



City & Guilds Level 2 Certificate of Competence in Using a Chainsaw from a Rope and Harness (0039-23)

August 2022 Version 1.2

Qualification Handbook

Qualification at a glance

Industry area	Forestry and Arboriculture
City & Guilds number	0039-23
Age group	16-19, 19+
Entry requirements	<p>Candidates must have achieved 0039-20 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting, 0039-21 Level 2 Certificate of Competence in Felling Small Trees up to 380mm and 0039-22 Level 2 Certificate of Competence in Tree Climbing and Aerial Rescue (or equivalent versions).</p> <p>Centres must ensure that any pre-requisites stated in the <i>What is this qualification about?</i> section are met.</p>
Assessment	<p>To gain this qualification, candidates must successfully achieve the following assessments:</p> <ul style="list-style-type: none"> One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor
Grading	Pass only
Approvals	<p>Full centre approval</p> <p>Qualification approval</p>
Support materials	Assessment Pack – Centre Version
Registration and certification	Registration and certification of this qualification is through the Walled Garden and is subject to end dates.

Title and level	Size (GLH)	TQT	City & Guilds qualification number	Ofqual number
City & Guilds Level 2 Certificate of Competence in Using a Chainsaw from a Rope and Harness	24	26	0039-23	603/7356/8

Version and date	Change detail	Section
1.0	First version	
1.1 October 2021	AO name added to qualification title	Throughout
1.2 August 2022	<p>Formatting changes</p> <p>Updated logo</p> <p>Updated 'Sources of general information'</p>	<p>Throughout</p> <p>Front cover</p> <p>Appendix 1</p>

Contents

1	Introduction	4
	Purpose of Qualification	4
	Qualification structure	5
2	Centre requirements	6
	Approval	6
	Physical resources	6
	Age restrictions	7
3	Administration	8
	External quality assurance	8
	Malpractice	8
	Access arrangements and special consideration	9
Unit 204	Using a chainsaw from a rope and harness	10
	What is this unit about?	10
	Learning outcomes	10
	Scope of content	10
Appendix 1	Sources of general information	16

1 Introduction

Purpose of Qualification

The following purpose is for the **City & Guilds Level 2 Certificate of Competence in Using a Chainsaw from a Rope and Harness (603/7356/8)**

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who use chainsaws as part of their work in arboriculture, forestry or other industries. It will provide the individual with the knowledge, understanding and skills required to use chainsaws from a rope and harness safely and to industry standards in line with current legislation.
What does this qualification cover?	It covers risk assessment, emergency planning, legislation, industry best practice, environmental considerations, tree condition, tools and equipment, pruning techniques, and pruning from a rope and harness.
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 using a chainsaw from a rope and harness 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 use a chainsaw from a rope and harness 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 chainsaws, e.g., Level 3 Certificate of Competence in Aerial Tree Pruning.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Arboricultural Association
Further information	Please refer to the City & Guilds NPTC website for more information on the assessment.

Qualification structure

For the **City & Guilds Level 2 Certificate of Competence in Using a Chainsaw from a Rope and Harness** learners must be trained and assessed in a minimum of one of the units listed below. The qualification will be endorsed to the context of the unit assessed:

Unit number	Unit title	GLH
Learners must achieve		
204	Using a chainsaw from a rope and harness	24

Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- 1) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- 2) An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other, appropriate provider of education or training

Title and level	GLH	TQT
City & Guilds Level 2 Certificate of Competence in Using a Chainsaw from a Rope and Harness	24	26

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 City & Guilds Level 3 Award in Cutting a Tree using Free Fall Techniques (0021-08) 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 and must be independent **and cannot 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

Any item(s) equipment used for the assessment must comply with current legal requirements.

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.

Unit 204

Using a chainsaw from a rope and harness

Level:	2
GLH	24

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to use a chainsaw from a rope and harness.

Learning outcomes

In this unit, learners will be able to

1. Use a chainsaw from a rope and harness

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. Use a chainsaw from a rope and harness

Topics:

- 1.1 Risks, hazards, controls, emergency planning and industry guides
- 1.2 Tree condition
- 1.3 Tools and equipment
- 1.4 Pruning techniques
- 1.5 Tree pruning from a rope and harness

Topic 1.1

Hazards, risks and controls relevant to the site task and machine.

Emergency procedures relevant to the work site.

Industry guides relevant to using a chainsaw from a rope and harness:

- AA Technical Guide 1 Tree climbing and aerial rescue
- AA Technical Guide 2 Use of tools in a tree
- Tree work recommendations BS3998

Worksite layout factors to consider may include:

- Work zone: an area where hazards may be encountered
- Drop zone: an area where it is anticipated materials may fall
- Exclusion zone: the overall operational area
- Other

Tree evaluation may be carried out via:

- Visual observation
- Hazard evaluation report
- Other

Implications of the hazards when identified may include:

- Physical injury
- Damage to equipment
- Damage to retained part of the tree
- Disruption to wildlife
- Other

Topic 1.2

Potential hazards that may be encountered may include:

- Evidence of cavities, decay or decay fungi
- Deadwood and broken branches
- Dead or flaking bark
- V shaped unions
- Cracks
- Nesting insects
- The presence of power lines or telephone wires
- Targets and obstacles underneath the tree
- Can the work be carried out from ground level
- The use of a mobile elevating work platform (MEWP) to prevent a fall
- The use of suitable equipment minimises the distance and consequence of a fall

Species, condition of tree and time of year may affect the work owing to:

Species:

- Brittle timber – loss of control
- Responses to pruning
- Other

Condition:

- Dead – loss of control, safety compromised
- Diseased – biosecurity measures
- Other

Time of year:

- Some species 'bleed' heavily if pruned at certain times of year
- Promotion of subsequent disease or infection
- Other

Topic 1.3

Compliant PPE and safety clothing for tree climbing and chainsaw use to include:

- Tree climbing helmet
- Personal first aid kit
- Knife with retractable blade or handsaw
- Chainsaw safety footwear with good grip and ankle support
- Non- snag clothing
- Eye protection
- Hearing protection
- Chainsaw protective clothing
- Appropriate chainsaw with lanyard.

