



**LEVEL 2 and LEVEL 3 AWARD/S  
in  
HEALTH AND SAFETY IN  
AGRICULTURE AND PRODUCTION HORTICULTURE (QCF)**

**Information for Centres**

**Level Two Award in Safe Working in  
Agriculture and Production Horticulture (500/7449/0)  
Level Three Award in Controlling Risks to  
Health and Safety in Agriculture and Production Horticulture (500/7448/9)**

**September 2009**

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Registered Office  
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Warwickshire, CV8 2LG

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## ANNEXES

## **1 About Lantra Awards**

Lantra Awards is a nationally recognised Awarding Body approved to develop and accredit Qualifications such as NVQ/SVQ's; VRQ's and QCF provision. We offer national Qualifications in a range of subject areas, as well as technical awards and customised provision to accredit in-house training. Our portfolio of credit-based Qualifications is constantly developing and these Level 2 and Level 3 Awards in Health and Safety are designed to add value to our existing provision as well as enable progression routes for a range of learners and support continuing professional development.

## **2 Qualifications and Credit Framework**

Since 2006 the Regulatory Authorities have been testing the Qualifications and Credit Framework which is a new Qualifications structure built from credit based units. Units are then selected and combined into Qualifications in order to enable a more flexible learner centred approach; depending on the agreed rules of combination for each Qualification.

It is anticipated that as the QCF develops it will enable more freedom; choice and flexibility for learners enabling them to undertake smaller bite-sized learning opportunities that can build up achievements over time. Learners' can therefore work at their own pace and in their own learning context.

This Qualification is designed to fit into the ethos of the QCF and has been designed to enable flexibility and encourage positive outcomes for all learners.

## **3 What are the aims of these Qualifications?**

These Health and Safety Qualifications in Agriculture and Production Horticulture have been developed to form a progressive suite of qualifications to develop knowledge and skills in relation to health and safety in agriculture and production horticulture.

The qualifications were originally based upon the 'Strategic Agreement for a Portfolio of Vocationally Related Qualifications to Improve Health and Safety in Agriculture and Horticulture' developed in partnership with the Health and Safety Executive (HSE), Transport and General Workers Union (TGWU), and the National Farmers Union (NFU). Assistance and guidance was provided by Lantra Sector Skills Council, the Employment National Training Organisation, QCA and awarding bodies working within the land-based sector.

The primary aim of these vocational qualifications is to address health and safety issues within agricultural and horticultural industries. The qualifications will "provide people working within agriculture and horticulture with knowledge to help them protect their own health and safety and the health and safety of employees who may be affected by their activities" (Strategic Agreement for a Portfolio of Vocationally Related Qualifications to Improve Health and Safety in Agriculture and Horticulture).

This aim is achieved through the development of relevant skills and knowledge at the appropriate level for each qualification. In developing these, the qualifications will begin to address key concerns around health and safety by making those working within specific areas more aware of health and safety issues and more able to respond appropriately.

#### **4 Who are the Qualifications designed for?**

The Qualifications aim to fill the training gap in this area and will encourage learners to develop their knowledge, understanding and skills to support their role(s) and, develop their careers. The Awards are aimed to include a wide range of learners. There are two levels of qualification aimed at the following:

- Level 2 is aimed to include anyone working in agriculture and production horticulture.
- Level 3 is aimed to include supervisors, skilled employees, unit managers, union or worker safety representatives and farmers / growers who are self-employed or employing only family.

#### **5 What are the benefits from doing these Qualifications?**

Learners undertaking this Qualification will develop their knowledge of a range of issues in relation to health and safety within the land-based sector. The units will enable learners to test out their own knowledge and understanding and evidence their awareness of health and safety issues.

The Qualifications may also enable learners to progress to further training opportunities in this and other related areas. Progression may be into a number of different routes including:

- Self-employment.
- Paid employment (e.g. fair weather workers and grant aided work).
- Voluntary work.

