

YOUR VQ ASSESSMENT — WHAT TO EXPECT

Candidate information · Competence Based Vocational Qualification (VQ) · PHW Services

What this qualification is

You are being trained and assessed for a Competence Based Vocational Qualification (VQ) in the operation of the machine stated on your enrolment form. It is a structured programme of basic operator training with formal theory and practical assessment, delivered by a qualified instructor/assessor. It provides the "adequate training" the law requires for plant operators (Health and Safety at Work Act 1974; PUWER 98 regulation 9; for lift trucks and telehandlers, the HSE Approved Code of Practice L117).

What you will do

- Training on the machine — controls, checks, stability, safe operation — with knowledge questions asked and recorded throughout, unit by unit.
- A technical theory test, answered in your own handwriting (the machine's Operator's Manual is available for the questions that refer to it). Pass mark 80%, and the safety-critical questions must be correct.
- A practical assessment — pre-use inspection, travelling and manoeuvring, load handling, and parking/shutdown — marked against a checklist for each exercise. Any dangerous act ends the assessment.
- Sign-offs — you and the assessor sign each unit record, the theory marking record and the practical decision. Sign in ink.

What you receive if successful

- A VQ Award certificate and a Certificate of Unit Credit listing every unit you achieved, recording your name, the machine type, the date and the assessor — the record the HSE ACOP expects a certificate of basic training to hold.
- A full evidence file is retained by PHW Services backing your certificates: your test paper, question records and practical checklists.

What happens next — important

Basic training is stage one of three. Before you operate at work, your employer must complete: specific job training (their machine, their site, their tasks), then familiarisation (supervised working), then give you WRITTEN AUTHORISATION to operate. Your certificate supports that authorisation — it does not replace it. Refresher training is recommended every 3–5 years, or sooner after an incident, a machine change or a long break.

What this is not

This is independent, in-house certification — it is not a CPCS, NPORS or other scheme card, and some construction sites contractually require those cards. Where that applies, this VQ is strong supporting evidence of competence but does not substitute for the site's card requirement.

Any questions — ask the assessor	PHW Services · qualification through competence
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