

CITY & GUILDS NPTC LEVEL 2 AWARD IN BRANCH REMOVAL AND CROWN BREAKDOWN USING A CHAINSAW



QAN 600/6303/8

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 5	Award In Branch Removal and Crown Breakdown using a Chainsaw
Unit(s)	2 0 4	Remove branches and breakdown of crowns using a chainsaw
Guided Learning Hours (GLH)	2 0 4	GLH 15 (Credit Value 2)
Total Qualification Time		20 Hours
Recommended Assessment Duration		2.0 – 3.0 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

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 Branch Removal and Crown Breakdown using a Chainsaw

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 is **one** Mandatory unit:

Unit 204	Remove branches and breakdown of crowns using a chainsaw
	Outcomes:
	1. Be able to work safely (1) (Criteria 1.1 – 1.5)
	2. Be able to remove branches and breakdown crowns using a chainsaw (2) (Criteria 2.1 – 2.5)
	3. Know relevant health and safety legislation and industry good practice (3) (Criteria 3.1 – 3.5)
	4. Know how to remove branches and breakdown crowns using a chainsaw (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).

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 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. 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

Trees may be conifer or broadleaved.

Trees between 200mm and 380mm: minimum 1, maximum 2

All branches to be removed

Sections of stem (length/diameter in accordance with specification): minimum 2, maximum 6

Guide bar as appropriate to timber diameter

Trees over 560mm: minimum 1, maximum 2

Open spreading crowns with branches and/or stem under tension and compression

Branches/limbs removal: minimum 20, maximum 30

Sections of stem (length/diameter in accordance with specification): minimum 2, maximum 6