#### **6 What's in the Level 2 and Level 3 Awards?**

These Qualifications have been devised to meet the assessment criteria of the Level 2 unit: Safe Working in the Land Based Sector and the Level 3 units: Controlling Risks to Health and Safety in the Land Based Sector and Principles of Controlling Risks to Health and Safety in the Land Based Sector. Each of the units has a credit value of 3. The units may also be used alongside other training programmes or land-based qualifications to enable the creation of individual learning programmes tailored to the learners needs whilst enabling those learners to achieve or work towards achieving a national Qualification and improve their opportunities.

The Level 2 Award comprises of a single Mandatory unit: Safe Working in the Land Based Sector which has a credit value of 3.

The Level 3 Award comprises of two Mandatory units: Controlling Risks to Health and Safety in the Land Based Sector and Principles of Controlling Risks to Health and Safety in the Land Based Sector with a combined credit value of 6.

For a full list of units please see Annex A.

#### **7 Are there any entry requirements for the Qualification?**

There are no prescribed requirements for undertaking these Awards and learners may choose to be assessed for the qualifications without any formal training however; it is recommended they receive instruction beforehand. Lantra Awards Technical Awards are available to support the qualifications at Level Two and Three.

## **8 How long would it take for a learner to complete the Qualification?**

The recommended notional learning time for the achievement of a single credit is 10 hours. The Level 2 Award is awarded on the achievement of 3 credits (23 GLH). All credits must come from the Mandatory Unit. The Level 3 Award is awarded on the basis of 6 credits (40 GLH). All credits must come from the two Mandatory Units.

Learners may take slightly less or slightly more time to achieve the number of credits required: - but the size of the Qualification is based upon notional learning time and represents an average rather than a defined number of learning hours. It is important that Centres approved to deliver the Qualification give the appropriate time and support to enable learners to achieve. Learners may claim certification for any credit / units they achieve irrespective of whether they have completed the full Qualification.

## **9 My organisation is interested in offering these Qualifications. What do I have to do now?**

Your organisation must apply to Lantra Awards to become an approved centre for these Qualifications. If you meet the criteria set in the Application for Centre Approval Form, Lantra Awards will approve your organisation as an 'assessment centre' which means that you can offer the Qualifications.

Learners cannot be assessed for any part of the Qualification unless they have been registered with Lantra Awards by an approved centre. Only approved centres can register learners.

The application form for centre approval is provided in Annex C.

**It is the responsibility of the approved centre to ensure that all tutors / instructors are competent to deliver and assess the units they are teaching. Lantra Awards recommends that all instructors are approved by Lantra Awards or by an equivalent internal system of quality assurance.**

## **10 My organisation is already an approved Lantra Awards training provider. Do I still need to apply for centre approval?**

Regulations require awarding bodies to approve each centre for specific Qualifications, regardless of any other activities that organisation may undertake.

## **11 Quality Assurance - How are the Qualifications Assessed?**

In order to achieve the Qualification learners need to demonstrate that they have met the evidence requirements for the assessment criteria of each of the individual units.

Level 2 is assessed by a single multiple-choice answer test.

Level 3 is assessed by a single multiple-choice answer test and a work-based assignment that involves the following:

- Carrying out a risk assessment, recording the main findings and arrangements for health and safety.
- Developing a communication strategy in order to relate relevant information.
- Researching the purchase of services and equipment.

It is recommended that learners undertaking the Level 3 qualification already have the knowledge and understanding required to meet the Level 2 learning outcomes. In cases where an equivalent Health and Safety qualification is held at Level 2 learners may progress straight into the next level qualification, subject to confirmation from Lantra Awards.

The assessment methods reflect both the theoretical and the practical nature of the qualification. Assessment is scrutinised and confirmed through quality assurance arrangements and standardisation activities.

### **When does testing for the Qualifications take place?**

Test dates are set by the test centre and notified to Lantra Awards. Learners must be registered with Lantra Awards and centres should complete the QCF Learner Registration Form.

