

Unit standard: 31913 v1

Level: 2

Credits: 3

Assessment version: 1.2



# Unit standard: 31913

## Operate a basic tractor on flat terrain under close supervision

### Assessment

Learner to complete	
Learner name:	
Learner phone number:	
Learner address:	
Learner declaration: I declare that all work is my own.	
Signature:	Date:

Assessor to complete	
<b>Result</b>	<input type="checkbox"/> Standard achieved <input type="checkbox"/> Further evidence required
Comments/Areas to revisit:	
Assessor name:	
Signature:	Date:

Re-assessment (if required) – Assessor to complete	
Re-assessment date:	
<b>Result</b>	<input type="checkbox"/> Standard Achieved <input type="checkbox"/> Further Evidence Required
Signature:	Date:

# Instructions

- Write your name, phone number, and address on the front page.
- Answer all questions in the spaces provided, use more paper if required.  
This assessment can also be completed **verbally** with the Verifier/Assessor. If you would like to do this assessment verbally, the Verifier/Assessor must write down your answers in the spaces provided, and initial when they have done so. The verbal sign off must also be completed at the end of the assessment.
- You must show that you have achieved the standard by fully completing this assessment.
- If you do not reach the standard, you will have another opportunity (chance) to do the assessment again.
- This is an open book assessment.
- If you require this assessment to be printed on coloured paper, contact Primary ITO on 0800 20 80 20 and talk our Learning Support team.



Completing this assessment **verbally** – this means you can tell your Verifier/Assessor your answers instead of writing them down.

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06 August 2020

# Definitions

Definition	Description
<b>Attestation</b>	The action of being a witness to or formally certifying something.
<b>Close supervision</b>	Close supervision refers to the operation of a basic tractor under the active supervision of a supervisor who has the knowledge and experience to ensure that the driver is safe at all times.
<b>Flat terrain</b>	Flat terrain is defined as class A and B land under the Land Use Capability Classification, which comprises slopes between 0–7° (flat to gently undulating to undulating terrain).
<b>Workplace procedures</b>	Workplace procedures refer to verbal and written instructions to staff on procedures for tractor maintenance, safety, and driving.

**Note:** It is important to note that legislation (law) and standard requirements for this unit standard include but are not limited to:

- Health and Safety at Work Act 2015
- Land Transport (Driver Licensing) Rule 1999
- Land Transport (Road User) Rule 2004
- any workplace standards or procedures.

# Outcomes

Learning outcome		Activity
1	Check a basic tractor before use.	1
2	Drive a basic tractor over flat terrain.	2

## Evidence

Provide the answers to the question in the space provided and provide evidence that clearly shows the tasks on the checklist have been done by the person who is being assessed. This evidence can include:

- complete written responses to the questions and tasks
- photos of tasks in progress and/or completed
- work records: job or worksheets, checks, or records.

Photo evidence should show the tasks both in progress and when completed. The person being assessed should be in the photo as proof that it is their work. The person who observes the tasks, and verifies the assessment of the tasks on the activity checklists needs to file this evidence as proof the practical activity has been achieved.

# Assessment conditions

Before you can undertake this practical assessment, you must:

- provide proof of your age and have this verified by your Assessor
- already have a minimum of 10 hours experience driving a tractor and kept a record showing these 10 hours.

## Proof of age

This section only needs to be completed if your intended route takes you on a public road.

What is your age at the date of undertaking this assessment?

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You will need to provide one form of ID to the Assessor on the day of assessment. This can be your:

- birth certificate
- current passport
- current drivers licence.

This must be verified and checked by your Assessor.

### Assessor to complete

I have sighted the Learner's proof of age and confirm they are of legal age to drive a tractor.

- Copy of birth certificate sighted
- Copy of current passport
- Copy of current drivers licence.

Assessor name:

Signature:

Date:

## Ten hours experience

Before being able to undertake this Assessment, you must show you have had a minimum of 10 hours driving a tractor in a workplace situation. This must be over at least a three-week period and cover a range of tasks.

This experience must be on a tractor that is over 1000 kg.

You can provide any of the following to the Assessor as evidence that this has been completed.

- A driving log book from your workplace.
- An **attestation** from your employer.
- The tractor driving log book provided on pages 8–9 of this Assessment.

Tick which of the following you have provided to the Assessor.

- A driving log book from your workplace.
- An attestation from your employer.
- The tractor driving log book provided on pages 8–9 of this Assessment.

### Safety note

At all times when operating the tractor you must comply with, and show consistent awareness of safety requirements and workplace procedures.

For example, you must:

- wear appropriate footwear
- always operate the vehicle in a manner which minimises risk to yourself and others
- avoid 'no go' areas
- not carry passengers
- follow instructions regarding vehicle care and maintenance.

