident**

**9.1** Learners must understand procedures for dealing with emergencies such as:  
The importance of Material Safety Data Sheets and what actions to take in an emergency.

State how to deal with suspected animal poisoning, contact the Wildlife Incident Investigation Scheme (WIIS).

Dealing with spillages by informing the environment agency and emergency services if required.

### **Learning outcome 10. Factors to consider when using pesticide**

**10.1** Learners must understand the importance of the following:

#### **Storage records**

- Regularly updated
- Good stock control
- In case of fire

#### **Pesticide treatment records**

Provide information e.g.

- MAPP number of pesticide used
- The time that needs to pass before harvesting
- Intervals between repeat applications

- Periods when livestock cannot go into a treated area
- When workers cannot enter treated areas.

### **Training records**

Employers to retain records of employees' training for CPD.

**COSHH assessments** – an assessment of likely risk to health

Applicable if the product is classified as very toxic, toxic, harmful, irritant or corrosive.

Includes substances with a workplace exposure limit (WEL).

Consider the dangers.

Who could be harmed and how.

Action required to prevent or control exposure.

Record the results.

Revise the assessment when necessary.

### **Environmental risk assessment**

Details the possible risks to wildlife and the environment - habitats

The steps required to prevent or adequately control exposure to wildlife, environment and water.

### **Monitoring exposure**

Employer will monitor exposure detailing the results; monitoring procedures used, length of monitoring, samples taken.

### **Exposure control measures**

Records of inspections and tests of engineering controls and respiratory protective equipment.

### **Disposal records**

Retain copies of 'waste transfer' notes

Written description of the waste for 2 years

Hazardous waste: a consignment note to be retained for 3 years.

<b>Unit title:</b>	Safe installation of pesticide plug equipment
<b>Unit level:</b>	2
<b>Unit credit value:</b>	2
<b>Unit reference number:</b>	R/615/6153

<b>Learning outcome The learner will:</b>	<b>Assessment criteria The learner can:</b>
1. Understand the legislative and safety regulations relating to pesticide plug installation	1.1 Describe the legal requirements relating to installing pesticide plugs
	1.2 Describe how to install pesticide plugs safely following industry best practice
2. Be able to assess the environmental factors relating to the site	2.1 Perform an environmental risk assessment
	2.2 Describe how to minimise risks to the environment
3. Be able to interpret product information	3.1 Read product label information
	3.2 Interpret product label information
	3.3 Explain hazards and risks associated with pesticides use
4. Be able to prepare pesticide plug application equipment	4.1 Carry out pre-use checks to the application equipment
5. Be able to calculate numbers of required plugs	5.1 Measure the diameter of tree or stump to be treated
	5.2 Calculate the number of plugs required
6. Be able to install pesticide plugs	6.1 Demonstrate safe and accurate installation procedures
	6.2 Carry out all activities protecting human health and the environment
	6.3 Demonstrate completion of a treatment report
	6.4 Describe how to manage unused pesticide plugs and packaging
	6.5 Describe how to clean and decontaminate the applicator
7. Understand how to carry out post-operational procedures	7.1 Describe the procedure to check for and carry out repairs to equipment
	7.2 Describe storage requirements for the application equipment

## Taught Content:

### **Learning outcome 1. The legislative and safety regulations relating to pesticide plug installation**

#### **1.1 Operator obligations in terms of legal requirements:**

- Comply with the Plant Protection Products (Sustainable Use) Regulations 2012
- Requirement for operators to hold the specified certificate for the equipment in use
- Use of only authorised products

#### Legal requirements when applying pesticides to or near water:

- Ensure that the product has aquatic approval
- Seek the appropriate environmental agency approval

#### **1.2 Operator safety regulations in terms of installing pesticide plugs:**

- Comply with the Pesticides Codes of Practice
- Be aware of any safety implications from any relevant COSHH and risk assessments
- Comply with safety implications from any relevant COSHH and risk assessments
- Adopt industry best practice

