

Level 2 Large Goods Vehicle (LGV) Driver

EPA-Kit

Assessing the Practical Driving Assessment

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Assessing the Practical Driving Assessment

The recommended duration for the Practical Driving Assessment is 1-hour but durations of up to 90 minutes can be tolerated where the additional time is required for vehicle checks. The Practical Driving Assessment duration is a continuous duration and should start with the vehicle checks and should then be a continuous assessment between 60- and 90-minutes duration. The Practical Driving Assessment will be pre-planned and scheduled at a time when the apprentice will be in their normal place of work. The assessment will take place in a large goods vehicle (LGV) and will test the apprentice's practical ability to prepare, drive and control the vehicle in various on-road situations. A simulated scenario as well as questioning or prompts by the assessor may be used to collect any evidence they haven't been able to demonstrate over the course of the assessment, so no apprentices are disadvantaged by the nuance of their job role.

Apprentices will be marked against the pass and distinction criteria included in the tables on the following pages (under Practical Driving Assessment Criteria)

- To achieve a **pass**, apprentices must achieve all of the pass criteria
- **Unsuccessful** apprentices will have not achieved all of the pass criteria
- To achieve a **distinction**, apprentices must achieve all of the pass criteria **and** all of the distinction criteria

Before the assessment:

Employers/training providers should plan a relevant practical driving assessment activity, or series of activities, that provide the apprentice with the opportunity to demonstrate each of the required standards outlined in the following pages. The practical driving assessment activities should provide the apprentice with opportunities to:

- Prepare the vehicle and load for deliveries
- Plan routes effectively
- Drive safely and efficiently on public and private roads
- Use and position vehicle fitted equipment
- Control the vehicle in all traffic situations
- Use relevant equipment machinery safely
- Use basic IT systems
- Comply with relevant systems and processes (legislation and regulation)
- Protect the driver, vehicle and load
- Maintain the health, safety and security of yourself and others

Employers/training providers should:

- Ensure the apprentice knows the date, time and location of the assessment
- Brief the apprentice on the activities to be carried out and the duration of the assessment (a minimum of 1-hour but durations of up to 90 minutes can be tolerated where the additional time is required for vehicle checks. The Practical Driving Assessment duration is a continuous duration and should start with the vehicle checks and should then be a continuous assessment between 60- and 90-minutes duration.)
- Ensure the apprentice knows which criteria will be assessed (outlined on the following pages)
- Encourage the apprentice to reflect on their experience and learning on-programme to understand what is required to meet the standard
- Be prepared to provide clarification to the apprentice, and signpost them to relevant parts of their on-programme experience in preparation for their assessment

Aim for a Distinction

In order for the apprentice to give themselves the best chance of achieving a distinction. The apprentice should prepare as best they can by making sure they sell themselves to the assessor. The apprentice needs to demonstrate going 'over and above' in their role, making sure they explain things to their assessor, particularly to show keenness in the sector and justifying their choices and decision making. The assessor may also ask questions or prompts which will be for the assessor to explore why the apprentice has approached a task in a certain way, and to provide them with more opportunities to demonstrate the criteria by justifying and explaining their thinking.

The Practical Driving Assessment - Mock Assessment

It is the employer/training provider's responsibility to prepare apprentices for their End-Point Assessment and Highfield recommends that the apprentice experiences a mock Practical Driving Assessment in advance of the End-Point Assessment with the training provider/employer giving feedback on any areas for improvement. In designing a mock assessment, the employer/training provider should include the following elements in its planning:

- The mock Practical Driving Assessment should take place in a large goods vehicle (LGV)
- The mock Practical Driving Assessment should take place in a real workplace, or a realistic simulation if the real workplace does not present all the required assessment opportunities
- The participation of other personnel to play the parts of customers, team members, other road users etc.
 - It is strongly recommended that the mock Practical Driving Assessment has been practiced beforehand and all personnel involved are properly briefed on their roles
 - The roles should provide the opportunity for the apprentice to demonstrate both the “pass” level and the “distinction” level criteria
- A minimum 1-hour time slot should be available but durations of up to 90 minutes can be tolerated where the additional time is required for vehicle checks. The Practical Driving Assessment duration is a continuous duration and should start with the vehicle checks and should then be a continuous assessment between 60- and 90-minutes duration. This allows for a complete mock Practical Driving Assessment, if it is intended to be a complete mock Practical Driving Assessment covering all relevant standards. However, this time may be split up to allow for progressive learning
- Consider a video recording of the mock assessment, and allow it to be observed by other apprentices, especially if it is not practicable for the employer/training provider to carry out a separate mock assessment with each apprentice
- Ensure that the apprentice’s performance is assessed by a competent trainer/assessor, and that feedback is shared with the apprentice to complete the learning experience.
- Mock assessment sheets are available to download from the Highfield Assessment website and included in this EPA Kit and may be used for this purpose.
- The assessor may ask questions or prompts during the Practical Driving Assessment; these should be open questions such as:
 - How come you’ve decided to take this route?
 - Can you tell me why you decided to check that piece of equipment?
 - What made you decide to use that manoeuvre/technique?

