

CITY & GUILDS NPTC LEVEL 2 AWARD IN ACCESSING A TREE USING A ROPE AND HARNES (QCF)



QAN 600/6164/9

VERSION 3

Qualification Guidance

Independently Assessed

Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No	0 0 2 0	Forestry & Arboriculture Level 2
Qualification Programme No	0 0 2 0 - 0 7	Award In Accessing a Tree Using a Rope and Harness
Unit(s)	2 0 6	Access a tree using a rope and harness
Learning Time (LT)	2 0 6	LT 22 (3 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		2.0 – 2.5 hours per Candidate

City and Guilds NPTC Level 2 Award In accessing a Tree Using a Rope and Harness (QCF)

Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
 - Scheme regulations
 - Qualification guidance
 - Training material
 - Trainers support material
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of verifiers and assessors
- Recruit, train and deploy verifiers
- Manage verification
- Issue certificates to successful Candidates

The Qualification

The qualification will be awarded to candidates who achieve the required level of competence in the units to which their certificate relates.

What is the Qualifications and Credits Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

* Learning Time (LT)

Learning Time (LT) is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as *“tutor or teacher led hours”*. LT is defined as **“a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes”**. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment consists of **one** Mandatory unit:

Unit 206	Access a tree using a rope and harness
	Outcomes:
	1. Be able to work safely (1) (Criteria 1.1 – 1.4)
	2. Be able to access a tree using a rope and harness (2) (Criteria 2.1 – 2.6)
	3. Know relevant health and safety legislation and industry good practice (3) (Criteria 3.1 – 3.3)
	4. Know how to access a tree using a rope and harness (4) (Criteria 4.1 – 4.5)

Candidates must successfully achieve **all** assessment activities in the above unit.

Quality Assurance

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.

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 verifier.

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

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M =** Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick is to be put in the box provided in the left-hand column.
- NM =** Not Met Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross is to be put in the box provided in the left-hand column.

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 an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. 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.

Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

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.

Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. (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 his/her 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.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

Assessment and Site Requirements

Assessment Requirements

- Establishment of a supplementary anchor point if appropriate

Chainsaw Safe Practice

At all times during the assessment, equipment must be used in accordance with industry good practice, whatever the task being carried out.

1. Assessors must hold a current 'First Aid at Work' Certificate.
2. All chainsaws used in assessments must comply with relevant Arboriculture and Forestry Advisory Group (AFAG) guidance and HSE Chainsaws at Work INDG317(rev1), in terms of safety features, and be a model and size suited to the task(s) required.
4. Recommended guide bar lengths should be observed, although variations may be accepted at the discretion of the assessor where this is appropriate to the task.
5. Candidates should be familiar with the machinery, equipment and tools that they are going to use.
6. During chainsaw based assessments a spare working chainsaw must be available.
7. Appropriate Personal Protective Equipment (PPE) must be worn at all times by both the candidate and the assessor. All PPE used must comply with relevant AFAG guidance, industry good practice, Health and Safety Executive publications and current legal requirements in terms of specification and use.
8. A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available, along with appropriate fire fighting and suitable welfare facilities e.g. hand cleansing wipes.
9. The use of personal first aid kits must be in line with current industry good practice.
10. The assessor must ensure a site specific risk assessment has been carried out, sufficient control measures implemented and appropriate emergency procedures recorded. All recorded risk assessment information should be clearly legible and accessible to candidates and completed for all locations where assessment activities are scheduled to take place.
11. Manual handling techniques must comply with current legislation and industry good practice.
12. Any necessary permission must have been granted, and notifications made as appropriate.
13. All equipment being used for this assessment must comply with relevant legislative requirements.
14. Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.
15. The current regulations for transport, handling and storage of fuel and oils must be complied with.
16. Provision must be made to avoid the risk of environmental pollution.
17. 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.
18. At all times during the assessment, candidates must act in a way so as not to endanger themselves, the assessor or any other person or equipment. Work must be carried out to achieve the requirements of the assessment criteria in accordance with all relevant and current legislation and good practice guidance.
19. If required, relevant records must be accurately kept.
20. Appropriate steps should be taken to maintain effective teamwork in respect of other persons on site during the assessment.
21. Any appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.
22. All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.
23. **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.**

This may include taking steps to ensure effective communication and safety precautions.

Published by
City & Guilds
Building 500
Abbey Park
Stareton
Warwickshire
CV8 2LY

T +44 (0)24 7685 7300
F +44 (0)24 7669 6128

www.nptc.org.uk

e-mail: information@cityandguilds.com

City & Guilds is a registered charity established to promote education and training

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.1 1	Identify the hazards and risks associated with the working area and the proposed work (RISK ASSESSMENT)	Identify three hazards and risks with the working area Identify three hazards and risks with the proposed work	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to: <ul style="list-style-type: none">the work areathe work to be done Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 3	Outline the emergency planning and procedures relevant to the working area (EMERGENCY PLANNING)	State five emergency procedures	Emergency procedures relevant to a work site may include: <ul style="list-style-type: none">location namegrid referencedesignated meeting placesite location namenearest access pointstreet name/districttype of access (public road/light vehicles, four-wheel drive)suitable helicopter landing areaphone number of nearest doctorlocation of nearest accident and emergency hospital and phone numberworks manager contact detailsyour own contact number/mobile numberother _____ Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 3	Outline the key health and safety legislation and industry good practice (LEGISLATION)	Outline one purpose of Arboriculture and Forestry Advisory Group (AFAG) Guides Outline two key points from Health and Safety at Work Act 1974 (HSWA) Outline two key points from Provision and Use of Work Equipment Regulations 1998 (PUWER) Outline three key points from Work at Height Regulations 2005	Outline key points from the legislation and industry good practice listed below: Arboriculture Forestry Advisory Group (AFAG) information <ul style="list-style-type: none">providers of industrial good practiceother _____ Health and Safety at Work Act (HSWA) – <ul style="list-style-type: none">general duties for employers and employeesmaintain safe places of workother _____ Provision and Use of Work Equipment Regulations (PUWER) – <ul style="list-style-type: none">operators adequately trainedequipment fit for purposeother _____ The main requirements of the Work at Height Regulations relating to arboricultural operations include: <ul style="list-style-type: none">all work at height is properly planned and organisedthose involved with work at height are competentthe risks from work at height are assessed and appropriate work equipment is selected and usedequipment for work at height is properly inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued							

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 3.1 3		<p>Outline four key points from Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</p> <p>Outline two points from: Wildlife and Countryside Act</p> <p>Outline three Work positioning principles</p> <p>State rope diameters</p> <p>State karabiner type</p>	<p>The main requirements of the LOLER regulations relating to the inspection of climbing equipment include:</p> <ul style="list-style-type: none"> equipment should be subject to a pre use check by the climber a written recorded interim inspection should be kept for equipment subject to high levels of wear such as friction cord or possibly ropes a thorough examination should be carried out at least every 6 months equipment should be marked for unique identification other _____ <p>Animals included in the Wildlife and Countryside Act include:</p> <ul style="list-style-type: none"> bats red squirrels nesting birds other _____ <p>Work positioning principles to consider when tree climbing include:</p> <ul style="list-style-type: none"> the climber must be supported by a climbing line at all times do not climb more than 250mm above the anchor point the climbing rope must be kept as tight as possible and any slack must not exceed 500mm <ul style="list-style-type: none"> rope or cord used for friction hitches must be of a suitable type and have a minimum diameter of 8mm, climbing ropes must have a minimum diameter of 10mm <ul style="list-style-type: none"> karabiners that are used to connect the harness to lifeline must have a spring-loaded, self-locking gate that requires at least three distinct movements to open it <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 4	<p>Outline the basic legal and environmental factors and how they impact on the work</p> <p>(LEGAL & ENVIRONMENTAL FACTORS)</p>	<p>Outline one factor</p> <p>Outline one impact</p>	<p>Legal and environmental considerations could include:</p> <ul style="list-style-type: none"> landowners permission nesting birds/bat roosts presence of other valuable flora and fauna other _____ <p>Impacts:</p> <ul style="list-style-type: none"> stops work from taking place delays work from taking place restricts work other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 2 Continued	<p>Perform a hazard evaluation of the tree and Work at Height assessment prior to commencing the work</p> <p>(HAZARD EVALUATION)</p>	<p>Candidate to identify the common hazards that may be present</p>	<p>Hazards that may be encountered may include:</p> <ul style="list-style-type: none"> evidence of cavities, decay or decay fungi deadwood and broken branches dead or flaking bark v shaped unions cracks nesting insects the presence of power lines or telephone wires targets and obstacles underneath the tree 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 2.1 2		Candidate to identify one working at height assessment requirement	Work at Height Assessment should consider: <ul style="list-style-type: none"> • avoid working from height where possible • use work equipment or other measures to prevent falls (e.g. MEWP use) • use work equipment or other measures to minimise the distance and consequence of the fall (e.g. tree climbing) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 4	Explain how the species, condition of trees and time of year affect the work (TREE SPECIES)	State one of each	Species, condition of tree and time of year may affect rescue owing to: Species <ul style="list-style-type: none"> • brittle timber • weaker anchor points • other _____ Condition <ul style="list-style-type: none"> • dead • diseased • damaged • other _____ Time of year <ul style="list-style-type: none"> • dense foliage • adverse weather conditions • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 1	Use access and tree climbing equipment and personal protective equipment (PPE) (TOOLS, EQUIPMENT & PPE)	Assessor to observe	Candidate to use PPE and safety clothing for tree climbing as per AFAG and include: <ul style="list-style-type: none"> • helmet with chinstrap • personal first aid kit • knife with retractable blade or handsaw • foot protection with good grip and ankle support • non- snag clothing Candidate to use appropriate climbing equipment for tree climbing and include: <ul style="list-style-type: none"> • harness as per AFAG guide • rope of suitable diameter, length and strength for the climbing line and for the friction hitches • triple action auto-locking karabiners for main attachments • adjustable strop or a system using both ends of the rope <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 2	Inspect all access equipment to ensure it is safe and fit for use under manufacturer's instructions and relevant legislation (EQUIPMENT INSPECTION)	Inspect three checks per item	Candidate to inspect all equipment to be used and comment on the condition/checks made: <ul style="list-style-type: none"> • ropes and cord for friction hitches should be checked for cuts, frays, correct end terminations, burns and glazing, contamination and excessive wear along with the candidate having the ability to tie, dress and set hitches used • karabiners should be checked for visible damage, corrosion and to ensure that the locking mechanism works correctly • harnesses should be checked for damage to stitching, security of the anchor point(s), cuts and frays and general wear <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
4.3 4	Describe how to ensure that access equipment and systems are in safe working order (EQUIPMENT INSPECTION)	Describe one method	To ensure access equipment and systems are safe to use operators must ensure: <ul style="list-style-type: none"> pre use check of equipment undertaken on-going equipment/system checks during climbing other _____ Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Describe how to use and maintain tools, equipment and personal protective equipment (PPE) (USE OF EQUIPMENT)	Candidate to describe one of each	<ul style="list-style-type: none"> Candidate to describe how to use their tools, equipment and PPE Candidate to describe how to maintain their tools, equipment and PPE Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Describe different methods to safely access a tree (WAYS TO ACCESS TREES)	State three methods	Different methods that may be used to access a tree can include: <ul style="list-style-type: none"> body thrust footlock single rope technique ladders spikes/climbing irons other _____ Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 4	Describe different positioning techniques used within crown (WORK POSITIONING)	State two techniques	Different positioning techniques that may be used within the crown of the tree could include: <ul style="list-style-type: none"> re-directs supplementary anchors other _____ Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 1	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice (SAFE WORK)	Assessor to observe	<ul style="list-style-type: none"> all activities must be completed in a way which protects the operator and those around him or her Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 1	Carry out work to minimise environmental damage (ENVIRONMENTAL AWARENESS)	Assessor to observe	<ul style="list-style-type: none"> It is ensured that any possible environmental damage is minimised at all times during on site operations Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 2	Use access and positioning methods appropriate to the assessed risk (CLIMB A TREE)	Candidate to access and climb tree to a minimum height of 12m, demonstrating changeovers during the climb. Assessor to observe Candidate to demonstrate the ability to tie a conventional three knot system.	<p>Candidate to demonstrate the ability to tie a conventional three knot system.</p> <p>Candidate establishes their initial anchor point taking into account:</p> <ul style="list-style-type: none"> suitability of the technique used accuracy of the throw rope organisation safety and position of the anchor point testing of the anchor point by thorough loading prior to ascent <p>Candidate accesses and climbs tree taking into account:</p> <ul style="list-style-type: none"> efficient use of access technique chosen candidate is attached to the tree at all times appropriate selection of anchor points appropriate route taken up the tree correct use of adjustable strop or alternative system when changing anchor points loading new anchor points before previous anchor point is removed slack within system less than 500mm candidate does not climb more than 250mm above anchor point correct use of equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued							

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.3 Cont....			Final anchor point selected taking into consideration: <ul style="list-style-type: none"> • size, strength and structure • position in relation to the parts of the tree to be accessed • use of equipment to minimise damage to the tree if appropriate <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 2	Use appropriate positioning techniques within the crown (WORK POSITIONING)	Minimum two branch walks One branch walk to be 5m from stem Supplementary anchor point to be demonstrated on at least one branch	Candidate to access two points within the crown taking into account: <ul style="list-style-type: none"> • appropriate route • slack rope within system less than 500mm • rope should be kept in as straight a line as possible to the anchor point • balance and control • efficient rope organisation • controlled movement back into the stem <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 2	Descend tree in a controlled manner and remove equipment appropriately (DESCENT)	Assessor to observe	Descent from trees takes account of: <ul style="list-style-type: none"> • rope length • speed of descent • not colliding with obstructions • safe landing • controlled removal of equipment <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 2	Communicate appropriately with ground staff (COMMUNICATION)	Assessor to observe	<ul style="list-style-type: none"> • communication between climber and ground staff maintained when appropriate <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Assessment (*The Assessor is to complete the following as appropriate*)

Candidate A	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate B	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate C	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate D	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

For use by Internal Verifier ONLY if the assessment process was internally verified
 (Internal Verifier to complete **ONE** of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	