

CITY & GUILDS NPTC LEVEL 3 AWARD IN FELLING AND CROWN BREAKDOWN OF LARGE TREES



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 1	Forestry & Arboriculture Level 3
Qualification Programme No	0 0 2 1 - 1 9	Level 3 Award in Felling Large Trees & Crown Breakdown
Unit(s)	3 1 3	Fell and Process Trees Over 760mm
Pre-Requisite Units	2 0 1	Carry out maintenance of chainsaw and cutting system
	2 0 2	Cross-cut timber using a chainsaw
	2 0 3	Fell and process trees up to 380mm
	3 0 1	Fell and process trees over 380mm
	3 0 3	Assisted Felling
Guided Learning Hours	3 1 3	GLH 15 (Credit Value 2)
Total Qualification Time (TQT)		20 Hours
Recommended Assessment Duration		2 – 3.5 hours per Candidate

Version and date	Change detail	Section
1.2 November 2017	Added TQT details Deleted Learning Time	Qualification at a glance, Structure Throughout

City and Guilds NPTC Level 3 Award in Felling and Crown Breakdown of Large Trees 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.

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.

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

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** compulsory unit:

Unit 313	Fell and Process Trees Over 760mm
	Outcomes
	1. Be able to promote health and safety and industry good practice
	2. Be able to fell large trees using a chainsaw
	3. Be able to remove branches and breakdown crowns using a chainsaw
	4. Understand relevant health and safety legislation and industry good practice
	5. Understand how to fell large trees using a chainsaw
	6. Know how to remove branches from felled trees using a chainsaw

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

There are no endorsements for this Award.

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).

As part of the quality assurance process, a minimum of two observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of four will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

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 bottom right-hand column of each section.
- 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 bottom right-hand column of each section.

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 it 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).

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

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

Conifer or broadleaved open grown

All assessment is to be carried out according to the size of the trees.

Size: greater than 760mm (30") OR 2 x guide bar length

Learner must prove operator competence in:

Upright - Minimum 1, maximum 2

Branch removal

Trees felled must have all branches removed.

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.
3. 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.
4. Candidates should be familiar with the machinery, equipment and tools that they are going to use.
5. During chainsaw based assessments a spare working chainsaw must be available.
6. 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.
7. 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.
8. The use of personal first aid kits must be in line with current industry good practice.
9. 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.
10. Manual handling techniques must comply with current legislation and industry good practice.
11. Any necessary permission must have been granted, and notifications made as appropriate.
12. All equipment being used for this assessment must comply with relevant legislative requirements.
13. Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.
14. The current regulations for transport, handling and storage of fuel and oils must be complied with.
15. Provision must be made to avoid the risk of environmental pollution.
16. 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.
17. 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.
18. If required, relevant records must be accurately kept.
19. Appropriate steps should be taken to maintain effective teamwork in respect of other persons on site during the assessment. .
20. 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.
21. All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.
22. **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.