#### The term 'to or near water'

##### Applying to one of the following:

- Wet or dry ditches
- Water channels (e.g. streams, rivers)
- Areas immediately adjacent

#### Operator safety considerations of using equipment in an aquatic environment:

- Check bank stability before applying
- Availability of second person on site
- Availability of rescue devices

## **Learning outcome 2. Environmental factors relating to the site**

**2.1** Identify all relevant risks to the environment for the application site which may include:

- Water courses
- Tree preservation orders
- Conservation areas
- Wildlife
- Non-target species
- Leaving hazardous standing dead wood
- Housing
- Public access
- Livestock drinking areas
- Recreational uses of aquatic areas
- Water extraction points
- Removal of fish cover
- De-oxygenation of water
- Removal of habitats on water banks
- Removal of vegetation on water banks leading to bank erosion
- Factors particular to the site

To include risks to an aquatic environment where required for the site

**2.2** Minimise the risks identified

Describe the choice of pesticide and equipment, timing of application, application rate and measures to avoid risks specific to the site.

## **Learning outcome 3. Interpret product information**

**3.1 and 3.2** Read and interpret the information on a product label and provide relevant information as requested by the Assessor, to include;

- Product name
- Active substance/ ingredient

3.3 Outline the importance of the Statutory Conditions of Use and other factors, for example:

- Active substance(s)
- Field of use
- Target
- Maximum individual dose
- Maximum total dose
- Restrictions on use
- PPE requirements
- Timing of application

#### **Learning outcome 4. Prepare pesticide plug application equipment**

4.1 All relevant pre-use checks to be carried out before application.

- All required guards are in place in line with operator's manual (if applicable)
- Battery sufficiently charged (if applicable)
- Adequate fuel (if applicable)
- Drill bit securely fitted
- Depth gauge secure and set correctly
- Other checks specific to the equipment

#### **Learning outcome 5. Calculate numbers of required plugs**

5.1 Measure the diameter of the stump to be treated.

- Accurate measurement
- Accurate calculation

5.2 Calculate the numbers of plugs required for tree diameter accurately

#### **Learning outcome 6. Install pesticide plugs**

6.1 Install a minimum of six pesticide plugs (or sufficient) for an application.

- Correct selection and use of PPE
- Plugs installed at correct spacing
- Plugs installed to correct part of stump
- Plugs installed to correct depth

6.2 Demonstrate safe and accurate application procedures.

- Prevention of personal injury and contamination through correct selection and use of PPE
- Prevention of bystander contamination
- Safe installation procedure
- Avoidance of non-target application
- Avoidance of over/under dosing

Assessor to be satisfied that the candidate has carried out **all** activities protecting human health and the environment.

**6.3** Complete a treatment report which must be accurate and legible (if written).

**Note to the Assessor:** The treatment record must be approved by the Assessor (or supplied by the Assessor if necessary).

**6.4** Method of dealing with unused pesticide plugs and packaging, which may include:

- Careful return to packaging
- Return to mobile/ fixed store
- Packaging thoroughly emptied
- Securely stored until disposal
- Collected by licensed waste disposal contractor.

**6.5** Factors that need to be considered when cleaning the application equipment.

To include:

- Select and use appropriate PPE
- Appropriate site for cleaning the applicator
- Following product information and manufacturers recommendations
- Safe disposal of contaminated waste

### **Learning outcome 7. Carry out post-operational procedures**

**7.1** Procedures to protect the environment and the operator before undertaking repairs or replacement of parts.

- Checks to equipment
- Making safe before making repairs
- Notifying supervisor if not within levels of responsibility

**7.2** Factors to consider when storing the application equipment.

- Notify supervisor of any defects
- Equipment is clean and dry
- Agreed procedure followed
- Stored securely



## 6 Level descriptors

This qualification has been accredited at Level 2, this means that upon achieving the qualification the learner can be relied upon to possess the skills or knowledge described below.

