

# CITY & GUILDS NPTC LEVEL 2 AWARD IN SAFE USE OF HANDHELD HEDGE CUTTERS (QCF) QAN 601/1300/5



## 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   1   4	Machinery
Qualification Programme No	0   0   1   4   -   2   3	L2 Award in Safe Use of Handheld Hedge Cutters
Unit(s)	2   0   1	Handheld hedge trimmer operations
Learning Time (LT)	2   0   1	LT 30 (3 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

# City and Guilds NPTC Level 2 Award in Safe Use of Handheld Hedge Cutters (QCF) 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.

## What is the Qualifications and Credit Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

## 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.

## \* Learning Time (LT)

**Learning Time (LT)** is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as *“tutor or teacher led hours”*. LT is defined as **“a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes”**. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

## 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 201	(Mandatory)	(Credit Value 3)
Outcome 1.	Know how to carry out a risk assessment <b>(Criteria 1.1 – 1.1)</b>	
Outcome 2.	Know the health and safety legislation that underpins hand held hedge trimmer operations <b>(Criteria 2.1 – 2.1)</b>	
Outcome 3.	Know the appropriate Personal Protective Equipment (PPE) for hand held hedge trimmer operations <b>(Criteria 3.1 – 3.1)</b>	
Outcome 4.	Know the health and safety features of the equipment being used <b>(Criteria 4.1 – 4.1)</b>	
Outcome 5.	Know that there are different types of hedge trimmer <b>(Criteria 5.1 – 5.1)</b>	
Outcome 6.	Understand hedge types and growth habits <b>(Criteria 6.1 – 6.2)</b>	
Outcome 7.	Know how to maintain the hedge trimmer <b>(Criteria 7.1 – 7.4)</b>	
Outcome 8.	Know how to prepare work area <b>(Criteria 8.1 – 8.1)</b>	
Outcome 9.	Know how to operate a hedge trimmer <b>(Criteria 9.1 – 9.8)</b>	
Outcome 10.	Know how to clean, store and transport equipment safely and appropriately <b>(Criteria 10.1 – 10.1)</b>	

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.

## Quality Assurance continued...

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.

## Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available. **It is permissible for the Candidate to use this during formal assessment.**

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

Any appropriate item of machinery complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

## Safe Practice

**Appropriate Personal Protective Equipment (PPE) must be worn at all times.**

The Assessor must ensure that a site specific risk assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, or other equipment are not endangered.

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

**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.**

## 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](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 the candidate's 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

