



City & Guilds NPTC Level 2 Award in Branch Removal and Crown Breakdown Using a Chainsaw (0020-05)

Version 1.0 (March 2025)

Assessment Pack – Centre and Candidate Version

Version and date	Change detail	Section
1.0 March 2025	First version	All

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Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment is for the following units and learning outcomes:

204 Remove branches and breakdown of crowns using a chainsaw covering the following learning outcomes:

1. Be able to work safely
2. Be able to remove branches and breakdown crowns using a chainsaw
3. Know relevant health and safety legislation and industry good practice
4. Know how to remove branches and breakdown crowns using a chainsaw

General guidance on the requirements for assessment can be found in the Assessor Guidance General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site www.nptc.org.uk

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

Record of assessment (ROA)

A prepopulated record of assessment must be completed by the assessor following an assessment. The number of outcomes is listed above, these must be ticked into the relevant met or not met sections of the ROA.

ARAS Forms

An Assessment Result Advice Slip (ARAS form) must be completed by the assessor following an assessment. The ARAS is not a certificate but, based on the evidence of the candidate's performance, is a recommendation to City & Guilds that the candidate is either met or not met the assessment criteria. All feedback is to be recorded by the assessor on the feedback section of the ARAS form.

Assessment Time

The expected assessment time for this qualification is 1.5 – 3 hours.

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

This is not an open book assessment; however additional technical information may be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Practical observation descriptor table

204 Remove branches and breakdown of crowns using a chainsaw

Activity number and description from check list		Assessment criteria
1.1	Identify the hazards and risks associated with the working area and 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 area the work to be done
3.2	Outline the emergency planning and procedures relevant to the working area	Emergency procedures relevant to a work site may include: <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 (public road/light vehicles, four- wheel drive) suitable helicopter landing area phone number of nearest doctor location of nearest accident and emergency hospital and phone number works manager contact details your own contact number/mobile number other
3.1	Outline the key health and safety legislation and, industry good practice	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
		Arboriculture Forestry Advisory Group (AFAG) information <ul style="list-style-type: none"> providers of industrial good practice other
3.4	Describe how environmental damage can be minimised	Environmental damaged may be caused by: <ul style="list-style-type: none"> incorrect storage of fuel and oil defective machinery poor work practices other

		<p>Environmental damage may be prevented by:</p> <ul style="list-style-type: none"> • following principles of industry good practice • good housekeeping • appropriately trained operators • other
3.3	Describe how to use and maintain tools, equipment and personal protective equipment (PPE)	<p>Uses of equipment may include:</p> <ul style="list-style-type: none"> • lifting • rolling • protect the operator • other
		<p>Maintenance of tools and equipment and PPE may include:</p> <ul style="list-style-type: none"> • cleaning • inspection • other
1.2	Use appropriate tools, equipment and personal protective equipment (PPE)	<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
2.1	Carry out pre-start checks and setting of the machine for use	<p>Pre start checks and setting of the machine to include:</p> <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
2.2	Demonstrate safe starting of the chainsaw	<p>The safe starting procedure of a chainsaw should include:</p> <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

		<p>Post starting checks of a chainsaw should include:</p> <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
4.2	Describe how to identify tension and compression in branches	<p>Identification of tension and compression in branches may be completed:</p> <ul style="list-style-type: none"> visually manually
4.3	Outline the implications on choice of severing method	<p>Implications on choice of severing method may include:</p> <ul style="list-style-type: none"> safe effective productive other
4.4	Describe how to deal with small diameter timber under severe tension/compression	<p>Small diameter timber under severe tension/compression is dealt with:</p> <ul style="list-style-type: none"> using multiple tension cuts using multiple compression cuts other
4.8	State how and when to deal with trapped branches	<p>How:</p> <ul style="list-style-type: none"> lever sever, using appropriate method <p>When:</p> <ul style="list-style-type: none"> as they arise when it is safe
4.1	Describe how the method of removing branches will vary with tree species, form and condition	<p>Method of removing branches in conifers and broadleaves may include:</p> <ul style="list-style-type: none"> snedding delimiting other <p>Differences in conifers and broadleaves may include:</p> <ul style="list-style-type: none"> remove the whole branch remove branch in sections other
4.6	Describe process for removing branches/limbs above shoulder height	<p>The process for removing branches/limbs to include:</p> <ul style="list-style-type: none"> roll the tree use of a pole saw other
1.3	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	<ul style="list-style-type: none"> all activities must be completed in a way which protects the operator and those around him or her

1.4	Carry out work to minimise environmental damage	<ul style="list-style-type: none"> it is ensured that any possible environmental damage is minimised at all times during branch removal activities
2.3	Remove branches from felled trees using a recognised method	<p>Branch removal techniques should account for:</p> <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 <p>Choice of work method should account for:</p> <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
2.4	Turn tree and remove under branches using appropriate aid tools and method(s) where appropriate	<p>Tree turned and under branches removed taking account of:</p> <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
4.5	State how and when to use winches to assist with the snedding/de-limbing of trees	<p>How to use a winch to assist with snedding/de-limbing may include:</p> <ul style="list-style-type: none"> select direction identify anchor points select appropriate equipment assemble winching system operate winching system <p>When to use a winch to assist with snedding may include:</p> <ul style="list-style-type: none"> restrain roll move

		<p>Factors and Precautions to consider when winching should include:</p> <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
4.7	Explain the advantages of leaving a clean stem after de-branching	<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
4.9	State how to deal with brash and branches after snedding/de-limbing	<p>Brush and branches may be dealt with by:</p> <ul style="list-style-type: none"> • chipping • stacking • windrowing • baling • other
2.5	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
3.5	Describe the correct methods for disposing waste	<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
1.5	Dispose of waste safely in line with legislation	<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

Appendix Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. To download the documents and to find other useful documents, go to the **Centre Document Library** on www.cityandguilds.com or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

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

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **Centre Document Library** also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts

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We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

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