<b>Level</b>	<b>Knowledge Descriptor The learner has:</b>	<b>Skills Descriptor The learner can:</b>
<b>2</b>	The knowledge and understanding of facts, procedures and ideas in an area of study or field of work necessary to complete well-defined tasks and address straightforward problems. The ability to interpret relevant information and ideas. Awareness of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.

## 7 How is this qualification delivered?

In order to deliver this qualification you will need to be a Lantra-approved provider. Details of how to become an approved provider are available by contacting our sales team, [sales@lantra.co.uk](mailto:sales@lantra.co.uk).

Approved providers should contact our quality and standards team to register for delivery of the qualification. It is important that providers are approved on a per-qualification basis as we are required to ensure that we have a quality-assurance strategy in place and because it ensures that providers receive the support they need. Upon scheme approval, you will receive the relevant documentation for delivery.

Learners must be registered via Quartzweb. Details of this process are available in the Quartzweb User Guide. Providers must submit the required information for learner registration. Learners should be registered for the qualification once they have been enrolled with the provider. Failure to register learners may prevent assessments from taking place. Sanctions may be imposed on providers if learners are not registered before the assessment takes place.

Learners will be required to undertake a multiple-choice assessment paper which will be supplied by Lantra. This must be taken as per Lantra's guidance, with the assessment paper returned to Lantra for marking.

Where a provider is running a qualification well, Lantra may award Direct Claims Status (DCS), which enables certificates to be claimed in advance of external quality assurance taking place. Further details are available in section 7.5.5.

### 7.1 Delivery in the UK

The specification for this qualification is approved for delivery in the United Kingdom. Ofqual regulates the qualification in England, and it is accredited on the Regulated Qualifications Framework (RQF) and has the following qualification accreditation number (QAN) 603/1316/X.

Regulated qualifications are subject to regular reviews to ensure their ongoing regulatory compliance and also to ensure that throughout the life cycle of the qualification the content remains relevant and current.

When the qualification is deemed no longer suitable, for example if technology has moved on and working practices are no longer relevant, Lantra will advise providers of a qualification end date. The end date marks the end of registrations. Any learners registered before this date will be allowed time to complete the qualification. For this qualification that period will stand as six months.

## 7.2 Who can deliver this qualification?

Only approved Lantra providers can deliver this qualification. For information on becoming approved please contact Lantra via [sales@lantra.co.uk](mailto:sales@lantra.co.uk) or call on 02476 69 69 96.

## 7.3 Key safety-critical and technically critical aspects

The assessment for the Lantra Awards Level 2 Award in The Safe Operation of Pesticide Plug Equipment requires learners to know relevant health and safety legislation and environmental good practice, and how environmental damage of using pesticides can be minimised.

Key safety-critical and technically critical aspects of the learning outcomes and assessment criteria have been identified (see below) to assist the assessor with assessment decisions during the observation of practical activities. If the learner is assessed to be at risk of not performing the activity to the required standard or endangering animal welfare or risks the health and safety of themselves or others, the assessor may stop the assessment and use their professional judgement to either:

- Restart the assessment with the agreement of the learner, or
- State that the assessment has not been achieved and advise the learner that they will need to apply to be assessed at a later date following training.

The assessor must record the use, reasons and subsequent decision of the key safety-critical and/or technically-critical aspects to stop an assessment on the Assessment Report Form.

Please note the safety-critical and technically-critical assessment criteria are the same for the optional units as detailed below.

<b>Learning outcome The learner will:</b>	<b>Assessment criteria The learner can:</b>
6. Be able to install pesticide plugs	6.1 Demonstrate safe and accurate installation procedures
	6.2 Carry out all activities protecting human health and the environment
	6.4 Describe how to manage unused pesticide plugs and packaging

Where safety is breached, the assessor must record the way in which the key safety-critical and/or technically critical aspects have been applied and the reasons for any subsequent decision to stop an assessment on the Assessment Report Form.

In order to achieve the qualification and certification learners will be assessed on and must achieve **all** of the learning outcomes.

## 7.4 Provider resources

You need to consider things such as:

- Product labels
- Selection of dummy pesticide plugs to be used and for classroom demonstration
- Ruler or tape measure
- Personal Protective Equipment.

