

**WINTER MAINTENANCE ASSESSMENTS
CITY AND GUILDS 6159 AWARD**

GUIDANCE NOTES FOR MANAGERS

Reading and acting on the following notes can save you time and money when putting your staff through training and/or assessment for Winter Maintenance.

The qualification was introduced specifically to reduce the damage to the road network & equipment that was being caused by Winter Maintenance Operations. It is also designed to ensure the workforce is adequately trained for the job.

1. PREPARATION

It is desirable that **all** operatives who are nominated for the above assessments receive some preparation.

Those who have several years experience, may not require training as such, but should be given the opportunity for refresher training prior to being formally assessed. It is very important that the same type of vehicle is used both for training and assessment . Particular attention should be given to the fitting and use of snowploughs if applicable.

Those operatives with minimal experience (or who have not had the opportunity to use Winter Maintenance Equipment due to recent mild winters), should receive refresher training in each of the areas covered by the assessment.

In the past, several operatives have been nominated for assessment at very short notice i.e. that morning - without any forewarning or preparation, which is not good for their nerves or their chances of a good performance. Experience has shown that these operatives often find it difficult to meet the criteria.

2. HEALTH & SAFETY UNIT

To ensure that training is relevant and appropriate please supply a copy of any winter maintenance policy and procedure documents to the Skills Training Centre when booking.

Please ensure that the following are available on the day

- Suitable training room with flip chart or whiteboard
- Vehicle in which candidates are to be assessed
- Snowplough if applicable

3. TRAINING & ASSESSMENT DAYS

To avoid losing time please check to ensure:

- Vehicles are not defective and proper maintenance has been carried out.
- Vehicle handbook available.
- Vehicles have a valid Tax Disc

- Access to/egress from garaging is possible.
- Snow ploughs are readily available and in working order.
- Salt supply & a means of loading is available
- Access to the salt is safe with no risk of falling salt to your operatives / our assessor
- Suitable and safe wash down facilities *
- Operatives are familiar with depots layouts and working systems.
- Operatives are not using unfamiliar vehicles, controls and equipment
- Operative scheduling for assessments is well organised.
- That adequate facilities are available for the assessments

***Please clarify with our Trainers/Assessors on arrival your safe method of work for this activity**

4. TOOLS AND EQUIPMENT

Please ensure that the following items are available:

- The Vehicle Operator's Handbook
- Spreading equipment handbook
- Department of Transport Winter Maintenance Manual if applicable
- Tyre pressure gauge
- Hammer (for snowplough pins)
- Cab radio or mobile phone

5. SNOWPLOUGHS

Candidates will need to have skilled assistance for this part of the assessment. This can be provided by another candidate.

Any problems are normally due to:

- Snowploughs inaccessible or inadequately supported.
- Poor maintenance
 - Height not adjustable
 - Seized pins and wheel bearings
 - Seized hydraulic rams
 - Hydraulic failure
- Lack of suitable tools to adjust the height of the jockey wheels.
- Locating pins and safety clips, either, bent, missing, not greased etc.
- Unfamiliarity with controls and settings and plough type
- Inclement weather conditions e.g. heavy rain.
- Incorrect or missing travel bar.

It is essential that snowploughs are fitted with a travel bar. Assessment of the snowplough element can not proceed if the travel bar is missing.

6. DRIVING

Some operatives, despite having received LGV training are unable to drive the vehicle to an accepted standard due to lack of mechanical sympathy and failure to adhere to speed restrictions. This reveals their lack of familiarity, practice or exclusive and recent use of automatic vehicles only.

Candidates must be familiar with and have experience of driving the vehicle in which they are to take their assessment. The same vehicle must also be available on the

health & safety day and any training days. In particular they must be familiar with the type of gearbox fitted and any PTO systems in the vehicle

7. DEMOUNTABLE SPREADING EQUIPMENT

Mounting and demounting of spreader bodies is no longer part of the assessment but candidates are assessed on their ability to ensure that the body is safe and secure.

8. WASHING DOWN

Washing down the vehicle is part of the assessment and suitable and safe facilities should be available. Please clarify with the training centre as soon as possible your method for washing down and including specific details of the equipment used.

