



City & Guilds NPTC Level 2 Award in Forest Machine Operations – Felling (0020-17)

Version 1.2 (March 2025)

Qualification Handbook

Qualification at a glance

Subject area	Forestry and Arboriculture
City & Guilds number	0020-17
Age group approved	16+
Entry requirements	Candidates must meet minimum age requirements Centres must ensure that any pre-requisites stated in the Who is this qualification for? section are met.
Assessment	To gain this qualification, candidates must successfully achieve the following assessments: • One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor
Grading	Met/Not Met
Approvals	Full Centre approval required
Support materials	Qualification Handbook (candidates). Assessment materials (approved assessment Centres only).
Registration and certification	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates.

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds NPTC Level 2 Award in Forest Machine Operations – Felling	0020-17	600/9104/6	38	50

Version and date	Change detail	Section
1.0 March 2024	Initial version	All
1.1 August 2024	Updated contents	Contents Page
1.2 March 2025	Updated Quality Assurance Updated Inclusion and Diversity Updated Sustainability	Throughout

Contents

Qualification at a glance	2
1 Introduction	5
2 Qualification structure	7
3 Centre requirements	8
4 Delivering the qualification	11
5 Assessment	13
6 Units	15
Unit 210 Prepare and operate machinery to fell trees	16
Appendix 1 Sources of general information	32

1 Introduction

This document tells you what you need to do to deliver the **City & Guilds NPTC Level 2 Award in Forest Machine Operations - Felling (0020-17)**

Area	Description
Who is the qualification for?	<p>Type of Learner: Individuals who operate forestry machinery as part of their work in arboriculture, forestry or other industries. It will provide the individual with the knowledge, understanding and skills required to maintain machinery safely and to industry standards in line with current legislation.</p> <p>Qualification Overview: This qualification is designed specifically for those who wish to Operate Forest Machine Fellers.</p> <p>What you need to do: Candidates to undertake an oral and practical assessment</p>
What does the qualification cover?	<p>This qualification covers the requirements for the correct Operation of Forest Machine Fellers.</p> <p>Please refer to the Qualification Handbook for more detail.</p>
What opportunities for progression are there?	<p>Recommended progression: This qualification will support progression into employment where Operating Forestry machinery 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.</p> <p>Once a candidate has successfully completed this qualification, they will be able to Operate Forest Machine Fellers.</p> <p>Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment.</p>
Who did we develop the qualification with?	Developed with City & Guilds NPTC Stakeholders, associates and industry representatives.
Is it part of an apprenticeship framework or initiative?	No

Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC.
(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 the candidate's 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.

2 Qualification structure

To achieve the **City & Guilds NPTC Level 2 Award in Forest Machine Operations - Felling (0020-17)** learners must achieve:

City & Guilds unit number	Unit title	GLH
Pre-requisite units:		
208	Prepare and operate a base machine	N/A
Mandatory units:		
Learners must achieve or must have achieved this mandatory unit.		
210	Prepare and operate machinery to fell trees	38

Total Qualification Time (TQT)

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 demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- 1) the number of hours that an awarding organisation has assigned to a qualification for guided learning
- 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
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3 Centre requirements

Approval

Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Centre Approval process: Quality Standards** for further information. 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.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before delivering a course programme.

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.

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 a Principal Verifier may be approached to offer independent advice.

All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, 5-6 Giltspur Street, London, EC1A 9DE, UK. Access to the qualification is open to all, irrespective of gender, race, creed or special needs. Subject to H&S restrictions 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.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds Quality Assurance processes visit: the **What is CASS?** and **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds

Learner entry requirements

As part of the assessment for this qualification, learners must have achieved 0220-30 Forest Machine Operations - Base Machine prior to completing this qualification.

Age restrictions

This qualification is approved for learners aged 16 or above.

Access arrangements and reasonable adjustments

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

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: **Access arrangements and reasonable adjustments**.

4 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification.
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth.

More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

Inclusion and diversity | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that support our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

Our Pathway to Net Zero | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy, considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible
- waste procedures (ensuring that waste is minimised, recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of plumbing activities wherever possible.

