



by City & Guilds

City & Guilds Level 3 CPD Module in Individual Windblown Trees (0041-17)

Version 1.0 August 2025

Assessment Pack – Centres/Candidates

Version and date	Change detail	Section
1.0 August 2025	Initial version	All

Contents

1	Introduction	4
2	Skills evaluation score descriptors	6
3	Skills evaluation	7
4	Skills evaluation descriptor table	8
Appendix 1	Sources of general information	12

1 Introduction

This assessment is for **Unit 017 Individual windblown trees** in the Qualification Handbook, covering the following learning outcomes:

LO1 Carry out operations to deal with individual windblown trees

The assessment can be achieved at pass only.

Skills Evaluation

The assessor will complete a skills evaluation for each candidate. Each activity in the skills evaluation will be scored 1-5 based on the score descriptors in section 2. The list of activities in the skills evaluation is provided in section 3. The assessment criteria for each activity are shown in section 4.

Record of assessment (ROA)

Centres must pre-populate the first section of the ROA and provide this to the assessor. The assessor will record skills evaluation scores, results and feedback (assessor and candidate) using the ROA and submit it to the centre following the assessment.

Pre-requisites

Learners must have achieved the pre-requisite Certificates of Competence (CoCs) listed below before they can be registered for this qualification.

City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees (0039-37) * **

*Equivalent, regulated Certificates of Competence (CoCs) from other awarding organisations are acceptable.

**Equivalent legacy City and Guilds Certificates of Competence (CoCs) are acceptable.

Assessment Conditions

The following must be applied to the assessment of this qualification:

- Assessment methodology: **Non-Independent Assessment**
- Assessment duration: **1.5 - 2 hours**
- Expected maximum number of candidates per day: **4**
- Maximum recommended number of candidates to assessor is **1:1**
- The qualification handbook and assessment pack must **not** be available to candidates during the assessment
- Additional technical information can be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Site/workshop requirements:

- Site with sufficient space and available windblown trees to meet the assessment criteria
- Windblown trees with diameters from under 380mm up to 760mm

Equipment/Machinery:

- Chainsaw (minimum 15 inch bar length) 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

Supporting information

All equipment and machinery used in the delivery of the unit must comply with manufacturer's guidelines and the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Learners should be familiar with all equipment and machinery that they are going to operate. Equipment and machines must be used/operated in such a way that the learner, assessor, other persons or equipment/machinery are not endangered.

Personal Protective Equipment (PPE) must be worn at all times.

A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available. It is strongly recommended that candidates hold at least a recent, recognised 'Emergency First Aid' Training Certificate. Assessors must hold a current 'First Aid at Work' Certificate.

Assessors must ensure a risk assessment is carried out, and sufficient control measures are implemented.

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.

Provision must be made to comply with environmental and sustainability regulations and standards; segregation of resources for reuse, recycling and disposal should be implemented.

If these conditions are not observed this will result in the learner not completing the assessment.

2 Skills evaluation score descriptors

The descriptors in the table below will be used to assign a score for each activity in the skills evaluation.

Score	Descriptor
1	A poor level of skill/knowledge, potentially requiring intervention or termination of the assessment on the grounds of safety. It would be recommended that the candidate carries out no further work in the topic until further training has been completed.
2	A less than sufficient level of technical skills/knowledge demonstrated. It would be recommended that further training and consolidation in the topic should be sought.
3	Sufficient level of technical skills/knowledge. Candidate worked at the minimum standard for the topic, complying with industry good practice. Candidate should continue as demonstrated and consolidate their skills/knowledge.
4	A good level of technical skills/knowledge. Candidate worked above the minimum standard for the topic, complying with industry good practice while working efficiently. Candidate should continue as demonstrated and consolidate their skills/knowledge.
5	Excellent technical skills/knowledge. Candidate consistently worked above the minimum standard for the topic, complying with industry good practice while working highly efficiently. Candidate should continue as demonstrated.

To achieve an overall Pass result, candidates must score a minimum of 3 for **each** activity in the skills evaluation. A score of 2 or below for **any** activity will automatically result in a Fail overall.