A winch is to be used to restrain or turn a stem

Guide bar as appropriate to timber 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
1.1 1	Identify the hazards and risks associated with the working area and the proposed work	Three hazards and risks with the working area Three hazards and risks with the proposed work	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to: <ul style="list-style-type: none">the work areathe work to be done Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Outline the emergency planning and procedures relevant to the working area	Five emergency procedures	Emergency procedures relevant to a work site may include: <ul style="list-style-type: none">location namegrid referencedesignated meeting placesite location namenearest access pointstreet name/districttype of access (public road/light vehicles, four-wheel drive)suitable helicopter landing areaphone number of nearest doctorlocation of nearest accident and emergency hospital and phone numberworks manager contact detailsyour own contact number/mobile numberother Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 3	Outline the key health and safety legislation and, industry good practice	Two points Health and Safety at Work Act 1974 Provision and Use of Work Equipment Regulations 1998 (PUWER 98) One purpose of Arboriculture Forestry Advisory Group (AFAG)	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 employeesmaintain safe places of workother Provision and Use of Work Equipment Regulations (PUWER) – <ul style="list-style-type: none">operators adequately trainedequipment fit for purposeother Arboriculture Forestry Advisory Group (AFAG) information <ul style="list-style-type: none">providers of industrial good practiceother Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 3 Continued	Describe how environmental damage can be minimised	One cause	Environmental damaged may be caused by: <ul style="list-style-type: none">incorrect storage of fuel and oildefective machinerypoor work practicesother Met ✓ Not Met X	<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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Cont... 3.4 3		One prevention	Environmental damage may be prevented by: <ul style="list-style-type: none"> following principles of industry good practice good housekeeping appropriately trained operators other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 3	Describe how to use and maintain tools, equipment and personal protective equipment (PPE)	Describe two Equipment not to include the candidates chainsaw or maintenance tools	Uses of equipment may include: <ul style="list-style-type: none"> lifting rolling protect the operator other <hr/> Maintenance of tools and equipment and PPE may include: <ul style="list-style-type: none"> cleaning inspection other <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	Use appropriate tools, equipment and personal protective equipment (PPE)	Assessor to observe and risk assess	<ul style="list-style-type: none"> All tools, equipment and Personal Protective Equipment are used in line with industry good practice e.g. AFAG/INDG <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 2	Carry out pre-start checks and setting of the machine for use	Assessor to observe	Pre start checks and setting of the machine to include: <ul style="list-style-type: none"> chain tension and condition checked for safe and effective use safety features checked for condition and function external nuts and bolts checked for security chainsaw contains sufficient fuel and chain oil for operations <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	Demonstrate safe starting of the chainsaw	Assessor to observe If any of the post start checks identify the chainsaw as unfit for use, it must not be used for the assessment	The safe starting procedure of a chainsaw should include: <ul style="list-style-type: none"> ensuring appropriate safe working distances from both fuel and other operators is maintained correct PPE worn remove guidebar cover place saw on ground, where appropriate, ensuring no debris can catch the chain secure rear handle controls set as recommended by the manufacturer ensure chain brake set according to manufacturer's recommendations adopt safe stance find compression pulling starter cord sharply and firmly choke released when engine fires half throttle released when engine runs Post starting checks of a chainsaw should include: <ul style="list-style-type: none"> ensuring the saw chain stops when the engine revs return to idle ensuring the chain brake functions according to the manufacturer's specification ensuring the stop switch works correctly ensuring lubrication to the guide bar and chain is working properly <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	Describe how to identify tension and compression in branches	Candidate to describe all	Identification of tension and compression in branches may be completed: <ul style="list-style-type: none"> visually manually <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
4.3 4	Outline the implications on choice of severing method	Two implications	Implications on choice of severing method may include: <ul style="list-style-type: none"> safe effective productive other <hr/> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 4	Describe how to deal with small diameter timber under severe tension/compression	One method	Small diameter timber under severe tension/compression is dealt with: <ul style="list-style-type: none"> using multiple tension cuts using multiple compression cuts other <hr/> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 4	State how and when to deal with trapped branches	Two how Two when	How: <ul style="list-style-type: none"> lever sever, using appropriate method When: <ul style="list-style-type: none"> as they arise when it is safe Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Describe how the method of removing branches will vary with tree species, form and condition	Two methods Two differences	Method of removing branches in conifers and broadleaves may include: <ul style="list-style-type: none"> snedding delimiting other <hr/> Differences in conifers and broadleaves may include: <ul style="list-style-type: none"> remove the whole branch remove branch in sections other <hr/> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 4	Describe process for removing branches/limbs above shoulder height	State one	The process for removing branches/limbs to include: <ul style="list-style-type: none"> roll the tree use of a pole saw other <hr/> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 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 Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 branch removal activities Met ✓ Not Met X	<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
2.3 2	Remove branches from felled trees using a recognised method	Trees may be conifer or broadleaved. Trees between 200mm and 380mm: minimum 1, maximum 2 All branches to be removed Trees over 560mm: minimum 1, maximum 2 Open spreading crowns with branches and/or stem under tension and compression Branches/limbs removal: minimum 20, maximum 30 A hand operated winch must be used to restrain or turn a stem	Branch removal techniques should account for: <ul style="list-style-type: none"> correct stance and support of the saw on tree or right leg left thumb around the front handle neither handle released while the chain is moving apply chain brake if reaching across bar apply chain brake when negotiating obstacles not walking when the saw is on the same side of the tree as the operator without applying the chainbrake avoid working on lower side of tree on side slopes operator not reaching too far round with saw on far side of tree operator not cutting towards legs or body avoiding the use of the tip of guidebar avoiding overreaching with chainsaw not straddling the stem compression and tension forces assessed and appropriate cuts used using an under-sweep technique if applicable winch used as appropriate to restrain stem Choice of work method should account for: <ul style="list-style-type: none"> a systematic sequence of cuts and position of the saw to remove branches as appropriate for the branching habit the top cut at an appropriate diameter top removed with a safe method of cutting <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	Turn tree and remove under branches using appropriate aid tools and method(s) where appropriate	A hand operated winch must be used to restrain or turn a stem over 560mm	Tree turned and under branches removed taking account of: <ul style="list-style-type: none"> the stem turned using appropriate aid tools/ techniques using the stem for protection when removing remaining branches as appropriate using a safe and effective method to sever remaining branches all branches being removed flush with the stem <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	State how and when to use winches to assist with the snedding/de-limbing of trees	State all Seven required, first five are to be stated	How to use a winch to assist with snedding/de-limbing may include: <ul style="list-style-type: none"> select direction identify anchor points select appropriate equipment assemble winching system operate winching system When to use a winch to assist with snedding may include: <ul style="list-style-type: none"> restrain roll move Factors and Precautions to consider when winching should include: <ul style="list-style-type: none"> capacity of the winch communication method between operators security of anchor points compatibility of components/strength loss of equipment in certain configurations serviceability and inspection of all components PPE required for winching operations competency of operators roles and responsibilities understood by all parties danger zones including during off-set winching safe working distances <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
4.7 4	Explain the advantages of leaving a clean stem after de-branching	Three advantages	<p>Advantages of a clean stem may include:</p> <ul style="list-style-type: none"> reducing possible injury to the person moving the timber reduce friction/collecting debris when pulling timber along the ground prevent damage to other trees when extracting timber allowing timber to easily enter machines (e.g. chipper, peeler or saw bench) easier stacking or loading <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	State how to deal with brash and branches after snedding/de-limbing	State two	<p>Brash and branches may be dealt with by:</p> <ul style="list-style-type: none"> chipping stacking windrowing baling other <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	Clean and tidy working area		<p>A clean and tidy working area should be left ensuring:</p> <ul style="list-style-type: none"> no branches are left on fences, paths, roads, timber stacks, young trees etc or in ditches, ponds, waterways etc brash left as per site specification <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 correct methods for disposing waste	Two methods	<p>Disposal of waste from maintenance activities may include:</p> <ul style="list-style-type: none"> use of designated waste/recycle bins waste oils placed in approved containers for disposal other <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 maintenance 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"/>

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:	