Support materials

The following resources are available for this qualification:

Description	How to access
Candidate Handbook	www.nptc.org.uk
Assessment Pack (available only to assessors)	www.nptc.org.uk

5 Assessment

Assessment of the qualification

Assessment types			
Unit	Title	Assessment method	Where to obtain assessment materials
210	Prepare and operate machinery to fell trees	Oral Examination and Practical observation Centres may use the materials provided by City & Guilds.	www.nptc.org.uk

Assessment strategy

City & Guilds has written the practical observations with oral questioning to use with this qualification, live assessment materials can be downloaded by the assessor via the Assessment Pack from the NPTC website.

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within 24 months of date of initial registration.
- Assessments should take no longer than 1.5 – 3 hours.

Qualification registration is valid for two years.

Summary of responsibilities in the assessment process		
Centre responsibilities	Candidate responsibilities	Assessor responsibilities
A suitable site is made available for the assessment to take place		Ensuring that the site provided is suitable for the assessment to take place
Machinery, equipment and materials are available to enable assessment of all the activities to take place	To be familiar with the machinery/equipment being used for the assessment	Ensuring that the machinery, equipment and materials provided satisfy the assessment requirements
	To bring appropriate Personal Protective Equipment (PPE) to the assessment	Ensuring that candidate's PPE complies with the requirements of the assessment
		The Assessor must ensure a Risk Assessment is carried out, and sufficient control measures implemented.
Any necessary permissions must have been granted, and notifications made as appropriate: (e.g. Forestry Commission, Forest Enterprise, Private owners etc).		All equipment being used for this assessment must comply with relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

6 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- guided learning hours (GLH)
- unit aim
- assessment type
- learning outcomes, which are comprised of a number of assessment criteria

Guidance for delivery of the units

This qualification consists of one **unit**. A unit describes what is expected of a competent person in particular aspects of their job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Unit 210 Prepare and operate machinery to fell trees

Level:	2
GLH:	38
Assessment type:	Practical activities with oral assessment.
Aim:	The aim of this unit is for the candidate to prepare and operate machinery to fell trees

Learning outcome

The learner will:

LO1 Be able to work safely (**Criteria 1.1 – 1.3**)

Assessment criteria

The learner can:

AC1.1 Identify the hazards and risks associated with the working area and the proposed work

AC1.2 Use appropriate tools, equipment and Personal Protective Equipment

AC 1.3 Carry out work specification in accordance with relevant legislation, industry good practice and maintains health and safety

AC 1.4 Carry out work to minimise environmental damage

Topic 1.1

Identify hazards (anything with the potential to cause harm) and risks (who might be harmed), relevant to:

The work area/work to be done

Hazards

- power lines
- terrain
- access routes
- chain shot
- risk zones
- struck by timber
- other.

Risks

- others on site
- operator

- public
- other machine operators
- other.

The machine

Hazards

- struck by machine
- access and egress
- moving parts
- hot surfaces
- working at heights
- high pressure fluids
- other.

Risks

- public
- operator
- environment
- other.

Topic 1.2

- all tools, equipment and Personal Protective Equipment are used in line with industry good practice e.g. AFAG/HSE.
- during all on site operations PPE in accordance with industry good practice must be worn.

Personal Protective Equipment identified:

- safety helmet (if required)
- hearing protection (where needed)
- suitable protective gloves
- protective boots
- non snag outer clothing
- high visibility clothing where risk assessment identifies it
- hand cleaning materials
- first aid kit
- other.

Topic 1.3

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

Topic 1.4

It is ensured that any possible environmental damage is minimised at all times during on site operations

Learning outcome

The learner will:

LO2 Be able to select and prepare machinery (2.1 – 2.2)

Assessment criteria

The learner can:

AC 2.1 Carry out pre and post start checks to test all operating functions of the equipment

AC 2.2 Plan work and the work site to maintain safe working areas to operate the timber processor

Topic 2.1

Pre and post start checks on base machine according to the operator's handbook and to include:

- machine on level ground
- ensure machine services in neutral and lowered where applicable
- engine stopped and key removed
- check engine oil, transmission/hydraulic oil, coolant and fuel level, engine air filter
- importance of cleanliness
- seat, steering mechanism and mirror adjustment
- operator seat restraint is functional (where applicable)
- check operator protection systems
- check relevant access and egress points
- check wheel nuts
- check pin bush wear and security
- check for cracks/fatigue
- check for hydraulic leaks
- security of components
- check safety decals
- LOLER certificate (if required)
- radiators (coolant and hydraulic)
- fuel filters and/or water trap
- grease where and when appropriate.