## 7.5 Quality assurance and certification

### 7.5.1 Quality assurance of assessment decisions

This qualification is assessed using a multiple-choice assessment paper. The assessment paper is issued and marked by Lantra. Providers must return the signed and dated attendance register, the Assessment Paper and the Learner Achievement Record (LAR). Quality assurance of the marking process is carried out to ensure that learners receive a validated outcome.

Providers must inform Lantra when an assessment is taking place as Lantra reserves the right, as part of its quality assurance process, to observe the invigilation of an assessment to ensure that it is conducted according to requirements.

### 7.5.2 Claiming certification

Among the assessment documentation providers need to submit is a completed a Certificate Claim Form which allows Lantra to process the certificates following quality assurance approval. Where DCS is in place, the certificates will be issued prior to quality assurance taking place.

Once a learner has completed the assessment requirements and quality assurance has taken place certificates will be issued by Lantra for providers to distribute to individual learners. Certificates will be issued to learners achieving the necessary mark once assessment papers have been quality assured.

### 7.5.3 Skills Identity Card

If the learner requires a Skills Identity Card they must supply the provider with one passport-style photograph. The provider must verify that the photograph is of the learner being assessed by signing the back of it. Alternatively, suitable photographs can be taken by the provider using a digital camera and emailed to [qualifications@lantra.co.uk](mailto:qualifications@lantra.co.uk). Please note, a high-resolution image must be used and cannot be cropped or cut out from a larger image.

The submission of the photograph must contain a declaration either on the back or within the email confirming that the image is of the learner: "I certify that this is a true likeness of [learner's full name]". Where a digital image is provided, the email should also include the provider's name, the qualification title, order ID and the date of the assessment.

Lantra requires the file name of the photograph to be the learner's name and date of assessment so that it can be easily reconciled with other assessment paperwork, e.g. joe\_bloggs\_010117. Images which do not conform to this convention may cause a delay to the card being issued.

#### **7.5.4 Replacement certification and Skills ID Card**

If a learner loses the original certificate or Skills ID Card Lantra can issue a replacement. The learner will need to provide proof of identity (for example passport or driving licence) and the details of the provider they were registered with. Lantra will check all claims for replacement certificates against the original Certificate Claim Form. The provider may be contacted for authentication. The certificate will be marked as a replacement. A fee is payable for replacement certificates and Skills ID Cards. Please contact Lantra for the current fee.

### **7.6 Enquiries about results and appeals**

Lantra has an Enquiries about Results Policy and Appeals Procedure which can be used when a learner or provider has reason to believe there has been an error in either the administrative processes leading to an incorrect qualification award or there has been an issue in the assessment of the learner. Fees payable for enquiries about results will be refunded in full if the enquiry is upheld or if a learner's results are changed as a result of an enquiry.

Appeals can be made following the outcome of an enquiry about results if the learner/provider remains unhappy with the outcome or has further grounds to query the decision. Please note that appeals will not be accepted before a paid result enquiry has been conducted.

Providers must ensure that learner consent is obtained before an enquiry about a result is requested. Learners must be informed that assessment outcomes can change both positively and negatively

Please refer to the Provider Handbook for further details.

### **7.7 Malpractice and maladministration**

Where malpractice is suspected, especially where there is doubt on the integrity of the assessment process, Lantra will immediately suspend further certification claims whilst an investigation is carried out. The regulatory authorities will be notified of any investigations and their outcome.

The claimant will be required to provide information about the suspected malpractice and the circumstances surrounding the matter. Malpractice, if found, may result in sanctions being imposed on the provider, certificates being revoked or even providers being barred from Lantra membership and reported to regulatory authorities.

Maladministration is linked to malpractice and can result in a malpractice investigation being launched. Maladministration could impact on the credibility of the assessment taking place or the outcomes achieved; for example, in the event of a failure to investigate suspected malpractice when asked to do so by Lantra. Please refer to the Lantra Malpractice and Maladministration Policy for further details.

