

# CITY & GUILDS NPTC LEVEL 2 AWARD IN CROSS-CUTTING TIMBER USING A CHAINSAW QAN 600/6428/6



## 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)

<b>Qualification Group No</b>	0   0   2   0	Forestry & Arboriculture Level 2
<b>Qualification Programme No</b>	0   0   2   0   -   0   2	Award In Cross-Cutting Timber Using a Chainsaw
<b>Unit</b>	2   0   2	Cross-cut timber using a chainsaw
<b>Guided Learning Hours</b>	2   0   2	GLH 8 (Credit Value 1)
<b>Total Qualification Time</b>		10 hours
<b>Recommended Assessment Duration</b>		1.0 – 1.5 hours per Candidate
<b>Pre-Requisite Units</b>	2   0   1	Carry out maintenance of chainsaw and cutting system

Version and date	Change detail	Section
1.2 November 2017	Added TQT details Deleted QCF	<b>Qualification at a glance, Structure</b>  <b>Throughout</b>

# City and Guilds NPTC Level 2 Award in Cross-cutting Timber using a Chainsaw 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 202	Cross-cut Timber Using a Chainsaw
	Outcomes
	1. Be able to work safely (1) <b>(Criteria 1.1 – 1.4)</b>
	2. Be able to cross-cut timber using a chainsaw (2) <b>(Criteria 2.1 – 2.8)</b>
	3. Know relevant health and safety legislation and industry good practice (3) <b>(Criteria 3.1 – 3.4)</b>
	4. Know how to cross-cut timber using a chainsaw (4) <b>(Criteria 4.1 – 4.6)</b>

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](http://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:

- The candidate should be equipped with the correct tools if required for any remedial maintenance activity.
- The candidate should be equipped with sufficient fuel and oil, appropriate to the make and model of the chainsaw.
- The candidate should be equipped with any necessary aid tools for the lifting, carrying or movement of timber.
- Sufficient timber of suitable dimensions (200mm-380mm/8-15" diameter) and finish appropriate to the candidate normal working environment should be available to allow cuts to be completed safely and the cut produce stacked accordingly.
- The length and weight of the timber must be sufficient to exert tension and compression forces, which have the potential to trap the saw requiring the use of hand tools to release the trapped saw.
- Sufficient working space must be provided to each candidate to allow the assessment to be conducted effectively without comprising other work site or assessment activities, e.g. multiple assessments being completed at one time.
- Assessors should complete a pre-use inspection of all work equipment intended to be used during the course of the assessment. Ensuring equipment meets the requirements of suitability in terms of size, condition, safety features etc.
- Warning signs must be erected as appropriate to risk assessment.
- Candidates will need to undertake a minimum of 10 severing cuts, maximum 20.
- Four cuts undertaken must be under tension/compression minimum 4 maximum 8
- Two bore cuts must be demonstrated, maximum of 4.