Check security of loader to base:

- bolts cracks leaks.

Check security of loader attachment:

- bolts cracks.

Check attachment:

- security
- condition
- hydraulic leaks
- pin and bushes

- pipe work
- guarding.

Maintenance of forwarder

Chassis/ Frame

- cracks
- pin security
- bushes
- cylinders
- attachment
- loose or broken bolts
- cables and connections
- guarding.

De-limbing mechanism

- security
- sharpness
- cracks
- profile
- pins and bushes
- lubricant.

Saw chain (if fitted)

- sharpness
- tension (if applicable)
- wear and tear
- broken tie straps
- lubricant
- guarding.

Guide bar (if fitted)

- straight
- overheating
- sprocket
- nose
- lubricant.

Sheers (if fitted)

- sharp
- cracks
- straight
- alignment
- lubricant
- guarding.

Circular saw (if fitted)

- sharp
- straight
- cracks
- missing teeth
- set
- lubricant
- guarding.

Hydraulic hoses

- leaks
- cracks
- cuts
- abrasions
- security
- guarding.

Environmental considerations

- disposal
- storage of oils on site
- spill kit mats used.

Topic 2.2

Planning work may include:

- with minimal damage to the worksite
- standing trees
- tracks
- roads
- drains
- environment
- in accordance with the site and job specification
- other.

Utilise additional safeguards such as:

- barriers
- banksman
- signs
- other workers
- risk zone e.g. adjacent roads and tracks
- other.

Learning outcome

The learner will:

LO3 Be able to drive and manoeuvre machinery (3.1 – 3.2)

Assessment criteria

The learner can:

AC 3.1 Drive the machine on site in a safe and effective way

AC 3.2 Manoeuvre the machine on site and in a safe and effective way

Topic 3.1 – 3.2

Candidate to drive or manoeuvre machine

- safe access
- start in accordance with manufacturers recommendations
- appropriate gear selection
- smoothness of take off
- drive in a straight line
- left and right turn
- reverse
- appropriate speed for conditions
- appropriate use of brakes
- parking brake applied and effective
- stop in accordance with manufacturers recommendations
- safe egress.

Learning outcome

The learner will:

LO4 Be able to fell trees (4.1 – 4.3)

Assessment criteria

The learner can:

AC 4.1 Identify trees in accordance with the job specification

AC 4.2 Fell trees in accordance with the job specification

AC 4.3 Use machinery in accordance with relevant legislation and manufacturer's instructions

Topic 4.1

Tree Identification:

- marking
- paint
- GPS and digital mapping
- site plan
- tape
- other.

Topic 4.2

Single cuts

- use machinery in accordance with relevant legislation and manufacturer's instructions
- identify and fell trees in accordance with job specification
- correct felling sequence i.e. tree selection
- correct positioning of base machine
- correct positioning of felling head
- stem gripped correctly
- tree felled in correct direction
- avoid damage to remaining crop
- low stump height
- stump treatment (if applicable)
- avoidance of splits, spikes and shattered butts
- environmental and conservation requirements complied with industry recognised guidelines are followed.

Multiple cuts

- use machinery in accordance with relevant legislation and manufacturer's instructions
- identify and fell trees in accordance with job specification
- correct felling sequence i.e. tree selection
- correct positioning of base machine
- correct positioning of felling head
- stem gripped correctly
- first cut placed in the intended felling direction
- second cut level or slightly above first cut
- avoid damage to remaining crop
- low stump height
- stump treatment (if applicable)
- avoidance of splits, spikes and shattered butts
- environmental and conservation requirements complied with
- industry recognised guidelines are followed.