## **7.8 Recognition of prior learning**

Recognition of prior learning (RPL) is defined as “A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a qualification through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.”

It is important that providers make it clear to learners that the RPL process is associated with how the learner has acquired the required knowledge, understanding or skills; it does not mean the learner will be exempt from the assessment.

It is the responsibility of the assessor to decide if evidence provided by the learner is valid, reliable and current, and also meets the relevant assessment criteria. Where the assessor decides that the RPL does meet the assessment criteria, this must be clearly signposted in the tracking documentation.

It is recommended that providers refer to the Provider Handbook for further information on the implementation of RPL.

Where learners already hold the Principles of the Safe Use and Application of Pesticides unit or equivalent, evidence is to be provided to Lantra when claiming certificates. Learners will not be required to undertake the multiple-choice assessment paper if they wish to be certificate for another type of applicator.

## **7.9 Safeguarding — young people and vulnerable adults**

This qualification can be offered to learners in the 16–19 age group, as well as learners aged 19+. The Health and Safety at Work Act 1974 requires employers to ensure the health, safety and welfare at work of their employees and providers to safeguard learners. Young people under the age of 18 and vulnerable adults can be exposed to risk when using work equipment due to immaturity, lack of experience or lack of awareness of existing or potential risks. Therefore, young people and vulnerable adults may need closer supervision.

For more information about young people at work, see Management of Health and Safety at Work Regulations 1999.

## **7.10 Additional requirements and reasonable adjustments**

Providers are expected to make appropriate arrangements, including reasonable adjustments. These are detailed in the Equality and Diversity Policy within the provider Handbook, to ensure that learners with additional needs can access assessment wherever possible. The Equality and Diversity Policy covers alternative assessment arrangements which can be made for learners.

Reasonable adjustments must not, however, result in a change to the learning outcomes and assessment criteria. For example, within this qualification learners must understand product information, which includes being able to interpret product labels written in English.

A provider must apply to Lantra for reasonable adjustments using the Reasonable Adjustments Request Form. Lantra recommends reasonable adjustment requests be submitted no later than six weeks prior to the assessment taking place, to allow a decision on their suitability to be made before the assessment. However, Lantra recognises that this may not always be possible, and we will do our best to process requests received after this point. Please note that no reasonable adjustment should be implemented without the prior approval of Lantra.

## **8 What does a provider need to do?**

### **8.1 Management support**

Experience has shown that qualification programmes run more effectively when given support by senior management. This can be achieved by appointing a person from the senior management team or a designated Qualification Manager and ensuring they are given the authority to monitor the quality management systems for the programme and to implement any required changes. This role is separate from the required role of an IQA.

Management support can be demonstrated by ensuring that appropriate team members are allocated to the programme and given sufficient time and resources to carry out their roles effectively.

### **8.2 Provider records**

Providers are required to retain learner records, which include the details listed below. Providers may already have their own systems which can be used to store records. If the necessary information is accessible and conforms to the requirements below, then no further records need to be created. Lantra does not prescribe the format in which records are kept.

Provider records must include:

- Data about individual learners, including any reasonable adjustments
- Assessment and action plans
- Learner registration

- Learner induction plan
- Achievement of units
- Feedback given to learners by assessors

All records must be stored securely to avoid being falsified or fraudulent claims being made. All assessment records must be retained by the provider for at least **three years** after the learner has completed the assessment. If the programme is subject to an EQA visit/ approval sign off, then the records should be retained for three years after this date. It is the responsibility of the provider to ensure that data is cleansed at the appropriate time.

There is no prescribed format for these records and providers may wish to incorporate them into documentation they already maintain within their own organisation. If the provider already works to quality management systems such as the Scottish Quality Management System (SQMS), the ISO 9001 series or is required to maintain records for government-funded training schemes, that documentation will almost certainly provide an adequate basis for assessor records.

Providers may also need to adhere to separate requirements, where appropriate, with regard to the retention of records such as funding applications. Please refer to the specific requirements of the funding agency.