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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>Unit 201</b>  <b>1.1</b>	Carry out a risk assessment relevant to the operation to identify: <ul style="list-style-type: none"> <li>significant hazards</li> <li>those at risk</li> <li>control measures</li> <li>emergency procedures</li> </ul>	Candidate to carry out a Risk Assessment by checking the sites for hazards and report findings to the Assessor  Candidate to <b>state two</b> possible risks when operating a handheld hedgecutter  Candidate to <b>state two</b> safety precautions that should be observed with flammable liquids ( <b>for fuel powered hedgecutters</b> )  and  Candidates to <b>state three</b> fuel storage and transportation requirements  Or  Candidate to <b>state two</b> safety requirements ( <b>for electrically powered hedgecutters</b> )  Candidate to <b>state two</b> precautions to be taken when loading the hedgecutter and materials	Candidate is required to: <ul style="list-style-type: none"> <li>identify the hazards</li> <li>specify who may be at risk</li> <li>implement suitable control measures</li> </ul> May include: <ul style="list-style-type: none"> <li>flying debris</li> <li>operator overreaching</li> <li>cutters coming into contact with the operator</li> <li>fire</li> <li>electric shock (mains operated versions)</li> </ul> This may include: <ul style="list-style-type: none"> <li>no smoking/naked flames</li> <li>allowing hedgecutters engine to cool before re-fuelling</li> <li>avoiding contact with hot surfaces</li> <li>fuel topped up to correct level allowing for expansion</li> <li>any spillage is dealt with using the correct method</li> </ul> Fuel containers used must: <ul style="list-style-type: none"> <li>be specifically designed for fuel storage</li> <li>have a non-spill spout</li> <li>be clearly labelled</li> <li>have securely fitting caps</li> <li>be kept away from any sources of ignition</li> </ul> This may include: <ul style="list-style-type: none"> <li>must have a current 'Portable Appliance Test' Certificate</li> <li>run from a 110 volt power supply</li> <li>be connected via a Residual Current Device (RCD) or Earth Leakage Trip (ELT)</li> </ul> This may include: <ul style="list-style-type: none"> <li>avoiding manual handling where possible</li> <li>use mechanical aids</li> <li>use safe lifting techniques</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"/>
<b>Unit 201</b>  <b>8.1</b>	Inspect the work area and carry out a Site Specific Risk Assessment	<b>This criterion will have been assessed in 1.1</b>	To include: <ul style="list-style-type: none"> <li>work area inspected</li> <li>Site Specific Risk Assessment completed</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
Unit 201 2.1	Describe the relevant Health and Safety legislation in relation to hand held hedge trimmer operations	(Note: Any <b>three</b> required by name and an outline of the implication on handheld hedgecutter operation)  (Any implications considered to be valid by the Assessor may be accepted)	May include the following: <ul style="list-style-type: none"> <li>The Health &amp; Safety at Work Act 1974 – specified duties under the act as an employee</li> <li>The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried for all activities</li> <li>Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn</li> <li>Manual Handling Operations Regulations 1992 – not to manually handle, use safe lifting techniques</li> <li>Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made</li> <li>Electricity at Work Regulations 1989 – Test certificate, run from 110 volt power supply via a circuit breaker</li> <li>Noise at Work Regulations 2005 – hearing protection must be worn over 85db</li> <li>Wildlife and Countryside Act (WCA) 1981 – operation carried out at times to minimise the impact on wildlife</li> <li>The Control of Vibration at Work Regulations 2005 – to reduce the risk to health from vibrations</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"/>
Unit 201 5.1	Identify the different types of hedge trimmer	Candidate to <b>identify three</b> different types of hedgecutter  <b>Assessor note:</b> This activity can be completed using high quality images  Candidate to <b>state one</b> advantage of <b>each</b> type of cutting mechanism	May include handheld versions of: <ul style="list-style-type: none"> <li>mains electric, with single or double sided 'blades'</li> <li>battery powered, with single or double sided 'blades'</li> <li>petrol, with single or double sided 'blades'</li> <li>long reach hedge trimmer or 'pole trimmer' mains electric, battery or petrol, with single or double sided 'blades'</li> </ul> Advantages may include: <ul style="list-style-type: none"> <li>hedgecutters with double sided 'blades' allow for cutting in both directions, but are heavier and generally shorter. Ideal for fine work</li> <li>single-sided 'blades' provide greater length at a lower overall weight and allow the operator to work in long continuous 'cuts'. Ideal for commercial use</li> <li>long reach hedge trimmers allow the operator to be able to cut taller hedges without the need for access equipment, as well saving the need to bend down when cutting down low</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"/>