## 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

<b>Candidate A</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>			
<b>Candidate B</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>			
<b>Candidate C</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>			
<b>Candidate D</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>			
CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
<b>1.1</b> <b>1</b>	Identify the hazards and risks associated with the working area and the proposed work	<b>Three</b> hazards and risks with the working area  <b>Three</b> hazards and risks with the proposed work	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to:  <ul style="list-style-type: none"> <li>the work area</li> <li>the work to be done</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.2</b> <b>3</b>	Outline the emergency planning and procedures relevant to the working area	State <b>five</b>	Emergency procedures relevant to a work site may include:  <ul style="list-style-type: none"> <li>location name</li> <li>grid reference</li> <li>designated meeting place</li> <li>site location name</li> <li>nearest access point</li> <li>street name/district</li> <li>type of access (public road/light vehicles, four-wheel drive)</li> <li>suitable helicopter landing area</li> <li>phone number of nearest doctor</li> <li>location of nearest accident and emergency hospital and phone number</li> <li>works manager contact details</li> <li>your own contact number/mobile number</li> <li>other</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.1</b> <b>3</b>	Outline key health and safety legislation and industry good practice	<b>Two points from</b>  Health and Safety at Work Act 1974  Provision and Use of Work Equipment Regulations 1998 (PUWER 98)  <b>One</b> purpose of Arboriculture Forestry Advisory Group (AFAG)	Outline key points from the legislation and industry good practice listed below:  Health and Safety at Work Act (HSWA):  <ul style="list-style-type: none"> <li>general duties for employers and employees</li> <li>maintain safe places of work</li> <li>other</li> </ul> Provision and Use of Work Equipment Regulations (PUWER):  <ul style="list-style-type: none"> <li>operators adequately trained</li> <li>equipment fit for purpose</li> <li>other</li> </ul> Arboriculture Forestry Advisory Group (AFAG) information:  <ul style="list-style-type: none"> <li>providers of industrial good practice</li> <li>other</li> </ul> State the appropriate safe working distances from other operators during cross-cutting:  <ul style="list-style-type: none"> <li>five metres or twice the length of the product, whichever is greater</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.3</b> <b>1</b>	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	Assessor to observe	<ul style="list-style-type: none"> <li>all activities must be completed in a way which protects the operator and those around him or her</li> </ul> <b>Met ✓ Not Met X</b>	<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
1.4 1	Carry out work to minimise environmental damage	Assessor to observe	<ul style="list-style-type: none"> <li>It is ensured that any possible environmental damage is minimised at all times during cross-cutting activities</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 1	Use appropriate tools, equipment and personal protective equipment (PPE)	Assessor to observe and risk assess	<ul style="list-style-type: none"> <li>all tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 3	Describe how to use and maintain tools and equipment	<p><b>Two</b> maintenance</p> <p><b>Two</b> uses</p> <p>Equipment not to include the candidates chainsaw or maintenance tools</p>	<p>Maintenance of tools and equipment may include:</p> <ul style="list-style-type: none"> <li>cleaning</li> <li>inspection</li> <li>other</li> </ul> <hr/> <p>Uses of equipment may include:</p> <ul style="list-style-type: none"> <li>lifting</li> <li>rolling</li> <li>dragging</li> <li>other</li> </ul> <hr/> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 3	Describe how environmental damage can be caused and minimised	<p><b>One</b> cause</p> <p><b>One</b> prevention</p>	<p>Environmental damaged may be caused by:</p> <ul style="list-style-type: none"> <li>incorrect storage of fuel and oil</li> <li>defective machinery</li> <li>poor work practices</li> <li>other</li> </ul> <hr/> <p>Environmental damage may be prevented by:</p> <ul style="list-style-type: none"> <li>following principles of industry good practice</li> <li>good housekeeping</li> <li>appropriately trained operators</li> <li>other</li> </ul> <hr/> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 2	Inspect timber to identify tension and compression	The assessor will choose timber on site suitable for identification	<ul style="list-style-type: none"> <li>candidate to inspect the timber to identify points of tension and compression prior to crosscutting</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Describe tension and compression in timber	<p>The assessor will choose timber on site suitable for explanation</p> <p>State the procedure for removing trapped saw</p>	<p>Tension is found:</p> <ul style="list-style-type: none"> <li>on the outside edge of strained timber and when cut, the kerf opens</li> </ul> <p>Compression is found:</p> <ul