9. THE ASSESSMENT

The main difficulties encountered have arisen as a result of:-

- a) Lack of knowledge
- b) Lack of practice
- c) Lack of experience

The driven part of the assessment must be taken over a route to the following specification:

A minimum of 20 miles including both rural and urban sections. It should also contain sections that require driver/operator caution in winter conditions, i.e. steep gradients, roundabouts, major junctions and dual carriageways.

Update from November 2008 – ADDITIONAL INFORMATION

1. City & Guilds stipulates that **candidates must be seated 1.4 metres apart for the written test at the end of the unit 080 (Health & Safety) day**. This is a Mandatory requirement. If you have any issues with achieving this at your locations please contact Vikki Simson or Tim Bottoms on 020 8359 5157 as soon as possible. As a Centre we have to notify our External Verifier of the address for every 080 event so it is critical the venue meets this new requirement.
2. City & Guilds do not allow us to accept candidates for assessment that cannot understand spoken English and we are not permitted to carry out assessments using interpreters.
3. A Winter Service Practical Driving Assessment has to be completed within 12 months of completing unit 080 for one vehicle type. Having done this there is no further requirement to retake 080 within a 5 year period should any further practical driving units be required.
4. Unit 021 for Supervisors is available as a 2-day programme. Long awaited, we see this as a very positive step forward and a programme that we think will be welcomed by those with a front line supervisory responsibility for Winter Service Operations. If you are interested in sending delegates onto this programme please register your interest with the Training Centre on 0208 359 5157. A separate Guidance note is available for this programme.
5. **We require our assessors to have written permission to spread de-icing materials as part of the assessment. Please find attached a form that will need to be completed annually and signed by the authorised person within your client Highway Authority who is responsible for Winter Service Operations. The following extract comes from the City and Guilds Winter Service Scheme Guidance**
“A Candidate cannot be deemed competent unless actual spreading materials have been applied. ‘Dry runs’ are not acceptable as evidence of competence to spread de-icing materials”.

6. If possible STC's Trainers/Assessors need to be added to clients Group Vehicle insurance policies in the event they have to drive the equipment. If you need details about our assessors in order to do this, please contact Vikki Simson on vikki@skillstrainingcentre.co.uk to obtain the necessary information. Please also confirm by email to Vikki that Trainer/Assessors have been added to your group vehicle policy(s). If we do not receive written confirmation, we will assume our Trainer/Assessors are not insured to drive your vehicles.

As a registered assessment centre we are obliged to follow the scheme requirements.

I hope you find this information useful. If you have any problems/queries or require any further information please do not hesitate to contact us.

IN SUMMARY

You need to ensure that:-

- 1) Delegates only provide Passport Size/Quality Photos.
- 2) Delegates can be seated 1.4 metres apart for the written test at the end of Unit 080.
- 3) Delegates have a good understanding of spoken English.
- 4) No one attends for a Practical Assessment without having sat the new Unit 080 first.
- 5) Delegates attend for their Practical Assessments within 12 months of achieving Unit 080.
- 6) The Assessor and/or STC office is provided with the completed form giving permission to spread de-icing materials during assessments.
- 7) You need to add STC Trainers/Assessors to your Group Vehicle Insurance Policies.

If you have any problems/queries or require any further information please do not hesitate to contact us.

Assessment Checklist

On the day of the assessment it is essential that your candidates have :-

| | | |
|----|---|--|
| 1) | A valid driving licence for the vehicle to be used for the assessment. This will be in 2 parts, a paper licence and ID Card if recently issued or a 1part paper licence if this is an older licence | |
| 2) | Two passport photographs signed by his manager (if applying for Winter Maintenance Licence) | |
| 3) | Correct Personal Protective Equipment | |
| 4) | Recent experience of driving the vehicle to be used for the assessment (or similar) | |
| 5) | Details of previous City and Guilds Qualifications including Candidate number | |
| 6) | Details of previous Winter Maintenance training | |

Failing to ensure this will lead to delays in issuing Certificates and possible failure of the assessment.

Contact Name : Tim Bottoms
Contact Number : 020 8359 5157
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Please do not hesitate to contact us at any time if you have any queries.