

City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees (0039-37)

Version 1.4 (February 2025)

Qualification Handbook

Qualification at a glance

Subject area	Chainsaw and Related Operations
City & Guilds number	0039-37
Age group	16+
Entry requirements	<p>Candidate must meet minimum age requirements</p> <p>Candidates must have achieved the following pre-requisites: 0039-20 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting (or equivalent versions).</p> <p>Centres must ensure that any pre-requisites stated are met.</p>
Assessment	<p>To gain this qualification, candidates must successfully achieve the following assessments:</p> <ul style="list-style-type: none"> one to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor
Grading	Pass only
Approvals	<p>Full centre approval</p> <p>Qualification approval</p>
Support materials	<p>Qualification Handbook (candidates).</p> <p>Assessment materials (approved assessment Centres only).</p>
Registration and certification	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates.

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees	0039-37	603/7650/8	16	19

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
1.2 July 2024	Update of Quality Assurance Statement	Centre Requirements
1.3 August 2024	Update contents	Contents Page
1.4 February 2025	Inclusion & diversity and Sustainability sections added	Delivering the qualification

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1 Introduction

This document tells you what you need to do to deliver the **City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees (0039-37)**.

Area	Description
Who is this qualification for?	Individuals who operate and carry out tasks in dealing with individual windblown trees 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?	This qualification covers hazards, risks, controls, emergency procedures, legislation, industry good practice in dealing with individual windblown trees.
What opportunities for progression are there?	This qualification will support progression into employment where dealing with individual windblown trees is part of the role. Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment, or develop further skills in safely operating chainsaws.
Who did we develop the qualification with?	Developed with City & Guilds NPTC Stake holders, associates and industry representatives.
Is it part of an apprenticeship framework or initiative?	No

Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC.
(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 candidates 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.

2 Qualification Structure

To achieve the **City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees (0039-37)** learners must achieve:

City & Guilds unit number	Unit title	GLH
Pre-requisite units:		
201	Chainsaw maintenance and cross-cutting	16
Mandatory units:		
Learners must achieve or must have achieved this mandatory unit.		
308	Individual windblown trees	16

Total Qualification Time (TQT)

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 demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- 1) the number of hours that an awarding organisation has assigned to a qualification for guided learning
- 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
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3 Centre requirements

Approval

Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Centre Approval process: Quality Standards** for further information. Please email 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.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before delivering a course programme.

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.

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 a Principal Verifier may be approached to offer independent advice.

All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, 5-6 Giltspur Street, London, EC1A 9DE, UK. Access to the qualification is open to all, irrespective of gender, race, creed or special needs. Subject to H&S restrictions 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.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds Quality Assurance processes visit: the **What is CASS?** and **Quality**

Assurance Standards documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

Candidates must meet minimum age requirements.

As part of the assessment for this qualification, candidates must have achieved 0039-20 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting (or equivalent versions).

Age restrictions

This qualification is approved for learners aged 16 or above.

Access arrangements and reasonable adjustments

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

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>

4 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification.
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth.

More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

Inclusion and diversity | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that support our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

Our Pathway to Net Zero | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy, considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible
- waste procedures (ensuring that waste is minimised, recycling of components is in place wherever possible)

- minimising water use and considering options for reuse/salvage as part of plumbing activities wherever possible.

Support materials

The following resources are available for this qualification:

Description	How to access
Candidate Handbook	www.nptc.org.uk
Assessment Pack (available only to assessors)	www.nptc.org.uk

5 Assessment

Assessment of the qualification

Assessment types			
Unit	Title	Assessment method	Where to obtain assessment materials
308	Individual windblown trees	Oral Examination and Practical observation Centres may use the materials provided by City & Guilds.	www.nptc.org.uk

Assessment strategy

City & Guilds has written the practical observations with oral questioning to use with this qualification, live assessment materials can be downloaded by the assessor via the Assessment Pack from the NPTC website.

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within 24 months of date of initial registration
- Assessments should take no longer than 1.5 – 3 hours
- Qualification registration is valid for two years.

6 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- Guided Learning Hours (GLH)
- unit aim
- assessment type
- learning outcomes, which comprises a number of assessment criteria.

Guidance for delivery of the units

This qualification comprises one unit. A unit describes what is expected of a competent person in particular aspects of their job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Unit 308

Individual windblown trees

Level:	3
GLH:	16
Assessment type:	Practical activities with oral assessment.
Aim:	The aim of this unit is to provide the learner with the knowledge, understanding and skills required to deal with individual windblown trees.

Learning outcome

The learner will be able to:

LO1 Carry out operations to deal with individual windblown trees (**Criteria 1.1-1.3**)

Assessment criteria

The learner can:

AC1.1 Hazards, risks, controls and emergency procedures

AC1.2 Industry guides and information

AC1.3 Dealing with windblown trees

Topic 1.1

Hazards, risks and controls relevant to the site task and machine.

Emergency procedures relevant to the work site.

Topic 1.2

Safety considerations when dealing with windblown trees may be:

- risk assessment must be carried out
- emergency procedure must be agreed
- all works adjacent to public highways must comply with road traffic and signage regulations
- condition of surrounding trees
- terrain, ground conditions, weather and tree condition will have safety implications on severing of root plates.

Safety considerations:

- unstable or overhanging root-plates may need a winch restraint

- cutting a long log to move operator into a safer zone
- timber under very heavy tension may require v cuts to be made
- winch restraint of side tension may be required
- root plates may need moving by machine to be made safe after severing
- other.

Other types of uprooted or damaged trees:

- partly uprooted /leaning trees
- broken trees with tops still attached
- shattered trees with no top /crown
- multiple uprooted and/or storm damaged trees.