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

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.3	Develop an appropriate plan	Discuss an appropriate plan	Plan to include: <ul style="list-style-type: none"> site requirements felling techniques direction of fell structural integrity of the tree equipment felling dimensions other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1	Explain how to identify which trees need to be felled	State two	Trees for felling may be identified: <ul style="list-style-type: none"> by having trees marked by using maps by their species <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	State how to recognise when a tree is difficult to fell	State one	Recognising a tree is difficult to fell may include: <ul style="list-style-type: none"> tree form, size or weight above competency of the operator presence of decay or rot is found site specific hazards exist e.g. power lines <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Explain when and how to use additional equipment, to assist with the felling of trees and the additional safeguards required	One explanation of each	When: <ul style="list-style-type: none"> tree form, size or weight dictates other _____ How: <ul style="list-style-type: none"> wedges placed in the felling kerf assisted felling techniques other _____ Safeguards <ul style="list-style-type: none"> safe working distances equipment inspections safe working loads other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Explain the importance of maintaining tools, equipment and personal protective equipment	Three reasons	The importance of maintaining tools, equipment and PPE may include: <ul style="list-style-type: none"> operator safety ensuring equipment works when required reduces downtime reduces emissions and possible environmental damage other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Describe how to recognise signs of disease and decay in trees and modify felling methods accordingly	Two signs	Recognition of disease and decay in trees may include: <ul style="list-style-type: none"> fungal growth/cavities flaking/missing bark discolouration of timber/bark other _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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5.2 cont...		Two modifications	Modification of felling methods may include: <ul style="list-style-type: none"> placing felling cuts higher up the stem in sound timber use of assisted felling techniques to ensure accurate felling direction non removal of buttresses roots/basal flare to provide more holding timber hinge other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Carry out pre-start checks and setting of the chainsaw for	Assessor to observe	Pre start checks and setting of the machine to include: <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 style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Demonstrate safe starting of the chainsaw	Assessor to observe If any of the post start checks identify the chainsaw as unfit for use, it must not be used for the assessment	The safe starting procedure of a chainsaw should include: <ul style="list-style-type: none"> ensuring appropriate safe working distances from both fuel and other operators is maintained correct PPE worn remove guidebar cover place saw on ground, where appropriate, ensuring no debris can catch the chain secure rear handle controls set as recommended by the manufacturer ensure chain brake set according to manufacturer's recommendations adopt safe stance find compression pulling starter cord sharply and firmly choke released when engine fires half throttle released when engine runs Post starting checks of a chainsaw should include: <ul style="list-style-type: none"> ensuring the saw chain stops when the engine revs return to idle ensuring the chain brake functions according to the manufacturer's specification ensuring the stop switch works correctly ensuring lubrication to the guide bar and chain is working properly <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1	Prepare site and establish escape route(s) as appropriate	Assessor to observe	Prepare site and escape routes by: <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 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 and adjacent trees for dead wood and insecure branches ensuring no unauthorised person is within 2 tree lengths <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2.2	Prepare trees for felling	Appropriate to the tree condition and the specification for the site	Prepare trees for felling by: <ul style="list-style-type: none"> inspecting the tree for signs of rot or decay removing climbing vegetation and other obstructions as appropriate buttresses removed appropriately removal of lower branches removal of cut branches from around the stem manual handling techniques used where applicable aid tools used <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Fell trees using recognised felling methods and felling aids	Candidate must be able to demonstrate appropriate felling methods for: <ul style="list-style-type: none"> Upright - minimum 1, maximum 2 Boring through the sink must be demonstrated on at least one of the trees to be felled Winch assisted felling techniques may be used if deemed appropriate Methods to stop stem shatter	Felling techniques should account for: <ul style="list-style-type: none"> the felling method chosen and safe working zones selection and preparation of escape route(s) a sink of the appropriate dimensions - of the tree at felling height felling cuts made and felling aid employed using a safe and effective felling method – appropriate to the size and diameter of the tree being felled 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 <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1	State the implications on choice of severing method	State two	The implications from choice of branch severing method may include: <ul style="list-style-type: none"> the saw may become trapped timber may break or split timber may move suddenly or unexpectedly other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	State how and when to use equipment to assist with the snedding/de-limbing of trees	State one	Equipment used to assist may include: <ul style="list-style-type: none"> winch used to restrain timber if it could role towards operator winch used to turn stem to aid subsequent snedding/de-limbing <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Explain the advantages of leaving a clean stem after de-limbing	Three advantages	Advantages of a clean stem may include: <ul style="list-style-type: none"> reducing possible injury to the person moving the timber reduce friction/collecting debris when pulling timber along the ground prevent damage to other trees when extracting timber easier stacking or loading <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
2.9	Cross-cut timber to length, using a chainsaw in accordance with the job specification	A reduction cut must be demonstrated	<p>Crosscutting of timber to length should include:</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 safe stance adopted including: <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 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 <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Stack produce for subsequent operations using appropriate aids and tools	In accordance with the site requirements	<p>Stacking of timber should take into account:</p> <ul style="list-style-type: none"> site specification/requirements use of appropriate aids to handle / move products correct stance during lifting avoiding excessive lifting by levering, sliding, rolling quality of stacking must be to an agreed job specification tidy stacking of timber position of stack appropriate to method of extraction manually constructed stacks are limited to 1 metre high <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Check timber is in an appropriate and safe position		<ul style="list-style-type: none"> timber should be left in a safe, stable condition and appropriate position <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12	Clean and tidy working area		<p>A clean and tidy working area should be left ensuring:</p> <ul style="list-style-type: none"> no branches are left on fences, paths, roads, timber stacks, young trees etc or in ditches, ponds, waterways etc brash left as per site specification <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Carry out work to minimises environmental damage	Assessor to observe	<ul style="list-style-type: none"> It is ensured that any possible environmental damage is minimised at all times during tree felling activities <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
1.3	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	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 <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Use appropriate tools, equipment and personal protective equipment (PPE)	Assessor to observe and risk assess	<ul style="list-style-type: none"> all tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Dispose of waste in line with legislation	Assessor to observe	<ul style="list-style-type: none"> all waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements <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 ✓	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ✓
	Signed: _____ Date: _____			

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

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

Candidate D	Candidate has met all of the assessment criteria	Tick ✓	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ✓
	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 ✓
I observed an assessment process taking place. The following were noted as areas of concern.	Tick ✓
Signed: _____ Date: _____	