



Lantra Awards Level 2 Award(s)
in
Fork Lift Truck Operations

Qualification Specification

Version 2

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Registered Office: Lantra, Lantra House, Stoneleigh Park, Coventry, Warwickshire CV8 2LG
Registered no: 2823181 • Charity no: 1022991 • Scottish charity no: SC039039

Web: www.lantra.co.uk

Tel: 02476 69 69 96

Fax: 02476 69 67 32

E-mail: sales@lantra.co.uk

Write: Lantra, Lantra House, Stoneleigh Park, Nr Coventry, Warwickshire CV8 2LG

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Level 2 Award(s) in Fork Lift Truck Operations Qualification Specification

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1 Why have these Qualifications been Developed?

The Lantra Awards Level 2 Award in Fork Lift Truck (Counter Balance) Operations qualification and the Lantra Awards Level 2 Award in Fork Lift Truck (Reach Truck) Operations qualification have been developed to provide nationally recognised certification for those who operate a Counter Balance or Reach Truck type fork lift truck. Unless otherwise stated 'Lantra Awards Level 2 Award in Fork Lift Truck Operations' refers to **both** qualifications.

These are Competency Based Qualifications (CBQs). The qualifications are based on the Skills for Logistics National Occupational Standards (NOS) for fork lift operations in warehousing and distribution and contains six Skills for Logistics units. This ensures that personnel working within the industry meet the minimum required standards. The qualifications will provide the Learner with the knowledge, understanding and skills required for operating Counter Balance or Reach Truck type fork lift trucks.

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

This Qualification Specification provides information for approved Lantra Provider employees and Assessors involved in the planning, delivery and assessment of the Lantra Awards Level 2 Award in Fork Lift Truck Operations and should be used in conjunction with the Assessment Guidance.

2 Who are these Qualifications for?

These qualifications have been designed for individuals to develop their knowledge, understanding and skills in the operation of a Counter Balance or Reach Truck type fork lift truck and will enable them to work safely, effectively and efficiently in the workplace. It provides the opportunity to achieve a nationally recognised qualification that reflects the National Occupational Standards for the activities they carry out. These qualifications will enhance the ability of personnel to work safely, effectively and efficiently in the workplace, reducing unnecessary risks to themselves and others.

These qualifications will be suitable for those currently in employment looking to enhance/update their skills and is also designed for those looking to progress into work and develop their career.

These qualifications are available for Learners aged 16 and above wishing to develop knowledge, understanding and skills in fork lift truck operations, except in ports where they must be at least 18 years old.

3 What do the Qualifications Cover?

These CBQs are intended to offer Learners involved in Counter Balance or Reach Truck fork lift truck operations the opportunity to achieve a recognised national qualification that reflects the national standards for the type(s) of role(s) they perform. It is relevant for persons involved with all aspects of fork lift truck operations.

The qualifications aim to:

- assess the Learner’s knowledge and understanding across a range of fork lift truck activities
- assess the Learner’s ability to effectively operate a fork lift truck in a warehousing and distribution environment
- assess the Learner’s ability to review and develop their own practices and carry out a range of tasks to the required industry standard
- improve awareness of health and safety legislation and how individuals can contribute to the Health and Safety Executive’s (HSE) agenda.

Following Ofqual’s regulatory requirements these qualifications are approved for the following purpose:

- D. Confirm occupational competence and/or 'licence to practice'

Sub Purpose:

- D1. Confirm competence in an occupational role to the standards required.

3.1 Transferable Skills

This qualification forms part of a wider Lantra Awards’ offer. The table below indicates where there are opportunities for Learners to transfer skills to the Lantra Awards Level 2 Award in Fork Lift Truck Operations via accredited training.

Training		
Training title	Entry code	Purpose
Counterbalance Lift Trucks	FLT05	This course is aimed at providing operators with the knowledge and skills required to operate a Counter Balance lift truck safely and meet the requirements of the Provision and Use of Work Equipment Regulations (PUWER) and HSE. (2013). <i>Rider-operated lift trucks - Operator training and safe use</i> . Third edition.
Reach Lift Trucks	FLT09	This course is aimed at providing operators with the knowledge and skills required to operate a Reach Truck lift truck safely and meet the requirements of the Provision and Use of Work Equipment Regulations (PUWER) and HSE. (2013). <i>Rider-operated lift trucks - Operator training and safe use</i> . Third edition.