Where a centre would prefer assessment paperwork to be sent to them by post; names of all learners must be submitted a minimum of **5** working days prior to the test date. This will ensure we have time to print and collate the relevant paperwork.

If test papers are to be sent via e-mail; the names of all learners must be submitted a minimum of 48 hours prior to the test date. This will ensure registration of learners and sufficient time to e-mail relevant paperwork. Please e-mail all registration requests to [awards@lantra-awards.co.uk](mailto:awards@lantra-awards.co.uk).

Learners that have not been registered prior to the assessment taking place, e.g. people who just turn up on the day, should not be permitted to take the test and should be booked onto a future test.

### **Where does testing for the Qualifications take place?**

Tests can take place at centres approved by Lantra Awards to offer the Qualifications. Centres must confirm the test date, start time and the venue on the QCF Learner Registration Form.

### **How are the tests to be conducted?**

See Test regulations contained within Annex D.

Tests are conducted using pre set multiple choice answer papers issued to centres once learners have been registered with Lantra Awards.

The Level Three work-based assignment is done in the learners own time, based on the learners own place of work. They are required to submit the relevant assignment for marking with a signed declaration stating that it is their own work. This will then be marked by external examiners against a mark scheme.

### **How do centres enter learners for testing?**

Centres must complete a QCF Learner Registration Form. Learners entered for the Level Three test will automatically be sent the work-based assignment.

### **What happens if the learners do not meet the required standard?**

Learners can re-sit the test as many times as they wish. Each re-sit must be registered as specified above. Similarly the assignment for Level Three can be re-submitted in light of feedback received by the Examiner.

### **What are the test papers like?**

Level Two and Level Three are assessed by a 30 question multiple choice paper. The pass mark for the test is 70% so learners must answer at least 21 questions correctly to pass. The multiple choice questions take place under examination conditions and the maximum length of time given to complete the paper is 1 hour. Completed papers are returned to Lantra Awards and then marked by an Examination Officer. Results are given as Pass / Fail.

### **Are there any sample test papers?**

A sample test paper, (including the mark scheme for Level Two and Three), is available to all approved centres for them to use as practice papers. Copies are included on the CD supplied to approved centres. Sample test papers can be photocopied and are free of charge.

### **What happens after the test?**

Test papers should be collected and the 'Test Attendance Sheet' should have been completed. The test attendance sheet is to confirm which learners actually took the test on the day. This is particularly useful in those cases where a learner has been entered for the test but, for some reason, does not take the test on the day. By completing the attendance sheet, Lantra Awards knows which learners to expect test papers for. If there is a discrepancy between the number of names on the test attendance sheet and the actual number of test papers received, Lantra Awards will contact you to find out whether any test papers are missing. The test attendance sheet should also be used for recording details of any disturbance or incident (e.g. fire alarm, cheating) during the test.

It is the responsibility of the centre to post all the worked test papers, together with the completed and signed test attendance sheet, back to Lantra Awards. Centres are strongly advised to use recorded delivery or some other form of postage which can be tracked. Lantra Awards is not responsible for test papers which are lost in the post.

### **What happens if there is an error on the test paper?**

If errors are detected before the test papers are distributed, they will either be reprinted or an erratum slip which clearly identifies the error and the correct replacement information will be issued. If an error is detected after distribution, for example, during a test, Lantra Awards will decide on the most appropriate action to take. Centres may contact Lantra Awards for advice, but should encourage learners to continue working on other parts of the paper and should not stop the test.

Learners will not be disadvantaged by errors and either the item concerned will be deleted or the error will be taken into account when the test papers are marked. Lantra Awards takes a serious view of errors passing undetected and all errors identified by centres during the course of a test will be reported to the Quality Committee.

If a centre considers a question to be ambiguous or unclear, a note of the problem should be included with the returned worked test papers. All comments received at the time test papers are returned (i.e. within a few days of the test and before marking has started) will be considered by the Technical Working Group responsible for the question bank.