# Tractor driving log book

## How to use this log book

This log book is for you to record your driving/riding hours. You will need to enter the:

- date
- activity
- terrain and the weather conditions
- amount of hours you did.

You must enter the hours driven as a decimal (not in minutes).

The following table gives the decimal values to use.

Minutes	Decimal
15 minutes	0.25 hours
30 minutes	0.5 hours
45 minutes	0.75 hours
60 minutes	1 hour

You can use your phone or a calculator to add up the totals.

**Note:** Tractors must be over 1000 kg.

Date	Activity	Terrain/weather	Hours

Sample copy



Date	Activity	Terrain/weather	Hours
			Total hours



Attach any other proof of completing 10 hours driving a tractor over 1000 kg.

**Verifier to record**

I confirm this is an accurate record of the Learner having completed 10 hours driving a tractor over 1000 kg. The driving has been on flat terrain and has met all safety requirements.

Name:

Position:

Date:

# Assessment

You will need to work through the following activities.

Your Verifier/Assessor will initial and date each activity when they are confident that you have achieved the learning outcome.



## Activity 1: Performing maintenance checks

In this Activity, you need to show you can perform maintenance checks on the tractor.

In order to show that you have completed this task, you must:

- answer the questions in this Activity
- be observed carrying out **two** maintenance checks on a tractor on **two** occasions
- have your work observed, verified, and signed off
- follow all your workplace procedures and health and safety requirements at all times.

The tractor you carry out the maintenance check on must be the one you will be driving as part of the practical component. You will be expected to check the following components:

- cooling system
- engine oil
- transmission/hydraulic oil
- fuel
- greasing points
- tyres
- brakes
- mirrors
- battery
- loose attachments and components
- bird nests
- air filter
- PTO guard
- hydraulic hoses
- lights.

1. Use the following table to record the findings of your maintenance checks.  
Tick or initial each part to show you have checked it.

Occasion 1	Occasion 2
Date:	Date:

Components checked	Occasion 1	Occasion 2
Cooling system		
Engine oil		
Transmission/hydraulic oil		
Fuel		
Greasing points		
Tyres		
Brakes		
Mirrors		
Battery		
Loose attachments and components		
Bird nests		
Air filter		
PTO guard		
Hydraulic hoses		
Lights		
Other items according to workplace procedures and/or manufacturer recommendations:		

Verifier/Assessor
Verifier/Assessor please record up to <b>three</b> other checks the Learner made.

2. Make a list of damage or faults identified. These need to be reported and/or fixed using your workplace procedures. Use the following table to track what actions you took upon finding damage and/or faults when carrying out your maintenance checks.

Sample copy

Damage or faults identified	Damage or faults reported	Damage or faults fixed
<ul style="list-style-type: none"> <li>Describe what you found.</li> </ul>	<ul style="list-style-type: none"> <li>How did you report this?</li> <li>Who did you report it to?</li> <li>Date it was reported.</li> </ul>	<ul style="list-style-type: none"> <li>Short description of what was fixed and how it was fixed</li> <li>Date it was fixed.</li> </ul>

**Verifier to record**

Activity 1: I have observed the Learner's work performance, and confirm that they can perform maintenance checks on the tractor.

Comments:

(Include details about Health and Safety practices, discussions, Q & A, tool selection, actions taken by the Learner).

Sample copy

**Verifier to record**

Activity 1: I have observed the Learner's work performance, and confirm that they can perform maintenance checks on the tractor.

Please tick to confirm that each component has been checked on **two** occasions.

- Cooling system
- Engine oil
- Transmission/hydraulic oil
- Fuel
- Greasing points
- Tyres
- Brakes
- Mirrors
- Battery
- Loose attachments and components
- Bird nests
- Air filter
- PTO guard
- Hydraulic hoses
- Lights.

List any additional supporting evidence provided (for example, photos).

Verifier name:

Signature:

Date:



## Activity 2: Identifying tractor controls and their functions

In this Activity, you need to show you can identify tractor controls, their function, and colour code.

1. Your Assessor will ask you to identify **ten** tractor controls on the tractor that you will be driving. You will need to show them where that control is on the tractor, what that control is used for, and its colour code (if applicable). Tick each control as you identify it.

