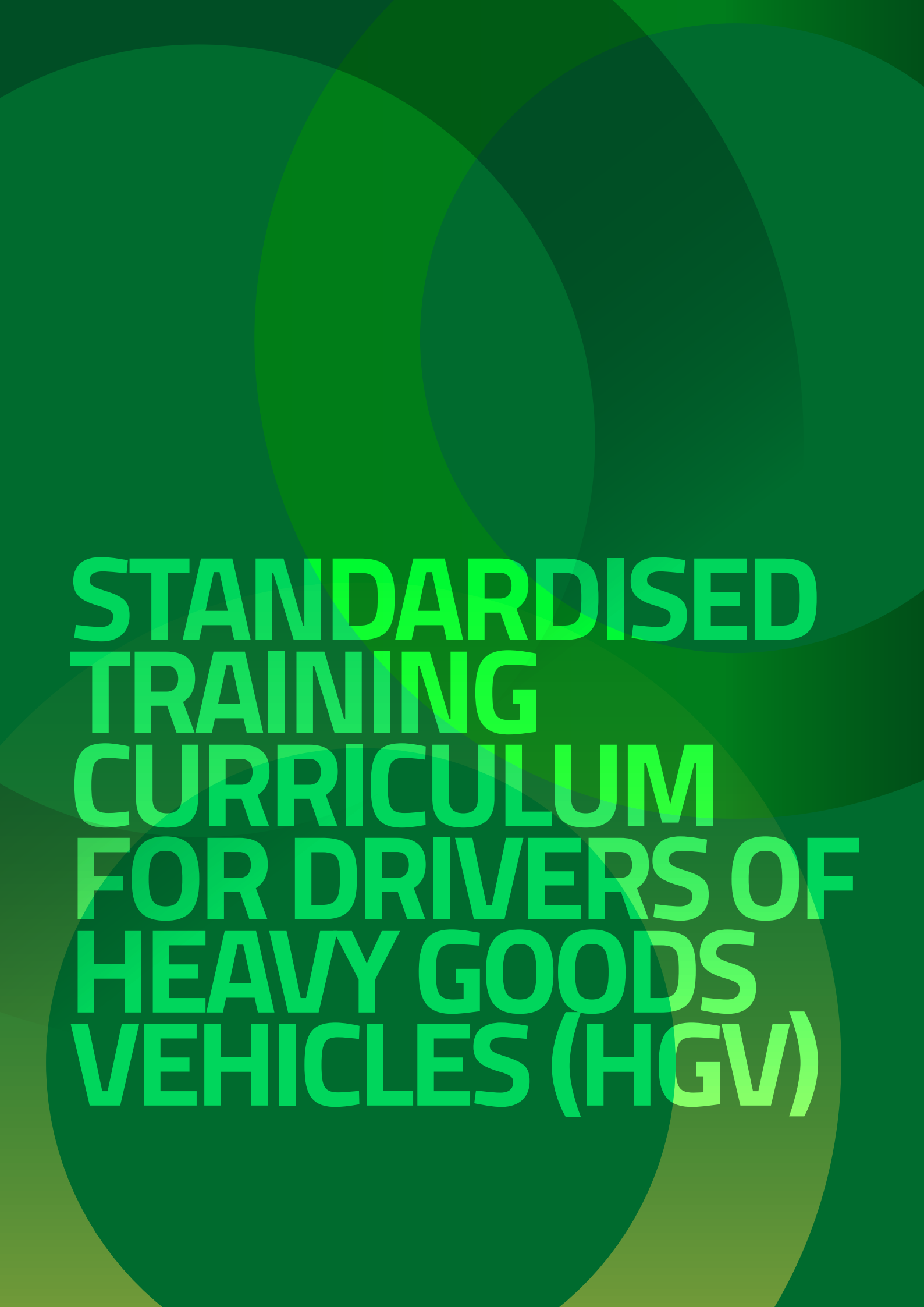


STANDARDISED TRAINING CURRICULUM FOR DRIVERS OF HEAVY GOODS VEHICLES (HGV)



REPUBLIC OF GHANA
DRIVER AND VEHICLE LICENSING AUTHORITY





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1. CURRICULUM AIMS

The aim of this Curriculum is to outline training necessary to increase the levels of competency amongst drivers of large vehicles in Ghana in order to:

- i. Improve Road Safety in the country through reducing the number of road crashes involving large vehicles; thereby reducing the number of fatalities and injuries on the country's roads
- ii. Standardise training for drivers of large vehicles across the country
- iii. Improve the skills of professional drivers
- iv. Optimise vehicle operation costs
- v. Improve transport operations

2. CURRICULUM OUTCOMES

On completion of the training, trainees will be able to:

- i. Drive the vehicle safely and responsibly
- ii. Carry cargo safely
- iii. Ensure the vehicle is in a roadworthy condition
- iv. Comply with traffic laws, rules, regulations and other relevant laws
- v. Comply with all road signs, signals & markings

3. TRAINEE MINIMUM ENTRY REQUIREMENTS

3.1. NEW HGV ENTRANTS:



- i. Completed Primary Education
- ii. Able to read & write in the language of instruction an added advantage
- iii. Full Ghanaian licence and 3 years' experience of next lower category of vehicle
- iv. Meet the national requirements for licence class extension
- v. Meet the minimum age requirements of the licence vehicle class
- vi. Medical Certificate of Fitness (if applicable)
- vii. Police clearance certificate or equivalent (if applicable)

3.2. EXISTING LICENSED HGV DRIVERS:

- i. Full Ghanaian licence and experience of next lower category of vehicle
- ii. Meet the national requirements for licence class
- iii. Meet the minimum age requirements of the licence vehicle class
- iv. Medical Certificate of Fitness (if applicable)
- v. Police clearance certificate or equivalent (if applicable)

4. CURRICULUM DURATION

The following table indicates the minimum training hours required for completion of the training programme based on vehicle classification. A table of the individual module durations can be found at the start of Section 9.

Vehicle Classification		Total Minimum Training Hours for New HGV Entrants.	
Type	Symbol	Theory	Practical
Medium/Heavy Goods Vehicle (<35,000kg)		30	46
Heavy Goods Vehicle and Trailer (>35,000kg)		30	50

5. TEACHING METHODS

Teaching methods include (but not limited to):

- Classroom sessions
- Practical demonstration and instruction
- Group discussions

6. TRAINEE EVALUATION

6.1. FORMATIVE ASSESSMENT

The purpose of formative assessment is to determine on an on-going basis whether the trainee is meeting the learning outcomes and where to advise on improvement. This will also enable the trainer at the start of the module to assess the existing drivers to ascertain if they already meet the required learning outcomes, so they can then progress directly to the next module.

This would enable existing drivers to demonstrate competence prior to undergoing training in each module and therefore move directly to the next module without the need to undergo that particular portion of the training.

6.1.1. MAJOR AREAS OF ASSESSMENT:

- Curriculum Outcomes
- Learning activities
- Learning resources

6.1.2. ASSESSMENT METHODS:

- Written tests
- Oral quizzes
- Practical assessments
- Attendance and participation in class

6.1.3. ASSESSMENT INSTRUMENTS:

- Training vehicle
- Quiz and test questions
- Answer sheets
- Simulators (where available)
- Model Town (where available)
- Attendance Register

6.2. SUMMATIVE ASSESSMENT

The purpose of summative assessment is to determine whether the curriculum has been implemented as planned and whether the trainee has reached the required standard of driving.

6.2.1 MAJOR AREAS OF ASSESSMENT:

- Curriculum Outcomes
- Learning resources
- Learning activities
- Practical driving skills

6.2.2 ASSESSMENT METHODS:

- Written examination
- Oral examination
- Practical driving assessment

6.2.3 ASSESSMENT INSTRUMENTS:

- Training vehicle
- Examination question papers
- Examination answers papers
- Driving Assessment form

7. TRAINEE ASSESSMENT CRITERIA

7.1. FINAL THEORY EXAMINATION

The final theory examination will be of one and a half hours duration and will consist of 50 multiple choice questions.