### **What feedback will be given?**

When Lantra Awards issues the results, they will be shown as Pass or Fail for each learner. Those who failed the relevant test but achieved a mark which was within 10% of the pass mark will be identified. No feedback will be given on individual learners' work and learners will not be given their marks.

Examination Officers will confirm test results with centres.

### **When will I get the results of the tests?**

Lantra Awards will despatch results within 10 working days of receiving the test papers. Test results and certificates will be issued to centres for distribution to individual learners.

### **What additional quality assurance arrangements may be applied to this qualification?**

Lantra Awards will carry out 'on the spot' inspections of tests by arriving at the test venue unannounced. All test inspections will be carried out by a person appointed to do so by Lantra Awards and will carry identification to confirm their role. The inspector will review the security arrangements for the test, invigilation procedures and the manner in which the test is conducted.

The test inspector will prepare a brief report for Lantra Awards and, if there are any serious irregularities, may recommend to Lantra Awards that centre approval should be withdrawn. In these circumstances, a copy of the report will be provided to the centre concerned; otherwise all feedback will be provided verbally on the day.

For internally assessed assignments that are externally moderated, External Moderators are responsible for liaising with the centre to arrange a review of the centres internal verification process and sampling of learners' work.

All learners' work must be retained by the centre until instructed to release this following moderation.

Lantra Awards provides guidance and training to Internal Moderators which includes the size and nature of samples and additional samples when required. External Moderators will stipulate the sample from the list of registered learners provided by Lantra Awards. The sample must normally be at least 10% or 10 completed assignments, whichever is larger. External Moderators may request a higher sample e.g. where the centre is new or where previous moderation activities have indicated some inconsistency or errors in marking learners' work. Where more than one internal assessor is active then the moderator must ensure that the internal moderation process samples the marking of all assessors. Feedback to assessors should be evident and where there are inconsistencies across markers then evidence of action to address this should be available to the External Moderator.

External Moderators are responsible for giving feedback to the centre regarding the accuracy and consistency of their assessment decisions and internal moderation process and where relevant indicate where the centre can improve on these. Following moderation, External Moderators must complete the appropriate documentation to demonstrate that moderation has taken place and that the moderator is satisfied with the internal assessment and moderation process.

### **Internal Assessors**

The Centre Information Pack for each Qualification will offer guidance on the nature and type of assessment evidence that is acceptable. This will include the extent to which learners are allowed to re-draft work and the type and extent of feedback that can be given to learners by assessors.

Where more than one assessor operates within a centre, Lantra Awards requires the assessors to be standardised internally and to provide evidence to Lantra Awards that this has taken place via the internal moderation system. The External Moderator for the centre will request a sample of work from the centre that will include that will have been internally moderated.

Lantra Awards requires written confirmation from the learner and the assessor that the work produced is authentic and moderators will sample this area from time to time.

## **12 What is the cost of the Qualification?**

QCF Qualification fees are based upon a combined full Qualification fee or individual unit fees depending upon the requirements of the learner. For a current list of all centre approval; learner registration charges and quality assurance costs please access the published fees list.

Where required, External Moderator visits and distance monitoring will be charged to the centre at current rates. For a list of current rates access the published fees list.

## **13 What do I do if a learner wishes to enquire about or appeal against his / her test results?**

Lantra Awards has an enquiries policy and an appeals procedure that can be used in these circumstances. There are fees for enquiries and appeals, which will be refunded in full if the appeal is upheld or if a learner's results are changed as a result of an enquiry. See Lantra Awards Policy Document for details.

## **14 What if a learner loses their certificate?**

Lantra Awards will issue a replacement certificate if a learner loses the original, provided that the learner can provide proof of identity (e.g. birth certificate, wedding certificate, driving licence) and can give details of the centre they were registered with. Lantra Awards will check all claims for replacement certificates against the original certificate claim form. The centre may be contacted for authentication. The certificate will be clearly marked as a replacement. There is a fee for all replacement certificates – contact Lantra Awards for the current fee.

