CITY & GUILDS NPTC LEVEL 2 AWARD IN ACCESSING A TREE USING A ROPE AND HARNESS



QAN 600/6164/9

Qualification Guidance

Independently Assessed

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 0	Forestry & Arboriculture Level 2
Qualification Programme No	0 0 2 0 - 0 7	Award In Accessing a Tree Using a Rope and Harness
Unit(s)	2 0 6	Access a tree using a rope and harness
Guided Learning Hours (GLH)	2 0 6	GLH 22 (Credit Value 3)
Total Qualification Time		30 Hours
Recommended Assessment Duration		2.0 – 2.5 hours per Candidate

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

City and Guilds NPTC Level 2 Award In accessing a Tree Using a Rope and Harness

Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

Publish - Scheme regulations - Qualification guidance - Training material - Trainers support material Approve centres to co-ordinate and administer the scheme Set standards for the training of verifiers and assessors Recruit, train and deploy verifiers Manage verification Issue certificates to successful Candidates

The Qualification

The qualification will be awarded to candidates who achieve the required level of competence in the units to which their certificate relates.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

Total Qualification Time

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

Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment consists of one Mandatory unit:

Unit 206 Access a tree using a rope and harness

- Outcomes:
 - 1. Be able to work safely (1) (Criteria 1.1 1.4)
 - 2. Be able to access a tree using a rope and harness (2) (Criteria 2.1 2.6)
 - 3. Know relevant health and safety legislation and industry good practice (3) (Criteria 3.1 3.3)
 - 4. Know how to access a tree using a rope and harness (4) (Criteria 4.1 4.5)

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).

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 left-hand column.
- 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 left-hand column.

Appeals and Equal Opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion 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 theses 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. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

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

Assessment Requirements

• Establishment of a supplementary anchor point if appropriate

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.
- 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 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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T +44 (0)24 7685 7300 F +44 (0)24 7669 6128 <u>www.nptc.org.uk</u> e-mail: <u>information@cityandguilds.com</u>

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Candidate	Α	Name:		Dat	te:	Start Time:	Dura	atior	n:		
Candidate	в	Name:		Dat	te:	Start Time:	Dura	atior):		
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CRITERIA NUMBER		ASSESSMENT CRITERIA	ASSESSOR GUIDANCE			SSESSMENT ACTIVITIES		C. A	AND B	IDA1 C	ГЕ D
1.1 1	risks worl prop	tify the hazards and s associated with the king area and the posed work SK ASSESSMENT)	Three hazards and risks w the working area Three hazards and risks w the proposed work								
3.3 3	plan rele ^r area (EM	ine the emergency ning and procedures vant to the working B ERGENCY NNING)	Five emergency procedure	es	 include: location name grid reference designated mee site location nam nearest access street name/dist type of access (i wheel drive) suitable helicopt phone number of location of neare hospital and pho works manager 	point point rict public road/light vehicles, for er landing area of nearest doctor est accident and emergency one number	ay				
						Met ✓ Not M					
3.1 3	safe indu	ine the key health and ty legislation and stry good practice GISLATION)	One purpose of Arboricultu and Forestry Advisory Gro (AFAG) Guides Two key points from Healt	oup	good practice listed b Arboriculture Forestry information	/ Advisory Group (AFAG) ustrial good practice	у				
			and Safety at Work Act 19 (HSWA)	74		or employers and employees					
			Provision and Use of Work Equipment Regulations 19 (PUWER), Regulation 9.	-	Provision and Use of (PUWER) – • operators adequ • equipment fit for • other	•	IS				
			Three key points from Wo at Height Regulations 2009		 Regulations relating t include: all work at heigh organised those involved w 	ts of the Work at Height o arboricultural operations t is properly planned and vith work at height are comp					
Continued					appropriate work	ork at height are assessed a < equipment is selected and ork at height is properly insp	used				

