



# City & Guilds Level 3 Certificate of Competence in Emergency Treework Planning (0039-36)

September 2022 Version 1.1

**Qualification Handbook**

## Qualification at a glance

<b>Industry area</b>	Forestry and Arboriculture
<b>City &amp; Guilds number</b>	0039-36
<b>Age group</b>	16-19, 19+
<b>Entry requirements</b>	n/a
<b>Assessment</b>	To gain this qualification, candidates must successfully achieve the following assessments: <ul style="list-style-type: none"> <li>One to one practical assessment with oral questioning by an NPTC City &amp; Guilds approved assessor</li> </ul>
<b>Grading</b>	Pass only
<b>Approvals</b>	Full centre approval Qualification approval
<b>Support materials</b>	n/a
<b>Registration and certification</b>	Registration and certification of this qualification is through the Walled Garden and is subject to end dates.

Title and level	Size (GLH)	TQT	City & Guilds qualification number	Ofqual number
City & Guilds Level 3 Certificate of Competence in Emergency Treework Planning	8	10	0039-36	603/7649/1

Version and date	Change detail	Section
1.0	First version	
1.1 September 2022	Formatting changes Updated logo Updated 'Sources of general information'	Throughout Front cover Appendix 1

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# 1 Introduction

## Purpose of Qualification

The following purpose is for **City & Guilds Level 3 Certificate of Competence in Emergency Treework Planning (603/7649/1)**.

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who operate and carry out tasks in dealing with emergency treework planning as part of their work in arboriculture, forestry, or other industries. It will provide the individual with the knowledge, understanding and skills required to carry out this work.
What does this qualification cover?	It covers hazards, risks, controls, emergency procedures, legislation, industry good practice in dealing with emergency treework planning.
WHAT COULD THIS QUALIFICATION LEAD TO?	
Will the qualification lead to employment, and if so, in which job role and at what level?	This qualification will support progression into employment when tasks require dealing with emergency treework planning is part of the role. Safe operational skills are key to efficient use, good working practice and preventing accidents, leading to business benefits in terms of less machinery damage and down time.
Why choose this qualification over similar qualifications?	This is a specialist qualification demonstrating the individual is able to safely carry out duties associated with emergency treework planning to a recognised level of competency.
Will the qualification lead to further learning?	Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment, or develop other skills, or develop other skills in safely operating chainsaws, e.g., Level 3 Certificate of Competence of Individual Windblown Trees.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Arboricultural Association Confor
Further information	Please refer to the City & Guilds NPTC website, for more information on the assessment.

## Qualification structure

For the **City & Guilds Level 3 Certificate of Competence in Emergency Treework Planning** learners must be trained and assessed in a minimum of one of the units listed below. The qualification will be endorsed to the context of the unit assessed:

Unit number	Unit title	GLH
<b>Learners must achieve</b>		
307	Emergency treework planning	8

## Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- 1) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- 2) An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other, appropriate provider of education or training

Title and level	GLH	TQT
City & Guilds Level 3 Certificate of Competence in Emergency Treework Planning	8	10

## 2 Centre requirements

### Approval

New centres will need to gain centre approval. Existing City & Guilds centres who do not currently offer this qualification must go through the Qualification Approval (QAP) process. For centres currently offering City & Guilds Level 3 Award in Preparing and Agreeing Emergency Treework Operations (0021-04) there is a Fast Track method of approval. Please email [qasupport@cityandguilds.com](mailto:qasupport@cityandguilds.com) for further information on the approval process

### Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

### Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessments.

### Assessment Guidance for the Assessor

Staff assessing these qualifications must be approved Certificate of Competence City & Guilds NPTC Assessors and must be independent **and cannot have been involved with the training of the Candidate**. This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body.

Certificate of Competence City & Guilds NPTC Assessors must meet the following requirements:

- show competence and provide evidence of industry expertise in the qualification/s they wish to assess
- hold the qualification as a candidate and have been technically evaluated as an Assessor
- be up to date with their verification and relevant first aid
- demonstrate continuing technically relevant CPD

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

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 and 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 Quality Consultant.

### **Safe Practice**

Appropriate PPE must be worn at all times

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

If these conditions are not observed this will result in the Candidate not meeting the required standard.

### **Validation of Equipment**

Any item(s) equipment used for the assessment must comply with current legal requirements.