4 Qualification Overview

		Where to look for further details
Qualification title	Lantra Awards Level 2 Award in Fork Lift Truck (Counter Balance) Operations	Ofqual's Register of Regulatory Qualifications register.ofqual.gov.uk
Qualification number	600/8402/9	
Qualification aim	The aim of this qualification is to ensure that the Learner has the knowledge, understanding and skills in fork lift truck (counter balance) operations in their chosen specialisation. The qualification will enhance the Learner's ability to work safely, effectively and efficiently in the workplace, thus reducing unnecessary risk to both themselves and others.	
Qualification purpose	This qualification will provide Learners involved in fork lift truck (counter balance) operations the opportunity to achieve a recognised national qualification that reflects the national standards for the type(s) of role(s) they perform.	
Qualification start date	01 March 2013	
Level	2	
Credits	12	
GLH	45	
TQT	65	
Qualification structure	This qualification comprises of six mandatory units: F/503/7780 Prepare the fork lift truck for driving or manoeuvring J/503/7781 Operate, move or manoeuvre the fork lift truck L/503/7782 Select, transfer and position loads using a fork lift truck D/503/7785 Undertake post operational checks on fork lift trucks R/503/7783 Load the container, vehicle, vessel or craft using a fork lift truck Y/503/7784 Unload the container, vehicle, vessel or craft using a fork lift truck	

	<p>This qualification offers the following certificate options:</p> <p>B1 - up to, and including 5,000kg B2 - 5,100kg up to, and including 15,000kg B3 - over 15,000 kg</p> <p>Note: If a learner achieves B2, they will automatically be awarded B3.</p>				
Age group	Pre-16	16–18	18+	19+	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Entry requirements	<p>There are no barriers that restrict access or progression thereby promoting equal opportunity.</p> <p>These qualifications are not appropriate for those Learners under the age of 16.</p> <p>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.</p>				
Prerequisites	None				
Assessment methods	<p>O Observation of Learner Q&A Oral or written questioning RA Personal statement and/or reflective account PD Professional discussion A Assignment, project/case study W Witness statement/testimony EWT Expert witness testimony RPL Recognised prior learning.</p>				
Assessment model	<p>This qualification is internally assessed with external verification. This means that Providers will appoint Assessors and that an internal quality assurer (IQA) is required to provide internal quality assurance prior to external quality assurer (EQA) sign off.</p>				
Grading	Pass/Fail				
Is there a skills card available?	No				Guidance Handbook for Providers
Fees	<p>Registration and certification 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 (sales@lantra.co.uk).</p>				Product Directory; sales team

Related documents	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	www.lantra.co.uk
How do I register Learners?	Via Quartzweb ordering.lantra.co.uk/Login.aspx	Quartzweb User Guide

Where to look for further details

Qualification title	Lantra Awards Level 2 Award in Fork Lift Truck (Reach Truck) Operations	Ofqual's Register of Regulatory Qualifications register.ofqual.gov.uk
Qualification number	603/5476/8	
Qualification aim	The aim of this qualification is to ensure that the Learner has the knowledge, understanding and skills in fork lift truck (reach truck) operations in their chosen specialisation. The qualification will enhance the Learner's ability to work safely, effectively and efficiently in the workplace, thus reducing unnecessary risk to both themselves and others.	
Qualification purpose	This qualification will provide Learners involved in fork lift truck (counter balance) operations the opportunity to achieve a recognised national qualification that reflects the national standards for the type(s) of role(s) they perform.	
Qualification start date	24 February 2020	
Level	2	
Credits	12	
GLH	45	
TQT	65	
Qualification structure	<p>This qualification comprises of six mandatory units:</p> <p>F/503/7780 Prepare the fork lift truck for driving or manoeuvring J/503/7781 Operate, move or manoeuvre the fork lift truck L/503/7782 Select, transfer and position loads using a fork lift truck D/503/7785 Undertake post operational checks on fork lift trucks R/503/7783 Load the container, vehicle, vessel or craft using a fork lift truck Y/503/7784 Unload the container, vehicle, vessel or craft using a fork lift truck</p> <p>This qualification offers the following certificate options:</p> <p>D1 - up to, and including 8m D2 - over 8m</p> <p>Note: If a learner achieves D2, they will automatically be awarded D1.</p>	

