

**City & Guilds Level 3 CPD
Module in Felling and
Processing Medium Trees over
380mm and up to 760mm
(0041-14)**

Version 1.0 August 2025

Assessment Pack – Centres/Candidates

Version and date	Change detail	Section
1.0 August 2025	Initial version	All

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1 Introduction

This assessment is for **Unit 014 Felling and processing medium trees over 380mm and up to 760mm** in the Qualification Handbook, covering the following learning outcomes:

LO1 Carry out the felling and processing of medium sized trees over 380mm and up to 760mm

The assessment can be achieved at pass only.

Skills Evaluation

The assessor will complete a skills evaluation for each candidate. Each activity in the skills evaluation will be scored 1-5 based on the score descriptors in section 2. The list of activities in the skills evaluation is provided in section 3. The assessment criteria for each activity are shown in section 4.

Record of assessment (ROA)

Centres must pre-populate the first section of the ROA and provide this to the assessor. The assessor will record skills evaluation scores, results and feedback (assessor and candidate) using the ROA and submit it to the centre following the assessment.

Pre-requisites

Learners must have achieved the pre-requisite Certificates of Competence (CoCs) listed below before they can be registered for this qualification.

City & Guilds Level 3 Certificate of Competence in Felling and Processing Medium Trees over 380mm and up to 760mm (0039-33) * **

*Equivalent, regulated Certificates of Competence (CoCs) from other awarding organisations are acceptable.

**Equivalent legacy City and Guilds Certificates of Competence (CoCs) are acceptable.

Assessment Conditions

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

- Assessment methodology: **Non-Independent Assessment**
- Assessment duration: **2 - 4 hours**
- Expected maximum number of candidates per day: **2**
- Maximum recommended number of candidates to assessor is **1:1**
- The qualification handbook and assessment pack must **not** be available to candidates during the assessment
- Additional technical information can be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Site/workshop requirements:

- Site with sufficient space and available trees to meet the assessment criteria
- Tree diameter at felling height over 380mm

- Including a minimum of 1 tree with minimum diameter 560mm, per candidate.

Equipment/Machinery:

- Chainsaw (maximum guide bar 15 inch) with maintenance tools
- Relevant chainsaw operator's manual
- Felling and lifting aids eg felling lever, felling wedge, timber tongs/hook, turning strap
- Measuring aid
- Winching equipment minimum 1.6 ton capacity
- First aid kit

Consumables:

- Fuel and chainsaw oil

Supporting information

All equipment and machinery used in the delivery of the unit must comply with manufacturer's guidelines and the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Learners should be familiar with all equipment and machinery that they are going to operate. Equipment and machines must be used/operated in such a way that the learner, assessor, other persons or equipment/machinery are not endangered.

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. It is strongly recommended that candidates hold at least a recent, recognised 'Emergency First Aid' Training Certificate. Assessors must hold a current 'First Aid at Work' Certificate.

Assessors must ensure a risk assessment is carried out, and sufficient control measures are implemented.

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.

Provision must be made to comply with environmental and sustainability regulations and standards; segregation of resources for reuse, recycling and disposal should be implemented.

If these conditions are not observed this will result in the learner not completing the assessment.

2 Skills evaluation score descriptors

The descriptors in the table below will be used to assign a score for each activity in the skills evaluation.

Score	Descriptor
1	A poor level of skill/knowledge, potentially requiring intervention or termination of the assessment on the grounds of safety. It would be recommended that the candidate carries out no further work in the topic until further training has been completed.
2	A less than sufficient level of technical skills/knowledge demonstrated. It would be recommended that further training and consolidation in the topic should be sought.
3	Sufficient level of technical skills/knowledge. Candidate worked at the minimum standard for the topic, complying with industry good practice. Candidate should continue as demonstrated and consolidate their skills/knowledge.
4	A good level of technical skills/knowledge. Candidate worked above the minimum standard for the topic, complying with industry good practice while working efficiently. Candidate should continue as demonstrated and consolidate their skills/knowledge.
5	Excellent technical skills/knowledge. Candidate consistently worked above the minimum standard for the topic, complying with industry good practice while working highly efficiently. Candidate should continue as demonstrated.

