

CITY & GUILDS NPTC LEVEL 2 AWARD IN FELLING AND PROCESSING TREES UP TO 380mm



QAN 600/6162/5

QUALIFICATION GUIDANCE

Independently Assessed

Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No	0 0 2 0	Forestry & Arboriculture Level 2
Qualification Programme No	0 0 2 0 - 0 4	Award In Felling and Processing Trees up to 380mm
Unit	2 0 3	Fell & process trees up to 380mm
Guided Learning Hours (GLH)	2 0 3	GLH 23 (Credit Value 3)
Total Qualification Time		30 Hours
Recommended Assessment Duration		2.0 – 4.0 hours per Candidate
Pre-Requisite Units	2 0 1	Carry out maintenance of chainsaw and cutting system
	2 0 2	Cross-cut timber using a chainsaw

Version and date	Change detail	Section
1.2 November 2017	Added TQT details	Qualification at a glance, Structure
		Throughout

City and Guilds NPTC Level 2 Award in Felling and Processing Trees up to 380mm

Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
 - Scheme regulations
 - Qualification guidance
 - Training materials
 - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Issue certificates to successful Candidates

The Qualification

The qualification will be awarded to Candidates who achieve the required level of competence in the units to which their certificate relates.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment is **one** Mandatory unit:

Unit 203	Fell & Process Trees Using a Chainsaw
	Outcomes
1.	Be able to work safely (1) (Criteria 1.1 – 1.5)
2.	Be able to fell and process trees up to 380mm (2) (Criteria 2.1 – 2.13)
3.	Know relevant health and safety legislation and industry good practice (3) (Criteria 3.1 – 3.6)
4.	Know how to fell and process trees up to 380mm (4) (Criteria 4.1 – 4.8)
5.	Know how to remove branches from felled trees using a chainsaw (5) (Criteria 5.1 – 5.7)
6.	Know how to take down hung-up trees (6) (Criteria 6.1 – 6.5)

Candidates must successfully achieve **all** assessment activities in the above unit.

Quality Assurance

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

M =	Met	Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick ☒ is to be put in the box provided in the left-hand column.
NM =	Not Met	Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross ☐ is to be put in the box provided in the left-hand column.

Appeals and Equal Opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. (www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

Assessment and Site Requirements:

Trees may be conifer or broadleaved

Size range: between 200mm (8") and 380mm (15")

Maximum recommended guide bar length 15"

Learner must prove operator competence using appropriate felling methods for two of the following tree types:

- Upright - minimum 1, maximum 2
- Backward leaning - minimum 1, maximum 2
- Heavily leaning/weighted in the intended felling direction - minimum 1, maximum 2

Assessment and Site Requirements continued...

Branch removal

All felled trees must have all branches removed flush with the stem.

Cross-cut and stack

All felled trees must be cross-cut and stacked tidily.

Hung Up Trees

1 hung up tree must be taken down using a hand tool. An additional felled tree must be hung up from the minimum 2 required within the felling requirements.

Chainsaw Safe Practice

At all times during the assessment, equipment must be used in accordance with industry good practice, whatever the task being carried out.

1. Assessors must hold a current 'First Aid at Work' Certificate.
2. All chainsaws used in assessments must comply with relevant Arboriculture and Forestry Advisory Group (AFAG) guidance and HSE Chainsaws at Work INDG317(rev1), in terms of safety features, and be a model and size suited to the task(s) required.
4. Recommended guide bar lengths should be observed, although variations may be accepted at the discretion of the assessor where this is appropriate to the task.
5. Candidates should be familiar with the machinery, equipment and tools that they are going to use.
6. During chainsaw based assessments a spare working chainsaw must be available.
7. Appropriate Personal Protective Equipment (PPE) must be worn at all times by both the candidate and the assessor. All PPE used must comply with relevant AFAG guidance, industry good practice, Health and Safety Executive publications and current legal requirements in terms of specification and use.
8. A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available, along with appropriate fire fighting and suitable welfare facilities e.g. hand cleansing wipes.
9. The use of personal first aid kits must be in line with current industry good practice.
10. The assessor must ensure a site specific risk assessment has been carried out, sufficient control measures implemented and appropriate emergency procedures recorded. All recorded risk assessment information should be clearly legible and accessible to candidates and completed for all locations where assessment activities are scheduled to take place.
11. Manual handling techniques must comply with current legislation and industry good practice.
12. Any necessary permission must have been granted, and notifications made as appropriate.
13. All equipment being used for this assessment must comply with relevant legislative requirements.
14. Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.
15. The current regulations for transport, handling and storage of fuel and oils must be complied with.
16. Provision must be made to avoid the risk of environmental pollution.
17. It is the responsibility of the assessor and the candidate to ensure that any additional requirements and provisions are met as relevant to this qualification.
18. At all times during the assessment, candidates must act in a way so as not to endanger themselves, the assessor or any other person or equipment. Work must be carried out to achieve the requirements of the assessment criteria in accordance with all relevant and current legislation and good practice guidance.
19. If required, relevant records must be accurately kept.
20. Appropriate steps should be taken to maintain effective teamwork in respect of other persons on site during the assessment.
21. Any appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.
22. All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.
23. **A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.**

