



Level 2 Certificate of Competence in the Safe Use of Hand-held Hedge Cutters (0014- 34)

July 2020 Version 1.1

Qualification Handbook

Qualification at a glance

Industry area	Horticulture, Agriculture
City & Guilds number	0014-34
Age group	16-19, 19+
Entry requirements	Centres must ensure that any pre-requisites stated in the <i>What is this qualification about?</i> section are met.
Assessment	<p>To gain this qualification, candidates must successfully achieve the following assessments:</p> <p>Practical assessment with oral questioning by a City & Guilds NPTC approved Assessor. The Assessor can be the same individual who carried out the training or could be a different person. The Assessor must be approved and registered with City & Guilds NPTC.</p> <p>The assessment must be a stand-alone process that is separate to the training, and cannot be spread out across the length of the training course i.e. the assessment is conducted at the end of the training course or on a separate day.</p>
Grading	Pass only
Approvals	Full centre approval Qualification approval
Support materials	n/a
Registration and certification	Registration and certification of this qualification is through the Online Registration System via Walled Garden and is subject to end dates.

Title and level	Size (GLH)	TQT	City & Guilds qualification number	Ofqual accreditation number
Level 2 Certificate of Competence in the Safe Use of Hand-held Hedge Cutters	8	11	0014-34	603/5340/5

Version and date	Change detail	Section
1.0 February 2020	First version	
1.1 July 2020	Addition of certification module	1. Introduction

Contents

1	Introduction	5
	Purpose statement	5
	Qualification structure	7
2	Centre requirements	8
	Approval	8
	Physical resources	8
	Age restrictions	9
3	Administration	10
	External quality assurance	10
	Malpractice	10
	Access arrangements and special consideration	11
4	Units	12
Unit 209	Prepare a hand-held hedge cutter for operation	13
	What is this unit about?	13
	Learning outcomes	13
	Scope of content	14
Unit 210	Operate a hand-held hedge cutter	19
	What is this unit about?	19
	Learning outcomes	19
	Scope of content	20
Appendix 1	Sources of general information	22

1 Introduction

Purpose statement

The following purpose is for the **Level 2 Certificate of Competence in the Safe Use of Hand-held Hedge Cutters (603/5340/5)**

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who operate Hand-held hedge cutters as part of their work, either in agriculture, horticulture, landscaping, arboriculture or forestry. It will provide the individual with the knowledge, understanding and skills required to prepare and operate a hand-held hedge cutter safely and to industry standards in line with current legislation.
What does this qualification cover?	Safe use of Hand-held hedge cutters, covering pre-use checks and maintenance, identification of controls and instruments, and operating the machine to cut hedges to the capacity of the machine.
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 safe operation of Hand-held hedge cutters 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 safely operate Hand-held hedge cutters 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 other land-based machinery such as City & Guilds NPTC Level 2 Award in the Safe Use of Handheld Leaf Blowers and Vacuums.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The National Farmers Union

FURTHER INFORMATION

Please refer to the Qualification Handbook, available on the City & Guilds NPTC website, for more information on the structure of this qualification, the content of the units, and assessment.

Qualification structure

For the **Level 2 Certificate of Competence in the Safe Use of Hand-held Hedge Cutters**. Learners must be trained and assessed in the units listed below.

Unit number	Unit title	GLH
Learners must achieve		
209	Prepare a hand-held hedge cutter for operation	5
210	Operate a hand-held hedge cutter	3

Certification module number	Certification module title
925	Level 2 Certificate of Competence in Hand-held Hedge Cutters

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 0014-23/28 Level 2 Award in the Safe Use of Handheld Hedge Cutters, 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. They do not have to be independent, but can be, and can 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

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.

4 Units

Unit 209

Prepare a hand-held hedge cutter for operation

Level:	2
GLH	5

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to prepare a hand-held hedge cutter for safe operation and to industry standards.

Learning outcomes

In this unit, learners will be able to

1. Know the requirements of risk assessment, legislation and safety when preparing a hand-held hedge cutter
2. Carry out pre-start checks and maintain a hand-held hedge cutter

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. Know the requirements of risk assessment, legislation and safety when preparing a hand-held hedge cutter**

Topics:

- 1.1 Site specific hazard and risk assessment
- 1.2 Relevant health and safety legislation in relation to hand-held hedge cutter operations
- 1.3 Personal Protective Equipment (PPE)
- 1.4 Power unit or fuel requirements
- 1.5 Safety features of the equipment being used
- 1.6 Function of all controls

Topic 1.1

The hazards, evaluate the associated risks and implement appropriate control measures relating to the site, task and machine:

- Slopes
- Ground conditions
- Contact with moving parts
- Manual handling
- Overhead obstructions
- Surface obstructions
- People and/or animals
- Ditches/waterways
- Hot components
- Exhaust fumes
- Fuel and oil
- Bio hazards
- Dust/fungal spores
- Flying debris
- Operator over-reaching
- Contact with the cutters
- Insect bites/stings
- Fire

Site walk and report:

- Evaluate risks
- Implement appropriate control measures
- Confirm that the condition of the site is acceptable
- Confirm who they would report to if the site condition is unsuitable

Topic 1.2

Relevant pieces of health and safety legislation in relation to the preparation and use of the machine:

- Health and Safety at Work Etc. Act (HASAWA):
 - Duties imposed on the employer/employee/others
- Provision and Use of Work Equipment Regulations (PUWER):
 - Machine must be suitable for the task
 - Machine must be properly maintained according to manufacturer's recommendations
- Management of Health and Safety at Work Regulations (MHSWR):
 - Risk assessments must be completed and communicated to all relevant persons
- Manual Handling Operations Regulations (MHOR):
 - Avoid manual handling where possible, use safe lifting techniques
- Control of Substances Hazardous to Health (COSHH):
 - fuel handling and protection from contaminants
- Personal Protective Equipment Regulations (PPE):
 - PPE must be provided, maintained and worn
- The Control of Noise at Work Regulations:
 - Hearing protection must be used over 85 decibels (dB)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):
 - Certain categories of injuries must be reported
- Wildlife and Countryside Act (WCA):
 - Operations must be carried out avoiding disturbance to wildlife
- Health & Safety (First Aid) Regulations:
 - Need for an accident book and knowledge of where it is kept
- The Control of Vibration at Work Regulations:
 - to reduce the risk to health from vibrations

Topic 1.3

Suitable Personal Protective Equipment (PPE) required for operation:

- Eye protection
- Head protection
- Hearing protection
- Dust mask
- Hand protection
- Protective trousers
- Non-snag clothing
- High visibility clothing
- Safety footwear

Topic 1.4

Power unit and fuel requirements:

- Petrol
- Battery

The safety precautions when working with flammable liquids (if applicable):

- No smoking/naked flames
- Allowing engine to cool before re-fuelling
- Avoiding contact with hot surfaces
- Fuel topped up to correct level

- Any spillage is dealt with using the correct method
- Be kept away from any sources of ignition

Fuel storage and transportation requirements (if applicable):

- Container specifically designed for fuel storage
- Have a non-spill spout
- Be clearly labelled
- Have securely fitting caps
- Be kept away from any sources of ignition

Topic 1.5

The guarding requirements for the hedge cutter:

- All moving and hot parts must be guarded
- Cutter guard to be fitted to the hedge cutter when not in use

The meaning of the safety decals:

- Operator and bystander protection decals

Topic 1.6

All controls applicable to the hand-held hedge cutter

Learning outcome:

2. Carry out pre-start checks and maintain a hand-held hedge cutter

Topics:

- 2.1 Daily pre-use checks to the hedge cutter
- 2.2 Routine maintenance procedures for the hedge cutter
- 2.3 Fuel or power to the hedge cutter
- 2.4 How to clean and sharpen the hedge cutter blade

Topic 2.1

Daily pre-use checks, referring to manual if required:

- All pre-use checks applicable to the hedge cutter as specified in the manual

Topic 2.2

Power unit and covers:

- Inspect for security and damage
- External fixings present and secure
- Debris removed from fins/air intake
- Exhaust (muffler) is secure and intact

Service air filter (if applicable):

- Air filter prevents debris from entering the carburettor and needs to be clean to maintain correct air/fuel ratio
- Dust/debris removed from around filter prior to removal
- Filter removed (air intake protected)
- Filter cleaned or new filter obtained (as appropriate)

- Filter replaced and cover fitted

Service the spark plug (if applicable):

- Engine cover and spark plug removed
- If fuel rich – deposits dark brown to black
- If fuel weak – deposits light brown to white
- Plug cleaned appropriately
- Wear/damage assessed (replaced if necessary)
- Gap size checked and set if necessary

Service a recoil mechanism (if applicable):

- When the spring is slack the cord does not fully retract
- Over tight spring binds the cord before it can be fully extended
- Recognise wear points; at base of toggle and where attached to pulley
- Starter cover removed and ventilation slots cleaned
- Cord inspected for wear
- Cord and coil spring released and re-tensioned

Service a fuel filter (if applicable):