To achieve an overall Pass result, candidates must score a minimum of 3 for **each** activity in the skills evaluation. A score of 2 or below for **any** activity will automatically result in a Fail overall.

3 Skills evaluation

Activity number and description	Score				
	1	2	3	4	5
1 Carry out a risk assessment specific to the site the task and the machine	<input type="checkbox"/>				
2 State the emergency procedures relevant to the site	<input type="checkbox"/>				
3 Carry out pre-start checks and setting of the chainsaw	<input type="checkbox"/>				
4 Carry out safe starting of the chainsaw	<input type="checkbox"/>				
5 Prepare site and establish escape routes as appropriate	<input type="checkbox"/>				
6 Prepare trees appropriately to the tree condition and the specification for the site	<input type="checkbox"/>				
7 Select and inspect winch and ancillary equipment and comment on condition and compatibility	<input type="checkbox"/>				
8 Fell trees using recognised felling methods and felling aids	<input type="checkbox"/>				
9 Take down hung up tree using a winch	<input type="checkbox"/>				
10 Remove branches from felled trees using a recognised method	<input type="checkbox"/>				
11 Cross-cut timber in accordance with the site specification	<input type="checkbox"/>				
12 Check timber is in an appropriate and safe position	<input type="checkbox"/>				
13 Dispose of waste safely in line with legislation	<input type="checkbox"/>				
14 Used appropriate tools, equipment and personal protective equipment (PPE)	<input type="checkbox"/>				
15 Carried out work to minimise environmental damage	<input type="checkbox"/>				
16 Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	<input type="checkbox"/>				
Result:					
To achieve an overall Pass result, candidates must score a minimum of 3 for each activity in the skills evaluation. A score of 2 or below for any activity will automatically result in a Fail.					

4 Skills evaluation descriptor table

Activity number and description from skills evaluation	Assessment criteria
1 Carry out a risk assessment specific to the site the task and the machine (Topic 1.1)	Identify hazards, risks and controls relevant to the site task and machine
2 State the emergency procedures relevant to the site (Topic 1.2)	Emergency procedures relevant to the work site
3 Carry out pre-start checks and setting of the chainsaw (Topic 1.3)	<p>Pre-start checks and setting of the machine to include:</p> <ul style="list-style-type: none"> 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 <p>If any of the pre-start checks identify the chainsaw as unfit for use, it must not be used for the assessment</p>
4 Carry out safe starting of the chainsaw (Topic 1.4)	Chainsaw is checked, started and function tested ready for use in accordance with manufacturer's information
5 Prepare site and establish escape routes as appropriate (Topic 1.5)	<p>Prepare site and escape routes by:</p> <ul style="list-style-type: none"> ensuring the control measures identified in site specific risk assessment are applied determining the felling direction in relation to method of extraction or conversion setting up a felling bench if required removing debris from around the base of the trees to be felled and compact vegetation to facilitate felling at appropriate height removing dead or suppressed trees and any other vegetation adjacent to the tree, in the felling direction or escape routes that may be a danger inspecting the felling area including adjacent trees for dead wood and insecure branches ensuring no unauthorised person is within two tree lengths
6 Prepare trees appropriately to the tree condition and the specification for the site (Topic 1.6)	<p>Preparing trees for felling:</p> <ul style="list-style-type: none"> brashing lower branches correct break-in position of the saw in relation to the operator, bar/ chain not in alignment with operator's body height to which branches are removed