## **15 Are these Qualifications nationally recognised?**

The Qualifications have been designed as QCF Qualifications which fit into the Qualifications and Credit Framework at Levels 2 and 3. All Qualifications within the Qualifications and Credit Framework are regulated in England, Wales and Northern Ireland by the Qualifications and Curriculum Authority (OfQual). These Qualifications have been approved by Ofqual and will be listed on the Learning Aims Database. The Qualifications may be offered in Scotland but are not regulated by the Scottish Qualifications Authority.

## **16 Is there funding for the Qualifications?**

Approved Qualifications are eligible for funding from local Learning and Skills Councils (or equivalent bodies in Wales and Northern Ireland). The Qualification is listed upon the National Database of Approved Qualifications (NDAQ) and upon the Learning Aims Database. Funding may be available to organisations which are LSC-approved training providers (or equivalent) at the discretion of the local LSC concerned.

## **17 Are the Qualifications available throughout the UK, including Scotland?**

Yes. Although QCF Qualifications are not regulated in Scotland, the Qualification is available to anyone who wishes to use it. Lantra Awards makes no distinction between centres and learners in Scotland and those elsewhere.

## **18 Some of my learners have additional needs. What arrangements can be made to support them?**

Lantra Awards publishes its Equal Opportunities Policy in the Policies Document sent to all centres on approval.

Centres are expected to make appropriate arrangements including reasonable adjustments and these are detailed in the policy to ensure that learners with additional needs can access assessments wherever possible. The Equal Opportunities Policy covers alternative assessment arrangements which can be made for learners with visual and / or auditory impairment, with permanent or temporary physical impairment, specific learning difficulties or dyslexia, and learners for whom English is a second language.

## **19 How do I make a complaint or an appeal?**

The Lantra Awards Complaints and Appeals Procedures are published in the Lantra Awards Policies Document issued to all approved centres.

## **20 What do I do if I suspect any form of malpractice in connection with this Qualification?**

Contact Lantra Awards with as much information as you can provide about the suspected malpractice and the circumstances surrounding the matter. You should also refer to the malpractice procedure in the Lantra Awards Policies Document for information about how Lantra Awards investigates such cases.

**Unit List**

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Level Two Award in Safe Working in Agriculture and Production Horticulture</b>	
K/600/4850	Safe Working in the Land Based Sector	3
	<b>Level Three Award in Controlling Risks to Health and Safety in Agriculture and Production Horticulture</b>	
L/600/4873	Controlling Risks to Health and Safety in the Land Based Sector	3
F/600/4868	Principles of Controlling Risks to Health and Safety in the Land Based Sector	3

**ADMINISTRATION PROCESS**

**Learners registered against Qualification and selected units of Qualification**



**Claim form received from Lantra Awards**



**Unit/s and credit achievement recorded**



**Claim forms completed**



**Claim forms signed by assessor and samples signed by Internal Moderator**



**Claim forms signed by External Moderator**



**Returned to Lantra Awards**



**Data checked by Lantra Awards**



**Certificates issued by Lantra Awards**



#### 4. Quality Assurance

This Qualification is internally assessed, internally moderated and finally externally moderated by an approved Lantra Awards External Moderator.  
External Moderators will visit the centre at least once per annum.  
External Moderator visits and distance monitoring will be charged to the centre at current rates.  
For a list of current rates access the published fees list.

Lantra Awards may visit approved centres without giving prior notice, as part of quality assurance monitoring procedures. Please tick to confirm that your organisation is aware of this.

#### Details of the person who will be the Internal Moderator contact within the centre for the Qualification

Name

Job Title

Address and telephone number (if different from above)

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E-mail address

#### 5. Centre Type

Please indicate which category best fits your centre type (tick one box only)

- (01) Community, voluntary aided or controlled secondary comprehensive or middle school
- (02) Community, voluntary aided or controlled secondary selective school
- (03) Community, voluntary aided or controlled secondary modern school
- (04) Foundation secondary comprehensive or middle school
- (05) Foundation secondary selective school
- (06) Foundation secondary modern school
- (07) Independent school
- (08) FE college/tertiary college
- (09) Sixth form college
- (10) Adult Education Centre
- (11) University or other HE centre
- (12) Private training provider
- (13) Local/central government/NHS
- (14) Voluntary organisation
- (15) Employer
- (16) HM prison/youth offenders institution
- (17) Armed forces

- (18) Overseas centre
- (19) Other

#### 6. Awarding body approval

Is your organisation already an approved centre for other Qualifications?