Age group	Pre-16	16–18	18+	19+	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Entry requirements	<p>There are no barriers that restrict access or progression thereby promoting equal opportunity. These qualifications are not appropriate for those Learners under the age of 16.</p> <p>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.</p>				
Prerequisites	None				
Assessment methods	<p>O Observation of Learner Q&A Oral or written questioning RA Personal statement and/or reflective account PD Professional discussion A Assignment, project/case study W Witness statement/testimony EWT Expert witness testimony RPL Recognised prior learning.</p>				
Assessment model	This qualification is internally assessed with external verification. This means that Providers will appoint Assessors and that an internal quality assurer (IQA) is required to provide internal quality assurance prior to external quality assurer (EQA) sign off.				
Grading	Pass/Fail				
Is there a skills card available?	No				Guidance Handbook for Providers
Fees	Registration and certification 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 (sales@lantra.co.uk).				Product Directory; sales team
Related documents	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				www.lantra.co.uk
How do I register Learners?	Via Quartzweb ordering.lantra.co.uk/Login.aspx				Quartzweb User Guide

5 Content of Qualifications

This qualification is made up of six mandatory units.

Unit reference number	Unit title
F/503/7780	Prepare the fork lift truck for driving or manoeuvring
J/503/7781	Operate, move or manoeuvre the fork lift truck
L/503/7782	Select, transfer and position loads using a fork lift truck
D/503/7785	Undertake post operational checks for fork lift trucks
R/503/7783	Load the container, vehicle, vessel or craft using a fork lift truck
Y/503/7784	Unload the container, vehicle, vessel or craft using a fork lift truck

Unit title:	Prepare the fork lift truck for driving or manoeuvring
Unit reference number:	F/503/7780
Unit level:	2
Unit credit value:	1

Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Know how to prepare the fork lift truck for driving or manoeuvring	1.1. Explain the relevant organisational policies and procedures for preparing the fork lift truck in logistics operations that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements.
	1.2. Explain how to check that the fork lift truck has sufficient fuel or energy for the task or shift.
	1.3. Explain the operation of the fork lift trucks' instruments and controls to include: <ul style="list-style-type: none"> • how to check the vehicle systems • how to check instruments, controls, gauges and vehicle systems • position of forks and or attachments for the load or travelling • indications of electrical or mechanical problems.
	1.4. Explain the responsibilities of the fork lift truck driver for the fork lift truck and the load.
	1.5. Explain the organisational procedures for reporting defects including information on previously reported problems with the fork lift truck.
	1.6. Explain how to obtain information on previously reported problems with the fork lift truck.
	1.7. Explain which person(s) is/are officially responsible for allocating equipment or task.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
	<p>1.8. Identify problems that can occur when preparing the fork lift truck for driving or manoeuvring.</p> <p>1.9. Explain the appropriate action to take, in order to deal with identified problems.</p>
<p>2. Be able to prepare the fork lift truck for driving or manoeuvring</p>	<p>2.1. Follow all relevant organisational policies and procedures for preparing the fork lift truck in logistics operations that relate to:</p> <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements. <p>2.2. Check the fork lift truck has sufficient fuel or energy for the task or shift.</p> <p>2.3. Check the fork lift truck systems to ensure the fork lift truck complies with operational and legal requirements.</p> <p>2.4. Carry out adjustments to optimise control, observation and comfort.</p> <p>2.5. Check that any ancillary attachments are in working order.</p> <p>2.6. Position the fork lift truck and any attachments used in an authorised position, location or parking bay as appropriate when not in use.</p>

Unit title:	Operate, move or manoeuvre the fork lift truck
Unit reference number:	J/503/7781
Unit level:	2
Unit credit value:	2

Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Know how to operate, move or manoeuvre the fork lift truck	1.1. Explain the relevant organisational policies and procedures for operating, moving or manoeuvring the fork lift truck in logistics operations that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • different locations • different loads • theft or damage to truck and/or load.
	1.2. Explain the observations required for operating, moving or manoeuvring the fork lift truck.
	1.3. Explain how different audible and/or visual warning devices are used.
	1.4. Describe the risks associated with driving, moving or manoeuvring the fork lift truck at different locations.
	1.5. Explain the factors that can affect the stability of the fork lift truck.
	1.6. Describe how to identify damage or deterioration in the condition of the load.
	1.7. Identify problems that can occur when driving, moving or manoeuvring the fork lift truck.
	1.8. Explain the appropriate action to take, in order to deal with identified problems.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
2. Be able to operate, move or manoeuvre the fork lift truck	2.1. Follow all relevant organisational policies and procedures for operating, moving or manoeuvring the fork lift truck in logistics operations that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • operating requirements • different locations • different loads.
	2.2. Undertake a visual risk assessment of the working area.
	2.3. Check visual aids to ensure all-round vision.
	2.4. Mount the equipment safely making appropriate adjustments to the controls.
	2.5. Position forks or attachments for loading or travelling.
	2.6. Undertake correct observations.
	2.7. Operate, move or manoeuvre the fork lift truck smoothly maintaining stability of both fork lift truck and load.
	2.8. Negotiate inclines and declines in a manner that will maintain the stability of both fork lift truck and the load.
	2.9. Locate a suitable space for turning, aligning the pivot and reference points.
	2.10. Turn the fork lift truck in a manner that will maintain the stability of both fork lift truck and the load.
	2.11. Stop the fork lift truck in a manner that will maintain the stability of both fork lift truck and the load.
	2.12. Position the fork lift truck and any attachments used in an authorised position, location or parking bay as appropriate when not in use.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
	2.13. Dismount the fork lift truck safely.
	2.14. Record all work according to organisational requirements.

Unit title:	Select, transfer and position loads using a fork lift truck
Unit reference number:	L/503/7782
Unit level:	2
Unit credit value:	2

Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Know how to select, transfer and position loads using a fork lift truck	1.1. Explain the relevant organisational policies and procedures for selecting, transferring and positioning loads using the fork lift truck that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • lifting systems • different locations • different loads.
	1.2. Explain how to ensure the load is safe for the operation.
	1.3. Explain how to set the forks or attachments to ensure the stability and security of the load.
	1.4. Explain factors that can affect the stability of the fork lift truck when engaged in selecting, transferring and positioning loads.
	1.5. Explain the dangers of overloading the fork lift truck.
	1.6. Identify problems that can occur when selecting, transferring and positioning loads using a fork lift truck.
	1.7. Explain the appropriate action to take, in order to deal with identified problems.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
2. Be able to operate, move or manoeuvre the fork lift truck	2.1. Follow all organisational policies and procedures for selecting, transferring and positioning the fork lift truck that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • fork lift operating systems • different locations.
	2.2. Identify the correct load.
	2.3. Check the load is safe for the operation.
	2.4. Set the forks and/or attachments to ensure the stability of the load.
	2.5. Position the load for transportation.
	2.6. Check the stability and security of the load during positioning and transportation.
	2.7. Operate the vehicle controls to maintain the safety, security of yourself, the fork lift truck and others.
	2.8. Communicate effectively.
	2.9. Check that the safety and security of the load is maintained during transfer.
	2.10. Check that the location allocated for the load is suitable.
	2.11. Set the load down in the correct position and location safely.
	2.12. Record all work according to organisational requirements.

Unit title:	Undertake post operational checks for fork lift trucks
Unit reference number:	D/503/7785
Unit level:	2
Unit credit value:	1

Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Know how to undertake post operational checks for a fork lift truck	1.1. Explain the relevant organisational policies and procedures for undertaking post-operational checks for the fork lift truck that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • lifting systems.
	1.2. Identify information relating to daily, weekly and/or monthly maintenance checks.
	1.3. Explain how to carry out required post operational checks.
	1.4. Identify problems that can occur when undertaking post operational checks for a fork lift truck.
	1.5. Explain the appropriate action to take, in order to deal with identified problems.
2. Be able to undertake post operational checks for fork lift trucks	2.1. Follow all organisational policies and procedures for undertaking post-operational checks for the fork lift truck that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements.
	2.2. Undertake the routine checks that must be carried out after using the fork lift truck.
	2.3. Check that the regulations relating to the fork lift truck are met.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
	2.4. Demonstrate how to complete post operational checks according to operational and organisational procedures.
	2.5. Position the fork lift truck and any attachments used in an authorised position, location or parking bay as appropriate when not in use.
	2.6. Record all work according to organisational procedures.