This may include taking steps to ensure effective communication and safety precautions.

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City & Guilds is a registered charity established to promote education and training

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 4.6 4		One when	When: - additional leverage is required - risk exists of tree sitting back and trapping the saw - tree form, size or weight dictates - other Met ✓ Not Met X	☐	☐	☐	☐
3.3 3	Describe how to use and maintain tools, equipment and personal protective equipment	Two maintenance Two uses Equipment not to include the candidates chainsaw or maintenance tools	Maintenance of tools and equipment and PPE may include: - cleaning - inspection - other Uses of equipment may include: - lifting - rolling - protect the operator - other Met ✓ Not Met X	☐	☐	☐	☐
1.3 1	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	Assessor to observe	All activities must be completed in a way which protects the operator and those around him or her Met ✓ Not Met X	☐	☐	☐	☐
1.2 1	Use appropriate tools, equipment and personal protective equipment (PPE)	Assessor to observe and risk assess	All tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG Met ✓ Not Met X	☐	☐	☐	☐
2.3 2	Carry out pre-start checks and setting of the chainsaw	Assessor to observe	Pre start checks and setting of the machine to include: - chain tension and condition checked for safe and effective use - safety features checked for condition and function - external nuts and bolts checked for security - chainsaw contains sufficient fuel and chain oil for operations Met ✓ Not Met X	☐	☐	☐	☐
2.4 2	Demonstrate safe starting of the chainsaw	Assessor to observe If any of the post start checks identify the chainsaw as unfit for use, it must not be used for the assessment	The safe starting procedure of a chainsaw should include: - ensuring appropriate safe working distances from both fuel and other operators is maintained - correct PPE worn - remove guidebar cover - place saw on ground, where appropriate, ensuring no debris can catch the chain - secure rear handle - controls set as recommended by the manufacturer - ensure chain brake set according to manufacturer's recommendations - adopt safe stance - find compression pulling starter cord sharply and firmly - choke released when engine fires - half throttle released when engine runs Post starting checks of a chainsaw should include: - ensuring the saw chain stops when the engine revs return to idle - ensuring the chain brake functions according to the manufacturer's specification - ensuring the stop switch works correctly - ensuring lubrication to the guide bar and chain is working properly Met ✓ Not Met X	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.1 2	Prepare site and establish escape route(s) as appropriate	Assessor to observe	Prepare site and escape routes by:				
			- ensuring the control measures identified in site specific risk assessment are applied - determining the felling direction in relation to method of extraction or conversion - setting up a felling bench if required - removing debris from around the base of the trees to be felled and compact vegetation to facilitate felling at appropriate height - removing dead or suppressed trees and any other vegetation adjacent to the tree, in the felling direction or escape routes that may be a danger - inspecting the felling area and adjacent trees for dead wood and insecure branches - ensuring no unauthorised person is within 2 tree lengths	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.2 2	Prepare trees appropriately to the tree condition and the specification for the site	Brushing to be demonstrated or simulated	Prepare trees for felling by:				
			- bashing lower branches taking into account: - correct "break-in" - position of the saw in relation to the operator, bar on opposite side of stem - height to which branches are removed - saw body not above shoulder height - operating technique - brushing close to the stem - removing climbing vegetation, buttresses and other obstructions as appropriate - inspecting the tree for signs of rot or decay	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.5 2	Fell trees using recognised felling methods and felling aids	Candidate must be able to demonstrate appropriate felling methods for two of the following tree types:	Felling techniques should account for:				
