

CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF A FORESTRY CLEARING SAW QAN 601/2268/7



QUALIFICATION GUIDANCE

Integrated Assessment

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 and Arboriculture Level 2
Qualification Programme No	0 0 2 0 - 5 5	L2 Award in The Safe Use of a Forestry Clearing Saw
Unit(s)	2 2 1	Prepare and Operate a Clearing Saw
Guided Learning Hours (GLH)	2 2 1	GLH 8 (Credit Value 1)
Total Qualification Time (TQT)		10 Hours
Recommended Assessment Duration		1.5 – 3 hours per Candidate

Version and date	Change detail	Section
1.3 November 2017	Added TQT details Deleted QCF / Learning Time	Qualification at a glance, Structure Throughout

City and Guilds Level 2 Award in the Safe Use of a Forestry Clearing Saw 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 consists of **one** compulsory unit:

Unit 221

Prepare and Operate a Clearing Saw

Outcomes

1. Know the health and safety requirements for operating a clearing saw
2. Be able to carry out a risk assessment on a site
3. Be able to prepare the equipment and site for clearing saw operations
4. Be able to operate a clearing saw
5. Carry out maintenance on a clearing saw

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

There are no endorsements for this Award.

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).

As part of the quality assurance process, a minimum of two observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of four will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

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 bottom right-hand column of each section.

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 bottom right-hand column of each section.

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 Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria 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. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule 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).

The Candidate may only have a maximum of 3 attempts. Re-assessment cannot take place until further training has been provided.

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:

Range of vegetation

Single cut – up to 50mm
Over lap cut – 50mm – 120mm
Sink cut – over 120mm

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
2.1	Identify 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"/>
1.2	Explain the risk assessment process	Five steps to risk assessment	<p>The risk assessment process may contain the following five steps:</p> <ul style="list-style-type: none"> identify the hazards decide who might be harmed and how evaluate the risks and decide on precautions record the findings and implement them review and update the assessment as necessary <p style="text-align: right;">Met✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	State emergency planning procedures relevant to the work area	State five	<p>Emergency procedures relevant to a work site may include:</p> <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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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1.1	State legislation covering clearing saw operations	State five by name with a basic outline of the implication on clearing saw operation	<p>May include the following:</p> <ul style="list-style-type: none"> The Health & Safety at Work Act 1974 – specified duties under the act as an employee The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried for all activities Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn Manual Handling Operations Regulations 1992 – not to manually handle, use safe lifting techniques The Control of Vibration at Work Regulations 2005 – to reduce the risk to health from vibrations Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made Noise at Work Regulations 2005 – hearing protection must be worn over 85db COSHH - hazard awareness of toxic vegetation/chemicals Countryside and Wildlife Act 1981 – operation carried out at times to minimise the impact on wildlife RIDDOR - reporting of dangerous occurrences and accidents <p style="text-align: right;">Met✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Identify safety features of the clearing saw	Identify all safety features	<p>Safety features may include:</p> <ul style="list-style-type: none"> clearly marked on/off switch safety throttle hand, eye, ear defender symbol safe working distance symbol guards anti vibration system exhaust fumes directed away from the operator harness attachment points <p style="text-align: right;">Met✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1	Explain the function and maintenance requirements of individual components	Carry out and explain the maintenance of the clearing saw	<p>Air filter</p> <ul style="list-style-type: none"> filter prevents debris entering carburettor and needs to be clean to maintain air/fuel ratio and therefore performance excess debris removed from around filter prior to removal filter removed, protecting carburettor filter cleaned, appropriate to condition filter refitted correctly <p>Spark plug</p> <ul style="list-style-type: none"> engine cover and spark plug removed plug cleaned or replaced as necessary wear/damage assessed visually gap size checked and set if necessary if fuel rich, dark brown to black if fuel starved, light brown to white 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Carry out the maintenance on the clearing saw	<ul style="list-style-type: none"> air filter spark plug cooling system exhaust system starter mechanism fuel filter power unit/covers angle drive blade 		<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... 5.1			Cooling system				
			<ul style="list-style-type: none"> keeps the engine cool and prevents the engine from overheating. Maintenance may include inspection, and cleaning remove covers where appropriate and remove excess debris from fins and cylinder 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3			Exhaust system				
			<ul style="list-style-type: none"> directs fumes away from the operator, maintenance may include inspection, security of nuts/bolts and removal of residue check all nuts and bolts for security remove excess residue from the silencer 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Recoil starter				
			<ul style="list-style-type: none"> starter cover removed and ventilation slots cleared cord inspected for wear cord and coil spring released and re-tensioned pull toggle checked for security slack spring cord does not fully retract over tight spring binds before cord fully extended 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cord wears at				
			<ul style="list-style-type: none"> base of toggle attachment to pulley wheel 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Fuel filter				
			<ul style="list-style-type: none"> fuel cap removed filter located and removed from tank using appropriate tool condition of filter determined cleaning procedures using non flammable detergents followed by rinsing and drying or replacement as appropriate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Power unit/covers				
			<ul style="list-style-type: none"> debris removed from fins/air intake external screws, nuts and bolts present and secure security of muffler 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Angle drive				
			<ul style="list-style-type: none"> in accordance with manufacturers recommendations access plug removed (where applicable) lubricant checked (where applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Blade				
			<ul style="list-style-type: none"> secure blade using appropriate method (locking pin, spanner etc) remove retaining nut (l/h thread) and blade assembly check: <ul style="list-style-type: none"> length of teeth damage to teeth select shortest tooth and sharpen to manufacturers specification select and set callipers to obtain even filing size of all teeth 	<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... 5.1			<ul style="list-style-type: none"> check: <ul style="list-style-type: none"> angle and shape of tooth is acceptable sharpness of cutting edge gullet depth <ul style="list-style-type: none"> use of setting tool 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3			Re-check and adjust teeth (if necessary) <ul style="list-style-type: none"> inspect blade for cracks and other damage clean shaft re-fit blade, washer and lock nut replaced according to manufacturer's recommendations remove locking pin (if used) blade sharpening on site to include: <ul style="list-style-type: none"> cut a vertical slot in a standing stem that has been cut off with an angled cut, approximately 1.1 metre from the ground. be aware of kickback making sure you have a firm grip at all times while cutting the slot begin the vertical notch cut complete the vertical notch cut up to the gearbox housing turn the saw to the side a little to create tension on the blade. the blade should be secure but still be able to turn to carry out the sharpening of the teeth sharpen the blade to manufacturers recommendations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Met✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Reassemble the clearing saw to a functional and operational standard	Assessor to carry out a physical inspection of the clearing saw following maintenance	<ul style="list-style-type: none"> upon completion of maintenance activities the clearing saw is reassembled in line with the operators handbook 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Met✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Use Personal Protective Equipment (PPE) and machine safety features for clearing saw operations	Assessor to observe	As per manufacturers recommendations, PPE should include appropriate: <ul style="list-style-type: none"> safety helmet eye protection ear defenders gloves non snag clothing trousers to protect from flying debris safety boots with protective toecaps personal first aid kits should be available additional PPE as required by the risk assessment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Assessor to observe	Harness fitting and adjustment <ul style="list-style-type: none"> length of shoulder straps length of side straps position of chest plate position of hip guard machine well balanced working height achieved handle bar set 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Met✓ Not Met X	<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
3.1	Carry out pre start checks on the clearing saw	Assessor to observe	<p>Pre-start checks may include:</p> <ul style="list-style-type: none"> all safety features are present and properly adjusted all controls are working correctly and are identified there are no loose or broken parts the fuel tank is filled with the correct fuel mixture <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Carry out site inspection	Assessor to observe	<p>Ensure that:</p> <ul style="list-style-type: none"> walk the site and remove or mark hazards confirm the condition of the site as acceptable for the operation to take place report to the appropriate person if the site condition is unsuitable set out warning signs and barriers (if appropriate) to advise or exclude public/animals implement suitable controls to protect operator <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	State the safety requirements for operating a clearing saw	State all	<p>Safety requirements may include:</p> <ul style="list-style-type: none"> wear protective clothing at all times ensure personal safety ensure safety of bystanders maintain minimum safe working distance of twice the length of the longest product or a minimum of 15m at all times <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Carry out safe starting and operational checks	State the procedure if blade is not stationary at idle	<p>Safe starting may include:</p> <ul style="list-style-type: none"> remove and retain guard machine placed in a secure position on the ground set the controls as per manufacturers recommendations start engine check that blade is stationary at idling speed adjust the idle speed according to manufacturers recommendations <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1	Carry out the operation using a clearing saw	<p>Operate the clearing saw as appropriate to work situations covering at least 30m²</p> <p>One handed cutting is acceptable providing the machine is attached to the operators harness and the handle bar is effectively braced against the body.</p> <p>Techniques demonstrated must include: Single cut – up to 50mm Over lap cut – 50mm – 120mm Sink cut – over 120mm</p> <p>Conventional or inverted sinks may be used according to site conditions</p>	<p>Operation of the clearing saw to include the following:</p> <ul style="list-style-type: none"> select appropriate method(s) <ul style="list-style-type: none"> use of throttle ensure blade speed when cutting is appropriate use hips and legs to work machine assessment of stem lean use of blade sector (left and right) <ul style="list-style-type: none"> use of blade rotation identify kick out sector clear jammed blade clear vegetation insert sink cut insert felling cut stump height stop engine and replace guard immediately after use <p style="text-align: right;">Met ✓ Not Met X</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
4.2	Carry out post operational checks	Assessor to observe	Ensure that: <ul style="list-style-type: none"> • site is safe and secure • debris cleared according to site specification • breakdown the site • inspect and clean clearing saw <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:	