Unit title:	Load the container, vehicle, vessel or craft using a fork lift truck
Unit reference number:	R/503/7783
Unit level:	2
Unit credit value:	3

Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Know how to load the container, vehicle, vessel or craft using a fork lift truck	1.1. Explain the relevant organisational policies and procedures for loading the container, vehicle, vessel or craft that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • lifting systems • different locations • different containers, vehicles, vessels or craft • different loads.
	1.2. Explain how to ensure the load is safe for the operation.
	1.3. Explain how to set the forks or attachments to ensure the stability and security of the load.
	1.4. Explain factors that can affect the stability of the fork lift truck when engaged in loading the container, vehicle, vessel or craft.
	1.5. Explain the dangers of overloading the fork lift truck.
	1.6. Explain load restrictions for the container, vehicle, vessel or craft.
	1.7. Explain factors that can affect loading and delivery sequences.
	1.8. Explain the dangers of overloading the container, vehicle, vessel or craft.
	1.9. Identify problems that can occur when loading the container, vehicle, vessel or craft using a fork lift truck.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
	10.1. Explain the appropriate action to take, in order to deal with identified problems.
2. Be able to operate, move or manoeuvre the fork lift truck	2.1. Follow organisational policies and procedures for loading the container, vehicle, vessel or craft using the fork lift truck that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • fork lift operations • different locations • different containers, vehicles, vessels or craft. 2.2. Identify the correct container, vehicle, vessel or craft to be loaded. 2.3. Identify the correct load. 2.4. Check the load is safe for the operation. 2.5. Set the forks and/or attachments to ensure the stability of the load. 2.6. Check the stability and security of the load during positioning and loading the container, vehicle, vessel or craft. 2.7. Ensure the load and container, vehicle, vessel or craft are compatible. 2.8. Maintain the safety, security of yourself, the fork lift truck and others when manoeuvring the fork lift truck. 2.9. Operate the fork lift truck controls to maintain the safety, security of yourself, the fork lift truck and others. 2.10. Communicate effectively. 2.11. Check that the safety and security of the load is maintained during transfer. 2.12. Set the load down safely in the correct position and location.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
	2.13. Load the container, vehicle, vessel or craft in the appropriate manner for the type of load or delivery sequence.
	2.14. Record all work according to organisational requirements.

Unit title:	Unload the container, vehicle, vessel or craft using a fork lift truck
Unit reference number:	Y/503/7784
Unit level:	2
Unit credit value:	3

Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Know how to unload the container, vehicle, vessel or craft using a fork lift truck	1.1. Explain the relevant organisational policies and procedures for unloading the container, vehicle, vessel or craft that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • lifting systems • different locations • different containers, vehicles, vessels or craft • proof of delivery systems.
	1.2. Explain how to ensure the load is safe for the operation.
	1.3. Explain how to set the forks or attachments to ensure the stability and security of the load.
	1.4. Explain factors that can affect the stability of the fork lift truck when engaged in unloading the container, vehicle, vessel or craft.
	1.5. Explain how the container, vehicle, vessel or craft should be prepared for loading.
	1.6. Explain the dangers of overloading the fork lift truck.
	1.7. Identify the person responsible for receiving the load.
	1.8. Identify problems that can occur when unloading a container, vehicle, vessel or craft using a fork lift truck.
	1.9. Explain the appropriate action to take, in order to deal with identified problems.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
2. Be able to unload the container, vehicle, vessel or craft using a fork lift truck	2.1. Follow all organisational policies and procedures for unloading the container, vehicle, vessel or craft using the fork lift truck that relate to: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • legal requirements • fork lift operations • different locations • different containers, vehicles, vessels or craft proof of delivery systems.
	2.2. Identify the correct container, vehicle, vessel or craft to be unloaded.
	2.3. Identify the correct load.
	2.4. Check the load is safe for the operation.
	2.5. Set the forks and/or attachments to ensure the stability of the load.
	2.6. Communicate effectively.
	2.7. Maintain the safety, security of yourself, the fork lift truck and others when manoeuvring the fork lift truck.
	2.8. Unload the container, vehicle, vessel or craft according to the plan and in the appropriate manner for the type of load.
	2.9. Check the stability and security of the load during the unloading of the container, vehicle, vessel or craft.
	2.10. Operate the fork lift truck controls to maintain the safety, security of yourself, the fork lift truck and others.
	2.11. Check that the safety and security of the load is maintained during the unloading.
	2.12. Set the load down safely in the correct position and location.

Learning outcomes The Learner will:	Assessment criteria The Learner can:
	2.13. Record all work according to organisational requirements.