7.2. THEORY PASS CRITERIA

Minimum score of 80%

7.3. FINAL PRACTICAL DRIVING TEST

A final practical driving test will be carried out by the training institution to meet the requirements to be established.

8. CERTIFICATION

Upon successful completion of this training, candidates will be awarded the following certificate, as applicable to the category of vehicle:

"Certificate of Training Completion in driving Large Vehicles (Freight)

– Ghana Licence class D (not exceeding 35,000kg)"






or



"Certificate of Training Completion in driving Large Vehicles (Freight)



– Ghana Licence class F (over 35,000kg)"

After successful completion of the training, and on presentation of the certificate, the candidate is then eligible to sit the official Driver and Vehicle Licensing Authority (DVLA) driving test for licence vehicle class extension.



9. MODULES

Module:		Minimum Training Hours		Applicable to:
Code	Name	Theory	Practical	
HGV T1	Driving Philosophy	1	-	
HGV T2	Drivers' Wellbeing & Fitness to Drive	1	-	
HGV T3	Traffic laws, rules, regulations and other relevant laws	4	-	
HGV T4	Road signs, signals & markings	4	-	
HGV T5	Basic Mechanical Principles	6	-	
HGV T6	Defensive driving	4	-	
HGV T7	HIV/AIDS awareness	1	-	
HGV T8	Communicable Diseases (COVID-19)	1	-	
HGV T9	First Aid	-	2	
HGV T10	Managing Incidents	2	-	
HGV T11	Required Documentation	1	-	
HGV T12	Environment & Transport	1	-	
HGV T13	Carrying Cargo	3	-	
HGV P1	Basics of Driving	-	6	
HGV P2	Reversing	-	6 (+2)	
HGV P3	Negotiating the road safely	-	30	
HGV P4	Vehicle Checks	1	2	
HGV P5	Coupling & uncoupling the trailer	-	2	
Total Minimum Training Hours		Theory	Practical	
		30	46	
		30	50	



HGV T1: Driving Philosophy		Duration Theory:		1 Hour		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Demonstrate the ability to drive responsibly	1.1	Identify the qualities of a professional driver	1.1.1	Define the meaning of professional driver	
				1.1.2	Explain the importance of undergoing professional driver training	
				1.1.3	List and explain principles of good driving	
		1.2	Identify types of driving philosophy	1.2.1	List types of driving philosophy	
				1.2.2	Explain driving philosophy	
		1.3	Identify the responsibilities of large vehicle drivers	1.3.1	List and explain types of driver discipline	
				1.3.2	Identify and explain the impact on the family of a driver's death or serious injury	
				1.3.3	Identify and explain the impact on the economy of a crash	
				1.3.4	List and explain the responsibilities of a large vehicle driver towards the safety and security of passengers, vehicle and cargo	
				1.3.5	Explain the responsibilities of a large vehicle driver towards other road users	
				1.3.6	Explain the responsibilities of a large vehicle driver towards law enforcers	

HGV T2: Drivers' Wellbeing and Fitness to Drive		Duration Theory:		1 Hour		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Improve drivers' wellbeing	1.1	Identify factors to improve drivers' wellbeing	1.1.1	List factors that improve drivers' wellbeing	
				1.1.2	Identify the importance of ensuring their ability to drive and work safely and responsibly	
2.0	Avoid using drugs and consuming alcohol	1.2	Interact with others at work for better well-being	1.2.1	Identify the benefits of being a member of a drivers' association or trade union	
				1.2.2	Explain the importance of respecting and interacting with their colleagues and employers (both male & female)	
		2.1	Identify the negative impact of drugs on their ability to drive safely and responsibly	2.1.1	List types of illegal drugs	
				2.1.2	Explain the possible consequences of driving under the influence of drugs	
				2.1.3	Explain the law relating to driving while under the influence of drugs	
				2.1.4	Explain the possible effects of illegal, over the counter and prescribed medication on their physical and mental ability	
				2.1.5	Explain how different medications, which have no negative impact individually, can combine to produce negative effects	
				2.1.6	Explain the negative effect of using a combination of different drugs which individually have no negative effects	
				2.1.7	Explain the difficulties in predicting the disappearance of drug effects in the driver's blood system	
		2.2	Identify the negative impact of alcohol on their ability to drive safely and responsibly	2.2.1	Explain the possible consequences of driving under the influence of alcohol	
				2.2.2	Explain how alcohol affects men and women differently and how long alcohol remains in driver's blood system	
				2.2.3	Explain the legal limits which apply to driving with alcohol in the driver's blood system	
				2.2.4	Explain the penalties the driver will face when caught and prosecuted	
				2.2.5	Explain why zero alcohol levels are desirable and the benefits of never drinking and driving	



3.0	Manage fitness to drive	3.1	Identify the importance of a well-balanced diet	3.1.1	Explain what a healthy and balanced diet is
				3.1.2	Explain the importance of a healthy and balanced diet
		3.2	Identify the negative impact of fatigue on their ability to drive safely and responsibly	3.2.1	Explain the implications of driving while suffering from fatigue
				3.2.2	Explain how to recognise symptoms of fatigue impairment and recognise when you are at risk while driving
				3.2.3	Explain how factors such as poor posture and extremes of temperature can lead to fatigue
				3.2.4	Identify the need for regular breaks
		3.3	Identify how emotional states can have a negative impact on their ability to drive safely and responsibly	3.3.1	Explain the effects of emotional state on driving performance
				3.3.2	Explain how decision making can be impaired through the whole range of emotions; from anger to excitement
				3.3.3	Explain the role that emotional disturbance can play in causing inappropriate behaviour in other road-users
		3.4	Identify the impact of their physical state on their ability to drive safely and responsibly	3.4.1	Explain how it is a legal requirement to include a declaration on if they are suffering from any disease or disability in their application for a license.
				3.4.2	Explain the effects of temporary physical impairment, for example a sports injury or illness
				3.4.3	Explain how to recognise the effects of eyesight deterioration
				3.4.4	Explain the effects of physical and psychological changes associated with aging (e.g., slower response times, deterioration of vision and hearing, loss of muscle strength and flexibility, drowsiness due to medications, a reduction in the ability to focus or concentrate, lower tolerance for alcohol)

HGV T3: Traffic laws, rules and regulations		Duration Theory:		4 Hours		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Comply with the Road Traffic Act, 2004, and the Road Traffic Regulations, 2012 (L.I. 2180)	1.1	Identify the purposes of the Road Traffic Act and Road Traffic Regulations	1.1.1	Explain the purposes of the Road Traffic Act, 2004	
				1.1.2	Explain the purposes of the Road Traffic Regulations, 2012 (L.I. 2180)	
				1.1.3	Explain the effect of not complying with the Road Traffic Act or Road Traffic Regulations	
		1.2	Comply with the driving licence requirements	1.2.1	Explain the procedures for applying for a driving licence	
				1.2.2	Explain the significance of attending a driver training course before driving a motor vehicle	
				1.2.3	Explain the driving licence vehicle classes	
				1.2.4	Explain the mandatory cancellation or suspension of a driving licence	
				1.2.5	Elaborate on the consequences of driving while disqualified or without a driving licence	
		1.3	Demonstrate the appropriate use of a motor vehicle and trailer on the road	1.3.1	Explain the condition of motor vehicle and trailers for use on the road	
				1.3.2	Explain the consequences of causing bodily injury or death through careless driving	
				1.3.3	Identify reckless or dangerous driving	
				1.3.4	Explain careless or inconsiderate use of a motor vehicle	
				1.3.5	Explain the benefits of complying with the speed limit	
				1.3.6	Explain the duties of drivers in the event of a crash	
				1.3.7	Explain the consequences of driving a motor vehicle while under the influence of alcohol or drugs	
				1.3.8	Explain the consequences of taking a motor vehicle without the owner's consent	