Tractor control	Control identified, its function, and colour code given
Start and stop controls	<input type="checkbox"/>
Gears or equivalent	<input type="checkbox"/>
Brakes	<input type="checkbox"/>
Power take off	<input type="checkbox"/>
Hydraulic levers	<input type="checkbox"/>
Differential lock	<input type="checkbox"/>
Accelerator (throttle)	<input type="checkbox"/>
Hand throttle	<input type="checkbox"/>
Steering adjustment	<input type="checkbox"/>
2WD/4WD	<input type="checkbox"/>
Panel display	<input type="checkbox"/>
Loader controls	<input type="checkbox"/>
Beacon	<input type="checkbox"/>
Indicators	<input type="checkbox"/>
Lights	<input type="checkbox"/>
Seat controls	<input type="checkbox"/>



2. What are **three** legal requirements you must observe when driving a tractor in the workplace and on a public road?

	Workplace	On a public road
1.		
2.		
3.		

**Verifier to record**

Activity 2: I have observed the Learner's work performance, and confirm that they can identify tractor controls and their functions.

Comments:

(Include details about Health and Safety practices, discussions, Q & A, tool selection, actions taken by the Learner.)

Please tick to confirm each of the following criteria have been met:

- Identified at least **ten** tractor controls.
- Identified the function and colour code (if applicable) of all controls.
- Identified at least **three** legal requirements when driving in the workplace and on a public road.

Verifier name:

Signature:

Date:



### Activity 3: Operating the tractor over flat terrain

In this Activity you need to show you can operate the tractor on flat terrain.

In order to show that you have completed this task, you must:

- be observed driving the tractor over flat terrain with situations where the surface of the terrain changes on **three** occasions
- have your work observed, verified, and signed off
- follow all your workplace procedures and health and safety requirements at all times.

When driving the tractor you will be expected to:

- show you are in control of the tractor at all times
- drive to the conditions
- drive safely
- drive over **three** surface changes. These may be:
  - firm to muddy ground
  - loose gravel
  - pasture
  - undulating race
  - cultivated land.

Tick the three surface changes you will drive on	
Firm to muddy ground	<input type="checkbox"/>
Loose gravel	<input type="checkbox"/>
Pasture	<input type="checkbox"/>
Undulating race	<input type="checkbox"/>
Cultivated land	<input type="checkbox"/>

1. How did you ensure you drove the tractor safely and in a controlled way given the terrain and conditions? Give **at least three** things you did.

1.

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2.

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3.

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2. Give **one** thing you did to make sure you had parked the tractor and implement so it was stable and safe.

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3. Give **two** things you did to refuel the tractor safely.

1.

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2.

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**Verifier to record**

Activity 3: I have observed the Learner's work performance, and confirm that they can operate the tractor over flat terrain.

Comments:

(Include details about Health and Safety practices, discussions, Q & A, tool selection, actions taken by the Learner.)

Please tick to confirm each of the following criteria have been met:

- Applied tractor controls in accordance with the manufacturer's specifications.
- Driven the tractor in a controlled manner at all times and in a way that was suitable for the conditions, minimising risk of damage to the tractor, property, and ground surfaces.
- Demonstrated driving in situations which involved at least three changes in surface.
- Parked the tractor and implement in a stable and safe position after operation.
- Refuelled the tractor after operation in accordance with workplace procedures.

Verifier name:

Signature:

Date:

Learner comments	
Learner name:	
Signature:	Date:
<p><b>Learner comments:</b></p> <p>For example: How did you find the Assessment? Was it clear to understand? How well did it relate to your workplace? What could be done to make it better?</p>	

If the Assessment was completed verbally, the following verbal sign-off must be completed as well.

Verbal sign-off	
Verifier/Assessor to complete:	
<input type="checkbox"/> I recorded the answers as given to me verbally by the Learner.	
Learner to complete:	
<input type="checkbox"/> The Verifier/Assessor wrote down the information that I gave them for this assessment.	
<input type="checkbox"/> They have read my answers back to me and I agree that those are accurate and ready to be assessed.	
Learner signature:	Date:

**Verifier declaration – Unit standard 31913 v1**

The Learner demonstrated that they have achieved all the outcomes for this unit standard.

**Verifier comments:**

Final overall comments on the Learner’s ongoing competency, attitude, behaviour, **and** confirmation that they can operate a basic tractor on flat terrain under close supervision.

Learner name:

Verifier name:

Signature:

Date:

Job title:

**Contact details**

Phone:

Email:

## Assessor final sign-off

This section is to be completed when final competency of unit standard 31913 v1 is achieved.

**Learner name:**

**Verification record – please complete all details below**

**Assessor comments:**

Assessor name:

Assessor no:

Signature:

Date:

**Contact details**

Phone:

Email:



## Resource Feedback

In order to keep our resources as up-to-date and relevant as possible we would appreciate any comments, feedback or suggestions you may have with regard to this particular resource or others that you have used.

Please contact us via email **product@primaryito.ac.nz** if you have any suggestions that you feel would be useful.

Please remember to indicate the resource you are giving feedback on in your email, and please provide your contact details.

Thank you for taking the time to provide us with feedback.

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