6 Level Descriptors

These qualifications have been accredited at Level 2, this means that upon achieving the qualifications the Learner can be relied upon to possess the skills or knowledge described below.

Level	Knowledge descriptor The Learner has:	Skills descriptor The Learner can:
2	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 are these Qualifications 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.

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 it also 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 complete the necessary elements of the assessment and be assessed by the internal Assessor. The Provider will compile and send the assessment paperwork (Assessment Report Form, Certificate Claim Form, Learner Registration and Assessment Results Form) to Lantra for external quality assurance.

Providers are not required to send Learner evidence to Lantra; this should be retained by the Provider. However, Lantra reserves the right to request to see Learner work as part of the quality assurance process, so this should be retained and filed so that it can be easily located.

7.1 Delivery in the UK

The Specification for these qualifications 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 numbers:

Lantra Awards Level 2 Award in Fork Lift Truck (Counter Balance) Operations	600/8402/9
Lantra Awards Level 2 Award in Fork Lift Truck (Reach Truck) Operations	603/5476/8

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 these qualifications 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 or call on 02476 69 69 96.

7.3 Key Safety-critical and Technically Critical Aspects

The assessment requirements for the Lantra Awards Level 2 Award in Fork Lift Truck Operations qualifications include the Learner knowing about relevant health and safety legislation and having the ability to load, manoeuvre and unload the fork lift safely without endangering themselves or others.

Key safety-critical and technically-critical aspects of the Learning Outcomes and Assessment Criteria have been identified to assist the Assessor with assessment decisions during the observation of practical activities. When undertaking practical activities, if the Learner is considered to be at risk of not performing the activity to the required standard or endangering the health and safety of themselves or others, the Assessor may halt the activity and use their professional judgement to restart the activity with the agreement of the Learner.

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

Prepare the fork lift truck for driving or manoeuvring	
Learning outcome The Learner will:	Assessment criteria The Learner can:
2. Be able to prepare the fork lift truck for driving or manoeuvring	2.2. Check the fork lift truck has sufficient fuel or energy for the task or shift.
	2.4. Carry out adjustments to optimise control, observation and comfort.
	2.5. Check that any ancillary attachments are in working order.
	2.6. Position fork lift truck and any attachments used in an authorised position, location or parking bay as appropriate when not in use.

Learning outcome The Learner will:	Assessment criteria The Learner can:
Select, transfer and position loads using a fork lift truck	
2. Be able to operate, move or manoeuvre the fork lift truck	2.4. Set forks and/or attachments to ensure the stability of the load.
	2.5. Position the load for transportation.
	2.6. Check the stability and security of the load during positioning and transportation.
	2.7. Operate the vehicle controls to maintain the safety, security of yourself, the fork lift truck and others.
	2.11. Set down the load in the correct position and location safely.
Load the container, vehicle, vessel or craft using a fork lift truck	
2. Be able to operate, move or manoeuvre the fork lift truck	2.4. Check the load is safe for the operation.
	2.5. Set forks and/or attachments to ensure the stability of the load.
	2.6. Check the stability and security of the load during positioning and loading the container, vehicle, vessel or craft.
	2.8. Maintain the safety, security of yourself, the fork lift truck and others when manoeuvring the fork lift truck.
	2.9. Operate the fork lift truck controls to maintain the safety, security of yourself, the fork lift truck and others.
	2.11. Check that the safety and security of the load is maintained during transfer.
	2.12. Set the load down safely in the correct position and location.
	2.13. Load the container, vehicle, vessel or craft in the appropriate manner for the type of load or delivery sequence.

Operate, move or manoeuvre the fork lift truck	
Learning outcome The Learner will:	Assessment criteria The Learner can:
2. Be able to operate, move or manoeuvre the fork lift truck	2.4. Mount the equipment safely making appropriate adjustments to the controls.
	2.5. Position forks or attachments for loading or travelling.
	2.7. Operate, move or manoeuvre the fork lift truck smoothly maintaining stability of both fork lift truck and load.
	2.8. Negotiate inclines and declines in a manner that will maintain the stability of both fork lift truck and the load.
	2.9. Locate a suitable space for turning, aligning the pivot and reference points.
	2.10. Turn the fork lift truck in a manner that will maintain the stability of both fork lift truck and the load.
	2.11. Stop the fork lift truck in a manner that will maintain the stability of both fork lift truck and the load.
	2.12. Position the fork lift truck and any attachments used in an authorised position, location or parking bay as appropriate when not in use.
	2.13. Dismount the fork lift truck safely.
Unload the container, vehicle, vessel or craft using a fork lift truck	
2. Be able to unload the container, vehicle, vessel or craft using a fork lift truck	2.4. Check the load is safe for the operation.
	2.5. Set forks and /or attachments to ensure the stability of the load.
	2.7. Maintain the safety, security of yourself, the fork lift truck and others when manoeuvring the fork lift truck.
	2.8. Unload the container, vehicle, vessel or craft according to the plan and in the appropriate manner for the type of load.
	2.9. Check the stability and security of the load during the unloading of the container, vehicle, vessel or craft.

