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

December 2025 Version 1.4

Assessment Pack – Candidate Version

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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 2
1.2 February 2025	Formatting	Throughout
1.3 September 2025	ROA paragraph updated, reference to ARAS form removed.	Introduction
1.4 December 2025	Assessment timing updated	Introduction

Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment is for unit 307 Emergency treework planning covering the following learning outcomes:

1. Carry out emergency treework planning

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site **www.nptc.org.uk** .

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

Record of assessment (ROA)

A prepopulated record of assessment must be completed by the assessor following an assessment and returned to the centre within two working days.

Assessment Time

The practical observation and oral questioning should take between **30 minutes – 1 hour**.

Site/workshop requirements:

Classroom facilities
Pictures or PowerPoint presentation of emergency tree work scenarios

Equipment/Machinery:

n/a

Consumables:

n/a

This is not an open book assessment however additional technical information may be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Practical observation descriptor table

307 - Emergency treework planning

Activity number and description from check list		Assessment criteria
1.	Explain the risk assessment process	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.
2.	Outline emergency planning in relation to risk assessment	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.
3.	Explain why it is important to have equipment prepared in anticipation of emergency callouts	Importance may be to: • enable fast response times • meet contractual obligations • provide fast efficient service • other.

4.	State where to access information of weather warnings	Advance warnings to include: • weather reports on TV/radio • internet • social media • other.
5.	State environmental damage that could be caused because of a tree related emergency	Potential environmental damage may include: • damage to retained trees • contamination of watercourses • wildlife disturbance • other.
6.	State the records required for management and legislative purposes and explain their relevance	Records required for management and legislative purposes their relevance may be: 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.
7.	Explain how to prioritise emergencies	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.
8.	Explain the importance of responding appropriately to the emergency	Importance of responding appropriately to the emergency may be: • stop the situation escalating to a higher level • danger to life • other.
9.	State how to mobilise the workforce efficiently and effectively	Mobilising the workforce efficiently and effectively may include: • standby rota • initial contact • work tasks applicable to operative's skill level • other.

10.	State factors that may add to the complexity of the situation	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.
11.	Explain the potential hazards of working in different types and situations	Potential hazards of working in different types of situations may be: 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: • electrocution • other. Underground utilities: • explosion • other. Environmental disasters: • contamination • other. Artificial lighting: • shadows • other.

12.	State other agencies that could be required in an emergency	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.
13.	State how to establish an efficient and effective communication system with other services on site	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.
14.	Explain how to identify the presence of utilities	Identifying utilities could be done by: • inspect site for overhead and underground way leaves • service plans • liaison with utility companies • other.
15.	Explain how the presence of utilities will impact the work	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.
16.	State how to secure sites for safe and effective working	Securing sites may include: • liaison with emergency services • liaison with highways agencies • other.

17.	State how to ensure that it is safe for emergency work to be started	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.
18.	State the importance of initiating and maintaining communication and team working	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.
19.	State when risk assessment may determine that the emergency call-out cannot take place	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.
20.	State what additional equipment may be required	Additional equipment that could be required may be: • extra personnel • lorry mounted loader • winches • artificial lighting • mobile crane • other.
21.	State why some activities need to be carried out at the time of the emergency	Time of emergency: • potential danger to life • carriageways must be re-opened • utilities need to be re-installed • site made safe • other.

22.	State why some activities can be carried out after the initial emergency	Post emergency activities: • removal of stacked arisings • re-establishment of utilities • lower priority trees to be worked on • safer to do so • other.
23.	State post operational requirements	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 Practical Table

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All criteria must be achieved.

Activity number and description	Achieved
1. Explain the risk assessment process	
2. Outline emergency planning in relation to risk assessment	
3. Explain why it is important to have equipment prepared in anticipation of emergency callouts	
4. State where to access information of weather warnings	
5. State environmental damage that could be caused because of a tree related emergency	
6. State the records required for management and legislative purposes and explain their relevance	
7. Explain how to prioritise emergencies	
8. Explain the importance of responding appropriately to the emergency	
9. State how to mobilise the workforce efficiently and effectively	
10. State factors that may add to the complexity of the situation	
11. Explain the potential hazards of working in different types and situations	
12. State other agencies that could be required in an emergency	
13. State how to establish an efficient and effective communication system with other services on site	
14. Explain how to identify the presence of utilities	
15. Explain how the presence of utilities will impact the work	
16. State how to secure sites for safe and effective working	
17. State how to ensure that it is safe for emergency work to be started	
18. State the importance of initiating and maintaining communication and team working	
19. State when risk assessment may determine that the emergency call-out cannot take place	
20. State what additional equipment may be required	
21. State why some activities need to be carried out at the time of the emergency	
22. State why some activities can be carried out after the initial emergency	
23. State post operational requirements	

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. To download the documents and to find other useful documents, go to **www.cityandguilds.com** or click on the links below:

Centre handbook: quality assurance standards

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.

Centre assessment: quality assurance standards

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

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