



City & Guilds Level 3 Certificate of Competence in Felling and Processing Large Trees Over 760mm (0039-34)

September 2025 Version 1.3

Assessment Pack – Centre and Candidate Version

Version and date	Change detail	Section
1.0	First version	
1.1 September 2022	Formatting changes Updated logo Updated 'Sources of general information'	Throughout Front cover Appendix 2
1.2 March 2025	Formatting changes	Throughout
1.3 September 2025	ROA paragraph updated, reference to ARAS form removed.	Introduction

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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 unit 305 Felling and Processing Large Trees Over 760mm covering the following learning outcomes:

1. Carry out the felling and processing of large sized trees over 760mm

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site **www.cityandguilds.com**.

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 and returned to the centre within two working days.

Assessment Time

The expected assessment time for this qualification is 2 – 4 hours.

Site/workshop requirements:

Site with sufficient space and available trees to meet the assessment criteria

Tree diameter at felling height over 760mm

Equipment/Machinery:

Chainsaws (range of bar lengths) with maintenance tools

Relevant chainsaw operator's manual

Felling and lifting aids eg felling lever, felling wedge, timber tongs/hook, turning strap

Measuring aid

Winching equipment minimum 1.6 ton capacity

First aid kit

Consumables:

Fuel and chainsaw oil

Practical observation descriptor table

305 - Felling and processing large trees over 760mm

Activity number and description from check list		Assessment criteria
1.	Identify the hazards, risks and controls associated with the site, task and machine	Identify hazards, risks and controls relevant to the site task and machine
2.	State the emergency procedures relevant to the site	Emergency procedures relevant to the work site
3.	State industry guides and information relevant to felling and processing trees over 760mm	Industry guides relevant to windblown trees: • Forest Industry Safety Accord (FISA) • Forestry commission winching operations in forestry
4.	State the appropriate safe working distances from other operators during felling operations	Safe working distances: • two tree lengths
5.	Develop an appropriate plan	Plan to include: • site requirements • felling techniques • direction of fall • structural integrity of the tree • equipment • felling dimensions • other
6.	Describe factors that may determine that a tree is difficult to fell	Recognising a tree is difficult to fell may include: • tree form, size or weight • presence of decay or rot is found • site specific hazards • location • other
7.	State additional equipment that maybe required for felling large trees	Additional equipment required maybe: • wedges • mechanical felling wedges • tree jacks • winches • machinery • other

8.	Demonstrate knowledge of techniques that help to ensure the felling direction and or quality of timber is maintained when felling large trees	Techniques that help to ensure the felling direction and or quality of timber is maintained when felling large trees may be: • accurate cutting • hinge of appropriate dimensions • trees weighted forwards are felled on a hold to prevent from falling early, but boring is required from both sides because of tree diameter • tree weighted backwards is felled with the aid of wedges and or an adequate fully anchored winch • tree weighted to the side is felled on an adequate hinge with operator completing the back cut on the safe side. • other
9.	Carry out pre-start checks and setting of the chainsaw	Pre-start checks and setting of the machine to include: • 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
10.	Demonstrate safe starting of the chainsaw	Chainsaw is checked, started and function tested ready for use in accordance with manufacturer's information
11.	Prepare site for felling	Prepare site and escape routes by: • ensuring the control measures identified in site specific risk assessment are applied • determining the felling direction in relation to method of extraction or conversion • removing debris from around the base of the trees to be felled and compact vegetation to facilitate felling at appropriate height • removing dead or suppressed trees and any other vegetation adjacent to the tree, in the felling direction or escape routes that may be a danger • inspecting the felling area and adjacent trees for dead wood and insecure branches • ensuring no unauthorised person is within two tree lengths

