

CITY & GUILDS NPTC LEVEL 3 AWARD IN AERIAL TREE PRUNING (QCF)



QAN 600/6431/6

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 1	Forestry & Arboriculture Level 3
Qualification Programme No	0 0 2 1 - 0 7	Award In Aerial Tree Pruning
Unit(s)	3 0 7	Carry out aerial pruning of a tree
Learning Time (LT)	3 0 7	LT 19 (3 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		3.5 – 4.5 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
	2 0 3	Fell and process trees up to 380mm
	2 0 6	Access a tree using a rope and harness
	3 0 6	Carry out aerial rescue operations
	3 0 8	Carry out aerial cutting of trees with a chainsaw using free-fall techniques

City and Guilds NPTC Level 3 Award In Aerial Tree Pruning (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?

The SCQF helps you understand Scottish qualifications. It provides a way of talking about, and comparing, qualifications. This will help you make better choices about learning and help you progress. The SCQF brings together all the mainstream Scottish qualifications. It gives them credit points, which show how much learning has been achieved, and a level which shows how demanding the learning is. This qualification is based on the QCF qualification and has been accredited by SQC Accreditation.

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.

* 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.

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 307	Carry out aerial pruning of a tree
	Outcomes
	1. Be able to promote health and safety and industry good practice (1) (Criteria 1.1 – 1.5)
	2. Be able to carry out aerial pruning of a tree (2) (Criteria 2.1 – 2.8)
	3. Understand relevant health and safety legislation and industry good practice (3) (Criteria 3.1 – 3.6)
	4. Understand how to carry out aerial pruning of a tree (4) (Criteria 4.1 – 4.9)

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).

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.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available. **It is permissible for the Candidate to use this during formal assessment.**

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

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

Any appropriate item of machinery complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

The Assessor must ensure that a site specific risk assessment is carried out.

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

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

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.

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.**

Assessment Guidance for the Trainer/Assessor continued

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. 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

crown reduction and crown thinning on a tree above 380mm diameter

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 in 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.