Unit 201 6.1	Identify three pruning groups	Candidate to <b>identify the three</b> types (as defined by The Royal Horticultural Society)	Includes the following: <ul style="list-style-type: none"> <li>Group 1 - Upright plants, e.g. Hawthorn, Privet, Box, Escallonia, Chinese Honeysuckle</li> <li>Group 2 - Bushy plants, e.g. Beech, Hornbeam, Hazel, Forsythia and Ribies</li> <li>Group 3 - Conifers and most evergreens, e.g. Lawson Cypress, Leyland Cypress, Yew, Bay, Cherry Laurel, Cotoneaster and Pyracantha</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"/>
Unit 201 6.2	Understand hedge types and growth habits	Candidate to <b>define</b> the terms formal, informal and native hedge  Candidate to select and <b>describe</b> one plant from <b>each</b> group listed	<ul style="list-style-type: none"> <li>Formal hedge – a closely controlled form, which is regularly clipped to a specific outline</li> <li>Informal hedge – a less controlled for, which does not conform to a specific outline</li> <li>Native hedge – an informal or formal hedge containing a mixture of plants native to the United Kingdom</li> </ul> Group 1 – Upright plants <ul style="list-style-type: none"> <li>Hawthorn – formal, in summer and autumn</li> <li>Privet – formal twice or three times during the growing season</li> </ul>	<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... Unit 201 6.2			<ul style="list-style-type: none"> <li>Box – formal, twice or three times during growing season</li> <li>Escallonia – informal, after flowering</li> <li>Chinese Honeysuckle – formal two or three times during the growing season</li> <li>Rosa rugosa – informal, thin out after flowering</li> </ul> <p>Group 2 – Bushy plant</p> <ul style="list-style-type: none"> <li>Beech – formal, once in late summer</li> <li>Hornbeam – formal, once in mid to late summer</li> <li>Hazel – once in mid to late summer</li> <li>Forsythia – informal, thin out one third of old stems after flowering</li> <li>Ribies – informal, thin out one third of old stems after flowering</li> </ul> <p>Group 3 – Conifers and most evergreens</p> <ul style="list-style-type: none"> <li>Lawson Cypress – formal, spring and summer</li> <li>Leyland Cypress – formal, up to three times in the growing season</li> <li>Yew – formal, twice, once in summer and again in early autumn</li> <li>Bay – light trim in summer</li> <li>Cherry Laurel – formal twice during the growing season</li> <li>Cotoneaster – after fruiting</li> <li>Pyracantha – late summer</li> <li>Holly – formal, once late summer</li> </ul> <p>Native hedge – pruned with consideration for the needs of wildlife</p> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.1	Select the appropriate Personal Protective Equipment (PPE) for hand held hedge trimmer operations	Candidate to <b>identify</b> suitable PPE required for operation  <b>Assessor to note:</b> Chainsaw trousers are recommended, but not obligatory for hand held hedgecutter operations	Unless other wise stated in the manufacturers handbook/operators manual or Risk Assessment, PPE may include: <ul style="list-style-type: none"> <li>hard hat/helmet with full face visor and ear defenders</li> <li>dust mask</li> <li>gloves for operation</li> <li>gloves for maintenance</li> <li>chainsaw trousers (not obligatory)</li> <li>non snag clothing</li> <li>high visibility clothing</li> <li>safety footwear</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"/>
Unit 201 4.1	Identify the Health and Safety features of the equipment being used	Candidate to <b>state</b> the guarding requirements for the hedgecutter  <b>Identify and explain</b> the function of the controls and safety decals appropriate to the hedgecutter	To include: <ul style="list-style-type: none"> <li>all moving parts must be guarded</li> <li>cutter guard to be fitted to the hedgecutter when not in use</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>the operator protection decals</li> <li>bystander protection decals</li> </ul> <p>To include all of the following:</p> <ul style="list-style-type: none"> <li>on/off switch</li> <li>choke</li> <li>Operator Presence Control (OPC)/safety interlock</li> <li>blade locking lever (if fitted)</li> <li>throttle</li> <li>throttle lock</li> <li>primer bulb (if fitted)</li> <li>decompressor (if fitted)</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
