



# **City & Guilds Level 3 Certificate of Competence in Utility Arboriculture Assisted Tree Felling (0038-34)**

December 2021 Version 1.0

**Qualification Handbook**

## Qualification at a glance

<b>Industry area</b>	Arboriculture
<b>City &amp; Guilds number</b>	0038-34
<b>Age group</b>	18+
<b>Entry requirements</b>	<p>Candidates must have achieved</p> <p>Level 3 Certificate of Competence in Utility Arboriculture Basic Electrical Knowledge (0038-30)</p> <p>Level 3 Certificate of Competence in Utility Arboriculture Tree Species Recognition, Growth Characteristics and Associated Hazards (0038-31)</p> <p>Level 3 Certificate of Competence in Utility Arboriculture Ground-based Pruning (0038-32)</p> <p>Level 2 Certificate of Competence Chainsaw Maintenance and Cross-cutting (0039-20)</p> <p>Level 2 Certificate of Competence in Felling Small Trees up-to 380mm (0039-21)</p> <p>or equivalent qualifications.</p> <p>Centres must ensure that any pre-requisites stated are met.</p>
<b>Assessment</b>	<p>To gain this qualification, candidates must successfully achieve the following assessments:</p> <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>	<p>Full centre approval</p> <p>Qualification approval</p>
<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 accreditation number
City & Guilds Level 3 Certificate of Competence in Utility Arboriculture Assisted Tree Felling	16	18	0038-34	603/7889/X

Version and date	Change detail	Section
1.0	First version	

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# 1 Introduction

## Purpose of this qualification?

The following purpose is for the **City & Guilds Level 3 Certificate of Competence in Utility Arboriculture Assisted Tree Felling (603/7889/X)**.

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who operate around utility services 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 assisted tree felling in the utility arboriculture sector.
What does this qualification cover?	It covers Hazards, risks, controls, emergency procedures, records and Assisted felling practices, procedures, and techniques.
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, where working around utility services 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 can safely carry out duties associated with working around utility services 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 within the Utility Arboriculture suite of qualifications.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Arboricultural Association
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 Utility Arboriculture Assisted Tree Felling (0038-34)** learners must be trained and assessed in the unit listed below.

Unit number	Unit title	GLH
<b>Learners must achieve</b>		
305	Utility arboriculture assisted tree felling	16

## 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 Certificate of Competence in Utility Arboriculture (UA10) 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) of 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 18+.



## 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.

## 4 Units

## Unit 305

## Utility arboriculture assisted tree felling

<b>Level:</b>	3
<b>GLH</b>	16

### 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 assisted tree felling in the utility arboriculture sector.

### Learning outcomes

In this unit, learners will be able to

1. Carry out utility arboriculture assisted tree felling

## 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 utility arboriculture assisted tree felling

##### Topics:

- 1.1 Hazards, risks, controls, emergency procedures and records
- 1.2 Assisted felling

#### Topic 1.1

Identify hazards, risks, and controls relevant to the site task and machine.

Emergency procedures relevant to the work site.

Records required may include:

- Site specific risk assessment
- Method statement
- Work equipment inspection records
- Other

The importance of maintaining records may include:

- Legal requirements
- Auditing/managing requirements
- Safe working operations
- Other

#### Topic 1.2

Appropriate equipment selected which may include:

- Chainsaw
- Ropes
- Strops, connectors
- Felling aids
- Pulleys/blocks
- Other

Select and inspect work equipment:

- Check for signs of damage or fatigue to equipment
- Ensure rope, strops, chokers, shackles, other ancillary equipment are compatible
- Components are compliant with current legislation

Loads may be estimated by considering:

- Tree species

- Branching habit
- Severity of lean against felling direction
- Wind conditions
- Tree size
- Other

Pulling equipment selection may include:

- Tree size, shape, and form
- Consider system loading
- Configuration of components
- Compatibility of components
- Safe working loads
- Other

Consequences of not carrying out an assisted fell operation in an organised and appropriate manner may include:

- Injury to operators/ third parties
- Damage to the electrical network
- Damage to property/ structures
- Damage to equipment
- Damage to the environment
- Financial loss
- Other

Offset pulling should be used when:

- Working on sloping ground
- Where a grounds person cannot achieve a safe distance of two tree lengths in the direction of the fall
- Moving an operator to a safer position
- To divert pulling directions
- Other

Factors to consider when planning the felling operation may include:

- The conditions of the site, (terrain, soil, weather)
- safe working distance of at least two tree lengths from others not involved in the felling operation must be maintained
- No-one directly below on steep slopes
- operators on site should all have a whistle to raise the alarm in the event of an accident
- Ensure that all underground and overhead wayleaves have been accurately identified before felling commences
- Signs must be erected warning others of the work being carried out in accordance with Signing of Street works and Road Works Regulations
- Additional measures taken if any person could enter the two-tree length exclusion zone, e.g. banks person
- other