style="list-style-type: none"> <li>on the inside edge of strained timber and when cut, the kerf closes</li> </ul> <p>Trapped saw</p> <ul style="list-style-type: none"> <li>first switch off engine and/or apply chain brake</li> <li>lever the timber to open the cut</li> <li>drive a wedge into the closed kerf</li> <li>withdraw the saw</li> <li>use another saw to free the trapped saw cutting the timber at least 300mm (12") from the trapped saw</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 1	Carry out pre-start checks and setting of the machine for use	Assessor to observe	<p>Pre start checks and setting of the machine to include:</p> <ul style="list-style-type: none"> <li>chain tension and condition checked for safe and effective use</li> <li>safety features checked for condition and function</li> <li>external nuts and bolts checked for security</li> <li>chainsaw contains sufficient fuel and chain oil for operations</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
2.3 2	Demonstrate safe starting of the chainsaw	Assessor to observe	<p>The safe starting procedure of a chainsaw should include:</p> <ul style="list-style-type: none"> <li>• correct PPE worn</li> <li>• remove guidebar cover</li> <li>• place saw on ground, where appropriate, ensuring no debris can catch the chain</li> <li>• secure rear handle</li> <li>• controls set as recommended by the manufacturer</li> <li>• ensure chain brake set according to manufacturer's recommendations</li> <li>• adopt safe stance</li> <li>• find compression pulling starter cord sharply and firmly</li> <li>• choke released when engine fires</li> <li>• half throttle released when engine runs</li> </ul> <p>Post starting checks of a chainsaw should include:</p> <ul style="list-style-type: none"> <li>• ensuring the saw chain stops when the engine revs return to idle</li> <li>• ensuring the chain brake functions according to the manufacturer's specification</li> <li>• ensuring the stop switch works correctly</li> <li>• ensuring lubrication to the guide bar and chain is working properly</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 4	Describe how to apply ergonomic working methods	Two methods	<p>Ergonomic working methods may be applied by:</p> <ul style="list-style-type: none"> <li>• dragging timber</li> <li>• rolling timber</li> <li>• using good manual handling techniques</li> <li>• use of machinery</li> <li>• other</li> </ul> <hr/> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 2	Cross-cut timber to length using a chainsaw in accordance with the job specification	<p>The length and weight of the timber must be sufficient to exert tension and compression forces, which has the potential to trap the saw.</p> <p>Candidates will need to undertake a minimum of 10 severing cuts, maximum 20.</p> <p>Four cuts undertaken must be under tension/compression minimum 4 maximum 8</p>	<p>Crosscutting of timber to length should include:</p> <ul style="list-style-type: none"> <li>• ensuring appropriate safe working distances from both fuel and other operators is maintained</li> <li>• correct use of PPE</li> <li>• timber is in a safe and appropriate position</li> <li>• safe starting procedure adopted</li> <li>• safe stance adopted including: <ul style="list-style-type: none"> <li>• legs and feet are clear of the chain</li> <li>• chainsaw is stable/secure/supported during crosscutting</li> <li>• minimal risk of muscular/skeletal injury</li> </ul> </li> <li>• bar aligned to maintain accuracy</li> <li>• head out of line of chain</li> <li>• use of throttle to cut safely and efficiently</li> <li>• cutting techniques employed to complete severance of timber</li> <li>• appropriate boring technique used if applicable</li> <li>• sequence of cuts undertaken to prevent saw becoming trapped</li> <li>• appropriate aids used for lifting, rolling or levering if applicable</li> <li>• accuracy of measurement within site specification and reasonable tolerances</li> <li>• tension and compression cuts should meet</li> <li>• chain brake used appropriately</li> <li>• saw switched off and left in safe position, bar cover replaced if appropriate</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
2.7 2	Check timber is in an appropriate and safe position		<ul style="list-style-type: none"> <li>timber should be left in a safe, stable condition and appropriate position</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 4	State precautions to take to avoid uncontrolled timber movement	<b>One</b> precaution	<p>Uncontrolled timber movement may be avoided by:</p> <ul style="list-style-type: none"> <li>ensuring manual stacking does not exceed 1m in height</li> <li>using site features such as tree stumps to brace timber behind</li> <li>avoiding stacking of timber on steep slopes or unsecured ground</li> <li>improving site safety through the use of appropriate signage</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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*)

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

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

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

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

**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.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Signed:</b>	
<b>Date:</b>	