			- the felling method chosen and safe working zones - selection and preparation of escape route(s) - a sink of the appropriate dimensions - top sink cut should normally be at least 45° and 20 – 25% the diameter of the tree at felling height - felling cuts made and felling aid employed using a safe and effective felling method - the main felling cut should not be more than 25mm above the level of the bottom sink cut - a hinge being retained of adequate dimensions - hinge thickness should be about 10% of tree diameter at felling height - appropriate aid tools are used safely if required to fell tree - escape routes being used as soon as the tree begins to fall - site checked for safety once tree has fallen - stump height left appropriate to site specification	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
6.4 6	State incorrect techniques for dealing with hung up trees	State all	Incorrect techniques for dealing with hung up trees include:				
			- felling the supporting tree - felling another tree across the hung up - walking or working under a hung up tree - climbing a hung up tree - cutting pieces off the butt end of a hung up tree - leaving a hung-up tree unless it is clearly marked and a supervisor/colleagues informed	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 2.9 2			- aid tool positioned and attached safely to the tree - aid tool operated ensuring: - good stance and operator position - correct pushing technique used (where appropriate) - the use of correct lifting techniques - good grip - the repositioning of the aid tool when required - operator not working in danger areas - the release of the aid tool as the tree falls - use escape route(s) - if tree does not fall through roll out technique, remnant of hinge removed by safe method (if still attached) and tree is "walked" down with e.g. a wooden pole - tree in a stable condition before being processed Met ✓ Not Met X	☐	☐	☐	☐
5.1 5	Describe how the method of removing branches will vary with tree species	One Conifer One Broadleaved	The method of branch removal may vary owing to tree species, branch form and pattern: Conifer branch removal may include - lever method - pendulum method - other Broadleaf branch removal may include: - lever method - pendulum method - de-limb Met ✓ Not Met X	☐	☐	☐	☐
5.3 5	State the risks to consider when removing branches	State four	Risks to consider when removing branches may include: - tripping or falling over - contacting obstructions with chainsaw - tree rolling onto operator - spring back from cut branches or saplings when severed - kick back - other Met ✓ Not Met X	☐	☐	☐	☐
5.2 5	Describe how to identify tension and compression in branches	Candidate to describe	Identification of tension and compression in branches may be completed: - visually - manually Met ✓ Not Met X	☐	☐	☐	☐
5.5 5	Describe a technique for removing branches above shoulder height	One technique	Removal of branches above shoulder height may include: - rolling of the stem to allow for a safer working height - other Met ✓ Not Met X	☐	☐	☐	☐
5.4 5	State how and when to use equipment to assist with the snedding/de-limbing of trees	State one	Equipment used to assist may include: - winch used to restrain timber if it could roll towards operator - falling aid used to turn stem to aid subsequent snedding/de-limbing - chainsaw used to remove branches Met ✓ Not Met X	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.6 2	Remove branches from felled trees using a recognised method	Any safe and effective method in line with current good practice guidelines is acceptable. All felled trees must have all branches removed.	Branch removal techniques should account for: - correct stance and support of the saw on tree or right leg - left thumb around the front handle - neither handle released while the chain is moving - apply chain brake if reaching across bar - apply chain brake when negotiating obstacles - not walking when the saw is on the same side of the tree as the operator without applying the chainbrake - avoid working on lower side of tree on side slopes - operator not reaching too far round with saw on far side of tree - operators not cutting towards legs or body - avoiding the use of the tip of guidebar - avoiding overreaching with chainsaw - not straddling the stem - compression and tension forces assessed and appropriate cuts used - using an under-sweep technique if applicable choice of work method should account for: - a systematic sequence of cuts and position of the saw to remove branches as appropriate for the branching habit - the top cut at an appropriate diameter - top removed with a safe method of cutting Met ✓ Not Met X	☐	☐	☐	☐
2.7 2	Turn tree and remove under branches using appropriate aid tools and method(s) where appropriate		Tree turned and under branches removed taking account of: - the stem turned using appropriate aid tools/ techniques - using the stem for protection when removing remaining branches as appropriate - using a safe and effective method to sever remaining branches - all branches being removed flush with the stem Met ✓ Not Met X	☐	☐	☐	☐