### 8.3 Support for learners

Learners will need to follow an induction programme when enrolled on the qualification. This should be designed around a particular element or unit of the qualification so that they become familiar with the way the qualification operates.

Many learners will already have pre-existing skills and knowledge. A system will need to be introduced to identify these skills and how evidence from prior achievements can be recorded — see section 7.8 Recognition of prior learning.

Throughout the programme tutors and/or instructors should aim to provide feedback to learners on how they are progressing through the qualification to ensure that on the day of the assessment they are ready for the requirements of the question paper and the practical assessment. Feedback should be positive, constructive and used for future planning.

Some providers will have staff working in education support; in others, assessors may offer this support. It is important for each learner to have appropriate guidance and be directed towards additional information as required. Guidance on career opportunities may also be appropriate.

Learners with particular characteristics may need additional support from the provider/instructor. Refer to Lantra's Equality and Diversity Policy for further information relating to reasonable adjustments/special considerations. Learners with certain protected characteristics should not be discriminated against or prohibited from assessment where adjustments can be made to the assessment evidence requirements which would allow them to demonstrate competence or knowledge in different ways.



Learners must be informed when they have been registered for a qualification. It is also a regulatory requirement that Lantra be informed if a learner later withdraws from a qualification. Providers must also ensure that learners are informed when they have been withdrawn from a qualification for any reason and retain evidence of this.

Learners will not be recognised by Lantra until they have been registered and Lantra will have no obligation to the learners if there is a problem with them completing the qualification, such as in the case that the provider ceases operations.

If for any reason a provider is not intending to renew their membership whilst they still have uncertified learners registered on a qualification, regulatory requirements stipulate that learner interests must be maintained. The provider may choose to transfer learners to another awarding organisation or the provider will still be required to complete the assessment of learners with Lantra and pay any fees due for quality assurance or certification.

## **9 Administration and other important information**

### **9.1 Administration process for registration and certification**

The Quartzweb User Guide contains instructions on how to register learners.

Learners may transfer registration from one unit/qualification to another provided they are both offered by Lantra. This will incur an administration fee. If the registration fee for the new qualification is higher than for the previous one, providers will be invoiced for the difference. No refunds will be made if the registration fee for the new qualification is lower. Learners transferring to a different provider must re-register with the new provider. Lantra may need to charge the learner's new provider an administration fee.

Learners must be informed when they have been registered for a qualification.

#### **9.1.1 Registering the learner**

Learners **must** be registered for a qualification before an assessment can take place. Please refer to the Quartzweb User Guide for details on how to register learners.

Each learner must give their surname/family name, first name, date of birth and postcode. The date of birth is important to distinguish between learners with the same name. Data on gender, ethnic origin and whether any reasonable adjustments have been requested are also required by the regulatory bodies so that achievements can be monitored for equal opportunities purposes and to ensure fair access to training and qualifications is achieved.

#### **9.1.2 Certificate claims**

Certificates can only be claimed for learners who are registered on Quartzweb. All certificate claims are checked against provider approval records and learner registration records (unless DCS is in place). Certificates will not be issued to learners who are not registered before the

assessment takes place. The learner name will appear on the certificate in the same way as it is entered on Quartzweb.

### **9.1.3 Regulatory authorities**

Occasionally Ofqual (the qualification regulator) may visit providers and require access to premises, meetings, learner assessment records, internal verification records, documents, data, learners and staff. If providers refuse access, Lantra will be required to suspend all future certificate claims until the requirements of the regulatory visit have been satisfied.

## **9.2 Assessment strategy**

For this qualification, an assessment guidance document is available which includes full details of the assessment requirements. Below is a summary of the assessment strategy which supports this qualification. The assessment guidance contains details on:

- Methods of assessment
- Types of evidence which may be suitable
- Key safety-critical and technically critical aspects.

Providers and assessors (and IQAs where appropriate) must ensure that they are familiar with the specifications and the requirements of the qualification.