Use approved insulated rods to install pulling system(s) to the tree to be felled and prepare for felling:

- Securely install attachment points within the tree to be felled using an appropriate method
- Attachment points installed to exert adequate leverage on the tree to be felled at a minimum of 1/3 of the height of the tree
- Must be a non-return, retrievable system
- Consider stability, strength condition and location of anchor points

Position of pulling equipment appropriate to the task:

- Suitability of anchor points
- Position of pull system
- Re-direct pull system used as applicable
- Check compatibility of system
- Check system configuration
- System must be retrievable
- Non-return system
- Operators at a safe distance, and in an appropriate location

The pulling system is tensioned to ensure:

- All parts are functional and correctly configured
- Adequate for the anticipated load
- Clear communication systems are established
- Pulling system is free of obstructions
- Other

Pre-start checks and setting of the machine to include:

- Chain tension and condition checked for safe and effective use
- Safety features checked for condition and function
- External nuts and bolts checked for security
- Chainsaw contains sufficient fuel and chain oil for operations
- Battery saw contains sufficient oil and charge

Chainsaw is checked, started and function tested ready for use in accordance with manufactures information.

The reason for incorporating a back-hold technique may include:

- Reduces the risk of trapping the saw
- Reduces the risk of early release
- Gives the operator more time to fell the tree
- Re -evaluate escape route if required
- Gives time for the assist rope to be tensioned appropriately
- Other

Alternative felling aids and their use may include:

Wedges:

- Placed in felling cut and driven in to aid tree movement
- Other

Felling levers:

- Placed in the felling cut and lifted to aid tree movement

- Other

Importance of clear communication may include:

- General site safety
- Accident prevention
- Job efficiency
- Operators understand roles and responsibilities
- Other

Actions to be taken should a tree become hung up may include:

- Stop work
- Re-assess the situation
- Re-assess danger zones and escape routes
- If tree is in contact with the line contact the network operator and seek further advice
- Use appropriate take down method

Carry out an assisted fell of a tree adjacent to an overhead line.

- Communication systems in place as appropriate
- No danger of the tree falling back onto conductors
- The felling method chosen and safe working zones
- Selection and preparation of escape routes
- A sink of the appropriate dimensions
- Felling cuts made with a suitable hold and felling aid employed using a safe and effective felling method
- A hinge being retained of adequate dimensions
- Appropriate aid tools are used
- Escape routes being used as soon as the tree begins to fall
- Site checked for safety once tree has fallen
- Stump height left appropriate to site specification

Alternative techniques used to deal with trees of varying size and condition

- Small trees leaning away or weighted away from the line can be felled with step cut or reducing V cut as appropriate
- Larger trees, when appropriate, can be felled with the aid of a winch, with the line dead
- Use wedges/felling aids to prevent a tree sitting back even when using a pulling device
- If the tree is unsuitable for felling away from the line use an appropriate dismantling technique with the line dead
- Tree felled with line dead, and conductors lowered (line drop)
- Other

A clean and tidy working area as per site specification.

All waste produced from activities is disposed of in line with legislation, good practice and/or 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 always minimised.

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

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 **Centres and Training Providers homepage** on **[www.cityandguilds.com](http://www.cityandguilds.com)**.

### City & Guilds Centre Manual

This document provides guidance for organisations wishing to become City & Guilds approved centres, as well as information for approved centres delivering City & Guilds qualifications. It covers the centre and qualification approval process as well as providing guidance on delivery, assessment and quality assurance for approved centres.

It also details the City & Guilds requirements for ongoing centre and qualification approval, and provides examples of best practice for centres. Specifically, the document includes sections on:

- the centre and qualification approval process
- assessment, internal quality assurance and examination roles at the centre
- registration and certification of candidates
- non-compliance and malpractice
- complaints and appeals
- equal opportunities
- data protection
- management systems
- maintaining records
- internal quality assurance
- external quality assurance.

### Our Quality Assurance Requirements

This document explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

Our Quality Assurance Requirements document encompasses the relevant regulatory requirements of the following documents, which apply to all UK centres working with City & Guilds:

- Ofqual's General Conditions of Recognition

The **centre homepage** section of the City & Guilds website also contains useful information on

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

## Useful contacts

### UK learners

General qualification information

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E:

[learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)

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### International learners

General qualification information

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E: [intcg@cityandguilds.com](mailto:intcg@cityandguilds.com)

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### Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

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E: [information@cityandguilds.com](mailto:information@cityandguilds.com)

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### Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

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E: [singlesubjects@cityandguilds.com](mailto:singlesubjects@cityandguilds.com)

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### International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

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E: [intops@cityandguilds.com](mailto:intops@cityandguilds.com)

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### Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

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E: [walledgarden@cityandguilds.com](mailto:walledgarden@cityandguilds.com)

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### Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

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## 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. 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 operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications) and Learning Assistant (an online e-portfolio).

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- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions (see the City & Guilds website) also apply.

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