



City & Guilds Level 3 Certificate of Competence in Assisted Felling (0039-30)

September 2022 Version 1.3

Qualification Handbook

Qualification at a glance

Industry area	Forestry and Arboriculture
City & Guilds number	0039-30
Age group	16-19, 19+
Entry requirements	<p>Candidates must have achieved 0039-20 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting and 0039-21 Level 2 Certificate of Competence in Felling Small Trees up to 380mm (or equivalent versions).</p> <p>Centres must ensure that any pre-requisites stated are met.</p>
Assessment	<p>To gain this qualification, candidates must successfully achieve the following assessments:</p> <ul style="list-style-type: none"> One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor
Grading	Pass only
Approvals	<p>Full centre approval</p> <p>Qualification approval</p>
Support materials	Assessment Pack – Centre Version
Registration and certification	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 Assisted felling	24	27	0039-30	603/7357/X

Version and date	Change detail	Section
1.0 April 2021	First version	
1.1 June 2021	Pre-requisites updated	Qualification at a glance
1.2 October 2021	AO name added to qualification titles	Throughout
1.3 September 2022	<p>Formatting changes</p> <p>Updated logo</p> <p>Updated 'Sources of general information'</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 the **City & Guilds Level 3 Certificate of Competence in Assisted Felling (603/7357/X)**

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who use chainsaws as part of their work in arboriculture, forestry or other industries. It will provide the individual with the knowledge, understanding and skills required to use assisted felling safely and to industry standards in line with current legislation.
What does this qualification cover?	It covers risk assessment, emergency planning, legislation, industry best practice, safety considerations, equipment, felling techniques, methods and assisted felling.
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 using assisted felling 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 use assisted felling 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 skills in safely operating chainsaws, e.g., Level 3 Certificate of Competence in Aerial Tree Pruning.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Arboricultural Association
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 Assisted Felling** learners must be trained and assessed in a minimum of one of the units listed below. The qualification will be endorsed to the context of the unit assessed:

Unit number	Unit title	GLH
Learners must achieve		
301	Assisted Felling	24

Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- 1) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- 2) An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other, appropriate provider of education or training

Title and level	GLH	TQT
City & Guilds Level 3 Certificate of Competence in Assisted Felling	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 Assisted Fell Operations (0021-03) there is a Fast Track method of approval. Please email 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.

Level:	3
GLH	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 assisted felling.

Learning outcomes

In this unit, learners will be able to

1. Carry out assisted felling

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 assisted felling

Topics:

- 1.1 Hazards, risk, controls, emergency procedures and safety considerations
- 1.2 Equipment
- 1.3 Felling techniques and methods
- 1.4 Assisted felling

Topic 1.1

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

Emergency procedures relevant to the work site.

Records required may include:

- Site specific risk assessment
- Method statement
- Work equipment inspection records
- Other

The importance of maintaining records may include:

- Legal requirements
- Auditing/managing requirements
- Safe working operations
- Other

Appropriate equipment selected which may include:

- Chainsaw
- Winches
- Ropes, cables, strops, connectors
- Felling aids
- Pulleys/blocks
- Other

Topic 1.2

Select and inspect work equipment:

- Check for signs of damage or fatigue to equipment
- inspect friction cord, ropes, connectors, mechanical hauling device for damage and suitability
- Ensure winch, strops, chokers, winch rope, cable fittings, shackles, other ancillary equipment are compatible
- Winch overload prevention device in place
- Winch components secure

Loads may be estimated by considering:

- Tree species
- Branching habit
- Severity of lean against felling direction
- Wind conditions
- Tree size
- Other

Pulling equipment selection to include:

- Tree size, shape and form
- Consider system loading
- Configuration of components
- Compatibility of components
- Safe working load
- Other

An appropriate felling direction is selected taking into account:

- Tree form
- Site conditions/considerations
- Hazards/obstacles
- Equipment used
- Other

Topic 1.3

Consequences of not carrying out an assisted fell operation in an organised and appropriate manner may include:

- Injury to operators / third parties
- Damage to property / structures
- Damage to equipment
- Damage to the environment
- Financial loss
- Other

Offset pulling should be used when:

- Working of sloping ground
- Moving an operator to a safer position
- To divert pulling directions
- Other

Using an appropriate method, pulling systems may be installed:

- Throw-line
- Pole system
- Safe ladder system
- Safe tree climbing system and team
- Other

Attachment point security and position:

- Securely install attachment points within the tree to be felled using an appropriate method
- Attachment points installed in order to exert adequate leverage on the tree to be felled at a minimum of 2.2m above felling height
- Consider stability, strength condition and location of anchor points

Topic 1.4

Position of pulling equipment appropriate to the task:

- Suitability of anchor points
- Position of pull system
- Re-direct pull system used as applicable
- Check compatibility of system
- Check system configuration
- System must be retrievable
- Non-return system
- Operators at a safe distance and in an appropriate location

The pulling system is tensioned to ensure:

- All parts are functional and correctly configured
- Is adequate for the anticipated load
- Communication systems are established
- Pulling system is free of obstructions
- Other

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 saw contains sufficient oil and charge

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

The reason for incorporating a 'back-hold' technique may include:

- Reduces the risk of trapping the saw or early release
- Gives the operator more time to fell the tree
- Re -evaluate escape route if required
- Gives time for the pull rope to be tightened
- Other

Alternative felling aids and their use may include:

Wedges:

- Placed in felling cut and driven in to aid tree movement

Felling levers:

- Placed in the felling cut and lifted to aid tree movement
- Other

Importance of clear communication may include:

- Accident prevention
- Job efficiency
- Operators understand roles and responsibilities
- Other

Assisted felling operations to include:

Felling cuts to assist the felling of a tree to include:

- The felling method chosen and safe working zones
- Selection and preparation of escape routes
- A sink of the appropriate dimensions
- Felling cuts made and felling aid employed using a safe and effective felling method
- A hinge being retained of adequate dimensions
- Appropriate aid tools are used safely if required to fell tree
- Escape routes being used as soon as the tree begins to fall
- Site checked for safety once tree has fallen
- Stump height left appropriate to site specification

A clean and tidy working area as per site specification.

All waste produced from maintenance activities is disposed of in line with legislation, good practice and/or 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 during chainsaw maintenance activities.

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 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.

The Group is made up of City & Guilds, ILM, Kineo, The Oxford Group, Gen2, and Intertrain. Together we set the standard for professional and technical education and corporate learning and development around the world.

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