12.	Prepare tree for felling	Preparing trees for felling may include: • bashing lower branches • correct break-in • position of the saw in relation to the operator, bar on opposite side of stem • height to which branches are removed • saw body not above shoulder height • operating technique • brashing close to the stem • removing climbing vegetation • removing buttresses and other obstructions as appropriate • inspecting the tree for signs of rot or decay • winch set up if appropriate • communications between winch operator and chainsaw operator are clearly established
13.	Fell trees using recognised felling methods and felling aids	Felling techniques should account for: • the felling method chosen and safe working zones • selection and preparation of escape routes • winch is pre-tensioned to a level determined by the chainsaw operator prior to making felling cuts (if appropriate) • a sink of the appropriate dimensions • boring through the sink demonstrated if applicable • felling cuts made and felling aid employed using a safe and effective felling method • a hinge being retained of adequate dimensions • appropriate aid tools are used safely if required to fell tree • escape routes being used as soon as the tree begins to fall • site checked for safety once tree has fallen • stump height left appropriate to site specification
14.	Explain the process and procedure for of the felled tree	Process and procedure for cross-cutting may include: • operator positioning • cutting techniques to be used • sequence of cuts • clearance and use of escape routes • subsequent processing of logs/ timber

15.	Remove branches from felled trees using a recognised method	Branch removal techniques should account for: • a systematic sequence of cuts and position of the saw to remove branches as appropriate for the branching habit • 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 • appropriate use of the chainbrake • avoid working on lower side of unsecured tree on slopes • operator's 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 to restrain timber if it could roll towards the operator if applicable • top cut at an appropriate diameter and removed with a safe method of cutting • the stem turned using appropriate aid tools/ techniques • using the stem for protection when removing remaining branches as appropriate • all branches being removed flush with the stem
16.	Explain considerations when cross-cutting the felled tree	Process and procedure for cross-cutting may include: • size of timber • identification of tension and compression • guidebar length • escape routes • use of wedges • use of winches • machinery

17.	Cross-cut timber in accordance with the specification	Crosscutting of timber to length should include: • ensuring appropriate safe working distances from both fuel and other operators is maintained • correct use of PPE • timber is in a safe and appropriate position • safe starting procedure adopted Safe stance adopted including: • Safe stance adopted including: • legs and feet are clear of the chain • chainsaw is stable/secure/supported during crosscutting • minimal risk of muscular/skeletal injury • bar aligned to maintain accuracy • head out of line of chain • use of throttle to cut safely and efficiently • cutting techniques employed to complete severance of timber • appropriate boring technique used if applicable • sequence of cuts undertaken to prevent saw becoming trapped • appropriate aids used for lifting, rolling or levering if applicable • accuracy of measurement within site specification and reasonable tolerances • tension and compression cuts should meet • chain brake used appropriately • saw switched off and left in safe position, bar cover replaced if appropriate
18.	Check timber is in an appropriate and safe position	Timber should be left in a safe, stable condition and appropriate position
19.	Dispose of waste safely in line with legislation	All waste produced is disposed of in line with legislation, good practice and site requirements
20.	Used appropriate tools, equipment and personal protective equipment (PPE)	All tools, equipment and personal protective equipment is used in line with industry good practice
21.	Carried out work to minimise environmental damage	It is ensured that any possible environmental damage is minimised at all times.
22.	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	All activities must be completed in a way which protects the operator and those around them

Appendix 1 Practical Table

305 - Felling and processing large trees over 760mm

All criteria must be achieved.

Activity number and description	Achieved
1. Identify the hazards, risks and controls associated with the site, task and machine	
2. State the emergency procedures relevant to the site	
3. State industry guides and information relevant to felling and processing trees over 760mm	
4. State the appropriate safe working distances from other operators during felling operations	
5. Develop an appropriate plan	
6. Describe factors that may determine that a tree is difficult to fell	
7. State additional equipment that maybe required for felling large trees	
8. Demonstrate knowledge of techniques that help to ensure the felling direction and or quality of timber is maintained when felling large trees	
9. Carry out pre-start checks and setting of the chainsaw	
10. Demonstrate safe starting of the chainsaw	
11. Prepare site for felling	
12. Prepare tree for felling	
13. Fell trees using recognised felling methods and felling aids	
14. Explain the process and procedure for of the felled tree	
15. Remove branches from felled trees using a recognised method	
16. Explain considerations when cross-cutting the felled tree	
17. Cross-cut timber in accordance with the specification	
18. Check timber is in an appropriate and safe position	
19. Dispose of waste safely in line with legislation	
20. Used appropriate tools, equipment and personal protective equipment (PPE)	
21. Carried out work to minimise environmental damage	
22. Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	

Appendix 2 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

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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