Hand tools:

- Appropriate size
- Suitable for the task
- Guarded as appropriate
- Maintained

Compliant climbing equipment for tree climbing.

Inspect all equipment to be used and comment on the condition/checks made.

Basic principles of target pruning are to:

- Simulate the trees natural ability to shed branches
- Leaves the branch bark ridge and collar intact
- Allow complete doughnut of callus wood to be able to form
- Allow protection boundary to develop inside collar
- Other

Topic 1.4

Cuts that maybe used and their application:

Sink cut:

- Directional sink with back cut retaining hinge which aids direction used on free fall and hand-held sections

Step cut:

- Two over lapping cuts used on free fall and hand-held sections

Inboard:

- Finishing cut towards main stem, reducing risk of saw being taken

Out board:

- Finishing cut away from main stem, timber falls flat and reduces the risk of tearing

V cut:

- Two joining directional sinks with back cut, used on smaller diameter stems under tension

Holding cut:

- Sink cut with retained hinge and hold at the rear, used on larger diameter stems under tension

The use of equipment to aid with the removal of tree sections may include:

- Tape sling used on end of limb to act as lever/hand hold for step cut hand-held sections
- Pull line used to help the removal of cut sections
- Handsaw light weight cutting aid
- Other

Tree section removal may have the effect of:

- Allowing cavities to form
- Allowing pathogen infection into wounds
- Removing of trees protection boundaries
- Allowing potential development of rot
- Reduction of potential energy reserves
- Increased potential for insect infestation, development of cracks and dead spots
- Development of excessive sprouting
- Promotion of re-growth
- Promotion of habitat
- Stability of retained structure

Importance of accurate cuts may include:

- Direction
- Control
- Efficiency
- Damage the cutting systems
- Splitting
- Other

The procedure for releasing a trapped saw when working in the crown should be:

- Switch of the engine or apply chain brake
- Release the saw from the climbing harness where the risk exists of the saw being taken with the cut section
- Attach the saw to the tree inboard of the cut or to a separate branch or tool line
- Pull the saw from the kerf, lifting the branch as necessary
- If necessary, use a second saw to release the trapped saw, cutting a minimum of 300mm (12") away from the trapped saw
- Other

It may be necessary to use a top handled chainsaw in the tree one-handed:

- When working at the extremity of limbs and cutting is required while the other hand is needed to maintain the work position
- When two-handed operation cannot be carried out safely
- When a chainsaw is used with one hand it must be out of alignment with the operator and all climbing equipment

Topic 1.5

Selection of appropriate anchor points may include:

- Size
- Strength
- Position
- Other

All anchor points selected taking into consideration:

- Size, strength and structure
- Position in relation to the parts of the tree to be accessed
- Use of equipment to minimise damage to the tree if appropriate

Establish initial anchor points taking into account:

- Suitability of the techniques used
- Accurate installation of equipment
- Organisation of ropes
- Safety and position of the anchor points
- Testing of the anchor points by thorough loading prior to ascent

Technique used takes into account:

- Efficient use of technique chosen
- Candidate is attached to the tree at all times in accordance with industry good practice
- Appropriate selection of anchor points
- Appropriate route taken up the tree
- Correct use of systems when changing anchor points
- Thorough load testing of new anchor points
- Risk of a fall is managed at all times
- Correct use of equipment

Clear drop zone to be used during the removal of timber using free-fall techniques.

Climber achieves position to receive the chainsaw. Work position for cutting attained:

- Chain brake applied or saw switched off whilst position attained
- Appropriate working position attained with the climber in a balanced and stable position to use the saw
- The use of load bearing supplementary anchor points as appropriate

Step cut and sink cut sections should be removed, both free fall and hand-held, taking the following points into account:

- Characteristics and properties of the wood allowed for
- Manageable sections selected
- Saw released from strop if applicable and attached to a supplementary anchor point
- Climber holding the saw using both the front and top/rear handles of the saw
- Side or reducing cuts used where appropriate
- Appropriate hinge left on sink cut sections
- Position of cuts on step cut sections and a complete overlap of cuts achieved
- Chain brake applied or saw switched off whilst breaking and casting sections
- Climber maintains awareness of activity below
- Hand-held sections are cast into a predetermined area
- The branch collar and/or branch bark ridge is identified when pruning
- The pruning cut is left as smooth as possible

Associated equipment such as:

- Tape sling
- Pull/tag line
- Other

All waste produced from activities is disposed of in line with legislation, good practice and/or site requirements.

Communication between climber and ground staff maintained when appropriate.

All tools, equipment and personal protective equipment is used in line with industry good practice.

It is ensured that any possible environmental damage is minimised at all times.

All activities must be completed in a way which protects the operator and those around them.

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 *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

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

Please visit the Contact Us section of the City & Guilds website, *Contact us*

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. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. 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 is a leader in global skills development. Our purpose is to help people, organisations and economies develop their skills for growth. We work with education providers, employers and governments in over 100 countries across the world to help people, businesses and economies grow by shaping skills systems and supporting skills development.

The Group is made up of City & Guilds, ILM, Kineo, The Oxford Group, Gen2, and Intertrain. Together we set the standard for professional and technical education and corporate learning and development around the world.

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