Given the nature of the potentially hazardous work undertaken by operatives in the pesticides sector, the method used to assess whether the learner is occupationally competent is determined by legislation and the industry for which the qualification and relevant associated unit has been designed.

Unit and qualification assessment requirements set out the scope of evidence required in terms of equipment, services, statutory regulations and industry standards and systems.

Methods of assessment:

- Summative assessment through multiple-choice questions
- Observation of practical activities

Assessment requirements:

- For practical observations competence must be demonstrated and evidenced
- The assessor may decide that further observations are required to ensure that all assessment criteria have been met
- Assessors must be capable of identifying when competence has been demonstrated by the learner based on their own professional judgement
- The evidence is sufficient when the assessor judges the requirements of the qualification have been met and competence has been demonstrated by the learner
- Although there are no formal limits set on the time taken to complete the qualification or the number of assessment opportunities provided, providers may wish to set guidelines for the length of time or amount of tuition offered to learners for financial or logistical reasons, taking into account the stated key safety-critical and technically critical aspects of the

assessment. It is estimated that the practical assessment will take approximately two hours, depending on the learner.

One of the units for this qualification is assessed by a multiple-choice assessment paper. This may be delivered using our online assessment option, or by traditional paper-based assessment. Each question shows four possible answers (lettered 'A', 'B', 'C', 'D'). Learners must select one answer per question. Instructions on how to amend answers will be contained in the assessment paper instructions.

All questions have one correct answer and the assessment paper will ensure that each learning outcome of the unit is assessed allowing learners to achieve all the learning outcomes of the unit. The assessment paper includes 40 questions. The length of time permitted to complete the assessment paper is one hour.

Further guidance to support the delivery of the multiple-choice assessment of this qualification is available to download from the "my profile" area of the Lantra Awards website.

Information regarding test regulations is provided in Annex 1 of the Provider Handbook.

**Access to assessment:**

- Learners should not be put forward for an assessment until they are deemed ready to be assessed
- This can be demonstrated through an evaluation of the learner's previous training and experience
- This underpins the assumption that the learner has sufficient technical expertise, knowledge, skill and maturity to meet the assessment requirements
- Key considerations for evaluation of the learner's previous training and experience include:
  - health and safety considerations
  - knowledge of pesticide legislation and pesticide products.

## 9.3 Funding

Approved qualifications may be eligible for funding from either the Education and Skills Funding Agency (ESFA) or the Skills Funding Agency (SFA), or equivalent bodies in Wales and Northern Ireland. The qualification is listed on The Ofqual Register of Regulated Qualifications and the Learning Records Service (LRS). Funding may be available to organisations which meet the requirements of the relevant agency.

In order for the funding to be linked to the learner, a Unique Learner Number (ULN) must be provided. This should be entered in the ULN field when registering the learner on Quartzweb. For information on how to obtain ULNs for your learners, please refer to the LRS guidance.

[www.gov.uk/government/publications/lrs-unique-learner-numbers](http://www.gov.uk/government/publications/lrs-unique-learner-numbers)

## **9.4 Feedback, compliments and complaints**

Lantra recognises that from time to time providers, learners, assessors and other personnel may have reason to provide feedback on a process, or have grounds for a complaint. We would also welcome compliments when aspects of our courses have been well received so that we can seek to implement best practice across our suite of products. The Lantra Feedback, Compliments and Complaints Procedure is published on the Lantra Awards website.