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

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	CANDIDATE			
				A	B	C	D
3.1 3	Explain the importance of risk assessment	Explain five steps to risk assessment	<p>The risk assessment process may contain the following five steps:</p> <ul style="list-style-type: none"> identify the hazards decide who might be harmed and how evaluate the risks and decide on precautions record the findings and implement them review and update the assessment as necessary <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 1	Identify the hazards and risks associated with the working area and the proposed work	<p>Identify three hazards and risks with the working area</p> <p>Identify three hazards and risks with the proposed work</p>	<p>Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to:</p> <ul style="list-style-type: none"> the work area the work to be done <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Explain control measures to be implemented relevant to the working area and proposed work	<p>Explain two control measures for working area</p> <p>Explain two control measures for proposed work</p>	<p>Candidate to explain the control measures for the hazards identified for the work area and the proposed work</p> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Outline the emergency planning procedures relevant to the work area	State five emergency procedures	<p>Emergency planning and procedures for the work area could include:</p> <ul style="list-style-type: none"> location name grid reference designated meeting place site location name nearest access point street name/district type of access suitable helicopter landing area phone number of nearest doctor location and phone number of nearest accident and emergency hospital works manager contact details your own contact number/mobile number other _____ <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			
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3.3 3	Summarise current health and safety legislation and industry good practice	Summarise two key points from each: Health and Safety at Work etc Act 1974 (HSWA) Provision and Use of Work Equipment Regulations 1998 (PUWER), Regulation 9 Summarise four key points from Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Summarise three key points: Work at Height Regulations 2005 Summarise one purpose of each: Arboriculture and Forestry Advisory Group (AFAG) Guides BS3998:2010 Recommendation for tree work	Outline key points from the legislation and industry good practice listed below: Health and Safety at Work Act (HSWA): <ul style="list-style-type: none"> • general duties for employers and employees • maintain safe places of work • other _____ Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> • operators adequately trained • equipment fit for purpose • other _____ The main requirements of the LOLER regulations relating to the inspection of climbing equipment include: <ul style="list-style-type: none"> • equipment should be subject to a pre use check by the climber • a written recorded interim inspection should be kept for equipment subject to high levels of wear such as friction cord or possibly ropes • a thorough examination should be carried out at least every 6 months • equipment should be marked for unique identification • other _____ The main requirements of the Work at Height Regulations relating to arboricultural operations include: <ul style="list-style-type: none"> • 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 Arboriculture Forestry Advisory Group (AFAG) information <ul style="list-style-type: none"> • providers of industrial good practice • other _____ BS3998 2010 Recommendation for tree work <ul style="list-style-type: none"> • provides guidance to all parties who's activities may affect trees • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 4	Explain how to evaluate the tree for hazards and the implications of the hazards when identified	State one method of evaluation State three implications	Tree evaluation may be carried out via: <ul style="list-style-type: none"> • visual observation • hazard evaluation report • other _____ Implications of the hazards when identified may include: <ul style="list-style-type: none"> • physical injury • damage to equipment • damage to retained part of the tree • disruption to wildlife • other _____ <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
2.1 2	Perform a hazard evaluation of the tree and Work At Height assessment prior to carrying out the work	Candidate to identify the common hazards that may be present Candidate to identify one working at height assessment requirement	Hazards that may be encountered may include: <ul style="list-style-type: none"> evidence of cavities, decay or decay fungi deadwood and broken branches dead or flaking bark v shaped unions cracks nesting insects the presence of power lines or telephone wires targets and obstacles underneath the tree Work at Height Assessment should consider: <ul style="list-style-type: none"> avoid working from height where possible use work equipment or other measures to prevent falls (e.g. MEWP use) use work equipment or other measures to minimise the distance and consequence of the fall (e.g. tree climbing) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 4	Explain how tree species, their condition and the time of year affect the work	State one of each	Species, condition of tree and time of year may affect the work owing to: Species: <ul style="list-style-type: none"> brittle timber characteristics likely responses to pruning other _____ Condition: <ul style="list-style-type: none"> vigour of the tree dead, diseased or dying trees may prevent work other _____ Time of year: <ul style="list-style-type: none"> some species 'bleed' heavily if pruned at certain times of year promotion of subsequent disease or infection other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 4	Define pruning prescriptive terms and measurements	State all	Crown lifting: <ul style="list-style-type: none"> is the removal of the lowest branches reasons include to provide more light, enhance views, facilitate access for vehicles and pedestrians. Local planning authorities may provide statutory height clearances for road ways Crown thinning: <ul style="list-style-type: none"> the removal of a small proportion of secondary and small live branches throughout the crown. Often