Additional information may be sought from the relevant manufacturer's instruction book, operators' manual, product label/database or any other Government/Government Agency publication.

### **Age restrictions**

This qualification is approved for learners aged 16 – 19, 19+.

## 3 Administration

Approved centres must have effective quality assurance systems to ensure valid and reliable delivery and assessment of qualifications. Quality assurance includes initial centre registration by City & Guilds and the centre's own internal procedures for monitoring quality assurance procedures.

Consistent quality assurance requires City & Guilds and its associated centres to work together closely; our Quality Assurance Model encompasses both internal quality assurance (activities and processes undertaken within centres) and external quality assurance (activities and processes undertaken by City & Guilds).

### External quality assurance

City & Guilds will undertake external moderation activities to ensure that the quality assurance criteria for this qualification are being met. Centres must ensure that they co-operate with City & Guilds staff and representatives when undertaking these activities.

City & Guilds requires the Head of Centre to

- facilitate any inspection of the centre which is undertaken on behalf of City & Guilds
- make secure arrangements to receive, check and keep assessment material secure at all times, maintain the security of City & Guilds confidential material from receipt to the time when it is no longer confidential and keep completed assignment work and examination scripts secure from the time they are collected from the candidates to their dispatch to City & Guilds.

### Malpractice

Please refer to the City & Guilds guidance notes *Managing cases of suspected malpractice in examinations and assessments*. This document sets out the procedures to be followed in identifying and reporting malpractice by candidates and/or centre staff and the actions which City & Guilds may subsequently take. The document includes examples of candidate and centre malpractice and explains the responsibilities of centre staff to report actual or suspected malpractice. Centres can access this document on the City & Guilds website.

Examples of candidate malpractice are detailed below (please note that this is not an exhaustive list):

- falsification of assessment evidence or results documentation
- plagiarism of any nature
- collusion with others
- copying from another candidate (including the use of ICT to aid copying), or allowing work to be copied
- deliberate destruction of another's work
- false declaration of authenticity in relation to assessments
- impersonation.

These actions constitute malpractice, for which a penalty (eg disqualification from the assessment) will be applied.

Where suspected malpractice is identified by a centre after the candidate has signed the declaration of authentication, the Head of Centre must submit full details of the case to City &



Guilds at the earliest opportunity. Please refer to the form in the document *Managing cases of suspected malpractice in examinations and assessments*. Alternatively, please complete the form, JCQ/M1. Copies of this form can be found on the JCQ website: <http://www.jcq.org.uk>

### **Access arrangements and special consideration**

We have taken note of the provisions of equalities legislation in developing and administering this specification.

We can make arrangements so that candidates with disabilities, special educational needs and temporary injuries can access the assessment. These arrangements must be made before assessment takes place.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the *JCQ access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds* for more information. Both are available on the City & Guilds website:

**<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>**

### **Special consideration**

We can give special consideration to candidates who have had a temporary illness, injury or indisposition at the time of the examination. Where we do this, it is given after the examination.

Applications for either access arrangements or special consideration should be submitted to City & Guilds by the Examinations Officer at the centre. For more information, please consult the current version of the JCQ document, *A guide to the special consideration process*.

### **Language of examinations**

City & Guilds has a responsibility to ensure that candidates can be assessed in the following languages only:

- English
- English in Northern Ireland
- English in Wales.

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<b>Level:</b>	3
<b>GLH</b>	8

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### What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to carry out emergency treework planning within the workplace.

### Learning outcomes

In this unit, learners will be able to

1. Carry out emergency treework planning

### Scope of content

This section gives details of the scope of content to be covered in the teaching of the unit to ensure that all the learning outcomes can be achieved.

### Learning outcome:

1. Carry out emergency treework planning

### Topics:

- 1.1 Risk assessment
- 1.2 Emergency treework planning

## Topic 1.1

The risk assessment process may contain the following five steps:

- 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

Emergency planning in relation to risk assessment may include:

- Site location
- Grid reference
- What three words
- Designated meeting place
- Nearest access point
- Street name/district
- Type of access (public road/light vehicles, four-wheel drive)
- Suitable helicopter landing area
- Phone number of nearest doctors
- Location of nearest accident and emergency hospital and phone number
- Works manager contact details
- Your own contact number/mobile number
- Other
- 

## Topic 1.2

Reasons to have equipment prepared in anticipation of emergency callouts may include:

- Enable fast response times
- Meet contractual obligations
- Provide fast efficient service
- Other

Advance warnings to include:

- Weather reports on TV/radio
- Internet
- Social media
- Other

Potential environmental damage may include:

- Damage to retained trees
- Contamination of watercourses
- Wildlife disturbance
- Other

Records required for management and legislative purposes their relevance may include:

Call out sheet:

- Information given by local authority, police, or client officer with proposed works

Risk assessment:

- Identify risks and reduce to an acceptable level to carry out work

Completed job sheet:

- Detailing actual works carried out
- Other

Prioritising emergencies could be:

- Level 1 low priority no immediate danger
- Level 2 medium priority attend as soon as available
- Level 3 high priority immediate action required
- Other

Importance of responding appropriately to the emergency may be:

- Stop the situation escalating to a higher level
- Danger to life
- Other

Mobilising the workforce efficiently and effectively may include:

- Standby rota
- Initial contact
- Work tasks applicable to operative's skill level
- Other

Factors that may add to the complexity of the situation may include:

- Weather conditions
- Traffic
- Casualties
- Structural integrity of trees
- Tree/ timber stability
- Changes in site conditions
- Other

Potential hazards of working in different types of situations may include:

Proximity to buildings:

- Third party access
- Other

Damaged buildings:

- Falling masonry
- Other

Proximity to the highway:

- Collision with vehicles
- Other

Proximity to water:

- Drowning
- Other

Fallen trees:

- Struck by timber
- Other

Adverse weather:

- Exposure
- Other

Overhead power lines:

- Electrocutation
- Other

Underground utilities:

- Explosion
- Other

Environmental disasters:

- Contamination
- Other

Artificial lighting:

- Shadows
- Other

Other agencies that could be required in an emergency may be:

- Police
- Fire brigade
- Ambulance
- Highways agency
- Local authority
- Gas board
- Electric board
- Environment agencies
- Other

Efficient and effective communication with other services on site may include:

- Liaising with other service personnel
- Hierarchy of command established
- Agreed methods of communication
- Other

Identifying utilities could be done by:

- Inspect site for overhead and underground way leaves
- Service plans
- Liaison with utility companies
- Other

Presence of utilities will impact the work by:

- Initially stop all works
- Impact on how emergency work is carried out
- Additional assistance from utility companies will be required
- Other

Securing sites may include:

- Liaison with emergency services
- Liaison with highways agencies
- Other

Emergency work can be started once:

- All appropriate emergency services are in place
- Safe working zone established
- Safe system of work agreed
- Additional emergency services on standby where appropriate
- Other

Importance of initiating and maintaining communication and team working when carrying out emergency tree work operations may be:

- All operatives understand their roles within the operation being carried out
- Clear lines of communication
- Site specific risk assessment
- Work efficiency
- Other

Risk assessment may determine that the emergency call-out cannot take place when:

- Danger to life
- Additional personnel are required
- Additional machinery is required
- Specialist tree teams or skills are required
- Large broken trees
- Aerial hanging branches
- Beyond competence/confidence of operators
- Other

Additional equipment that could be required may be:

- Extra personnel
- Lorry mounted loader
- Winches
- Artificial lighting
- Mobile crane
- Other

Time of emergency:

- Potential danger to life
- Carriageways must be re-opened
- Utilities need to be re-installed
- Site made safe
- Other

Post emergency activities:

- Removal of stacked arisings
- Re-establishment of utilities
- Lower priority trees to be worked on
- Safer to do so
- Other

Post operational requirements may be:

- Safety inspection of retained trees
- Re-instatement of site
- Reporting of incident to local authority's
- Completion of records/ paperwork
- Other

## Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the *Centre Document Library* on [www.cityandguilds.com](http://www.cityandguilds.com) or click on the links below:

### *Quality Assurance Standards: Centre Handbook*

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

### *Quality Assurance Standards: Centre Assessment*

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

*Access arrangements - When and how applications need to be made to City & Guilds* provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The *Centre Document Library* also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

### **Useful contacts**

Please visit the Contact Us section of the City & Guilds website, *Contact us*

## **About City & Guilds**

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

## **City & Guilds Group**

The City & Guilds Group is a leader in global skills development. Our purpose is to help people, organisations and economies develop their skills for growth. We work with education providers, employers and governments in over 100 countries across the world to help people, businesses and economies grow by shaping skills systems and supporting skills development.

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