Thinning

- fell to prevent damage to the stems
- machine positioned to avoid root, stem and branch damage
- position of product relative to standing trees
- thinning regime identified.

Topic 4.3

Use machinery in accordance:

- relevant legislation and manufacturer's instructions
- other.

Learning outcome

The learner will:

LO5 Know how to prepare, drive and manoeuvre machinery (5.1 – 5.3)

Assessment criteria

The learner can:

AC 5.1 State the safety requirements, routine and functional checks required for machine and operator protection

AC 5.2 Describe safe driving techniques that should be used on site

AC 5.3 Explain the implications of terrain, ground conditions, season, weather and tree condition on planning access routes and driving the machine

Topic 5.1

Level ground

- all fluid levels can be accurately checked
- other.

Machine Services

- security
- unauthorised third party operation
- other.

Cleanliness

- personal contamination
- system contamination
- other.

Adjustment

- ergonomics
- visibility
- other.

Restraint systems

- personal safety
- HSE requirement
- other.

Operator protection systems

- roll over protective structure (ROPS)
- falling object protective structure (FOPS)
- operator protection structure (OPS)
- other.

Access and Egress

- operator safety
- PUWER
- other.

Wheel nuts

- visually
- torque wrench
- operator's handbook.

Tension criteria

- according to manufacturer's recommendations
- other.

Safe procedure for detection of leaks:

- hands not used for detection of leak
- use a piece of card or paper
- other
- appropriate PPE identified
- use of spill kit
- hydraulic system lowered and pressure relieved
- importance cleanliness
- vacuum pump (if fitted)
- shut off valve (if fitted).

Tools

- spanners x 2

Criteria for pipe replacement

- pressure rating
- length
- end fittings
- bore
- referred to Operators manual
- new hose fitted ensuring inside of hose and joints are clean
- correctly routed not twisted
- switch off vacuum pump (if fitted)
- open valve (if fitted)
- hydraulic oil topped up and checked as required
- start machine
- operate function
- check for leaks
- clean up spill kit
- re-check oil level.

Environmental considerations:

- waste bagged and labelled

- licensed disposal
- recycle
- other.

Topic 5.2

Importance of loader position and machine stability

Loader position

- maintain the centre of gravity
- over reaching
- over loading
- slope/steep ground
- loader parking position.

Machine stability

- use of legs (if fitted)
- oscillation lock
- ballast of tyres/traction aids
- ground condition.

Safe driving techniques may be applied by

- correct gear selection and engine speed
- route selection and planning
- patching and brash matt repair
- appropriate use of difflock
- appropriate use of traction aids
- stability
- avoid standing crop
- other.

Topic 5.3

Route planning may be achieved by assessing:

Terrain

- roughness, slope
- other.

Ground conditions

- load to match ground conditions (ground bearing capacity)
- other.

Seasonal

- winter, summer
- Other.

Tree species

- transport of brash from worked racks
- tree species relevant to brash availability
- other.

Learning outcome

The learner will:

LO6 Know how to fell trees **(6.1 – 6.3)**

Assessment criteria

The learner can:

AC 6.1 Describe how to recognise trees to be felled to meet the job specification

AC 6.2 Describe how to assess trees to determine felling method

AC 6.3 Explain how to carry out windblow clearance and other difficult and dangerous operations

Topic 6.1

Tree Identification may include:

- marking
- paint
- GPS and digital mapping
- site plan
- tape
- other.

Topic 6.2

Tree assessment may include:

- operator's manual
- maximum felling diameter
- machine handling limit
- stability of the machine
- species of the tree
- tree size.

Topic 6.3

Windblown

- correct positioning of machine
- grips tree correctly (stem)
- be alert to the possibility of stem and other material movement
- make every endeavour to replace the severed root plate

- stump treatment as directed by management
- presentation of stems for processing
- industry recognised guidelines are followed
- other.

Forked or mis-shaped tree

- machine capability.

Alternative methods:

- motor manual
- assisted felling.