Topic 1.3

Considerations when dealing with extreme tension and compression in timber:

- tension in timber can be very high in
- either top, bottom or side depending on how the stem is supported
- tension and compression can change dramatically in different positions up the stem away from the root-plate
- compression cut is always made first followed by tension cut stepped towards the piece that is likely to move the least
- a reducing cut on the safer far side of the tree is required when severing stems over guide bar length in diameter.

Winches may also be used for:

- reduce root plate movement after severance
- restraint of trees with side tension
- where the stem is likely to roll.

Offset winching should be used if:

- terrain prevents a straight-line pull
- the work method deployed means winch and chainsaw operator need to be visible to each other
- other.

Additional precautions may be:

- suitability of anchor point, stops, shackles, block etc
- equipment must be rated in accordance with the loading that is will be placed under
- the exclusion zone within the bight of the winch cable must not be entered
- when a tree is used as an offset/redirect anchor, the winch and chainsaw operators must be in a safe position
- other.

Select and inspect work equipment:

- check for signs of damage or fatigue to equipment
- ensure winch, stops, chokers, winch rope, cable fittings, shackles, other ancillary equipment are compatible
- winch overload prevention device in place
- winch components secure.

Explanation of the site, tree, anchor points and the system to be set up:

- planning of site

- location of anchor points
- equipment required
- communication between winch operator and the chainsaw operator established.

Preparation and set up site:

- prepare site by removing obstacles at work position and behind root-plate to route winch cable
- establish escape routes as appropriate
- choose cutting position to ensure no obstructions behind chainsaw operator
- set up of winching system may include:
- winch and anchor point suitability adequate for weight of tree and root-plate
- capacity and configuration of equipment compatible with load to be applied
- allowance made for any shock loading that may be applied to the system, especially on slopes
- escape route available for chainsaw and winch operator if applicable
- pre-tension winching system:
- position strops in relation to where cuts are to be made
- pre-tension cable fully prior to severing root-plate
- identify risk zones
- root plate restrained adequately.

Sequence of cuts:

- a reducing cut is made on the far side of the timber
- relieving cut made into compression wood
- severing cut made into tension wood leaving a minimum step of 25mm to leave the saw on the part that will move the least
- ensure strop/choker avoided when making cuts
- use escape routes as necessary
- root plate winched over as appropriate and left in a safe and stable condition.

Tree is severed from root-plate:

- ensure there is no risk to the operator from the root-plate rolling or falling or the stem springing (including sideways)
- identify tension and compression in stems and select severing methods which is appropriate to tree size and condition
- aid tools used if applicable
- ensure tree and root-plate are in a safe condition to enable subsequent operations
- clearly marked as a hazard if root-plate cannot be made safe.

De-tension and dismantle winching system:

- tension in the system released
- make sure root-plate and tree stem are in a safe and appropriate position
- dismantle, inspect, clean and stow winch system components.

Branch removal techniques:

- a systematic sequence of cuts and position of the saw to remove branches as appropriate for the branching habit
- correct stance and support of the saw on tree or right leg
- left thumb around the front handle
- neither handle released while the chain is moving
- apply chain brake if reaching across bar
- apply chain brake when negotiating obstacles

- not walking when the saw is on the same side of the tree as the operator without applying the chain brake
- avoid working on lower side of tree on side slopes
- operator not reaching too far round with saw on far side of tree
- operators not cutting towards legs or body
- avoiding the use of the tip of guidebar
- avoiding overreaching with chainsaw
- not straddling the stem
- compression and tension forces assessed, and appropriate cuts used
- using an under-sweep technique if applicable
- the top cut at an appropriate diameter
- top removed with a safe method of cutting
- the stem turned using appropriate aid tools/ techniques
- using the stem for protection when removing remaining branches as appropriate
- using a safe and effective method to sever remaining branches
- all branches being removed flush with the stem.

Cross-cutting of timber to length:

- ensuring appropriate safe working distances from both fuel and other operators is maintained
- correct use of PPE
- timber is in a safe and appropriate position
- safe starting procedure adopted
- safe stance adopted including:
- legs and feet are clear of the chain
- chainsaw is stable/secure/supported during crosscutting
- minimal risk of muscular/skeletal injury
- bar aligned to maintain accuracy
- head out of line of chain
- use of throttle to cut safely and efficiently
- cutting techniques employed to complete severance of timber
- appropriate boring technique used if applicable
- sequence of cuts undertaken to prevent saw becoming trapped
- appropriate aids used for lifting, rolling or levering if applicable
- accuracy of measurement within site specification and reasonable tolerances
- tension and compression cuts should meet
- chain brake used appropriately
- saw switched off and left in safe position, bar cover replaced if appropriate.

Timber should be left in a safe, stable condition and appropriate position as per the site specification.

All waste produced is disposed of in line with legislation, good practice and site requirements.

All tools, equipment and personal protective equipment is used in line with industry good practice.

It is ensured that any possible environmental damage is minimised at all times during chainsaw maintenance activities.

All activities must be completed in a way which protects the operator and those around them.

Supporting Information

Evidence requirements

One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor.

Unit guidance

Candidates must successfully achieve all assessment activities in their chosen unit(s).

Safe Practice

Assessors must hold a current 'First Aid at Work' Certificate.

It is strongly recommended that Candidates hold at least a recent, recognised 'Emergency First Aid' Training Certificate.

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

A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available.

The Assessor must ensure a Risk Assessment is carried out, and sufficient control measures implemented.

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

Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.

Provision must be made to avoid the risk of environmental pollution and adequate control measures must be implemented (a suitable response kit to be available on the machine).

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.

Candidates must comply with current regulations when working at heights regulations 2005 amended

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

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.

Suggested learning resources

Manufactures handbooks, manuals.

Safety bulletins.

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 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

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

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

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