		1.4	Comply with road traffic controls	1.3.9	Explain the consequences of driving while disqualified or without driving licence
				1.4.1	Identify and explain the purposes of road traffic controls
				1.4.2	Demonstrate compliance with traffic lights and other signals
				1.4.3	Demonstrate compliance with the use of pedestrian crossings
				1.4.4	Identify and explain the appropriate use of parking places and special parking places
				1.4.5	Explain other parking requirements
		1.5	Identify how traffic regulations are enforced	1.5.1	Explain the duties of police officers and other authorised persons
				1.5.2	Explain the power of a police officer or other authorised person to demand production of a driving licence
				1.5.3	Explain the power of a police officer or other authorised person to demand the name and address of the vehicle owner
				1.5.4	Explain the consequences of giving false information to a police officer or other authorised person
				1.5.5	List major offences relating to the improper driving of a motor vehicle on the road
2.0	Comply with other relevant laws, rules and regulation	2.1	Identify other laws, rules and regulations that apply to the road transport sector	2.1.1	Explain what national laws that drivers must comply with
				2.1.2	Explain what national regulations that drivers must comply with



HGV T4: Road signs, signals and markings		Duration Theory:		4 Hours		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Comply with warning and regulatory signs	1.1	Identify and comply with warning signs	1.1.1	Identify warning signs	
				1.1.2	Explain the purposes of warning signs	
				1.1.3	Explain the meaning of each individual warning sign	
				1.1.4	Demonstrate compliance with warning signs	
		1.2	Comply with prohibitory signs	1.2.1	Identify prohibitory signs	
				1.2.2	Explain the purposes of prohibitory signs	
				1.2.3	Explain the meaning of each individual prohibitory sign	
				1.2.4	Demonstrate compliance with prohibitory signs	
		1.3	Comply with mandatory signs	1.3.1	Identify mandatory signs	
				1.3.2	Explain the purposes of mandatory signs	
				1.3.3	Explain the meaning of each individual mandatory sign	
				1.3.4	Demonstrate compliance with mandatory signs	
		1.4	Comply with give way and priority signs	1.4.1	Explain purpose of give way and priority signs	
				1.4.2	Identify give way and priority signs	
				1.4.3	Explain the meaning of each individual give way and priority sign	
				1.4.4	Demonstrate compliance with give way and priority signs	
2.0	Comply with informative and additional plates/ supplementary signs	2.1	Identify service signs	2.1.1	Explain the purposes of service signs	
				2.1.2	Explain the meaning of each individual service signs	
				2.1.3	React appropriately to service signs	
		2.2	Identify place and road identification signs	2.2.1	Explain the purposes of place and road identification signs	
				2.2.2	Explain the meaning of each individual place and road identification signs	
				2.2.3	React appropriately to place and road identification signs	
		2.3	Identify confirmatory signs	2.3.1	Explain the purposes of confirmatory signs	
				2.3.2	Explain the meaning of each individual confirmatory signs	

				2.3.3	React appropriately to confirmatory signs
		2.4	Identify direction signs	2.4.1	Explain the purposes of direction signs
				2.4.2	Explain the meaning of each individual direction sign
				2.4.3	React appropriately to direction signs
		2.5	Comply with additional plates	2.5.1	Identify additional plates
				2.5.2	Explain the purposes of additional plates
				2.5.3	Explain the meaning of each individual additional plate
				2.5.4	Demonstrate compliance with additional plates
3.0	Comply with road markings and traffic lights	3.1	Comply with road markings and traffic lights	3.1.1	Identify road markings and traffic lights
				3.1.2	Explain the purposes of road markings and traffic lights
				3.1.3	Explain the meaning of each individual road marking and traffic light signal
				3.1.4	Demonstrate compliance with road markings and traffic light signals
		3.2	Comply with background and edge markings	3.2.1	Identify background and edge markings
				3.2.2	Explain the purpose of background and edge markings
				3.2.3	Explain the meaning of each individual background and edge marking
				3.2.4	Demonstrate compliance with background and edge markings

HGV T5: Basic Mechanical Principles		Duration Theory: 6 Hours			
		Duration Practical:			
Learning Outcomes		Competencies		Related Tasks	
1.0	Optimise vehicle operating costs	1.1	Identify basic automobile layouts	1.1.1	Identify categories of trucks by their common type
		1.2	Identify consequences of driving a defective vehicle	1.2.1	Explain the increased risk of losing control of the defective vehicle and crashing
				1.2.2	Identify factors contributing to excessive spare part consumption
2.0	Carry out minor repair of internal combustion engine	2.1	Identify basic working principles of engines	2.1.1	Explain the basic working principle of four stroke cycles
				2.1.2	Identify differences between diesel and petrol engines
		2.2	Carry out minor maintenance of engine lubrication system	2.2.1	Explain the purpose of engine lubrication system
				2.2.2	Identify the main components of lubrication system
				2.2.3	Explain the working principles of a lubrication system
				2.2.4	Identify differences between diesel and petrol engine oils
				2.2.5	Check and top up engine oil
					2.3.1
2.3.2	Identify the main components of cooling system				
2.3.3	Explain the working principle of cooling system				
2.3.4	Explain the purpose of a thermostat				
2.3.5	Check and top up engine coolant				
		2.4	Carry out minor maintenance of an air induction system	2.4.1	Explain the purpose of air induction system
				2.4.2	Identify main components of air induction system
				2.4.3	Carry out minor maintenance of air cleaner



3.0	Identify the main components of the fuel system	3.1	Identify possible fuel leakage areas	3.1.1	Explain the economic effects of fuel leakages
				3.1.2	Explain the environmental effects of fuel leakages and spillage
				3.1.3	Identify main components of fuel system
		3.2	Carry out minor maintenance of fuel system	3.2.1	Explain the effects of clogged fuel filter
				3.2.2	Explain the reasons and consequences of having water in fuel
				3.2.3	Drain water from fuel system
4.0	Carry out minor maintenance of the electric system	4.1	Carry out minor maintenance of various lighting systems	4.1.1	Explain the main purposes of headlamps, indicators, parking, reverse and brake lights
				4.1.2	Explain the main purposes of safety fuses
				4.1.3	Explain the rating and life span of safety fuses
				4.1.4	Replace safety fuses and bulbs
		4.2	Carry out minor maintenance of the battery	4.2.1	Explain the purposes of a battery
				4.2.2	Identify ampere rating of battery
				4.2.3	Explain the purposes of a charging system
				4.2.4	Explain the relationship between battery and charging system
				4.2.5	Carry out minor maintenance of a battery
				4.2.6	Explain the importance of earth wiring
				4.2.7	Explain the importance of the condition of battery terminals
		5.1	Carry out minor maintenance of hydraulic braking system	5.1.1	Explain the purposes of braking system
				5.1.2	Explain the operating principle of hydraulic braking system
				5.1.3	Identify main components of hydraulic braking system and their functions
5.0	Carry out minor maintenance of braking system	5.1	Carry out minor maintenance of hydraulic braking system	5.1.4	Explain the consequences of excessive brake pedal travel
		5.2	Carry out minor maintenance of pneumatic braking system	5.2.1	Identify the main components of a pneumatic braking system
				5.2.2	Explain the working principles of a pneumatic braking system
				5.2.3	Explain the difference between hydraulic and pneumatic parking brakes