- NVQ/SVQ/VRQ
- Lantra Awards Technical Awards (i.e. are you a registered training provider)
- Other

.....  
 .....

Have you ever had awarding body approval withdrawn from your organisation?

- No
- Yes (if so, please attach a brief account of the circumstances in which this happened)
- UKRLP Number if available:

#### 7. Accountable person role

Please confirm that the accountable person within your centre will take responsibility for (please tick)

- Registering learners with Lantra Awards.
- Settling the invoice for fees.
- Monitoring candidates' progress towards target award(s).
- Notifying Lantra Awards of candidates who withdraw from the Qualification.
- Ensuring that tests/assessments are conducted in accordance with Lantra Awards requirements.
- Sending completed test papers, where appropriate, to Lantra Awards for marking.
- Receiving results and certificates from Lantra Awards and distributing to candidates.
- Making sure that candidates with additional requirements have the facilities they need to access the Qualification.
- Ensuring the collection of data and the monitoring of equal opportunities and that where appropriate steps are taken to address identified inequalities that may arise.
- Disseminating information received from Lantra Awards onto candidates.
- Dealing with administrative queries.
- Referring technical or complex issues to Lantra Awards where necessary.
- Retaining and storing records securely.
- Arranging access to Unique Learner Numbers (ULNs) and Learner Records.
- Seeking to maximise opportunities for the recognition of prior achievement (RPL), credit transfer and exemption.
- Where partnership arrangements exist with regards to the qualification, retaining documentation regarding the respective roles and responsibilities.

**8. Units**

Does your organisation intend to offer all units?

Yes / No (If no -please identify those areas being delivered)

Please confirm that your organisation will:

- Ensure all tutors/assessors have the appropriate knowledge and experience to deliver and assess the units being delivered.
- Ensure that all tutors/assessors understand the nature of credit-based Qualifications.
- Ensure appropriate in-house training and CPD to support QCF Qualifications.
- Make assessment/internal verification and standardisation arrangements as required.
- Register all learners and track their progress against assessment criteria appropriately.
- Maintain appropriate contact with appointed External Moderator.

**9. Candidates**

Roughly how many candidates do you expect to register within the next 12 months?

.....

Is your organisation willing to take external candidates referred by Lantra Awards?

- Yes
- No

**10. Policies**

Please confirm your organisation has the policies listed below and that they will be made available to the External Moderator on request:

- Equal Opportunities Policy
- Appeals Procedure
- Complaints Procedure
- Malpractice Procedure
- Health and Safety Policy
- Children and Vulnerable Adults Policy

**Declaration**

I undertake to administer this Qualification in accordance with the guidance given in this Information Pack and agree to allow the awarding body and regulators access to premises, people and records and to co-operate with for monitoring activities.

Signed ..... Position .....

Name (please print) .....Date .....

*Please return this form for the attention of the Qualifications Co-ordinator, Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire. CV8 2LG  
Fax: 024 7641 1655 Email: [lesley.colvin@lantra-awards.co.uk](mailto:lesley.colvin@lantra-awards.co.uk)*

**For Lantra Awards use:**

Approval given	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:.....	Initials:.....
Letter sent to centre		<input type="checkbox"/>	Date:.....	Initials:.....
Database record established		<input type="checkbox"/>	Date:.....	Initials:.....
Fee received		<input type="checkbox"/>	Date:.....	Initials:.....

