



# **City & Guilds Level 3 Certificate of Competence in Use of a Chainsaw from a Mobile Elevating Work Platform (MEWP) (0039-38)**

**August 2022 Version 1.1**

## **Qualification Handbook**

## Qualification at a glance

<b>Industry area</b>	Forestry and Arboriculture
<b>City &amp; Guilds number</b>	0039-38
<b>Age group</b>	16-19, 19+
<b>Entry requirements</b>	<p>Candidates must have achieved 0039-20 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting, Level 2 Certificate of Competence in Felling and Processing Small Trees up to 380mm (0039-21) and Level 2 Award in the Safe Use of a Mobile Elevated Work-Platform (0017-01 or 0017-02) (or equivalent versions of regulated qualifications) or relevant IPAF training certificate or card.</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 number
City & Guilds Level 3 Certificate of Competence in Use of a Chainsaw from a Mobile Elevating Work Platform (MEWP)	24	27	0039-38	603/7651/X

Version and date	Change detail	Section
1.0 October 2021	First version	
1.1 August 2022	<p>Entry requirements updated.</p> <p>Formatting changes.</p> <p>City &amp; Guilds logo updated</p> <p>Sources of information updated</p>	<p>Qualification at a glance</p> <p>Throughout</p> <p>Front cover</p> <p>Appendix 1</p>

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# 1 Introduction

## Purpose of Qualification

The following purpose is for **City & Guilds Level 3 Certificate of Competence in Use of a Chainsaw from a Mobile Elevating Work Platform (MEWP) (603/7651/X)**.

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who operate and carry out tasks in operations using a chainsaw from a mobile elevated work platform (MEWP) 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?	It covers hazards, risks, controls, emergency procedures, industry guides, legislation, safe working loads, setting up and operating a mobile elevated work platform and using a chainsaw from a MEWP.
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 tasks requiring using a chainsaw from a MEWP 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 is able to safely carry out duties associated with using a chainsaw from a MEWP 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 chainsaw or associated skills that are listed within the City and Guilds Certificate of Competence qualifications.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Arboricultural Association Confor
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 Use of a Chainsaw from a Mobile Elevating Work Platform (MEWP)** learners must be trained and assessed in the unit listed below. The qualification will be endorsed to the context of the unit assessed:

Unit number	Unit title	GLH	TQT
<b>Learners must achieve</b>			
309	Use of a chainsaw from a Mobile Elevating Work Platform (MEWP)	24	27

## 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 Award in the Safe Use of a Chainsaw from a Mobile Elevated Work Platform (0021-15) 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) 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 16 – 19, 19+.

### 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.

## Unit 309

## Use of a chainsaw from a Mobile Elevating Work Platform (MEWP)

<b>Level:</b>	3
<b>GLH</b>	24

### 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 operations using a chainsaw from a mobile elevated work platform (MEWP).

### Learning outcomes

In this unit, learners will be able to

1. Carry out operations using a chainsaw from a Mobile Elevated Work Platform (MEWP)

### 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 operations using a chainsaw from a Mobile Elevated Work Platform (MEWP)

### Topics:

- 1.1 Hazards, risks, control and emergency procedures
- 1.2 Industry guides
- 1.3 Setting up and operating a Mobile Elevated Work Platform (MEWP)
- 1.4 Rescue from MEWP
- 1.5 Using a chainsaw from a MEWP

### **Topic 1.1**

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

Emergency procedures relevant to the work site.

### **Topic 1.2**

Industry guides relevant to aerial tree pruning:

- AA technical guide 5 Use of Mobile elevating work platforms (MEWP) in tree work
- Tree work recommendations BS3998

### **Topic 1.3**

The meaning of the warning decals on the MEWP.

The function of all the instruments and controls of the machine.

Pre-use and running checks in accordance with the operator's manual.

Site set up to include:

- Warning signs
- Traffic bollards
- Warning tape
- Barriers
- Other

Set up of the MEWP should include:

- As per manufacturer's/operator's manual
- Appropriate PPE worn
- Set up position appropriate for intended operation
- Examination of ground conditions
- Deployment of stabilisers, outriggers and jacks
- Use of extending axles where applicable
- Secure set up position
- Other

### **Topic 1.4**

Ways of dealing with an injured operator who is unable to bring themselves down may include:

- Stop all work
- Rescue operator with second MEWP if available
- Initiate manual override (ground controls) as per manufactures instructions
- Other

Rescue from a MEWP may include:

- Trained and competent MEWP operator places work platform close to casualty/operator
- MEWP operator connects casualty/operator to suitable attachment point in the rescue MEWP
- MEWP operator assists casualty/operator into the basket
- MEWP operator disconnects casualty/operator from their original system
- Descent made

## Topic 1.5

The implications on the MEWP's safe working limit may be:

- Exceeding the rated load of the work platform
- Structural collapse
- Non – function
- Overturn of the MEWP
- Other

Species, condition of tree and time of year may affect the work owing to:

Species:

- Brittle timber – loss of control
- Responses to pruning
- Other

Condition:

- Dead – loss of control, safety compromised
- Diseased – biosecurity measures
- Other

Time of year:

- Some species bleed heavily if pruned at certain times of year
- Promotion of subsequent disease or infection
- Other

Cuts that may be used and their application:

Sink cut:

- Directional sink with back cut retaining hinge which aide's direction used on free fall and handheld sections

Step cut:

- Two over lapping cuts used on free fall and handheld sections

Inboard:

- Finishing cut towards main stem, reducing risk of saw being taken

Out board:

- Finishing cut away from main stem, timber falls flat and reduces the risk of tearing

Vertical:

- On upright or semi-upright timber. Can be one of the above cuts

Horizontal:

- On lateral stems. Can be one of the above cuts

V cut:

- Two joining directional sinks with back cut, used on smaller diameter stems under tension

Holding cut:

- Sink cut with retained hinge and hold at the rear, used on larger diameter stems under tension

The procedure for removing a trapped chainsaw may include:

- first switch off engine and/or apply chain brake
- release the chainsaw from the operator's harness or MEWP where the risk exists of the saw being taken with the cut section
- attach the saw securely to the tree inboard of the cut or to a separate lowering or tool line
- lever/lift the timber to open the cut
- use of a handsaw to release the trapped saw
- use of another chainsaw to release the trapped saw cutting the timber at least 300mm (12") from the trapped saw

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 chainsaw contains sufficient oil and charge

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

Safe operation of the MEWP should include:

- All round observation
- Correct use of controls
- Control of basket
- Boom correctly slewed
- MEWP bucket elevated to suitable work position to carry out task
- Effective communication
- Other

Step cut and sink cut sections should be removed, both free fall and hand held, taking the following points into account:

- Characteristics and properties of the wood allowed for
- Manageable sections selected
- Saw released from stop if applicable and attached to a supplementary anchor point
- Operator holding the saw using both the front and top/rear handles of the saw
- Side or reducing cuts used where appropriate
- Appropriate hinge left on sink cut sections
- Position of cuts on step cut sections and a complete overlap of cuts achieved
- Chain brake applied or saw switched off whilst breaking and casting sections
- Operator maintains awareness of activity below
- Hand held sections are cast into a predetermined area
- The branch collar and/or branch bark ridge is identified when pruning

Timber sections should be removed taking the following points into account:

- Appropriate working position attained
- Characteristics and properties of the wood allowed for
- Manageable sections selected
- Operator holding the saw using both the front and top/rear handles of the saw
- Side or reducing cuts used where appropriate
- Appropriate hinge left on sink cut sections
- Position of cuts on step cut sections and a complete overlap of cuts achieved
- Chain brake applied or saw switched off whilst breaking and casting sections
- Operator maintains awareness of activity below
- Handheld sections are cast into a predetermined area giving an audible warning
- Pull/tag line used is in good condition and suitable for the application
- Clear instructions provided to groundstaff when using a pull/tag line
- Pull/tag line attached to the limb/trunk section securely
- No operators are located within the drop zone whilst using the system
- The branch collar and/or branch bark ridge is identified when pruning
- The pruning cut is left as smooth as possible
- Other

Lowering of the MEWP should take into account:

- Platform slewed and lowered in correct sequence
- Platform lowered slowly and carefully
- Platform stowed and where applicable locked in
- Travel position
- Other

Convert the MEWP to transport position in accordance with the operator's manual

- Reference to operator's manual
- Appropriate PPE used
- Debris removed
- Stabilisers retracted and secure
- Warning lights off
- Platform checked for roadworthiness as appropriate

The reasons for inspecting the MEWP after use may be:

- Remove any operational debris from MEWP
- Identify damage that may have been caused through use
- Ensure vehicle is still roadworthy
- Other

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.

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

## 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 the *Centre Document Library* on [www.cityandguilds.com](http://www.cityandguilds.com) or click on the links below:

### *Quality Assurance Standards: Centre Handbook*

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.

### *Quality Assurance Standards: Centre Assessment*

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

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. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. 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 is a leader in global skills development. Our purpose is to help people, organisations and economies develop their skills for growth. We work with education providers, employers and governments in over 100 countries across the world to help people, businesses and economies grow by shaping skills systems and supporting skills development.

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