5.6 5	Explain the advantages of leaving a clean stem after snedding/de-limbing	Three advantages	Advantages of a clean stem may include: - reducing possible injury to the person moving the timber - reduce friction/collecting debris when pulling timber along the ground - prevent damage to other trees when extracting timber - allowing timber to easily enter machines (e.g. chipper, peeler or saw bench) - easier stacking or loading - other Met ✓ Not Met X	☐	☐	☐	☐
5.7 5	State how to deal with arisings after snedding/de-limbing	Two ways	Arisings may be dealt with in the following ways: - left where it lands - brash piling or stacking - windrowing - further processed e.g. mulching, baling, chipping - burning - other Met ✓ Not Met X	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.10 2	Cross-cut pole length timber in accordance with the site specification	Candidates will need to undertake a minimum of ten severing cuts, maximum twenty Four cuts undertaken must be under tension/compression minimum four maximum eight	Cross-cutting of timber to length should include: - ensuring appropriate safe working distances from both fuel and other operators is maintained - correct use of PPE - timber is in a safe and appropriate position - safe starting procedure adopted - safe stance adopted including: - legs and feet are clear of the chain - chainsaw is stable/secure/supported during crosscutting - minimal risk of muscular/skeletal injury - bar aligned to maintain accuracy - head out of line of chain - use of throttle to cut safely and efficiently - cutting techniques employed to complete severance of timber - appropriate boring technique used if applicable - sequence of cuts undertaken to prevent saw becoming trapped - appropriate aids used for lifting, rolling or levering if applicable - accuracy of measurement within site specification and reasonable tolerances - tension and compression cuts should meet - chain brake used appropriately - saw switched off and left in safe position, bar cover replaced if appropriate Met ✓ Not Met X	☐	☐	☐	☐
2.11 2	Stack produce for subsequent operations using appropriate aids and tools		Stacking of timber should take into account: - use of appropriate aids to handle / move products - correct stance during lifting - avoiding excessive lifting by levering, sliding, rolling - quality of stacking must be to an agreed job specification - tidy stacking of timber - position of stack appropriate to method of extraction - manually constructed stacks are limited to 1 metre high Met ✓ Not Met X	☐	☐	☐	☐
2.12 2	Check timber is in an appropriate and safe position		timber should be left in a safe, stable condition and appropriate position Met ✓ Not Met X	☐	☐	☐	☐
2.13 2	Clean and tidy working area		A clean and tidy working area should be left ensuring: - no branches are left on fences, paths, roads, timber stacks, young trees etc or in ditches, ponds, waterways etc - brush left as per site specification Met ✓ Not Met X	☐	☐	☐	☐
3.5 3	Describe the correct methods for disposing of waste	State two	Disposal of waste from workplace activities may include: - use of designated waste/recycle bins - empty containers removed from site e.g. oil - litter taken home with operators - other Met ✓ Not Met X	☐	☐	☐	☐
1.5 1	Dispose of waste safely in line with legislation	Assessor to observe	all waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements Met ✓ Not Met X	☐	☐	☐	☐

Summary of Assessment (The Assessor is to complete the following as appropriate)

Candidate A	Candidate has met all of the assessment criteria	Tick ☒ ☐	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ☒ ☐
	Signed: _____ Date: _____			

Candidate B	Candidate has met all of the assessment criteria	Tick ☒ ☐	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ☒ ☐
	Signed: _____ Date: _____			

Candidate C	Candidate has met all of the assessment criteria	Tick ☒ ☐	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ☒ ☐
	Signed: _____ Date: _____			

Candidate D	Candidate has met all of the assessment criteria	Tick ☒ ☐	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ☒ ☐
	Signed: _____ Date: _____			

For use by Internal Verifier ONLY if the assessment process was internally verified
(Internal Verifier to complete **ONE** of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	Tick ☒ ☐
I observed an assessment process taking place. The following were noted as areas of concern.	Tick ☒ ☐
Signed: _____ Date: _____	