## **TEST REGULATIONS**

A suitable, quiet room for the test must be provided, with adequate heat and lighting. Desks / tables must be provided which have sufficient room for learners to work at them comfortably or, in the case of on-line testing, an appropriate number of computers. Learners must be seated sufficiently far apart to ensure that they cannot see each other's work. The test room must include a clock which can be seen clearly by all learners. Posters or other materials must be removed from the walls if they contain information relevant to the test.

An invigilator must be appointed for each test. If there are more than 30 learners there must be 2 invigilators. Invigilators must check that all the learners listed on the attendance sheet supplied by Lantra Awards are present and note any that are absent.

At the beginning of each test, the invigilator must make sure that the learners have completed the front cover of their answer books with the centre name, their own name (family name, first name and the initials of any other names) and date of birth. For on-line tests the invigilator must provide learners with their log on codes to be able to access the test and check the learner against the photograph on the screen.

Learners must be reminded that mobile phones must be switched off and handed to the invigilator before the test starts. Bilingual dictionaries may be used (i.e. those which provide a translation for the terms used but not an explanation of what the terms mean). Bags and other materials not needed for the test must be placed away from the desks.

Learners must be told the time when the test will finish. When everything is ready, learners may then be told to open their paper and begin the test. Invigilators must supervise learners during the test to ensure that there is no opportunity for cheating. However, the supervision must not be so obtrusive that it distracts learners from the test.

If learners have queries during the test, they must raise their hands in the air. Invigilators may only provide clarification and not information which provides the answer or part of the answer to a test question.

If there is a disturbance during the test, the invigilator must note the circumstances on the attendance sheet. If the disturbance is sufficiently serious to warrant special consideration, a special consideration form must be completed and returned to Lantra Awards (see Lantra Awards Customer Service Statement).

Invigilators must notify learners when there are 5 minutes left before the end of the test. At the end of the test learners must be told to stop writing and to check that they have completed the front covers and that any additional sheets are named and securely attached to the test paper. In the case of on-line tests, learners are required to end the test and log out and the invigilator must check that they have done so.

Worked test papers must be collected in. As the test is a multiple-choice answer test, the test questions may form part of an item bank and future tests may include some of the questions. The test paper includes spaces for learners to fill in their answers (rather than providing a separate answer sheet) so that the test paper and answers are in the same booklet, making it harder for learners to obtain a copy.

It is essential to ensure that no-one (including invigilators or centre staff) takes a copy of any of the questions. Copying of test papers will be regarded as a serious case of malpractice and will lead to withdrawal of centre approval.

Invigilators must make sure that the attendance sheet is completed and that they have signed it. The attendance sheet must be sent to Lantra Awards, together with the worked test papers.

### 2001 Census Ethnic Group Classifications

Please use the following code(s) to indicate ethnicity when completing the Learner Registration Form.

England and Wales		Northern Ireland		Scotland	
01	<b>White:</b> British	21	White	41	<b>White:</b> Scottish
02	Irish	22	Chinese	42	British
03	Any other White background	23	Irish traveller	43	Irish
	<b>Mixed:</b>	24	Indian	44	Any other White background
04	White and Black Caribbean	25	Pakistani		<b>Mixed:</b>
05	White and Black African	26	Bangladeshi	45	
06	White and Asian	27	Black Caribbean		<b>Asian, Asian Scottish or Asian British:</b>
07	Any other Mixed background	28	Black African	46	Indian
	<b>Asian or Asian British:</b>	29	Black other	47	Pakistani
08	Indian	30	Mixed ethnic group	48	Bangladeshi
09	Pakistani	31	Any other ethnic group	49	Chinese
10	Bangladeshi			50	Any other Asian background
11	Any other Asian background				<b>Black, Black Scottish or Black British:</b>
	<b>Black or Black British:</b>			51	Caribbean
12	Caribbean			52	African
13	African			53	Any other Black background
14	Any other Black background				<b>Other ethnic background</b>
	<b>Chinese or other ethnic Group:</b>			54	Any other ethnic group
15	Chinese				
16	Any other ethnic group				