Unit Title:	**Enable customers to dispense motor fuel on a forecourt**
OCR unit number:	83
Level:	2
Credit value:	7
Guided learning hours:	43
Unit reference number:	L/504/3744

Unit purpose and aim

This unit assesses the occupational competence of forecourt staff who are responsible for enabling customers to use self-service fuel pumps.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Understand the importance of remaining vigilant on a forecourt	**The Learner can:** 1.1 explain what can happen if underage customers are allowed to dispense fuel 1.2 explain what can happen if customers are allowed to dispense fuel into containers that are not legally compliant 1.3 explain what can happen during self-service fuel dispensing if safety hazards on the forecourt are not dealt with 1.4 explain what can happen if faulty self-service fuel-dispensing equipment is not dealt with
2 Be able to authorise the self-service dispensing of motor fuel on a forecourt	2.1 activate self-service fuel pumps in line with: • the manufacturer's instructions for use • safety requirements • the law concerning underage dispensing of fuel • the law concerning containers into which the customer dispenses fuel
3 Be able to monitor the self-service dispensing of motor fuel on a forecourt	3.1 follow organisational procedures for dealing with the safety hazards associated with self-service dispensing of fuel 3.2 follow organisational procedures for dealing with commonly-occurring equipment faults associated with self-service dispensing of fuel 3.3 transfer the transaction to point-of-sale when the customer has finished dispensing fuel 3.4 follow organisational procedures for recording and reporting drive-offs

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Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

If the assessor is unable to make judgements about the specialist skills and knowledge covered by this unit, expert witness testimony must be sought from a person with suitable current experience, to confirm the candidate's competence.

The unit needs to be assessed in line with the relevant Sector Skills Council's (SSC's) Assessment Strategy or Principles. Skillsmart Retail's Assessment Principles for Retail Qualifications can be found on their website (www.skillsmartretail.com).

Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles*'. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

Evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing programmes of learning.

Guidance on assessment and evidence requirements

OCR provides the following as guidance when assessing the unit.

AC1.1: The candidate should be able to explain the consequences to individuals and the organisations of failing to comply with legislation relating to the sale of age-restricted products such as petrol.

AC 1.2: The candidate should be able to explain the ***consequences*** to individuals and organisations of failing to comply with the Petroleum-Spirit (Plastic Containers) Regulations 1982. The candidate should understand the restrictions on types (i.e. plastic, metal) and total volume that can legally be dispensed.

AC 2.1: The candidate should have an understanding of the following when dispensing motor fuel on a forecourt.

- Manufacturer instructions relating to operation of dispensing equipment including automatic authorisation, safety and maintenance procedures, and actions to take in the event of a fault/failure.
- The main provisions of safety legislation and regulation such as Health and Safety at Work Act, Management of Health and Safety Regulations, Control of Substances Hazardous to Health Regulations, HS guidance on dispensing petrol as a fuel (such as publication INDG 216).
- Fire safety requirements, the location and use of fire fighting equipment and organisational procedures.
- Legislation relating to selling to underage customers including procedures for confirming age of the customer and recording of refusals.

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- Legislation on dispensing in to containers.

AC 3.1: The candidate should have an understanding of safety hazards to people, equipment and the environment and the organisational procedures to follow. Hazards should include:

- fire risk due to smoking, vehicle engines not switched off, use of mobile phones, vapours in empty containers, combustible waste materials/products incorrectly stored
- fuel spillage or leaks
- fuel vapour being swallowed or coming into contact with skin
- the risk of explosion resulting from accidents or damage to equipment

Where additional guidance has been provided, it is not intended to be exhaustive. Candidates may also use other relevant or appropriate examples.

You should refer to the 'Admin Guide: Vocational Qualifications (A850)' for Notes on Preventing Computer-Assisted Malpractice.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.C266

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	
Writing	✓	Interpreting		Develop, present and communicate information	✓

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .