CITY & GUILDS NPTC LEVEL 2 AWARD IN SUPPORTING COLLEAGUES UNDERTAKING OFF-GROUND TREE RELATED OPERATIONS (QCF)

QAN 600/6435/3

VERSION 3

QUALIFICATION GUIDANCE

Integrated Assessment

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 8	Award In Supporting Colleagues Undertaking Off-Ground Tree Related Operations
Unit(s)	2 0 7	Support colleagues undertaking off ground tree related operations
Learning Time (LT)	2 0 7	LT 23 (3 Credits) *(* see note on page 2)*
Recommended Assessment Duration		2.0 – 2.5 hours per Candidate
Pre-Requisite Units	2 0 1	Carry out maintenance of chainsaw and cutting system
	2 0 2	Cross-cut timber using a chainsaw

City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations (QCF)

Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

Publish - Scheme regulations
- Qualification guidance
- Training materials
- Trainers support materials
Approve centres to co-ordinate and administer the scheme
Set standards for the training of Verifiers and Assessors
Recruit, train and deploy Verifiers
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 Credit 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 is **one** mandatory unit:

Unit 207 Support Colleagues Undertaking Off-Ground Tree Related Operations
Outcomes:
1. Be able to work safely (1) **(Criteria 1.1 – 1.5)**
2. Be able to support colleagues undertaking off ground tree related operations (2) **(Criteria 2.1 – 2.6)**
3. Know relevant health and safety legislation and industry good practice (3) **(Criteria 3.1 – 3.4)**
4. Know how to support colleagues undertaking off ground tree related operations (4) **(Criteria 4.1 – 4.6)**

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).

City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations (QCF)

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 Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when its ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria 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. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule 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).

Re-assessment cannot take place until further training has been provided. The Candidate may only have a maximum of 3 attempts.

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

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 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.

    City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations (QCF)

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	A	B	C	D
1.1 1	Identify the hazards and risks associated with the working area and the proposed work (RISK ASSESSMENT)	**Three** hazards and risks with the working area **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: • the work area • the work to be done **Met✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
3.4 3	Outline the emergency procedures relevant to the working area	State **five**	• location name • grid reference • designated meeting place • site location name • nearest access point • street name/district • type of access (public road/light vehicles, four-wheel drive) • suitable helicopter landing area • phone number of nearest doctor • location of nearest accident and emergency hospital and phone number • works manager contact details • your own contact number/mobile number • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
3.1 3 Continued	Outline the key health and safety legislation, industry good practice and any additional requirements	**Two** key points from each: Health and Safety at Work Act 1974 (HSWA) Provision and Use of Work Equipment Regulations 1998 (PUWER0 **One** purpose of Arboriculture and Forestry Advisory Group (AFAG) Guides **Three** key points from Work at Height Regulations 2005	Outline key points from the legislation and industry good practice listed below: Health and Safety at Work Act (HSWA): • general duties for employers and employees • maintain safe places of work • other _____ Provision and Use of Work Equipment Regulations (PUWER): • operators adequately trained • equipment fit for purpose • other _____ Arboriculture Forestry Advisory Group (AFAG) information: • providers of industrial good practice • other _____ The main requirements of the Work at Height regulations relating to arboricultural operations include: • all work at height is properly planned and organised • those involved with work at height are competent • the risks from work at height are assessed and appropriate work equipment is selected and used • equipment for work at height is properly inspected	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations (QCF)

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… 3.1 3		**Four** key points from Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	The main requirements of the LOLER regulations include: • lifting operations are managed • equipment subjected to thorough examination • items for PPE or rigging are clearly distinguishable • equipment is fit for purpose • systems are correctly designed • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
4.1 4	Explain how to monitor and control sites to ensure safe working	**Two** examples of each	Ways to monitor and control sites may include: • all operators fully involved in the risk assessment process • clear methods of communication established • hierarchy of staff roles on site • regular workplace auditing • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
4.2 4	State why aerial operators require support	**Three** reasons	Aerial support may include: • maintain a safe work environment • provide necessary tools and equipment as required • allow for effective use of time and resources • conform to good practice e.g. aerial rescue • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
4.6 4	Explain why it is important to inform the climber promptly and clearly of any changes in the hazards and risks of the site	**Two** reasons	The importance of informing the climber promptly of changes may include: • to help prevent injury • to help prevent damage to persons or property • may effect the sequence of work • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
3.2 3	Describe how to use and maintain tools, equipment and personal protective equipment	Describe **two** Equipment not to include the candidates chainsaw or maintenance tools	Maintenance of tools and equipment and PPE may include: • cleaning • inspection • other _____ Uses of equipment may include: • lifting • rolling • protect the operator • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
4.3 4 Continued	Describe how to ensure that access equipment and systems are in safe working order	State **five** items of access equipment	Commonly used access equipment may include: • MEWP • ladders • spikes • cranes • tree climbing equipment • other _____	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont… 4.3 4		State **three** ways	How to ensure equipment and systems are in safe working order may include: • maintain in accordance with manufacturers recommendations • operator checks completed • statutory examinations completed • ongoing work place inspections **Met ✓ Not Met X**	☐☐☐☐☐ ☐	☐☐☐☐☐ ☐	☐☐☐☐☐ ☐	☐☐☐☐☐ ☐
1.3 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	• all activities must be completed in a way which protects the operator and those around him or her **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
1.4 1	Carry out work to minimise environmental damage (ENVIRONMENTAL AWARENESS)	Assessor to observe	• It is ensured that any possible environmental damage is minimised at all times during tree related operations **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
1.2 1	Use appropriate tools, equipment and personal protective equipment (PPE) (TOOLS, EQUIPMENT & PPE)	Assessor to observe and risk assess	• All tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
2.1 2	Prepare additional equipment to support aerial operations	**Two** items of equipment	Preparation of additional equipment to support aerial operations may include: • fuelling • starting and operational checks • pre-use inspection • set up • assist in the preparation for use • other _____ **Met ✓ Not Met X**	☐☐☐☐☐☐ ☐	☐☐☐☐☐☐ ☐	☐☐☐☐☐☐ ☐	☐☐☐☐☐☐ ☐
4.4 4	Describe how to safely pass and retrieve equipment to the climber	**One** passing **One** retrieving	Safely passing equipment to the climber may include: • appropriate knot/hitch tied into climbers line • separate tool line • other _____ Safely retrieving equipment from the climber may include: • climber sends a loop of rope from the climbing hitch system down to the ground • lowered on tail end of climbing line/tool line • other _____ **Met ✓ Not Met X**	☐☐☐ ☐☐☐ ☐	☐☐☐ ☐☐☐ ☐	☐☐☐ ☐☐☐ ☐	☐☐☐ ☐☐☐ ☐
2.2 2	Pass and retrieve equipment to and from the aerial operator	**One** chainsaw **One** rope	Equipment is passed to the climber: • equipment is appropriately attached to the climb line/tool line • the ground person communicates to the climber that the equipment is ready to ascend the tree • ground person leaves the drop zone **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
2.5 2	Maintain the climbing system		Climbing system is maintained by: • ensuring ropes are kept free of entanglement • additional hazards are not created **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐

City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations (QCF)

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.4 2	Assist with the removal of aerial tree sections	**One** pulling Candidate to set up appropriate pulling/lowering system **One** lowering Candidate to set up **one** of the following lowering devices: ☐ capstan ☐ bollard ☐ other _____	Use of equipment for pulling may include: • assessment of ground conditions • appropriate use of PPE • effective communication with climber • pull commences under the direction of the climber Use of equipment for lowering may include: • appropriate lowering device set up e.g. capstan, bollard • operated under the direction of the climber • appropriate use of PPE • branch material is lowered to the ground using friction to control the speed of descent • the Candidate will operate the chosen friction control method from a safe position • awareness of any obstacles or obstructions **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4.5 4	State why it is important to remove arisings from the drop zone as soon as it is safe to do so	**Three** reasons	The importance of removing arisings from the drop zone may include: • prevent entanglement of ropes • prevent entanglement of arisings • reduce slip and trip hazards • allows for clear work space to be maintained • provides efficiency to the task • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
2.3 2	Enter the drop zone safely and effectively	Assessor to observe	Entering the drop zone should include: • hazard evaluation of drop zone • correct PPE worn • clear communication established with the climber • only enters the drop zone when provided with an all clear • communication maintained throughout **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
3.3 3	Describe the correct methods for disposing of waste	State **two**	Disposal of waste from workplace activities may include: • use of designated waste/recycle bins • empty containers removed from site e.g. oil • litter taken home with operators • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
2.6 2 Continued	Clean and tidy the work area	Assessor to observe	Crown sections are broken down: • appropriate use of PPE and equipment • operation completed in safe working area • safe working distances maintained • cutting operation in accordance with good practice • ensure material is stable prior to cutting • observe tension/compression in the material • material is appropriately prepared for further processing Arisings should be stacked: • branch wood and cord wood are stacked as work progresses appropriate to the method of disposal	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations (QCF)

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… 2.6 2			The area is cleaned/ restored to its original tidy condition using: • a rake • a blower Ensuring: • appropriate PPE used • tools operated in safe manner with correct manual handling techniques adopted	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
			Met ✓ Not Met X	☐	☐	☐	☐
1.5 1	Dispose of waste safely in line with legislation (WASTE DISPOSAL)	Assessor to observe	• all waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐

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

	Candidate **has met** all of the assessment criteria	Tick ✓ ☐	The Candidate **has not** met all of the assessment criteria; (*state reason(s))*	Tick ✓ ☐
Candidate A				
	Signed: **Date:**			

	Candidate **has met** all of the assessment criteria	Tick ✓ ☐	The Candidate **has not** met all of the assessment criteria; (*state reason(s))*	Tick ✓ ☐
Candidate B				
	Signed: **Date:**			

	Candidate **has met** all of the assessment criteria	Tick ✓ ☐	The Candidate **has not** met all of the assessment criteria; (*state reason(s))*	Tick ✓ ☐
Candidate C				
	Signed: **Date:**			

	Candidate **has met** all of the assessment criteria	Tick ✓ ☐	The Candidate **has not** met all of the assessment criteria; (*state reason(s))*	Tick ✓ ☐
Candidate D				
	Signed: **Date:**			

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

	Tick
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.	✓ ☐
I observed an assessment process taking place. The following were noted as areas of concern.	✓ ☐

Signed: **Date:**

City and Guilds NPTC Level 2 Award in Supporting Colleagues Undertaking Off-Ground Tree Related Operations (QCF)