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT	C	AND	IDA	ΓE
NUMBER	CRITERIA	GUIDANCE		Α	В	С	D
Cont		Four key points from Lifting Operations and Lifting Equipment Regulations 1998	The main requirements of the LOLER regulations relating to the inspection of climbing equipment include:				
3.1		(LOLER)	• equipment should be subject to a pre use check by the climber				
3			 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				
		Two points from: Wildlife and Countryside Act	Animals included in the Wildlife and Countryside Act include:				
			 bats red squirrels 				
			 nesting birds 				
			• other				
		Three Work positioning	Work positioning principles to consider when tree				
		principles	climbing include:				
			 the climber must be supported by a climbing line at all times 				
			• do not climb more than 250mm above the anchor point				
			• the climbing rope must be kept as tight as possible and any slack must not exceed 500mm				
		State rope diameters	• rope or cord used for friction hitches must be of a suitable type and have a minimum diameter of 8mm, climbing ropes must have a minimum diameter of 10mm				
		State karabiner type	 karabiners that are used to connect the harness to lifeline must have a spring-loaded, self-locking gate that requires at least three distinct movements to open it 				
			Met ✓ Not Met X				
	Outline the basic legal and	One factor	Legal and environmental considerations could include:				
4.4	environmental factors and how they impact on the		landowners permission				
4	work		 nesting birds/bat roots presence of other valuable flora and fauna 				
	(LEGAL & ENVIRONMENTAL		other				
	FACTORS)	One impact	Impacts:				
			 stops work from taking place 				
			delays work from taking place				
			restricts work				
			• other				
			 Met ✓ Not Met X				
2.1	Perform a hazard	Candidate to state six hazards that may be present	Hazards that may be encountered may include:				
2.1	evaluation of the tree and Work at Height	nazarao alarmay bo prosont	 evidence of cavities, decay or decay fungi deadwood and broken branches 				
2	assessment prior to		 dead or flaking bark 				
	commencing the work		• v shaped unions				
	(HAZARD EVALUATION)		• cracks				
			 nesting insects the presence of power lines or telephone wires 				
Continued			 the presence of power lines of telephone wires targets and obstacles underneath the tree 				

	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	C A	AND B		
		State all	Work at Height Assessment should consider:			Ľ	- ا
Cont			 avoid working from height where possible (e.g. using pole pruners) 				
2.1			• use work equipment or other measures to prevent falls (e.g. MEWP use)				
2			• use work equipment or other measures to minimise the distance and consequence of the fall				
			(e.g. tree climbing) Met ✓ Not Met X				
	Evaluin how the energies	One for species	Species, condition of tree and time of year may affect				
4.5	Explain how the species, condition of trees and time	One for condition One for time of year	tree climbing owing to:				
4	of year affect the work		brittle timber characteristics leading to weaker anchor points				C
	(TREE SPECIES)		dead, diseased or dying trees may prevent tree climbing taking place				C
			trees in leaf may reduce visibility and effective communication				C
			 winter months may present problems such as windy conditions, wet or icy branches, extremities of cold 				
			 summer months may present problems such as pollens, dusts, irritants 				
			• other				C
			Met ✓ Not Met X				
1.3	Use access and tree climbing equipment and		Candidate to select PPE and safety clothing for tree climbing as per AFAG and include:				
	personal protective equipment (PPE)		helmet with chinstrap				
1			personal first aid kit				
	(TOOLS, EQUIPMENT &		knife with retractable blade or handsaw				
	PPE)		 foot protection with good grip and ankle support non- snag clothing 				
			Candidate to select appropriate climbing equipment for tree climbing and include:				
			 harness as per AFAG guide rope of suitable diameter, length and strength for the climbing line and for the friction hitches 				
			 triple action auto-locking karabiners for main attachments 				
			• adjustable strop or a system using both ends of				
			the rope Met ✓ Not Met X				
	Inspect all access	Three checks per item	Candidate to inspect all equipment to be used and				╞
2.2	equipment to ensure it is		comment on the condition/checks made:				
2	safe and fit for use under manufacturers instructions and relevant legislation		 ropes and cord for friction hitches should be checked for cuts, frays, correct end terminations, burns and glazing, contamination and excessive 				
	(EQUIPMENT		wear along with the candidate having the ability to tie, dress and set hitches used				[
	INSPECTION)		 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 				
			Met ✓ Not Met X				
4.3	Describe how to ensure that access equipment and	One reason	To ensure access equipment and systems are safe to use operators must ensure:				T
	systems are in safe		• pre use check of equipment undertaken				[
4	working order		on-going equipment/system checks during climbing				[
		1	• other				E
	(EQUIPMENT INSPECTION)		- Oulci				