specified as a percentage, generally not exceeding 30% Crown reduction: <ul style="list-style-type: none"> used to reduce the size of a crown of a tree whilst maintaining its natural shape as far as practicable. The ends of branches are removed to internal lateral branches or stems, observing the rule of thirds and not using topping cuts Pollarding: <ul style="list-style-type: none"> cutting of a tree so as to encourage formation of numerous branches arising from the same height on a stem or principal branches <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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4.6 4	Explain the additional precautions that may be taken during re-pollarding of trees	Explain two precautions	Additional safeguards during re-pollarding of trees could include: <ul style="list-style-type: none"> • use of supplementary anchor points owing to the possibility of weak branch unions • the use of alternative cutting techniques owing to potentially excessive tension and compression in timber i.e. v cut, holding cut • use of false anchor to facilitate movement • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 4	Explain measurement terms and how to apply them	State all	Measurement terms: <ul style="list-style-type: none"> • the specification provided must be clear and accurate to ensure the desired result is achieved <p>To avoid ambiguity for crown reduction operations, the specified end result can be stated either:</p> <ul style="list-style-type: none"> • as the tree-height and branch-spread which are to remain <p>or</p> <ul style="list-style-type: none"> • the average equivalent in branch length (in metres) <p>Crown thinning:</p> <ul style="list-style-type: none"> • operations are normally specified as a percentage of material to be removed from throughout the entire crown <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 4	Explain the basic principles of target pruning and the effect on tree pruning operations	State three	Basic principles of target pruning are to: <ul style="list-style-type: none"> • simulate the trees natural ability to shed branches • leaves the branch bark ridge and collar intact • allow complete doughnut of callus wood is able to form • allow protection boundary to develop inside collar • cuts carried out in accordance with industry standard and job specification • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 4	Explain the importance of accurate and appropriate cuts when removing branch material	Explain two reasons	Importance of accurate and appropriate cuts when removing branch material may include: <ul style="list-style-type: none"> • control • preventing splitting • preventing tearing • job specification BS3998 are met • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 4 Continued	Evaluate the advantages and disadvantages of pruning tools to the selected pruning operations	One advantage and one disadvantage of each tool (two tools to be selected)	Pruning (lopping) head: <ul style="list-style-type: none"> • advantage - light work can be carried out from the ground • disadvantage - may be hard to maintain correct angle for correct target pruning <p>Pruning saw:</p> <ul style="list-style-type: none"> • advantage - accurate and neater cuts achieved • disadvantage - can be hard work in large branches <p>Secateurs:</p> <ul style="list-style-type: none"> • advantage - make a cleaner neater cut • disadvantage - can get stuck in larger branches <p>Hand loppers:</p> <ul style="list-style-type: none"> • advantage - can be designed with mechanical advantage for operator ease • disadvantage – 2-handed operation 	<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
Cont... 4.5 4			Chainsaw: <ul style="list-style-type: none"> • advantage - can be used on much larger diameter timber • disadvantage - inherent risk to operator <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 3	Explain the importance of maintaining tools, equipment and personal protective equipment	State 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"/>
2.3 2	Inspect all access equipment to ensure it is safe and fit for use under manufacturer's instructions and relevant legislation	Inspect three checks per item	Candidate to inspect all equipment to be used and comment on the condition/checks made: <ul style="list-style-type: none"> • ropes and cord for friction hitches should be checked for cuts, frays, correct end terminations, burns and glazing, contamination and excessive wear along with the candidate having the ability to tie, dress and set hitches used • karabiners should be checked for visible damage, corrosion and to ensure that the locking mechanism works correctly • harnesses should be checked for damage to stitching, security of the anchor point(s), cuts and frays and general wear <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 1	Use and maintain tools, equipment and personal protective equipment (PPE)	Assessor to observe	Learner to use PPE and safety clothing for tree climbing as per AFAG and include: <ul style="list-style-type: none"> • helmet with chinstrap, ear and eye protection • personal first aid kit • knife with retractable blade or handsaw • chainsaw foot protection with good grip and ankle support (if appropriate) • non- snag clothing • chainsaw leg protection (if appropriate) Chainsaw (if appropriate): <ul style="list-style-type: none"> • appropriate size • suitable for the task • appropriate safety features • appropriate chainsaw lanyard used Learner to use appropriate climbing equipment for tree climbing to include: <ul style="list-style-type: none"> • harness as per AFAG guide • rope systems of suitable diameter, length and strength for the climbing line and for the friction hitches • triple action auto-locking karabiners for main attachments • adjustable strops or a system using both ends of the rope Hand tools: <ul style="list-style-type: none"> • appropriate size • suitable for the task • guarded as appropriate • sharp <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 1	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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.4 1	Carry out work to minimise 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 on site operations <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 2	Use access and positioning methods appropriate to the assessed risk(s)	Assessor to observe If the Candidate is operating a MEWP, please see 