Learning outcome The Learner will:	Assessment criteria The Learner can:
	2.10. Operate the fork lift truck controls to maintain the safety, security of yourself, the fork lift truck and others.
	2.11. Check that the safety and security of the load is maintained during the unloading.
	2.12. Set the load down safely in the correct position and location.
Undertake post operational checks for fork lift trucks	
2. Be able to undertake post operational checks for fork lift trucks	2.2. Undertake the routine checks that must be carried out after using the fork lift truck.
	2.4. Demonstrate how to complete post operational checks according to operational and organisational procedures.
	2.5. Position the fork lift truck and any attachments used in an authorised position, location or parking bay as appropriate when not in use.

In order to achieve the qualification Learners will be assessed on all learning outcomes and must achieve all learning outcomes in order to be certificated.

7.4 Provider Resources

Learners may require access to specific resources for training purposes and to demonstrate competence.

The units of assessment will need to be checked to see what will be assessed ensuring Learners have access to the right equipment to meet assessment requirements. Details of who will be responsible for ensuring the resources are appropriate and who is responsible for ensuring facilities comply with health and safety requirements is required.

As a minimum, Providers should consider resources such as:

- A room suitable for carrying out Learner inductions which includes lighting and power points.
- Suitable welfare facilities
- Projector, Laptop;
- A lift truck with evidence of thorough examination prior to the event and its MOM
- Suitable and correct PPE for the task(s) being assessed.

For a full list of resources, Providers should refer to the Product Information Sheet (PIS).

7.5 Quality Assurance and Certification

7.5.1 Quality Assurance of Assessment Decisions

These qualifications are internally assessed and externally quality assured. This means that Providers will need to appoint qualification Assessors to assess Learners and complete assessment paperwork. Where you have more than one Assessor you will need to carry out internal standardisation of each Assessor to ensure that they can apply the assessment criteria consistently and accurately. An internal quality assurer (IQA) will need to be appointed, and they will need to sample assessment decisions across the Assessors. It is also a requirement that regular standardisation activity is carried out with Assessors. The IQA will be responsible for putting this programme into place.

An external quality assurer (EQA) will be appointed to the Provider and this person will be responsible for sample checking Assessors' assessment recommendations. The EQA will produce a sampling strategy which will determine the number of portfolios to be seen. This strategy involves the consideration of a number of factors such as, size of cohort and number of assessors. The EQA will produce a sampling record detailing which work they will want to see. It is important to note that although the EQA will view only a sample of work, they may wish to widen the sample. Therefore, all Learner work should be available for inspection.

Lantra operates both on-site and postal external quality assurance for these qualifications. You may not, therefore, always have a visit from an EQA, but a sample may be requested for despatch via post. The principle of quality assurance is the same either way. The EQA will review a sample of work and make a recommendation on the assessment decisions of the cohort as a whole.

Your EQA will contact you to make the necessary arrangements regarding the visit (date, venue etc.) or request the despatch of a sample of work.

Where the EQA is in agreement this decision will be communicated to Lantra and certificate claims will be processed. Where the EQA is not in agreement the reasons will be communicated to the Provider with supportive feedback to help with future assessment decisions. This may result in the need for Learners to retake the assessment.

Occasionally as part of Lantra's ongoing quality assurance strategy an EQA may be accompanied by either Lantra staff or another EQA. This is to ensure that the EQA is following the correct processes.

Where Direct Claim Status (DCS) is in place Providers will be able to claim certificates before quality assurance has taken place.

Lantra will support Providers when requirements are not met by developing action plans, providing recommendations and, where required, implementing sanctions.

7.5.2 Claiming Certification

Among the assessment documentation Providers need to submit is a completed Learner Registration and Assessment Results Form, which allows Lantra to process the certificates following quality assurance approval.