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1 (ENVROMMENTAL WARRENESS) Image: image	1.4	environmentar damage						
2.3 Use access and positioning methods appropriate to the assessed trisk Candidate to access and climb tree to a minimum height of 12m, demonstrating changeovers during the climb. Candidate stablishes their initial anchor point taking into account: 2 assessed trisk (CLIMB A TREE) Assessor to observe Candidate stablishes their initial anchor point taking into account: Image: Candidate account in the anchor point account in the anchor point is the anchor point is the anchor point is the anchor point is removed Image: Candidate accesses and climbs tree taking into account in the anchor point is removed 8 Image: Candidate is attached to the tree at all times is appropriate solute by thorough loading prior to ascent Image: Candidate is attached to the tree at all times is appropriate solute by thorough loading prior to ascent Image: Candidate is attached to the tree at all times is appropriate solute by the choropoints is appropriate solute by or alternative system when changing anchor points is appropriate solute by or alternative system when changing anchor points is removed is alack within system less than 500mm is removed is accessed in the anchor point be anchor point account is use of equipment Image: Candidate does not climb more than 250mm is the anchor point is removed is accessed is a candidate does not climb more than 250mm is the accessed is accessed is a candidate does not climb more than 250mm is the accessed is accessed is a candidate does not climb more than 250mm is the accessed is a candidate does not climb more than 250mm is the accessed is acc	1							
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2 assessed risk climb. inite account: .								
(CLIMB A TREE) Assessor to observe accuracy of the throw rope organisation rope organisation safety and position of the anchor point testing of the anchor point by thorough loading prior to ascent Candidate accesses and climbs tree taking into account: efficient use of access technique chosen candidate is attached to the tree at all times appropriate selection of anchor points appropriate appropriate 	2	assessed risk				_	_	_
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if appropriate								
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				Met ✓ Not Met X				

CRITERIA	ASSESSMENT	ASSESSOR	ASSESSMENT	C	AND	IDA ⁻	ΓЕ
NUMBER	CRITERIA	GUIDANCE	ACTIVITIES	Α	В	С	D
2.4	Use appropriate positioning techniques within the crown	Minimum two branch walks One branch walk to be 5m from stem	Candidate to access two points within the crown taking into account:				
_		Supplementary anchor point	appropriate route				
2	(WORK POSITIONING)	to be demonstrated on one	 slack within system less than 500mm 				
		branch	 rope should be kept in as straight a line as possible to the anchor point 				
			 balance and control 				
			 efficient rope organisation 				
			 controlled movement back into the stem 				
			Met ✔ Not Met X				
	Descend tree in a		Descent from trees takes account of:				
2.6	controlled manner and remove equipment		rope length				
	appropriately		speed of descent				
2			 not colliding with obstructions 				
	(DESCENT)		 safe landing 				
			 controlled removal of equipment 				
			Met ✔ Not Met X				
2.5	Communicate appropriately with ground staff		 communication between climber and ground staff maintained when appropriate 				
2	(COMMUNICATION)		Met ✔ Not Met X				

Candidate A	Candidate has met all of the assessment criteria	Tick ✓	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick ✓
	Signed:	Date:		
Candidate B	Candidate has met all of the assessment criteria	Tick ✓	The Candidate has not met all of the assessment criteria; (<i>state reason(s))</i>	Tick ✓
	Signed:	Date:		
Candidate C	Candidate has met all of the assessment criteria	Tick ✓	The Candidate has not met all of the assessment criteria; (<i>state reason(s)</i>)	Tick ✓
	Signed:	Date:		
Candidate D	Candidate has met all of the assessment criteria	Tick ✓	The Candidate has not met all of the assessment criteria; (<i>state reason(s)</i>)	Tick ✓
	Signed:	Date:	·	·
Foi (Int	• use by Internal Verifier ONLY if the assessment process was i ernal Verifier to complete ONE of the boxes below)	internall	y verified	

I observed an assessment process taking place and I am satisfied that and that the judgement of the Assessor was appropriate.	the assessment was conducted in line with the qualification requirements	Tick ✓
I observed an assessment process taking place. The following were no	ted as areas of concern.	Tick ✓
Signed: Da	te:	