A suggestion on the split of the 1-hour time slot could be:

10 mins

Vehicle Checks (S5 & S6)

- FLOWERS – fuel, lights, oils, water, electrics, rubber, self
- Tyre inspection
- Checking for damage
- Check fluid levels
- Place tachograph digital card
- Check auxiliary equipment
- Check seating, mirrors, controls etc.

10 mins

Loading/Unloading (S2 & S6)

- Load/unload your vehicle with the goods you will be transporting or check paperwork to ensure that it relates to the goods being transported
- Ensure the load is safe and secure or checking the seal
- Ensure driver behaves in a safe manner (access and egress)
- Using safe manual handling techniques
- Using auxiliary equipment (S2)

5mins

Route planning (S4, S8, S9) (routes must include different road types)

- Plan the route using paperwork given by the office or set up satnav/GPS for that route
- Check online maps/GPS for delays, accidents or roadworks etc.
- Change the route if necessary, or, update the office of the expected delay

35 mins

SAFED (S1, S3, S10)

- Drive from the depot (private road)
- Drive onto public roads/local roads
- Manoeuvre vehicles in restricted space
- Follow the highway code
- Control and adapting driving style to the weather and traffic conditions

Practical Driving Assessment Criteria

During the Practical Driving Assessment, the following standards should be evidenced. Apprentices should prepare for the Practical Driving Assessment by considering how the criteria can be met. In order to achieve a pass, all pass criteria must be achieved. In order to achieve a distinction, all pass criteria **and** all of the distinction criteria must be achieved.

Preparation of a vehicle	
Prepare the vehicle and the load for deliveries, including safely using and positioning vehicle fitted equipment; carry out vehicle safety checks and deal with or report any defects or maintenance issues to the appropriate person; complete daily walk round check sheets	S6: Prepare the vehicle and load for deliveries

Planning of delivery	
Effectively plan the most economical route to be used, minimising waste and loss; plan, prioritise and adapt accordingly when situations arise out of the normal routine	S8: Plan routes effectively

Safe and efficient driving and use of equipment	
<p>Drive safely and efficiently (SAFED) on public and private roads and manoeuvre the vehicle in restricted spaces;</p> <p>Safely use and position vehicle fitted equipment (e.g. mobile cranes).</p> <p>Proficiently control the vehicle in all traffic situations and weather conditions and show consideration for other drivers.</p> <p>Use relevant equipment and machinery safely and efficiently to ensure the safe handling of customer goods, safely open and restrain trailer and vehicle body doors; pay attention to the safe and effective use of equipment and machinery.</p>	<p>S1: Drive safely and efficiently on public and private roads</p> <p>S2: Use and position vehicle fitted equipment</p> <p>S3: Control the vehicle in all traffic situations</p> <p>S4: Use relevant equipment machinery safely</p>

Use of systems to process goods

Use basic IT systems appropriately and in line with organisational requirements; adapt to new technology and accept the need for change

S9: Use **basic** IT systems

Structure of the industry

Comply with relevant systems and processes, following instructions and organisational policy in a safe and efficient manner to carry out delivery and other relevant activities.

S5: Comply with relevant systems and processes (legislation and regulation)

Fully comply with appropriate legislation and regulation;

Awareness of own role

Protect the driver, vehicle and the load from theft and damage.

S7: Protect the driver, vehicle and load
S10: Maintain the health, safety and security of people at all times

Maintain the health, safety and security of people at all times.

Distinction Criteria

- D1:** Make fewer errors and start to demonstrate advanced and courteous driving skills for example enhanced application of the Highway Code and defensive and economic driving skills
- D2:** Go **above and beyond** what is expected of their role, for example, demonstration of particularly fast, efficient and new ways of working and improved ways of working
- D3:** Demonstrate **originality** in the consistent, effective application of technical processes, resources, techniques and materials
- D4:** Complete tasks independently to a level that far exceeds the minimum standard with few or no errors
- D5:** Select and use appropriate skills and processes, **justifying their choices**
- D6:** Be able to challenge where appropriate and identify solutions rather than just problems or issues