6.0	Carry out minor maintenance of steering system, tyres and wheels	6.1	Detect play in steering system	6.1.1	Explain the main purposes of steering system
				6.1.2	Identify and explain the main function components of steering system
				6.1.3	Explain the effect of excessive play in tie rod ends and steering gear box
				6.1.4	Assess play in steering system
		6.2	Carry out minor maintenance of tyres and wheels	6.2.1	Explain the main functions of tyres and wheels
				6.2.2	Identify types of tyres and wheels
				6.2.3	Identify tyre markings and their relationship with tyre burst
				6.2.4	Explain the need to ensure the correct air pressure
				6.2.5	Explain what to check for when inspecting a tyre/wheel on a vehicle
7.0	Monitor vehicle maintenance schedules	7.1	Identify types of maintenance	7.1.1	List types of maintenances
				7.2.2	Explain drawbacks of not carrying out proper vehicle maintenance
		7.2	Carry out proper daily check	7.2.1	Explain the significance of carrying out a driver's daily walk-round check
				7.2.2	Identify components to be checked daily


HGV T6: Defensive Driving		Duration Theory:		4 Hours			
		Duration Practical:					
Learning Outcomes		Competencies		Related Tasks			
1.0	Identify the causes of road crashes and their consequences	1.1	Identify major road crash causation factors	1.1.1	Define a crash		
				1.1.2	Explain human errors as a major road crash causation factor		
				1.1.3	Explain vehicle and environment as road crash causation factors		
				1.1.4	Explain the term brake fade, its causes, and its effect on the ability to control the vehicles		
				1.1.5	Explain how to dry brakes after driving through water and the consequences of not doing so		
				1.1.6	Explain the meaning, causes and prevention of jack-knifing		
				1.1.7	Explain the benefits of wearing a seatbelt		
		1.2	Identify the consequences of road crashes	1.2.1	Explain the loss of human life and personal suffering		
				1.2.2	Explain extensive damage of motor vehicles and high repair cost		
				1.2.3	Explain how injuries occupy a high proportion of hospital beds and medical staff time		
2.0	Apply the standard Accident Prevention Formula for safe driving	2.1	Recognise road hazards	2.1.1	Explain static, mobile and variable hazards		
				2.1.2	Scan the road to identify static, mobile and variable hazards		
				2.1.3	Keep your eyes moving		
				2.1.4	Use mirrors to check behind regularly		
				2.1.5	Look well ahead: in the far, middle and near distance		
				2.1.6	Explain a safe following distance		
				2.1.7	Maintain a safe following distance		
				2.1.8	Maintain cushioning area		
		2.2	Select the defence	2.2.1	Slow down		
				2.2.2	Make proper decision		
				2.2.3	Look for an escape route		
				2.2.4	Act on time		

3.0	Apply the basic defensive rules for safe driving	2.3	Apply the Accident Prevention Formula	2.3.1	Define the Accident Prevention Formula
				2.3.2	Demonstrate the use of the Accident Prevention Formula
		3.1	Put the Highway Code into practice and be sensitive to road crashes	3.1.1	Explain the purpose of the Highway Code
				3.1.2	Concentrate at all times on your driving
				3.1.3	See and take note to every detail around you on the road
				3.1.4	Prepare to react to all potential hazards on the road
		3.2	Exercise patience and drive with care	3.2.1	Avoid unnecessary overtaking
				3.2.2	Follow other vehicles at a safe distance
				3.2.3	Make quick and correct decisions
				3.2.4	Use the horn considerately and give proper signals
				3.2.5	Exercise tolerance, restraint and courtesy to other road users
		3.3	Adapt your speed according to the road traffic condition	3.3.1	Identify unfavourable conditions
				3.3.2	Explain the consequences of driving at high speed
				3.3.3	Drive at a safe speed
		3.4	Reduce wear and tear and maintain a roadworthy motor vehicle	3.4.1	Get the best out of the motor vehicle
				3.4.2	Demonstrate smooth and thoughtful operation of controls with hands and feet
				3.4.3	Avoid driving a defective motor vehicle
4.0	Approach and cross junctions safely	4.1	Get a clear view of a junction	4.1.1	See the whole junction
				4.1.2	Check in the mirror and react appropriately
				4.1.3	Be seen by other road users
		4.2	Apply proper signals before and during crossing a junction	4.2.2	Explain main use of motor vehicle signals
				4.2.2	Explain the importance of applying the proper signal
		4.3	Control the speed	4.3.1	Reduce speed as necessary before entering a junction
				4.3.2	Assess speed, behaviours and possible intention of other road users
				4.3.3	Make a safe manoeuvre
5.0	Apply the Hazard Drill for safe manoeuvre	5.1	Use the information gained by observation to form driving plan	5.1.1	Use sight, hearing and smell to gain as much information about hazard on the road
				5.1.2	Anticipate how the situation is likely to unfold



6.0	Manage driver's condition	5.2	Signal your intention	5.1.3	Make decisions in a methodical way at any moment and without hesitation
				5.1.4	Act on time
				5.2.1	Demonstrate application of the Hazard Drill Mirror-Signal-Manoeuvre (MSM)
				5.2.2	Use mirrors before moving off, slowing down or stopping, when changing lane, direction, when turning left or right and overtaking
		5.3	Carry out safe manoeuvre	5.2.3	Use mirrors at least every 5 to 8 seconds
				5.3.1	Be in the right position on the road
				5.3.2	Use the right speed at the right time
				5.3.3	Use the right gear at the right time (when using a manual vehicle)
				5.3.4	Negotiate manoeuvres safely at all times
		6.1	Apply appropriate behaviour while driving	6.1.1	Identify drivers' bad behaviour
				6.1.2	Exercise tolerance, restraint and courtesy to other road users
				6.1.3	Drive systematically, considerately and be prepared to give way to avoid the possibility of a crash
				6.1.4	Expect the unexpected
				6.1.5	Take every reasonable precaution, over and above legal obligation, in order to avoid a crash
				6.1.6	Comply with road rules, regulations, signs, signals and markings
		6.2	Manage night driving and fatigue	6.2.1	Avoid driving when tired/fatigued
				6.2.2	Resist temptation to use high beam headlight when dazzled by oncoming vehicles
				6.2.3	Avoid looking directly ahead when dazzled by oncoming vehicles – look to the left edge of the road to use as a guide
		6.3	Avoid distraction for safe driving	6.3.1	Explain drivers' distraction
				6.3.2	Avoid using mobile phones while driving
				6.3.3	Avoid eating or drinking while driving
				6.3.4	Avoid reaching for anything in pockets while driving
				6.3.5	Avoid adjusting a mirror while driving



HGV T7: HIV/AIDS Awareness		Duration Theory:	1 Hour	 	
		Duration Practical:			
Learning Outcomes		Competencies		Related Tasks	
1.0	Prevent the transmission of HIV	1.1	Identify the ways HIV is transmitted	1.1.1	Explain what HIV and AIDS are
				1.1.2	Explain the link between HIV and AIDS
				1.1.3	Explain how HIV can be contracted/ transmitted
		1.2	Avoid behaviour that can lead to contracting / transmitting HIV	1.2.1	Explain the risks of unprotected sex with sex workers
				1.2.2	Explain the importance of being faithful to a partner
				1.2.3	Explain the risks of having multiple sexual partners
				1.2.4	Explain the risk of coming into contact with blood and bodily fluids from other people
				1.2.5	Explain the risk of drug use (injecting)
				1.2.6	List activities that are safe from HIV infection
		1.3	Identify the consequences of risky behaviour	1.3.1	Explain the added risk of being a mobile worker
				1.3.2	List the consequences to you of contracting HIV
				1.3.3	List the consequences to your family of you contracting HIV/AIDS
				1.3.4	List the consequences to the nation of you contracting HIV/AIDS
		1.4	Identify other ways of transmitting HIV	1.4.1	Avoid being cut/punctured by sharp items which have been used (e.g., razor blades)
				1.4.2	Avoid receiving blood from a person with HIV/AIDS
		1.5	Apply common preventative methods	1.5.1	Follow the ABC Campaign: A. Abstinence B. Being faithful to one partner C. Condom use every time you have sex
				1.5.2	Avoid sharing needles, razor blades etc.