- Fuel cap to be removed
- Filter to be located and removed from tank using an appropriate tool
- Condition of the filter determined, replacement if necessary
- Cleaning procedures include using non-flammable detergents followed by rinsing and drying

Service the gear box(es) as recommended by the manufacturer:

- Access plug(s) removed
- Lubricant checked
- Lubricant topped up (if required)

Topic 2.3

How to correctly mix the refuel (if applicable):

- Correct ratio stated for hedge cutter as recommended in accordance with manufacturer's handbook/operators manual
- Checking the fuel level
- Checking the oil level (if applicable)
- Fuelling the hedge cutter (if required)

Removing, recharging and refitting the battery (if applicable):

- Remove battery from machine
- Correct charging unit selected
- Charge battery to required level – indicating relevance of 'test' button if fitted
- Refit battery to machine

Topic 2.4

How to clean and sharpen the hedge cutter blade:

- Spray cutters with recommended cleaner (if applicable)
- gloves worn when handling blades

- remove cutter guard
- loosen and remove retaining nuts
- remove blade assembly
- check the blade for damage
- secure the blade for filing/grinding (using a mini grinder is acceptable)
- blade sharpened correctly
- blade re-checked for cracks/damage
- blades re-assembled, washers and lock nuts replaced/secured

Unit 210

Operate a hand-held hedge cutter

Level:	2
GLH	3

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to operate a hand-held hedge cutter for safe operation and to industry standards.

Learning outcomes

In this unit, learners will be able to

1. Operate a hand-held hedge cutter

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. Operate a hand-held hedge cutter

Topics:

- 1.1 Starting a hedge cutter safely and in accordance with manufacturer's guidance
- 1.2 Using a hedge cutter
- 1.3 Clearing site of cuttings and disposal
- 1.4 Post-use tasks

Topic 1.1

Test start the hedge cutter:

- Remove blade guard
- Position hedge cutter securely for starting
- Start hedge cutter safely
- Check operation of the operator presence control(s)
- Check controls are fully operational
- Ensure cutters are stationary at idling speed
- Adjust idling speed if required
- Stop the hedge cutter and replace blade guard

Topic 1.2

Safe operation of a hedge cutter:

- Hedge cutter moved to an appropriate start point
- Hedge cutter started safely
- Quality of work checked after the initial 'cuts' and adjustments made if necessary (e.g. cutter head angle)
- Use appropriate cutting techniques for the site
- Safe and efficient working practice maintained throughout the operation
- Hedge cutter stopped and guard replaced

Topic 1.3

Clearing of the site, removal and disposal of the cuttings in an environmentally appropriate manner:

- Cuttings removed from site according to job specification, legislation and environmental good practice
- Cuttings composted on site (if applicable)
- Site left in a clean and tidy

Topic 1.4

Advantages of regularly cleaning the hedge cutter after use:

- Prevent corrosion

- Facilitate maintenance and adjustments
- Prevent personal contamination

Factors to consider when cleaning the hedge cutter:

- Using appropriate personal protective equipment)
- Removing unwanted residues using an appropriate method(s), which may include:
 - Compressed air
 - Resin solvent
 - Brush

Reasons for inspecting the hedge cutter after use:

- Hedge cutter inspected to establish if there are any missing, damaged or worn components
- Ensures that defects can be rectified before hedge cutter is required again for use

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 **Centres and Training Providers homepage** on **www.cityandguilds.com**.

City & Guilds Centre Manual

This document provides guidance for organisations wishing to become City & Guilds approved centres, as well as information for approved centres delivering City & Guilds qualifications. It covers the centre and qualification approval process as well as providing guidance on delivery, assessment and quality assurance for approved centres.

It also details the City & Guilds requirements for ongoing centre and qualification approval, and provides examples of best practice for centres. Specifically, the document includes sections on:

- the centre and qualification approval process
- assessment, internal quality assurance and examination roles at the centre
- registration and certification of candidates
- non-compliance and malpractice
- complaints and appeals
- equal opportunities
- data protection
- management systems
- maintaining records
- internal quality assurance
- external quality assurance.

Our Quality Assurance Requirements

This document explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

Our Quality Assurance Requirements document encompasses the relevant regulatory requirements of the following documents, which apply to all UK centres working with City & Guilds:

- Ofqual's General Conditions of Recognition

The **centre homepage** section of the City & Guilds website also contains useful information on

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners

General qualification information

E:

learnersupport@cityandguilds.com

International learners

General qualification information

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

E: information@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

T: +44 (0)121 503 8993

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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. 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 operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications) and Learning Assistant (an online e-portfolio).

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