

CITY & GUILDS NPTC LEVEL 2 AWARD IN SUPPORTING COLLEAGUES UNDERTAKING OFF-GROUND TREE RELATED OPERATIONS QAN 600/6435/3



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 - 1 1	Award In Supporting Colleagues Undertaking Off-Ground Tree Related Operations
Unit(s)	2 0 7	Support colleagues undertaking off-ground tree related operations
Guided Learning Hours (GLH)	2 0 7	GLH 23 (Credit Value 3)
Total Qualification Time (TQT)		30 Hours
Recommended Assessment Duration		2.0 – 2.5 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 Deleted QCF / Learning Time	Qualification at a glance, Structure Throughout

City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations 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 207	Support Colleagues Undertaking Off Ground Tree Related Operations
	Outcomes:
	1. Be able to work safely (1) (Criteria 1.1 – 1.5)
	2. Be able to support colleagues undertaking off ground tree related operations (2) (Criteria 2.1 – 2.6)
	3. Know relevant health and safety legislation and industry good practice (3) (Criteria 3.1 – 3.4)
	4. Know how to support colleagues undertaking off ground tree related operations (4) (Criteria 4.1 – 4.6)

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

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

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

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.1 1	Identify the hazards and risks associated with the working area and the proposed work	<p>Three hazards and risks with the working area</p> <p>Three hazards and risks with the proposed work</p>	<p>Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to:</p> <ul style="list-style-type: none"> the work area the work to be done <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 3	Outline the emergency procedures relevant to the working area	State five	<ul style="list-style-type: none"> location name grid reference designated meeting place site location name nearest access point street name/district type of access (public road/light vehicles, four-wheel drive) suitable helicopter landing area phone number of nearest doctor location of nearest accident and emergency hospital and phone number works manager contact details your own contact number/mobile number other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 3	Outline the key health and safety legislation, industry good practice and any additional requirements	<p>Two key points from each:</p> <p>Health and Safety at Work Act 1974 (HSWA)</p> <p>Provision and Use of Work Equipment Regulations 1998 (PUWER)</p> <p>One purpose of Arboriculture and Forestry Advisory Group (AFAG) Guides</p> <p>Three key points from Work at Height Regulations 2005</p>	<p>Outline key points from the legislation and industry good practice listed below:</p> <p>Health and Safety at Work Act (HSWA):</p> <ul style="list-style-type: none"> general duties for employers and employees maintain safe places of work other <p>Provision and Use of Work Equipment Regulations (PUWER):</p> <ul style="list-style-type: none"> operators adequately trained equipment fit for purpose other <p>Arboriculture Forestry Advisory Group (AFAG) information:</p> <ul style="list-style-type: none"> providers of industrial good practice other <p>The main requirements of the Work at Height regulations relating to arboricultural operations include:</p> <ul style="list-style-type: none"> all work at height is properly planned and organised those involved with work at height are competent the risks from work at height are assessed and appropriate work equipment is selected and used equipment for work at height is properly inspected 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued							

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.4		Four key points from Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	<p>The main requirements of the LOLER regulations include:</p> <ul style="list-style-type: none"> lifting operations are managed equipment subjected to thorough examination items for PPE or rigging are clearly distinguishable equipment is fit for purpose systems are correctly designed other <p>_____</p> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Explain how to monitor and control sites to ensure safe working	Two examples of each	<p>Ways to monitor and control sites may include:</p> <ul style="list-style-type: none"> all operators fully involved in the risk assessment process clear methods of communication established hierarchy of staff roles on site regular workplace auditing other <p>_____</p> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 4	State why aerial operators require support	Three reasons	<p>Aerial support may include:</p> <ul style="list-style-type: none"> maintain a safe work environment provide necessary tools and equipment as required allow for effective use of time and resources conform to good practice e.g. aerial rescue other <p>_____</p> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 4	Explain why it is important to inform the climber promptly and clearly of any changes in the hazards and risks of the site	Two reasons	<p>The importance of informing the climber promptly of changes may include:</p> <ul style="list-style-type: none"> to help prevent injury to help prevent damage to persons or property may effect the sequence of work other <p>_____</p> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Describe how to use and maintain tools, equipment and personal protective equipment	Describe two Equipment not to include the candidates chainsaw or maintenance tools	<p>Maintenance of tools and equipment and PPE may include:</p> <ul style="list-style-type: none"> cleaning inspection other <p>_____</p> <p>Uses of equipment may include:</p> <ul style="list-style-type: none"> lifting rolling protect the operator other <p>_____</p> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 4 Continued	Describe how to ensure that access equipment and systems are in safe working order	State five items of access equipment	<p>Commonly used access equipment may include:</p> <ul style="list-style-type: none"> MEWP ladders spikes cranes tree climbing equipment other <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.4 2	Assist with the removal of aerial tree sections	<p>One pulling</p> <p>Candidate to set up appropriate pulling/lowering system</p> <p>One lowering</p> <p>Candidate to set up one of the following lowering devices:</p> <p><input type="checkbox"/> capstan</p> <p><input type="checkbox"/> bollard</p> <p><input type="checkbox"/> other _____</p>	<p>Use of equipment for pulling may include:</p> <ul style="list-style-type: none"> assessment of ground conditions appropriate use of PPE effective communication with climber pull commences under the direction of the climber <p>Use of equipment for lowering may include:</p> <ul style="list-style-type: none"> appropriate lowering device set up e.g. capstan, bollard operated under the direction of the climber appropriate use of PPE branch material is lowered to the ground using friction to control the speed of descent the Candidate will operate the chosen friction control method from a safe position awareness of any obstacles or obstructions <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 4	State why it is important to remove arisings from the drop zone as soon as it is safe to do so	Three reasons	<p>The importance of removing arisings from the drop zone may include:</p> <ul style="list-style-type: none"> prevent entanglement of ropes prevent entanglement of arisings reduce slip and trip hazards allows for clear work space to be maintained provides efficiency to the task other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 2	Enter the drop zone safely and effectively	Assessor to observe	<p>Entering the drop zone should include:</p> <ul style="list-style-type: none"> hazard evaluation of drop zone correct PPE worn clear communication established with the climber only enters the drop zone when provided with an all clear communication maintained throughout <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 3	Describe the correct methods for disposing of waste	State two	<p>Disposal of waste from workplace activities may include:</p> <ul style="list-style-type: none"> use of designated waste/recycle bins empty containers removed from site e.g. oil litter taken home with operators other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 2	Clean and tidy the work area	Assessor to observe	<p>Crown sections are broken down:</p> <ul style="list-style-type: none"> appropriate use of PPE and equipment operation completed in safe working area safe working distances maintained cutting operation in accordance with good practice ensure material is stable prior to cutting observe tension/compression in the material material is appropriately prepared for further processing <p>Arisings should be stacked:</p> <ul style="list-style-type: none"> branch wood and cord wood are stacked as work progresses appropriate to the method of disposal 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 2.6 2			<p>The area is cleaned/ restored to its original tidy condition using:</p> <ul style="list-style-type: none"> • a rake • a blower <p>Ensuring:</p> <ul style="list-style-type: none"> • appropriate PPE used • tools operated in safe manner with correct manual handling techniques adopted <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 1	Dispose of waste safely in line with legislation	Assessor to observe	<ul style="list-style-type: none"> • all waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Candidate A	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate B	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate C	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate D	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	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 <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	