Activity number and description from skills evaluation	Assessment criteria
	<ul style="list-style-type: none"> • saw body not above shoulder height • operating technique • brashing close to the stem • removing climbing vegetation • removing buttresses and other obstructions as appropriate • inspecting the tree for signs of rot or decay
7 Select and inspect winch and ancillary equipment and comment on condition and compatibility (Topic 1.7)	<p>Select and inspect winch and ancillary equipment:</p> <ul style="list-style-type: none"> • check for signs of damage or fatigue to equipment • ensure winch, strops, chokers, winch rope, cable fittings, shackles, other ancillary equipment are compatible • winch overload prevention device in place • winch components secure
8 Fell trees using recognised felling methods and felling aids (Topic 1.8)	<p>Felling techniques should account for:</p> <ul style="list-style-type: none"> • the felling method chosen and safe working zones • selection and preparation of escape routes • assisted felling techniques used if applicable • a sink of the appropriate dimensions • felling cuts made and felling aid employed using a safe and effective felling method • a hinge being retained of adequate dimensions • appropriate aid tools are used safely if required to fell tree • 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
9 Take down hung up tree using a winch (Topic 1.9)	<p>The take down of hung up trees using an appropriate winch:</p> <ul style="list-style-type: none"> • assessing the position of tree and checking the condition of the hinge • removal of debris and obstacles from take down route • deciding on the final felling direction • preparing new escape routes as appropriate • selecting and positioning aid tools as required • ensuring no unauthorised persons are within two tree lengths or directly below on steep slopes • correct operator stance and safe position • appropriate position and angle of cuts using a cutting technique for the removal of an appropriate part of the hinge • safe withdrawal of the saw • leaving approximately 10% -20% of hinge to support the tree on each/either side appropriate to take down method utilised • supporting remnants of hinge is taken off with small angled cuts from side of tree • safe placement of the saw on completion of cuts <p>Winch is setup taking into consideration:</p> <ul style="list-style-type: none"> • appropriate PPE used • position and anchorage of winch • danger zones and safe working distances • offset system used with e.g. a snatch block on steep slopes or around obstacles when appropriate

Activity number and description from skills evaluation	Assessment criteria
	<ul style="list-style-type: none"> • position of winch operator • position of the strop on the butt • attachment of winch cable to strop • communication with winch operator is clearly established (if applicable) <p>Danger zones in relation to hung up trees include:</p> <ul style="list-style-type: none"> • Directly under a hung-up tree • Directly behind a hung-up tree • Recognised danger areas involved with winching <p>Winch is operated during which the following is taken into account:</p> <ul style="list-style-type: none"> • winch operator remains under direct control of chainsaw operator where applicable • winch operator observant of tree movements • repositioning of the strop at the butt or repositioning of the anchor as appropriate • use of escape routes if applicable • tree is winched until in a stable condition to be processed • winch handle released or controlled as tree falls if applicable • upon completion strops are removed, checked and stowed and the winch rope rewound correctly
10 Remove branches from felled trees using a recognised method (Topic 1.10)	<p>Removal of branches above shoulder height:</p> <ul style="list-style-type: none"> • Felling/removal of branch to bring it to a lower working height • Rolling of the stem to allow for a safer working height <p>Equipment used to assist may include:</p> <ul style="list-style-type: none"> • Winch used to restrain timber if it could roll towards operator • Felling aid used to turn stem to aid subsequent branch removal <p>Branch removal techniques should account for:</p> <ul style="list-style-type: none"> • 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 • appropriate use of the chainbrake • avoid working on lower side of unsecured tree on slopes • operator's 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

Activity number and description from skills evaluation	Assessment criteria
	<ul style="list-style-type: none"> winch used to restrain timber if it could roll towards the operator if applicable top cut at an appropriate diameter and 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 all branches being removed flush with the stem
11 Cross-cut timber in accordance with the site specification (Topic 1.11)	<p>Crosscutting of timber to length:</p> <ul style="list-style-type: none"> 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 <p>Safe stance adopted including:</p> <ul style="list-style-type: none"> 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 reduction cuts made as appropriate in relation to diameter of timber 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
12 Check timber is in an appropriate and safe position (Topic 1.12)	Timber should be left in a safe, stable condition and appropriate position
13 Dispose of waste safely in line with legislation (Topic 1.13)	All waste produced is disposed of in line with legislation, good practice and site requirements
14 Used appropriate tools, equipment and personal protective equipment (PPE) (Topic 1.14)	All tools, equipment and personal protective equipment is used in line with industry good practice

Activity number and description from skills evaluation		Assessment criteria
15	Carried out work to minimise environmental damage (Topic 1.15)	Any possible environmental damage is minimised at all times
16	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice (Topic 1.16)	All activities must be completed in a way which protects the operator and those around them, consistent with relevant legislation and industry good practice.

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

This 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

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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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