2.0	Manage life with HIV/AIDS	2.1	Help yourself	2.1.1	Explain what a healthy lifestyle is
				2.1.2	Explain the importance of leading a healthy lifestyle
				2.1.3	Explain the benefits of looking after your mental and emotional health
		2.2	Identify how HIV is treated	2.2.1	Identify the type of drugs available to treat HIV
				2.2.2	Identify the type of drugs available to limit the spread of HIV to others
				2.2.3	Identify the type of drugs available to limit the spread of HIV from others



HGV T8: Communicable Diseases (COVID-19)		Duration Theory:		1 Hour		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Recognise and respond to COVID-19	1.1	Identify what COVID-19 is and what are the risks	1.1.1	Identify what is a communicable disease (COVID-19)	
				1.1.2	Identify the risks of COVID-19 to personal health and the health of others	
				1.1.3	Explain how COVID-19 is transmitted between people	
		1.2	Identify and responding to a possible COVID-19 infection	1.2.1	Identify the symptoms of a possible COVID-19 infection	
				1.2.2	Explain what to do if you suspect a COVID-19 infection	
				1.2.3	Explain how to confirm a COVID-19 infection	
				1.2.4	Identify treatment options available for COVID-19	
		2.0	Implement preventative measures against infection	2.1	Understand preventative measures	2.1.1
2.1.2	Explain how to catch a cough or sneeze in a bent elbow					
2.2	Wear a face mask			2.2.1	Explain how face masks reduce the risk of transmitting COVID-19	
				2.2.2	Identify when it is necessary to wear a face mask	
				2.2.3	Identify the correct way to wear a face mask	
				2.2.4	Demonstrate how to safely apply and remove a face mask	
2.3	Practice social distancing			2.3.1	Explain what social distancing is	
				2.3.2	Explain how to use workplace objects to measure safe distance	
				2.3.3	Identify additional precautions for when traveling with a co-driver or mate	
2.4	Wash hands frequently			2.4.1	Explain how hand washing reduces the risk of transmission	
				2.4.2	Identify the 10 steps to thorough hand washing	
				2.3.3	Explain the use of hand sanitisers	
2.5	Clean and sanitisation vehicle			2.5.1	Explain the risk of contamination to frequently touched surfaces	



3.0	Manage impacts to road safety and security			2.5.3	List examples of frequently touched surfaces and controls on a vehicle
				2.5.4	Explain the steps to clean and sanitise a vehicle and any necessary precautions
		3.1	Stay safe on the roads	3.1.1	Explain how a pandemic could impact normal routines
				3.1.2	Explain the importance of defensive driving during a pandemic
				3.1.3	Explain the need to plan ahead to mitigate possible changes; give examples
				3.1.4	Explain how RTCs could present a COVID-19 risk to people
		3.2	Vehicle and cargo secure	3.2.1	Explain how the theft of RTC cargo could disrupt essential supply chains
				3.2.2	Explain how delays at international border crossings could create new security risks
				3.2.3	Explain possible pre-emptive measures to mitigate loss from theft

HGV T9: First Aid		Duration Theory:				
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Provide basic first aid at the scene of a crash	1.1	Perform basic First Aid	1.1.1	Define First Aid	
				1.1.2	List the basic contents of a first aid kit	
				1.1.3	Identify roles and responsibilities of a first aid provider	
				1.1.4	Perform basic trauma life support	
				1.1.5	Provide first aid for medical emergencies and other miscellaneous conditions	
				1.1.6	Perform safe emergency casualty moves	
		1.2	Identify the risks of and steps to avoid cross infection of HIV/AIDS	1.2.1	Explain the risks of cross infection of HIV/AIDS	
				1.2.2	Identify the steps to avoid cross infection of HIV/AIDS	

HGV T10: Managing Incidents		Duration Theory:		2 Hour		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Manage crashes safely	1.1	Identify the risks at the scene of a crash or breakdown	1.1.1	Explain the risk to individuals at the scene of a crash or breakdown	
				1.1.2	Explain the actions to take to ensure the safety of individuals at the scene of a crash or breakdown	
		1.2	Identify actions to take in the event of a crash	1.2.1	Stop the vehicle as soon as possible in a safe position (off the road if possible)	
				1.2.2	Check passengers and others involved for injuries and call for professional medical help if necessary	
				1.2.3	Perform basic First Aid until professional medical help arrives	
				1.2.4	Warn other road users (display warning triangles at an appropriate distance)	
				1.2.5	Explain the requirements of reporting crashes to the police	
				1.2.6	Record all relevant details at the scene of a crash	
				1.2.7	Explain what information needs to be passed to the employer	
		1.3	Interact appropriately with the authorities and other parties involved in the crash	1.3.1	Explain the need to stay calm	
				1.3.2	Explain the need to listen – do not speak over them	
				1.3.4	Explain the need to avoid any kind of argument with anyone involved in the crash	
				1.3.5	Explain the need to respond only to questions	
2.0	Manage breakdowns safely	2.1	Identify actions to take in the event of a breakdown	2.1.1	List and explain the consequences of a vehicle breakdown	
				2.1.2	Stop the vehicle in a safe position (if possible)	
				2.1.3	Switch on hazard lights	
				2.1.4	Use parking lights if it is dark	
				2.1.5	Warn other road users (display warning triangles at an appropriate distance)	
				2.1.6	Identify the problem and rectify/repair (if possible)	


		2.2	Identify actions to take if the vehicle is no longer fit to continue in service	2.2.1	Explain the actions to take if the vehicle is no longer fit to continue in service
				2.2.2	Explain the need to contact your employer/ vehicle owner for instructions
				2.2.3	Explain the legal responsibility of the operator/driver
				2.2.4	Explain the actions that the authorities may take with regards to a broken down/abandoned vehicle
3.0	Manage fires safely	3.1	Identify common causes of vehicle fires	3.1.1	Explain common causes of fires
				3.1.2	Explain precautions that can be taken to prevent fire
		3.2	Identify the type of fire extinguisher used on vehicles	3.2.1	Explain the type of fire extinguisher to be found on vehicles
				3.2.2	Explain the purpose of the fire extinguisher
		3.3	Identify the correct operation of a fire extinguisher	3.3.1	Explain when the fire extinguisher should and should not be used
				3.3.2	Explain the correct operation of the fire extinguisher

HGV T11: Documentation Required		Duration Theory:		1 Hour		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Ensure proper documentation for the transportation of cargo	1.1	Identify the documentation required to cross a border with a vehicle	1.1.1	List the documentation required for the driver	
				1.1.2	List the documentation required for the vehicle	
		1.2	Identify the documentation required for the cargo or passengers	1.2.1	List the documentation required for the cargo	
				1.2.2	List the documentation required for passengers	
2.0	Identify the correct procedure for clearing the driver, vehicle and cargo through a border crossing	2.1	Identify the procedures at different border crossing points	2.1.1	Identify the procedure for processing through a One Stop Border Post	
				2.1.2	Identify the procedure for processing through an old-style border crossing	

HGV T12: Environment and Transport		Duration Theory:		1 Hour		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Identify types of road transport environmental Pollution	1.1	Identify types of emissions produced by motor vehicles	1.1.1	Explain exhaust emission	
				1. 1.2	Explain fuel system emission	
				1.1.3	Explain crankcase emission	
				1.2.4	Explain noise emission	
		1.2	Identify products of fuel combustion	1.2.1	Explain the product of complete combustion	
				1.2.2	Explain the product of incomplete combustion	
2.0	Identify the impact of road transport on the environment	2.1	Identify the direct impact of road transport pollution	2.1.1	Explain the effects of air pollution to human health	
				2.1.2	Explain the effects of air pollution to climate change	
		2.2	Identify the indirect impact of road transport pollution	2.2.1	Explain the impact of water pollution	
				2.2.2	Explain the impact of land pollution	
3.0	Manage the impact of road transport on the environment	3.1	Identify measures to reduce motor vehicle pollution	3.1.1	Carryout periodic inspection	
				3.1.2	Use proper methods of lubricant disposal	
		3.2	Identify steps taken by vehicle manufactures to reduce pollution	3.2.1	Explain the benefits of new technology for the environment	
				3.2.2	Explain the benefits of energy efficient vehicles on the environment	