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.

Where DCS is in place, the certificates will be issued prior to quality assurance taking place.

7.5.3 Direct Claims Status (DCS)

DCS enables Providers to claim certification directly before external quality assurance has taken place. A claim for DCS can only be made after an external quality assurer (EQA) has conducted a visit, which may be approximately six months following approval to deliver the qualifications and enough Learners have been progressed by the Provider.

Where an EQA decides a programme is running successfully and the Provider has effective internal controls, recommendation may be made to award the Provider DCS. Where this is granted the Provider must retain all assessment evidence until the EQA has quality assured the work as meeting national standards. DCS will be withdrawn if access is not given to completed Learners' evidence where certificates have already been claimed.

Providers must operate a system which ensures all Assessors assess to the required standard. The internal quality assurer (IQA) will be required to observe each Assessor, retaining evidence of observations which must be made available during EQA visits. The EQA may wish to sample the process and observe Assessors. If the EQA is not confident about the way in which the Provider is operating, they may recommend the suspension or withdrawal of DCS.

DCS does not mean that all claims are certificated without further quality assurance checks. Quality assurance of claims will still take place, and where this suggests that certificates have been incorrectly issued may lead to them being revoked. Providers are required to make all reasonable effort to recover certificates which have been revoked.

Should a Provider be imposed with a Level 2 sanction, DCS will automatically be removed. Further information on sanctions can be found in the Provider Handbook.

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.

7.9 Safeguarding — Young People and Vulnerable Adults

These qualifications can be offered to Learners in the 16-19 age group, with the exception of working in ports where the minimum age is 18. The Health and Safety at Work Act 1974 requires employers to ensure the health, safety and welfare at work of their employees and for Providers to safeguard Learners. Young people under the age of 18 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 in this age group will need close 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 signage on-site 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 any 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 (other than those on the specified list) should be implemented without the prior approval of Lantra. Where reasonable adjustments appear on the specified list these should be noted on the Assessment Report Form.

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 special needs
- assessment and action plans
- learner registration
- achievement of units
- feedback given to learners by assessors
- learners' evidence sampled by IQAs
- feedback given to assessors by IQAs
- learner induction plan.

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 Provider 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 qualifications. This should be designed around a particular element or unit of the qualifications so that they become familiar with the way the qualifications operate.

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 any assessment they are ready for the requirements of the question paper or practical assessment to be used as evidence. 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 whilst not mandatory are beneficial 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 any assessment takes place.

The Learner name will appear on the certificate in the same way as it is entered on Quartzweb.

Providers must issue the certificate to the Learner as soon as is practically possible, it is not permissible to withhold the distribution of the certificate where there is a dispute over any fees payable.

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 these qualifications, an assessment guidance document is available which includes full details of the assessment requirements. Below is a summary of the assessment strategy which supports these qualifications. 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 qualifications.

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

9.2.1 Methods of Assessment

These qualifications are assessed via the production of a portfolio of evidence. The list below provides examples of the types of evidence which may be contained within the portfolio:

- Observation of Learner*
- Oral or written questioning
- Personal statement and/or reflective account
- Professional discussion
- Assignment, project/case study
- Witness statement/testimony
- Expert witness testimony
- Recognised prior learning.

*Observations of practical performance must be videoed (must be a real working environment) and assessed using an appropriate assessment record.

9.2.2 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 qualifications 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.

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 lift truck legislation and lift truck products.

9.3 Funding

Approved qualifications may be eligible for funding from either the Education and Skills Funding Agency (ESFA) 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/education/learning-records-service-lrs.

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.
Qualification aim	A succinct summation of why this qualification is of value to the Learner (without reference to assessment).
Assessment guidance	Guidance used to advise centres on a general level of expectation rather than to prescribe a definitive list of evidence.
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, unlike Guided Learning, not under the immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.
Total qualification time (TQT)	Guided learning hours + directed study + assessment.
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"> • an illness or injury • 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.
Recognition of prior learning	<p>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.</p>

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© Lantra

Lantra House, Stoneleigh Park,
Coventry, CV8 2LG
t +44 (0)2476 696996
e sales@lantra.co.uk
w www.lantra.co.uk

Registered no: 2823181
Charity no: 1022991
Scottish charity no: SC039039
VAT no: 585 3815 08



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