## Appendix 1 – Glossary of terms

Knowledge	Factual information that can be recalled as required. Individual can (for example) “identify” and/or “describe” key information relevant to the subject area.
Understanding	The application and extension of knowledge allowing organised thought, the generation of original ideas and critical thinking. Individual can (for example) ”explain”, “analyse” and/or “evaluate”.
Skill	The application of knowledge and/or understanding in a practical context demonstrating practical competency. Individual can (for example) “operate”, “use” and/or “carry out”.
Learning outcome	How the learner will be changed by the learning/assessment process. That which the learner will, due to learning experiences, newly know, understand or be able to do.
Assessment criteria	Discrete criteria which holistically deliver on the promised objective of the qualification and which must all be evidenced to a unified (and/or graded) standard.
Breadth (exemplification)	Presents the provider with example-based teaching content which helps define the minimum required breadth of learning. Guides but does not prescribe. Learning should always be broader than any potential assessment.
Depth (amplification)	Presents the provider with required minimum teaching content and defines the depth of understanding required for the level and objective of the qualification.
Qualification objective	A succinct summation of the overarching development of the learner in terms of tangible work or further developmental opportunities available as a result of achieving this qualification.
Qualification aim	A succinct summation of why this qualification is of value to the learner (without reference to assessment).
Transferable	Knowledge, understanding or skills which can be applied beyond the context in which they were taught to benefit the learner in different job roles, industries, contexts and/or personal situations.
Assessment guidance	Guidance used to advise centres on a general level of expectation rather than to prescribe a definitive list of evidence.
Delivery guidance	Guidance which, without reference to assessment, illustrates opportunities for evidence which might: <ul style="list-style-type: none"> <li>• Be naturally generated through the learning process</li> <li>• Offer innovative examples of delivery gathered through centre/learner consultation</li> <li>• Minimise the burden of assessment on centres and learners.</li> </ul>
Guided learning hours (GLH)	Approximate number of hours under immediate guidance or supervision of a lecturer, supervisor, tutor or teacher.
Directed study	An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, <b>unlike</b> Guided Learning, not under the <b>immediate</b> Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total qualification time (TQT)	<p>Guided learning hours + directed study</p> <p>An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which is directed by (but not under the immediate guidance or supervision of) an instructor, assessor, supervisor, tutor or teacher.</p>
Arrangements for reasonable adjustments	Adjustments made to an assessment for a qualification so as to enable a learner with additional requirements to demonstrate his/her attainment to the level required.
Arrangements for special consideration	<p>Special consideration might be given to a learner who has temporarily experienced:</p> <ul style="list-style-type: none"> <li>• An illness or injury</li> <li>• Some other event outside of the learner's control which has had a material effect on the learner's ability to take an assessment or demonstrate his/her attainment.</li> </ul>
Recognition of prior learning	A method of assessment that considers whether a learner can demonstrate that they meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

## Appendix 2 — Census ethnic group classifications (2011)

Please use the following code(s) to indicate ethnicity when completing the learner registration.

England and Wales		Northern Ireland		Scotland	
01	<b>White:</b> English/Welsh/Scottish/ Northern Irish/British	19	<b>White:</b> White	30	<b>White:</b> Scottish
02	Irish	20	Irish Traveller	31	British
03	Gypsy or Irish Traveller	21	<b>Asian/Asian British:</b> Indian	32	Irish
04	Any other White background	22	Pakistani	33	Any other White background
05	<b>Mixed/multiple ethnic groups</b>	23	Bangladeshi	34	<b>Mixed:</b> Any Mixed/multiple ethnic background
06	White and Black Caribbean	24	Chinese		<b>Asian, Asian Scottish or Asian British:</b>
07	White and Black African	25	<b>Black, Black Irish or Black British:</b> Black Caribbean	35	Indian
08	White and Asian	26	Black African	36	Pakistani
09	Any other Mixed/multiple ethnic background	27	Black other	37	Bangladeshi
	<b>Asian/Asian British:</b>	28	<b>Mixed:</b> Mixed ethnic group	38	Chinese
10	Indian	29	<b>Other ethnic group:</b> Any other ethnic group	39	Any other Asian background
11	Pakistani			40	<b>Black, Black Scottish or Black British:</b> Caribbean
12	Bangladeshi			41	African
13	Chinese			42	Any other Black background
14	Any other Asian background			43	<b>Other ethnic group:</b> Any other ethnic group
	<b>Black/African/Caribbean/ Black British:</b>				
15	African				
16	Caribbean				
17	Any other Black/African/ Caribbean background				
18	<b>Other ethnic group:</b> Arab				
	Any other ethnic group				



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