

This update is to inform existing and new centres offering 6159 Winter Service Operations of scheme development and forthcoming arrangements prior to the current qualification expiry.

1. **Qualification Dates** - This qualification is due to expire on 31st October 2013. The qualification will be extended and current scheme unchanged for a further five years alongside some updates to units. This should go ahead although there will be some changes to Units 080, 090 and 021. These changes are centred on the examination papers and any changes in health and safety legislation.
2. **Scheme Extension** - With extending the current scheme those learners that have achieved Units 080 or 090 will continue to have 12 months to complete the qualification pathway, this will allow for an overlap beyond 31st October 2013. Scheme and Unit numbers will remain the same.
3. **Re-Registration** - Currently practicing Assessors and Trainers are required to re-register for the units that they are approved to deliver or assess for a further 5 years. The application form will be sent from the North East Regional Employers Organisation (NEREO) to the approved centres and must be returned by post only. Applications will require up to date passport quality photographs. Centres should only apply for the units currently registered. Should Assessors and Trainers wish to add further units it will be necessary for them to undertake primary assessment, or in the case of Units 080, 090 and 021, approval from the Qualification Consultant. **Applications will only be accepted directly from the approved centre and not individuals.** Where an assessor or trainer works for several centres only one application should be sent from the main centre or as agreed with the assessor or trainer. The centre IQA must ensure that assessors hold the relevant licence category.

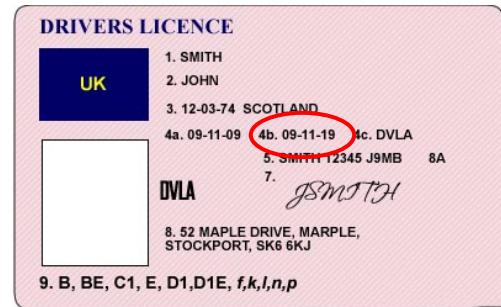
Assessors already holding either Units 011, 012 or 013 will have the new qualification pathway units added to their cards. This covers Units 016, 017 and 018 for Vehicles and ploughs only.

4. **Additional Pathways** - Additional qualification pathway for the use of winter service equipment 'off-highway' is to be developed. This will be aimed at organisations that treat or plough snow in public car parks, industrial areas, schools, or National Health Service premises, etc. it is expected that the new pathway will go live by the end of October 2013.
5. **Endorsements** - More local authorities are now using pre-wetted salt; to meet the demands of the industry and to ensure that operators know how to use this material safely Unit 013 will have an endorsement to cover the use of pre-wetted salt. This can be claimed in the same way existing endorsements on the relevant certificates. Brine application is not readily available on units 011 and 012 equipment.
6. **Unit 014 – Foden 4000** – Unit 014 will now be withdrawn from the revised scheme qualification pathways. This is due to the redundancy of the equipment with the Highways Agency.

7. **Winter Service Vehicles – ECON Uni-bodies.** Trainers and assessors covering this type of equipment must include appropriate training on the use of safety cut out devices that are fitted. Such devices are easily over ridden or bypassed and it should be pointed out to learners that this would be a criminal offence as well as endangering life. Where any safety device is found to be defective the equipment must not be used for assessment.
8. **Open Ladders fitted to equipment.** Where a ladder access is available that does not have a working platform and guard rails it should only be used for inspection purposes, for example, checking the contents of the hopper. Open ladders should not be used for washing down equipment or activities that require both hands to be free from a suitable handhold. Appropriate training should be provided that will include the safety recommendation for the use of ladders and access platforms under the Work at Height learning outcome.
9. **Towed spreaders** – Learners assessed using towed spreaders must hold the appropriate licence category for the combined unladen weight. Assessors must confirm that the licence holder has the vocational entitlement. DVLA has the latest information on towing including the changes from January 2013.
10. **Seat belts** – During any driving it is a legal requirement for seat belts to be worn. Where an operator fails to comply with this legal requirement the assessment should be discontinued and the learner informed why and an appropriate action plan agreed.
11. **Spreading de-icing materials** – During practical assessment the learner must demonstrate the spreading of de-icing materials, altering the width and rate of spread and the use of the spot/blast function. Assessors should not assume learners can do this without practical demonstration. This also applies where brine is used to spread pre-wetted salt. Treated sections of the route should be sufficient to enable all performance criteria to be assessed.
12. **Snowploughs** – Any snowplough fitted and carried on a vehicle must have a safety device fitted to prevent the plough from dropping due to hydraulic or electrical failure. These safety devices must meet the requirements of the BS EN Standards and the Provision and Use of Work Equipment Regulations. Where a snowplough is presented for assessment that does not comply with the safety requirements the assessment must not go ahead until rectified. (Reference - BS EN 15583-1).
13. **Assessment** – Learners who hold a qualification under this scheme have to re-qualify every 5 years. Re-qualification is only by a full assessment covering all performances and knowledge. Assessors must not assume competence based upon previously held qualifications.
14. **Identity photographs** – Centres are reminded to only send passport quality photographs when applying for the qualification to be registered. The photograph must be on photo quality paper that allows for scanning. NEREO will return any photographs that do not comply with the information provided on the application form.

15. **Driving licences** – There are occasions where the driver presenting themselves does not have a current licence with them. This could be due to sending it to DVLA for updating or renewal. Where this is the case the assessor may request the driver contact DVLA and give permission for the assessor to confirm the licence category prior to assessment. A record of this should be included within the assessment materials under the licence category.

Assessor should also be aware that if photo identity part of the licence has expired it may invalidate the licence and insurance, assessment must not continue where this is the case.



16. **Health and Safety Units and Winter Service Operations Supervision and Monitoring** – The arrangements for undertaking the examination papers for these units must comply with City and Guilds Examinations Policy. Centres must ensure that they are familiar with this document and ensure the facilities used for examinations are suitable. Part of the Health and Safety Units 080, 090 and 021 require that a fully functioning winter service vehicle or snow blower is available to cover the practical outcomes. Where this is not possible alternative arrangements must be made to complete the unit in full. The learning outcomes for these safety units do not form part of the practical assessment which is carried out on a separate occasion.
17. **Assessment materials** – Assessment materials provide by City and Guilds must not be altered in any way or used for purposes other than training and assessment within the qualification. All materials are copy right protected.