

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

***GUIDANCE NOTE FOR MANAGERS For
Supervisors Unit 021***

Reading and acting on the following notes can save you time and money when putting your staff through training and assessment for the Supervisors Unit 021 award.

The City & Guilds 6159 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. SUPERVISOR UNIT 021

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 and Plough**
- **Snowplough**

2. TRAINING & ASSESSMENT DAYS

To avoid losing time please check to ensure:

- Vehicles are not defective and proper maintenance has been carried out.
- Vehicle handbook is available.
- Vehicles have a valid Tax Disc
- Access to/egress from garaging is possible.
- Snow ploughs are readily available and in working order.

3. 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

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 021 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 021 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. Copies of your Winter Service Policy Document need to be available for all candidates.

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 021.
- 3) Delegates have a good understanding of spoken English.

Assessment Checklist

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

1)	Two passport photographs signed by their manager	
2)	Correct Personal Protective Equipment as circulated on joining details – High visibility jacket, safety gloves and protective footwear e.g. steel toe capped boots.	
3)	Delegates can be seated 1.4 metres apart for the written test at the end of unit 021	

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

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Please do not hesitate to contact us at any time if you have any queries.