Sever a hung up tree:

- use machinery in accordance with relevant legislation and manufacturer's instructions
- identify and fell trees in accordance with job specification
- correct felling sequence i.e. tree selection
- correct positioning of base machine
- correct positioning of felling head
- stem gripped correctly
- be alert to stem and other material movement
- tree felled in direction of lean
- avoid damage to remaining crop
- rootplate re-instated
- stump treatment (if applicable)
- avoidance of splits, spikes and shattered butts
- environmental and conservation requirements complied with
- industry recognised guidelines are followed
- other.

Learning outcome

The learner will:

LO7 Know relevant health and safety legislation and industry good practice (7.1 – 7.3)

Assessment criteria

The learner can:

AC 7.1 Outline current health and safety legislation, codes of practice and any additional requirements

AC 7.2 Explain why it is important to maintain good communication and teamwork within the working environment

AC 7.3 Describe the types of records that may be required for management and legislative requirements

Topic 7.1

Outline key points from the legislation listed below:

Health and Safety at Work Act (HSWA) (1974) –

- general duties for employers and employees
- maintain safe places of work
- other.

Provision and Use of Work Equipment Regulations 1998 (PUWER 98) –

- record keeping
- operators adequately trained
- equipment fit for purpose
- other.

Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)

- main requirements of the LOLER required by the machine
- risk zones
- safe working load
- inspection by a competent person
- operating controls labelled
- other.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

- reporting of accidents
- reporting of dangerous occurrences
- other.

Working at Heights

- adequate precautions taken for safe working procedures
- any height constitutes working at heights
- other.

Control of Substances Hazardous to Health (COSHH) Regulations (2002)

- correct PPE to be identified
- correct storage and application
- disposal
- other.

Industry Good Practice

- Arboriculture Forestry Advisory Group (AFAG) information
- Health and safety in forestry
- Forest and water guidelines
- Operator's manual.

Lone working

- effective communication system

- fail to safe system
- reporting in times.

Line contact possible procedures:

- where possible, drive away to safe area
- if safe, stay in machine and contact power company/supervisor
- jump from machine, bunny hop as far as possible.

Power lines

- designated crossing point (goal posts)
- liaison with power companies
- site maps
- AFAG
- electricity at work
- other.

Topic 7.2

Importance of communication could include:

- health and safety
- site planning/co-ordination
- other.

Topic 7.3

Records:

- logbook
- service logbook
- time sheet
- maintenance schedule
- other.

Supporting information

Evidence requirements

One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor.

Unit guidance

Candidates must successfully achieve all assessment activities in both mandatory units.

Safe Practice

Assessors must hold a current 'First Aid at Work' Certificate.

It is strongly recommended that Candidates hold at least a recent, recognised 'Emergency First Aid' Training Certificate.

All forest machines used in the assessments must comply with relevant Forest Industry Safety Accord (FISA) Safety Guides

Candidates should be familiar with the machine that they are going to operate.

Appropriate Personal Protective Equipment (PPE) must always be worn.

A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available.

The Assessor must ensure a Risk Assessment is carried out, and sufficient control measures implemented.

Any necessary permissions must have been granted, and notifications made as appropriate: (eg Forestry Commission, Forest Enterprise, Private owners etc).

All equipment being used for this assessment must comply with relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.

Provision must be made to avoid the risk of environmental pollution and adequate control measures must be implemented (a suitable response kit to be available on the machine).

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.

Whenever the Candidate leaves the base machine, the parking brake must be applied.

When the Base Machine is parked and left unattended, or any attachments/detachments of equipment, must carry out the safe stop procedure.

The Base Machine must be operated in such a way that the Candidate, Assessor, other persons or equipment are not endangered.

All ancillary equipment, when detached must be left in a safe and stable condition.

Candidates must comply with current regulations when working at heights regulations 2005 amended

The assessment is carried out in accordance with the safety guidelines laid down in Arboriculture and Forestry Advisory Group (AFAG) Safety Guides, Health and Safety publications and current machinery directives.

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

Initial tonnage is measured on unladen vehicle weight

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.

Suggested learning resources

Forestry Industry Safety Accord FISA Guides.

Manufacturer's handbooks, manuals.

Safety Bulletins.

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:

Centre Handbook: Quality Assurance Standards

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.

Centre Assessment: Quality Assurance Standards

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**.

City & Guilds

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