Unit 201 7.1	Describe the operator checks that should be carried out in accordance with manufacturer's instructions	Candidate to <b>carry out</b> pre-operation checks and to <b>report</b> their findings to the Assessor	To include: <ul style="list-style-type: none"> <li>pre start checks carried out in accordance with manufacturers' handbook/operators manual</li> <li>visual inspection completed for loose components and fixings</li> <li>checking the fuel level</li> <li>re-fuelling the hedgecutter (if required)</li> <li>checking the oil level (if applicable)</li> <li>condition reported to the Assessor</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"/>
Unit 201 9.1	Correctly mix the fuel and fuel the hedge trimmer	The candidate is required to <b>state</b> how to correctly mix the fuel (petrol powered hedgecutters only)	To include: <ul style="list-style-type: none"> <li>correct ratio stated for hedgecutter as recommended in accordance with manufacturer's handbook/operators manual</li> <li>checking the fuel level</li> <li>fuelling the hedgecutter (if required)</li> <li>checking the oil level (if applicable)</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"/>
Unit 201 7.2	Identify routine maintenance procedures for the hedge trimmer	The candidate is required to <b>identify</b> routine maintenance procedures for the hedgecutter  <b>This criterion will be met in 7.3 and 7.4 and need not be assessed separately</b>	It includes: <ul style="list-style-type: none"> <li>cleaning power unit and covers</li> <li>service the air filter</li> <li>service the spark plug</li> <li>service the recoil starter mechanism</li> <li>service fuel filter</li> <li>check the gearbox</li> <li>lubricate the 'cutters' (if appropriate)</li> <li>sharpen the blade</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"/>
Unit 201 7.3	Describe the procedures for maintaining the engine of the hedge trimmer	The candidate is required to <b>carry out</b> the following activities and <b>describe</b> to the assessor what they are doing and why these activities are necessary  The candidate to <b>state</b> the purpose of the air filter  The candidate to <b>state</b> the relevance of the colour of the deposits on the spark plug  The candidate to <b>assess</b> the recoil mechanism and comment on tension and condition of cord	Power unit and covers: <ul style="list-style-type: none"> <li>inspect for security and damage – damaged equipment should not be used</li> <li>external fixings present and secure</li> <li>debris removed from fins/air intake – allows for cooling of engine</li> <li>exhaust (muffler) is secure and intact – reduce noise and vibration</li> </ul> Service air filter: <ul style="list-style-type: none"> <li>air filter prevents debris from entering the carburettor and needs to be clean to maintain correct air/fuel ratio</li> <li>debris removed from around filter prior to removal</li> <li>filter removed (choke closed or protected)</li> <li>filter cleaned or new filter obtained (as appropriate)</li> <li>filter replaced and cover fitted</li> </ul> Service the spark plug: <ul style="list-style-type: none"> <li>if fuel rich – deposits dark brown to black</li> <li>if fuel weak – deposits light brown to white</li> <li>engine cover and spark plug removed</li> <li>plug cleaned appropriately</li> <li>wear/damage assessed (replaced if necessary) <b>or</b></li> <li>gap size checked and set if necessary</li> </ul> Service starter recoil mechanism: <ul style="list-style-type: none"> <li>when the spring is slack the cord does not fully retract</li> <li>over tight spring binds the cord before it can be fully extended</li> <li>recognise wear points; at base of toggle and where attached to pulley</li> <li>starter cover removed and ventilation slots cleaned</li> <li>cord inspected for wear</li> <li>cord and coil spring released and re-tensioned</li> </ul>	<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... Unit 201 7.3		The candidate is required only to <b>state</b> how to service the fuel filter  The candidate is required to <b>service</b> the gear box as recommended by the manufacturer	Fuel filter: <ul style="list-style-type: none"> <li>fuel cap to be removed</li> <li>filter to be located and removed from tank using an appropriate tool</li> <li>condition of the filter determined, replacement if necessary</li> <li>cleaning procedures include using non flammable detergents followed by rinsing and drying</li> </ul> Gearbox: <ul style="list-style-type: none"> <li>access plug removed</li> <li>lubricant checked</li> <li>lubricant topped up (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"/>