HGV T13: Carrying Cargo		Duration Theory:		3 Hours		
		Duration Practical:				
Learning Outcomes		Competencies		Related Tasks		
1.0	Identify types of vehicles and trailers	1.1	Identify classes of trucks	1.1.1	Identify trucks in licence vehicle class D	
				1.1.2	Explain maximum weight permitted for class D	
				1.1.3	Identify trucks in licence vehicle class F	
				1.1.4	Explain maximum weight permitted for class F	
		1.2	Identify types of trailers	1.2.1	Identify types of trailers	
				1.2.2	Explain the purpose of different trailer types	
2.0	Comply with load securing standards	2.1	Identify basics of load securing	2.1.1	Identify consequences of poor load securing	
				2.1.2	Make sure the vehicle is fit for purpose	
				2.1.3	Identify different types of load restraint	
				2.1.4	Use adequate load restraint	
				2.1.5	Load the vehicle properly	
				2.1.6	Choose the most appropriate securing method	
		2.2	Transport goods responsibly	2.2.1	Explain the responsibility of driver in the loading and unloading process	
				2.2.3	Identify responsibility for a driver during hauling the load	
		2.3	Identify factors that affect vehicle stability	2.3.1	Explain the effects on stability of a loaded vehicle	
				2.3.2	Explain the effect of a changed centre of gravity on a loaded vehicle's stability	
				2.3.3	Explain the effect of load transfer on vehicle handling during brake application	
				2.3.4	Explain the effect of loads that can move from side to side	
				2.3.5	Explain the effect of loads that can move back and fore	
				2.3.6	Explain the effect of liquid loads in a partially laden tanker	
				2.3.7	Explain the unknown factors of the contents of containers	



3.0	Comply with axle load legislation and maximum dimension limits	3.1	Comply with axle load limits	3.1.1	Explain laden and unladen weight of the vehicle
				3.1.2	Explain the importance of knowing the maximum weight of the vehicle
				3.1.3	Identify different vehicle axle configurations
				3.1.4	Explain the vehicle's maximum weight and individual axle load limits
				3.1.5	Explain the purpose of weighbridges and their operation
				3.1.6	Explain the effects of exceeding the maximum weight
				3.1.7	Explain the benefits of distributing the load safely
				3.1.8	Explain the legal consequences of exceeding the authorised weight of the vehicle
		3.2	Comply with maximum dimension limits	3.2.1	Identify the maximum rigid and articulated vehicle lengths
				3.2.2	Explain the effects of exceeding the maximum vehicle dimensions
				3.2.3	Explain the legal consequences of exceeding the authorised vehicle dimensions
4.0	Carry dangerous goods (Also known as hazardous goods)	4.1	Identify classes of dangerous goods	4.1.1	Explain what dangerous goods (also known as hazardous goods) are
				4.1.2	List the nine classifications of dangerous goods
		4.2	Carry and handle Dangerous Goods safely	4.2.1	Explain the use of Material Safety Data Sheets (MSDS)
				4.2.2	Explain the requirements for the vehicle to carry dangerous goods
				4.2.3	Outline the identification system for dangerous goods
				4.2.4	Outline the requirements for signage to be displayed on the vehicle
				4.2.5	Outline the meaning of the various sections of the signage for dangerous goods
		4.3	Identify the requirements for the driver	4.3.1	List health risks from dangerous goods
				4.3.2	Explain the purpose of wearing the appropriate Personal Protective Equipment (PPE)
				4.3.3	List examples of PPE necessary to carry dangerous goods

HGV P1: Basics of Driving		Duration Theory:				
		Duration Practical:		6 Hours		
Learning Outcomes		Competencies		Related Tasks		
1.0	Drive vehicles of differing sizes and weight safely	1.1	Explain how the size of the vehicle affects driving	1.1.1	Identify the increased risks of driving a large vehicle	
				1.1.2	Explain how to adapt your driving to suit the size of the vehicle	
		1.2	Explain how the weight of the vehicle affects driving	1.2.1	Identify the increased risks of driving a heavy commercial vehicle	
				1.2.2	Explain how the vehicle will handle differently when it is loaded to when it is empty	
2.0	Be familiar with the vehicle	2.1	Identify the components of the vehicle	2.1.1	Demonstrate familiarity with the external components of the vehicle	
				2.1.2	Enter the vehicle safely	
				2.1.3	Demonstrate familiarity with the controls of the vehicle	
3.0	Start the vehicle safely	3.1	Identify risks when starting a vehicle	3.1.1	List possible risks when starting the vehicle	
				3.1.2	Identify precautions to take when starting the engine	
		3.2	Demonstrate the safe starting of the vehicle	3.2.1	Take the necessary precautions prior to starting the vehicle	
				3.2.2	Monitor instrumentation and gauges throughout engine start up	
				3.2.3	Demonstrate starting the vehicle safely	
4.0	Move off safely	4.1	Select the appropriate gear in preparation for moving off	4.1.1	Select the appropriate gear for moving off on the level, uphill or downhill taking into consideration the road surface	
				4.1.2	Apply the service brake in order to select "Drive" on a vehicle with automatic transmission	
				4.1.3	Balance clutch and accelerator to control moving off safely	
		4.2	Use a safe, systematic routine to support moving off safely and smoothly	4.2.1	Explain the importance of using a safe, systematic routine to support moving off safely and smoothly	

				4.2.2	Explain the importance and location of blind spots and how to carry out blind spot checks before moving off
				4.2.3	Explain the Hazard Drill (MSM/PSL)
				4.2.4	Demonstrate appropriate use of the Hazard Drill
		4.3	Move off under various circumstances safely	4.3.1	Explain the need to move off safely and smoothly while maintaining control of the vehicle at all times
				4.3.2	Explain how the gradient and road surface will affect gear selection for moving off
				4.3.3	Demonstrate moving off straight ahead on the level
				4.3.4	Demonstrate moving off straight ahead on gradients
				4.3.5	Demonstrate moving off at an angle from behind a parked vehicle or obstruction
				4.3.6	Recover quickly and safely if the vehicle stalls
5.0	Stop and park the vehicle safely and responsibly	5.1	Select a safe, legal and convenient place to stop and park	5.1.1	Explain safe, legal and convenient places to stop and park
				5.1.2	List examples of places where it would not be safe, legal or convenient to stop and park
		5.2	Stop the vehicle safely	5.2.1	Demonstrate applying a safe, systematic routine when stopping
				5.2.2	Use the accelerator and brakes appropriately to regulate speed and bring the vehicle to a stop safely, disengaging the clutch when appropriate
				5.2.3	Explain the distance a vehicle requires to stop from varying speeds and in different road and weather conditions and how its load affects this
				5.2.4	Explain the importance of anticipation and judgement to allow for progressive use of the brakes
		5.3	Make the vehicle safe when parked	5.3.1	Explain the dangers of not applying the parking brake each time the vehicle stops