2.4	<p>Candidate establishes their initial anchor point taking into account:</p> <ul style="list-style-type: none"> suitability of the technique used rope organisation safety and position of the anchor point testing of the anchor point by thorough loading prior to ascent <p>Candidate accesses and climbs tree taking into account:</p> <ul style="list-style-type: none"> efficient use of access technique chosen candidate is attached to the tree at all times appropriate selection of anchor points appropriate route taken up the tree correct use of adjustable strop or alternative system when changing anchor points loading new anchor points before previous anchor point is removed slack rope within system less than 500mm learner does not climb more than 250mm above anchor point correct use of equipment <p>Final anchor point selected taking into consideration:</p> <ul style="list-style-type: none"> size, strength and structure position in relation to the parts of the tree to be accessed use of equipment to minimise damage to the tree if appropriate <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 2	Select an appropriate anchor point if climbing or appropriate position of Mobile Elevated Work Platform (MEWP) according to the work situation	Assessor to observe	<p>Final anchor point selected taking into consideration:</p> <ul style="list-style-type: none"> size, strength and structure position in relation to the parts of the tree to be accessed use of equipment to minimise damage to the tree if appropriate <p>MEWP (if applicable):</p> <ul style="list-style-type: none"> suitability of ground conditions MEWP set up in accordance with manufacturers recommendations clear of falling debris <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 2	Apply pruning specification	Assessor to observe	<ul style="list-style-type: none"> pruning specifications executed as per industry good practice and job specification <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
2.7 2	Carry out pruning operations in accordance with industry good practice	<p>One x crown reduction, minimum half, maximum whole</p> <p>One x Crown thinning, minimum half maximum whole</p>	<p><u>Crown Reduction Pruning:</u></p> <p>The tree is reduced to the agreed specification, taking into account:</p> <ul style="list-style-type: none"> • sequence of operations • route within the tree crown • communication and control of ground staff • selection of branches for removal • selection of appropriate pruning tool for branch removal • removal of dead, dying and diseased material as appropriate • branches reduced to suitable growth points • height and/ or spread of the tree is reduced to leave a balanced crown • appropriate structure for future crown development • the extent of the work is not to exceed the tolerance of the tree species • accuracy of cuts • position of final pruning cuts • avoidance of damage to the retained parts of the tree • avoidance of damage to surrounding features • no cut branches left hanging in the tree • overall quality of reduction to pruning/job specification • crown density reduced within the tolerance of the tree species <p><u>Crown Thinning:</u></p> <p>The tree is thinned to the agreed specification, taking into account:</p> <ul style="list-style-type: none"> • sequence of operations • route within the tree crown • communication and control of ground staff • selection of branches for removal • selection of appropriate pruning tool for branch removal • removal of dead, dying, diseased, crossing and rubbing material as appropriate • uniform removal of branches • crown density reduced within the tolerance of the tree species • general overall size and shape of the tree retained • accuracy of cuts • position of final pruning cuts • avoidance of damage to the retained parts of the tree • avoidance of damage to surrounding features • no cut branches left hanging in the tree <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 2	Reassess the anchor point for climbing or positioning of MEWP throughout the works	Assessor to observe	<p>Candidate to reassess anchor point for climbing throughout completion of works ensuring:</p> <ul style="list-style-type: none"> • appropriate selection of anchor points for accessing areas of canopy • safety and security of anchor points maintained <p>Candidate to reassess anchor point for positioning of MEWP throughout completion of works ensuring:</p> <ul style="list-style-type: none"> • stability of MEWP checked • position to enable further work <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
2.8 2	Check all arisings are dropped/thrown into planned drop zone without compromising the access equipment or damage to the infrastructure	Assessor to observe	Drop zone used ensuring: <ul style="list-style-type: none"> no hanging branches left within the tree access equipment is not compromised/damaged infrastructure is not damaged <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 1	Dispose of waste safely in line with legislation	Assessor to observe	<ul style="list-style-type: none"> all waste produced from 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"/>
3.6 3	Explain the correct and appropriate methods for disposing of waste	Explain two methods	Disposal of waste from workplace activities may include: <ul style="list-style-type: none"> use of designated waste/recycle bins empty containers removed from site e.g. oil litter taken home with operators other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 3	Describe the potential environmental damage that could occur and how to respond appropriately	Describe one damage Describe one response	Potential environmental damage may include: <ul style="list-style-type: none"> damage to retained trees contamination of watercourses wildlife disturbance other _____ Appropriate responses may include: <ul style="list-style-type: none"> work sequence chosen to minimise subsequent damage to retained trees good housekeeping, use of spill mats etc. wildlife assessments completed prior to work other _____ <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 <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate B	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate C	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate D	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	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 <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	