Unit 201 7.4	Describe the procedures for maintaining the cutting blade of the hedge trimmer	Candidate is to <b>describe</b> how to lubricate and sharpen the hedgecutter blade  <b>Assessor to note:</b> The candidate is <b>not</b> required to demonstrate sharpening, but may be asked to apply lubricant	Lubrication: <ul style="list-style-type: none"> <li>spray cutters with recommended cleaner/lubricant (if applicable)</li> </ul> Sharpen hedgecutter blade: <ul style="list-style-type: none"> <li>gloves worn when handling blades</li> <li>remove cutter guard</li> <li>loosen and remove retaining nuts</li> <li>remove blade assembly</li> <li>check the blade for damage</li> <li>secure the blade for filing/grinding (using a mini grinder is acceptable)</li> <li>blade sharpened correctly</li> <li>blade re-checked for cracks/damage</li> <li>blades re-assembled, washers and lock nuts replaced/secured</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"/>
Unit 201 9.2 9.3 9.4	Start the hedge trimmer safely and in accordance with manufacturer's guidance  Carry out pre-cutting tests  Adjust the idle screw if required	Candidate is required to <b>test start</b> the hedgecutter	To include (as appropriate): <ul style="list-style-type: none"> <li>check integrity of power connections, turn on power (mains powered hedgecutter)</li> <li>ensure ELT/RCD is working correctly (mains powered hedgecutter)</li> <li>remove guard</li> <li>position hedgecutter securely for starting (on the ground)</li> <li>start hedgecutter safely</li> <li>check operation of the safety interlocks</li> <li>check controls are fully operational</li> <li>ensure cutters are stationary at idling speed (adjust idling screw if necessary)</li> <li>stop the hedgecutter and replace guard</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"/>
Unit 201 9.5 9.6 9.7	Use the hedge trimmer safely and in accordance with manufacturer's guidance  Use appropriate cutting techniques for the site  Use appropriate pruning techniques for the site	The candidate is to <b>demonstrate</b> the operation of a hedgecutter  A minimum of <b>ten</b> metres to be cut a minimum of one side and round the top	To include (as appropriate): <ul style="list-style-type: none"> <li>hedgecutter moved to an appropriate start point</li> <li>power source connected (mains operated hedgecutter)</li> <li>power cables arranged safely (mains operated hedgecutter)</li> <li>hedgecutter started safely</li> <li>quality of work checked after the initial 'cuts' and adjustments made if necessary</li> <li>power cables and connections checked after initial 'cuts'</li> <li>safe and efficient working practice maintained throughout the operation</li> <li>hedgecutter stopped and guard replaced</li> <li>hedgecutter disconnected on completion of work (mains operated hedgecutter)</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
Unit 201 9.8	Clear site of trimmings and dispose of in an environmentally appropriate manner	The candidate is required to <b>demonstrate</b> clearing of the site, removal and disposal of the trimmings	<p>May include:</p> <ul style="list-style-type: none"> <li>• trimmings cleared from the hedge</li> <li>• trimmings removed from site according to job specification, legislation and environmental good practice</li> <li>• trimmings composted on site (if applicable)</li> <li>• site left in a clean and tidy condition</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"/>
Unit 201 10.1	Clean, store and transport equipment appropriately and in accordance with manufacturer's guidelines	<p>Candidate is to <b>state two</b> advantages of regularly cleaning the hedgecutter after use</p> <p>Candidate to <b>state two</b> factors to consider when cleaning the hedgecutter</p> <p>Candidate to <b>state one</b> reason for inspecting the hedgecutter after use</p>	<p>May include, to:</p> <ul style="list-style-type: none"> <li>• prevent corrosion</li> <li>• facilitate maintenance and adjustments</li> <li>• prevent personal contamination</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• using appropriate PPE</li> <li>• removing unwanted residues using an appropriate method(s), which may include: <ul style="list-style-type: none"> <li>• compressed air</li> <li>• degreasing agent</li> <li>• hose and water (not electrically powered hedgecutters)</li> <li>• brush</li> </ul> </li> <li>• waste disposed in line with company policy, environmental good practice and any legislative requirements</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• hedgecutter inspected to establish if there are any missing, damaged or worn components</li> <li>• ensures that defects can be rectified before hedgecutter is required again for use</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>	