6.0	Change gear safely			5.3.2	Ensure the vehicle is secured, when parked or stopped, by applying the parking brake
				5.3.3	Ensure that neutral is selected (or in certain types of automatic transmission - Park) when stopped
				5.3.4	Select a gear (vehicle dependent) and position the steering wheels to hold the vehicle safely when parked on a gradient
				5.3.5	Switch the engine off and turn off the electrics where possible
		6.1	Identify different types of gear configuration and selection methods	6.1.1	Explain the purpose of gears
				6.1.2	Explain the importance of gear changing safely and smoothly
				6.1.3	Explain the risks when changing gear
				6.1.4	Explain the principles of an automatic gearbox
				6.1.5	Identify different gear selector layouts and operation
				6.1.6	Explain block changing and where it should be used
		6.2	Demonstrate competency in gear changing	6.2.1	Identify when it is necessary to change up through the gears
				6.2.2	Change up through the gears when accelerating safely and competently
				6.2.3	Identify when it is necessary to change down through the gears
				6.2.4	Change down through the gears when decelerating safely and competently
7.0	Make left and right turns safely	7.1	Identify risks when turning	7.1.1	Explain how a safe, systematic routine will aid turning safely
				7.1.2	Explain how the speed, size and weight of the vehicle will affect the ability to turn safely
		7.2	Turn left safely	7.2.1	Identify specific risks for turning left at junctions and bends
				7.2.2	Demonstrate safe left turns at simulated junctions
		7.3	Turn right safely	7.3.1	Identify specific risks for turning right at junctions and bends
				7.3.2	Demonstrate safe right turns at simulated junctions

HGV P2: Reversing		Duration Theory:			
		Duration Practical:			
Learning Outcomes		Competencies		Related Tasks	
1.0	Perform reversing manoeuvres safely	 			
		1.1	Identify the dangers when reversing	1.1.1	Identify the dangers to other road users when reversing
				1.1.2	Identify the dangers to the vehicle when reversing
				1.1.3	Explain the benefits of a reversing alarm
				1.1.4	Explain the benefits of having someone guide you when reversing
				1.1.5	Explain where ultimate responsibility lies when reversing
				1.1.6	Explain how to minimise risk when reversing
		1.2	Reverse in a straight line safely	1.2.1	Demonstrate good all-around observation throughout the manoeuvre
				1.2.2	Demonstrate full control of the vehicle while reversing
		1.3	Reverse to the left and right safely	1.3.1	Demonstrate good all-around observation throughout the manoeuvre
				1.3.2	Demonstrate full control of the vehicle while reversing
2.0	Perform reversing manoeuvres with a trailer safely	 			
		2.1	Identify the additional dangers when reversing with a trailer	2.1.1	Identify the additional dangers to other road users when reversing with a trailer
				2.1.2	Identify the additional dangers to the vehicle when reversing with a trailer
				2.1.4	Explain the benefits of having someone guide you when reversing with a trailer
		2.2	Reverse in a straight line safely	2.2.1	Demonstrate good all-around observation throughout the manoeuvre
				2.2.2	Demonstrate full control of the vehicle while reversing with a trailer
		2.3	Reverse to the left and right safely	2.3.1	Demonstrate good all-around observation throughout the manoeuvre
				2.3.2	Demonstrate full control of the vehicle while reversing with a trailer


HGV P3: Negotiating the road safely			Duration Theory:			 
			Duration Practical:			
Learning Outcomes		Competencies		Related Tasks		
1.0	Change speed safely	1.1	Use the right gear at the right speed safely	1.1.1	Explain the importance of gear changing	
				1.1.2	Explain the importance of smooth gear changing	
				1.1.3	Demonstrate smooth gear engagement	
				1.1.4	Select the appropriate gear to suit the speed and conditions	
		1.2	Accelerate safely	1.2.1	Accelerate as appropriate for the conditions	
				1.2.2	Identify the risks of accelerating inappropriately	
		1.3	Slow down safely	1.3.1	Ease off the accelerator pedal to slow down gently	
				1.3.2	Slow smoothly and progressively	
				1.3.3	Identify the risks of decelerating inappropriately	
				1.3.4	Use engine braking on steep descents	
				1.3.5	Identify when and when not to brake	
				1.3.6	Identify the need to select the appropriate gear in advance	
2.0	Observe, anticipate and plan for safe driving	2.1	Conduct effective observation	2.1.1	Explain effective observation	
				2.1.2	Scan the environment around the vehicle	
				2.1.4	Drive at a speed appropriate for the situation to maximise ability to conduct effective observation	
		2.2	Anticipate possible hazards	2.2.1	Explain anticipation of hazards	
				2.2.2	Expect the unexpected	
				2.2.3	Anticipate what may happen based on the observations conducted	
		2.3	Plan for anticipated hazards	2.3.1	Explain the planning process	
				2.3.2	Prioritise anticipated hazards	

				2.3.3	Adapt plan as the situation develops
				2.3.4	Decide on the most appropriate plan of action for the situation
				2.4	Apply Hazard Drill for safe manoeuvring
				2.4.1	List manoeuvres
				2.4.2	Identify consequences of not performing the necessary observations including the blind spot over the shoulder check before signalling and manoeuvring
				2.4.3	Explain the systematic approach to driving known as the Hazard Drill (MSM/PSL)
				2.4.4	Demonstrate the use of the Hazard Drill as appropriate to all manoeuvres
	Negotiate all types of roads, junctions and crossings safely	3.1	Use different road types correctly	3.1.1	Identify different road types
				3.1.2	Explain correct use of lanes
		3.2	Use safe and systematic procedures to negotiate all types of junctions	3.2.1	Apply the Hazard Drill of MSM/PSL (Mirror-Signal-Manoeuvre/Position-Speed-Look-Assess-Decide-Enter-Negotiate)
				3.2.2	Be prepared for other road users proceeding into your path risking a crash
				3.2.3	Approach every junction with the expectation that you will have to stop
				3.2.4	Select the appropriate lane or position based on the size of the vehicle for negotiating the junction safely
		3.3	Negotiate an uncontrolled junction	3.3.1	Define uncontrolled junction
				3.3.2	Give way to traffic approaching from the right
		3.4	Negotiate a junction with signs or markings	3.4.1	Identify signs and markings used at junctions
				3.4.2	Comply with the signs or markings
		3.5	Negotiate a junction with traffic lights	3.5.1	Comply with the traffic lights
				3.5.2	Reduce speed on approach even if the lights are green and be prepared to stop if the lights change to red
		3.6	Negotiate a roundabout	3.6.1	Demonstrate the correct use of indicators on approach and throughout the roundabout
				3.6.2	Demonstrate the correct use of lanes on approach and throughout the roundabout

		3.7	Negotiate a railway crossing	3.7.1	Identify the vehicles that must compulsorily stop at railway crossings
				3.7.2	Slow down and make effective observations on approach to the crossing
				3.7.3	Stop well clear of the crossing if a train is approaching and only proceed when the railway line is clear
		3.8	Negotiate a pedestrian crossing	3.8.1	Explain the proper use of pedestrian crossings
				3.8.2	Slow down and make effective observations on approach to the crossing
				3.8.3	Stop if there are any pedestrians crossing or about to cross
4.0	Apply safe turning principles	4.1	Approach all turns with caution	4.1.1	Plan ahead for the turn and do not turn suddenly
				4.1.2	Explain the effect of centrifugal force during turning
				4.1.3	Reduce speed to suit the severity of the turn
				4.1.4	Observe road surface for dangers – a vehicle will lose traction more easily on a turn
				4.1.5	Explain how the load (passenger or cargo) will affect cornering
		4.2	Make a safe turn	4.2.1	Use 'limit point analysis' to judge the severity of bends
				4.2.2	Keep speed down until completion of the turn.
				4.2.3	Make good observation throughout the turn
				4.2.4	Maintain steady speed then accelerate gradually on completion of the turn
				4.2.5	Avoid decelerating in the turn
5.0	Apply appropriate lane positioning	5.1	Explain appropriate lane positioning	5.1.1	Identify appropriate positioning for various manoeuvres
				5.1.2	Identify risks associated with different positioning
		5.2	Demonstrate the use of appropriate lane positioning	5.2.1	Adapt lane positioning to address identified and anticipated hazards safely
				5.2.2	Position firstly for safety and then for improved view
				5.2.3	Avoid compromising safety for any other perceived benefit

