

Apprentice Assessment Planning Worksheet

VTCT Skills Level 2 Removals Operative

Assessment Method: Observation with Questions

This worksheet has been developed to support you in preparation for your observation with questions with the Independent Assessor during your End-point Assessment.

For your observation with questions, you will be required to cover the Knowledge, Skills, and Behaviours (KSBs) assessment requirements that are outlined within the assessment plan for Removals Operative ST1393 v1.0. You will be assessed against the grading criteria outlined in your 'Observation with Questions Preparation Guide'. You can use this worksheet to make notes about each of the KSBs and criteria and ensure you are confident demonstrating and discussing each one.

You must achieve all the Pass criteria to achieve a Pass for the observation with questions. Pass criteria are indicated in this document by the reference "P1 P2 P3...".

Theme: Health, safety, regulations, and legislation			
Grade Descriptors	KSB Reference		What do I need to remember?
P1 Records identified hazards and risks in line with company procedures. Applies control measures to manage risks or hazards in line with company procedures.	K4	Hazards and risks in the workplace. Control measures. Risk assessments.	
	S3	Identify and document hazards and risks in the workplace. Complete risk assessments. Apply control measures to manage risk.	
P2 Prioritises safe systems of work, following procedures in compliance with health and safety regulations, standards and guidance.	S1	Follow procedures in line with health and safety regulations, standards, and guidance.	
	B1	Put health and safety first.	

Theme: Removals activities			
Grade Descriptors	KSB Reference		What do I need to remember?
P3 Follows standard operating procedures in compliance with company procedures.	K8	Standard operating procedures (SOP). What they are and why they are important.	
	S5	Apply standard operating procedures (SOPs) and policies.	
P4 Selects packing materials that are appropriate to the task and in line with company policy and item instructions.	K12	Types of packing materials and their uses. Costing of different packing materials.	
	S8	Select packing materials appropriate to the individual task.	
P5 Moves, handles, packs and unpacks items in line with company policy and procedures, and item instructions.	K13	Techniques for moving, handling, packing, loading, securing, and unloading hazardous goods or materials, for example petrol lawn mowers and car batteries.	
	S9	Follow processes for moving, handling, packing and unpacking items.	
P6 Loads or unloads identified goods in line with company policy and procedures and item instructions.	K14	Techniques to load and unload goods. Including security of vehicle and goods during tasks.	
	S10	Load or unload identified goods.	

Theme: Use and movement of equipment and vehicles			
Grade Descriptors	KSB Reference		What do I need to remember?
P7 Uses manual handling techniques and equipment, for example, lifting equipment, vehicle ramps or platforms in line with task requirements.	K15	Manual handling techniques and types of equipment: lifting equipment, vehicle ramps and platforms pallet trucks, piano wheels and sack barrows and their limitations.	
	S11	Use manual handling techniques and equipment, for example, lifting equipment, vehicle ramps or platforms.	
P8 Checks and uses personal protective equipment (PPE), tools and machinery in line with operating instructions or manufacturers' guidelines for the task.	K17	Principles of using tools, and machinery including wearing and using of personal protective equipment (PPE).	
	S13	Use tools, machinery, and personal protective equipment (PPE) following manufacturer's instructions.	

Theme: Documentation, digital and technology			
Grade Descriptors	KSB Reference		What do I need to remember?
P9 Records or enters information for work tasks in line with company procedures in full – paper-based or electronic.	K20	Documentation methods and requirements – electronic and paper: Condition reports, inventory labelling for removal activities.	
	S16	Record or enter task information - paper based or electronic.	

Theme: Communication			
Grade Descriptors	KSB Reference		What do I need to remember?
P10 Acts in a professional manner when communicating with others, using verbal communication techniques, in a way that is suitable for the context and supports task completion.	K23	Verbal communication techniques.	
	S19	Communicate with others verbally for example, clients, colleagues, and managers.	
	B5	Act in a professional manner.	

Document History

Version	Issue Date	Changes	Role
v1	04/02/2025	First published	Qualification Development Manager