6.0	Manage various road surfaces and conditions safely	6.1	Negotiate various road surfaces safely	6.1.1	Identify different road surfaces
				6.1.2	Adapt driving style to suit road surface and camber
				6.1.3	React appropriately to irregularities in the road surfaces
		6.2	Adapt driving to changing conditions	6.2.1	Identify different road conditions
				6.2.2	Identify different environmental conditions
				6.2.3	Adapt driving style to suit the conditions
				6.2.4	React appropriately to changes in the conditions
7.0	Overtake and be overtaken safely	7.1	Identify hazards to consider before attempting to overtake	7.1.1	Explain why overtaking is hazardous
				7.1.2	Avoid causing other vehicles (overtaken, following or approaching) to alter course or speed
				7.1.3	Abandon overtaking if a new hazard comes into view
				7.1.4	Avoid overtaking in situations which might come into conflict with other road users
				7.1.5	Avoid overtaking on the nearside on dual carriageways and motorways except in slow-moving queues of traffic when filtering or when offside queues are moving more slowly
		7.2	Demonstrate safe overtaking in different traffic and road conditions	7.2.1	Overtake only if necessary
				7.2.2	Identify risks of overtaking on single carriageways
				7.2.3	Identify risks of overtaking on dual carriageways
				7.2.4	Apply the Hazard Drill
				7.2.5	Perform appropriate overtaking on single and dual carriageways
				7.2.6	Move back to the nearside once clear of the vehicle being overtaken without cutting
		7.3	Demonstrate safe vehicle driving when being overtaken	7.3.1	Identify hazards when being overtaken by vehicles
				7.3.2	Position the vehicle as appropriate for the situation

8.0	Interact with other road users safely	8.1	See, be seen and be heard on the road	8.1.1	Position vehicle on the road to maximise your vision of the road ahead without compromising safety
				8.1.2	Position vehicle on the road to maximise other road users' vision of you
				8.1.3	Use the horn where appropriate
		8.2	Demonstrate appropriate interaction with other road users	8.2.1	Identify other road users
				8.2.2	Give consideration to vulnerable road users
				8.2.3	Be courteous to other road users
9.0	Manage vehicle breakdown safely	9.1	Identify actions to be taken by the driver in the event of a vehicle breakdown	9.1.1	List and explain consequences of vehicle breakdown
				9.1.2	Explain the actions necessary in the event of a vehicle breakdown
		9.2	Identify responsibilities of authorities in the event of a vehicle breakdown or abandonment on the road	9.2.1	Explain the consequences of abandoning a vehicle on the road
				9.2.2	Explain the responsibilities of authorities over an abandoned vehicle on the road

HGV P4: Vehicle Checks for Heavy Goods Vehicles		Duration Theory:	1 Hour		
		Duration Practical:	2 Hours		
Learning Outcomes		Competencies		Related Tasks	
1.0	Identify the purpose of conducting a vehicle check	1.1	Explain the purpose of conducting a vehicle check	1.1.1	Explain the importance of ensuring that the vehicle is roadworthy
				1.1.2	Identify the frequency of carrying out vehicle checks
		1.2	Identify what should be checked on an HGV	1.2.1	Identify the checks to be carried out on the bodywork of the vehicle
				1.2.2	Identify the checks to be made on the wheels and tyres of the vehicle
				1.2.3	Identify the checks to be made on the lights and reflectors on the vehicle
				1.2.4	Identify the checks/actions to be made from the driver's cab
2.0	Inspect the vehicle to ensure it is in a roadworthy condition	2.1	Conduct a comprehensive vehicle check	1.2.5	Identify the documents that should be carried or displayed on the vehicle and the checks that should be made of them
				2.1.1	Explain the purpose of conducting the check in a systematic manner
				2.1.2	Explain the benefits of wearing high visibility clothing while conducting the checks
				2.1.3	Familiarise yourself with the vehicle
				2.1.4	Carry out the checks necessary prior to entering the vehicle
				2.1.5	Identify the safety equipment that must be carried
				2.1.6	Carry out the checks to be made from the driver's cab
				2.1.7	Carry out the checks to be made on the near side of the vehicle
				2.1.8	Carry out the checks to be made on the rear of the vehicle
				2.1.9	Carry out the checks to be made on the off side of the vehicle
				2.1.10	Carry out the checks to be made on the front of the vehicle
				2.1.11	Check the security of the cargo
				2.1.12	Check the trailer (where applicable)

				2.1.13	Check the coupling between the truck and trailer (where applicable)
				2.1.14	Check the air and electrical lines between the truck and trailer (where applicable)
				2.2	Conduct further checks throughout the journey at the end of the day
				2.2.1	Explain the need for further checks throughout the journey
				2.2.2	Explain the need to check the vehicle at the end of the day
				2.3	Report defects
				2.3.1	Explain defect reporting to competent authority
				2.3.2	Explain serious defects
				2.3.3	Explain minor defects
				2.3.4	Explain the use of a Defect Report
				2.3.5	Complete the necessary Defect Report
				2.3.6	Make judgement call on if vehicle is in a roadworthy condition or seek advice

HGV P5: Coupling and Uncoupling the trailer		Duration Theory:			
		Duration Practical:			
Learning Outcomes		Competencies		Related Tasks	
1.0	Couple the truck and trailer safely	1.1	Identify the risks when coupling the trailer	1.1.1	Explain the need to ensure safety when coupling or uncoupling the trailer
				1.1.2	List possible consequences of not coupling safely
		1.2	Demonstrate safe coupling of the tractor unit (truck) and trailer	1.2.1	Position the tractor unit correctly in preparation for coupling the combination
				1.2.2	Ensure that the brakes are applied on both the tractor unit and the trailer before attempting the coupling procedure
				1.2.3	Check that the height of the trailer is correct so that it will receive the tractor unit safely
				1.2.4	Adjust the air suspension of the tractor unit to the correct height to couple the trailer (where applicable)
				1.2.5	Check that the fifth wheel jaws are in the open position
				1.2.6	Reverse slowly under the trailer until they hear the kingpin mechanism lock into place
				1.2.7	Select a low gear and try to move forward (twice) in order to test that the locking mechanism is secure
				1.2.8	Ensure that the vehicle parking brake is applied
				1.2.9	Connect locking clip to secure the kingpin release handle
				1.2.10	Connect the suzies (airlines and electrical cables)
				1.2.11	Raise the landing gear fully and stow away the handle safely
				1.2.12	Release the trailer parking brake
				1.2.13	Start the engine and ensure that air is building up in the storage tanks to the correct level
1.2.14	Return the air suspension to the correct running level on the tractor unit (where applicable)				
1.2.15	Check that the vehicle combination is roadworthy				

2.0	Uncouple the truck and trailer safely	2.1	Identify the risks when uncoupling the trailer	2.1.1	Explain the need to ensure safety when uncoupling or uncoupling the trailer
				2.1.2	List the consequences of not uncoupling safely
		2.2	Demonstrate safe uncoupling of the tractor unit (truck) and trailer	2.2.1	Select a suitable position where the trailer will not form a hazard, danger or inconvenience to others
				2.2.2	Ensure that the brakes are applied on both the tractor unit and the trailer before conducting the uncoupling procedure
				2.2.3	Lower the landing gear and stow away the handle safely
				2.2.4	Disconnect all electrical, air and hydraulic connections and stow away in anchor points
				2.2.5	Remove the fifth wheel locking clip and set the kingpin release handle in the open position
				2.2.6	Move the tractor unit forward approximately 0.5 metres to ensure the kingpin is clear of the jaws of the fifth wheel before lowering the tractor unit's air suspension (where applicable)
				2.2.7	Drive the tractor unit away slowly, checking the trailer directly or in the mirrors
				2.2.8	Stop and reset the tractor unit's air suspension to the correct running height once clear of the trailer (where applicable)
				2.2.9	Check that the trailer is safe and secure



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