3 Skills evaluation

Activity number and description		Score				
		1	2	3	4	5
1	Carry out a risk assessment specific to the site the task and the machine	☐	☐	☐		
2	State the emergency procedures relevant to the site	☐	☐	☐		
3	State safety considerations when dealing with individual windblown trees	☐	☐	☐		
4	Select and inspect winch and ancillary equipment and comment on condition and compatibility	☐	☐	☐	☐	☐
5	Inspect site, uprooted tree, and anchor points and comment on system to be set up	☐	☐	☐	☐	☐
6	Prepare and set up site	☐	☐	☐	☐	☐
7	Select winch and anchor points and set up winching system	☐	☐	☐	☐	☐
8	Pre-tension winch to restrain a root plate	☐	☐	☐	☐	☐
9	Explain the sequence of cuts	☐	☐	☐		
10	Sever tree from root-plate	☐	☐	☐	☐	☐
11	De-tension and dismantle the winch system and make tree and root-plate safe	☐	☐	☐	☐	☐
12	Remove branches from felled trees using a recognised method	☐	☐	☐	☐	☐
13	Cross-cut pole length timber in accordance with the site specification	☐	☐	☐	☐	☐
14	Check timber is in an appropriate and safe position	☐	☐	☐		
15	Dispose of waste safely in line with legislation	☐	☐	☐		
16	Used appropriate tools, equipment and personal protective equipment (PPE)	☐	☐	☐		
17	Carried out work to minimise environmental damage	☐	☐	☐	☐	☐
18	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	☐	☐	☐	☐	☐
Result:						
To achieve an overall Pass result, candidates must score a minimum of 3 for each activity in the skills evaluation. A score of 2 or below for any activity will automatically result in a Fail.						

4 Skills evaluation descriptor table

Activity number and description from skills evaluation		Assessment criteria
1	Carry out a risk assessment specific to the site the task and the machine (Topic 1.1)	Identify hazards, risks and controls relevant to the site task and machine
2	State the emergency procedures relevant to the site (Topic 1.2)	Emergency procedures relevant to the work site
3	State safety considerations when dealing with individual windblown trees (Topic 1.3)	Safety considerations when dealing with windblown trees: • risk assessment must be carried out. • emergency procedure must be agreed • all works adjacent to public highways must comply with road traffic and signage regulations • condition of surrounding trees • terrain, ground conditions, season, weather and tree condition will have safety implications on severing of root plates
4	Select and inspect winch and ancillary equipment and comment on condition and compatibility (Topic 1.4)	Select and inspect winch equipment: • check for signs of damage or fatigue to equipment • ensure winch, strops, chokers, winch rope, cable fittings, shackles, other ancillary equipment are compatible • winch overload prevention device in place • winch components secure.
5	Inspect site, uprooted tree, and anchor points and comment on system to be set up (Topic 1.5)	Explanation of the site, tree, anchor points and the system to be set up including: • planning of site • location of anchor points • equipment required • communication between winch operator and the chainsaw operator established.
6	Prepare and set up site (Topic 1.6)	Preparation and set up site: • prepare site by removing obstacles at work position and behind root-plate to route winch cable • establish escape routes as appropriate • choose cutting position to ensure no obstructions behind chainsaw operator.

Activity number and description from skills evaluation		Assessment criteria
7	Select winch and anchor points and set up winching system (Topic 1.7)	Set up of winching system: • winch and anchor point suitability adequate for weight of tree and root-plate • capacity and configuration of equipment compatible with load to be applied • allowance made for any shock loading that may be applied to the system, especially on slopes • escape route available for chainsaw and winch operator if applicable.
8	Pre-tension winch to restrain a root plate (Topic 1.8)	Pre-tension winching system: • position stops in relation to where cuts are to be made • pre-tension cable fully prior to severing root-plate • identify risk zones • root plate restrained adequately.
9	Explain the sequence of cuts (Topic 1.9)	Sequence of cuts: • a reducing cut is made on the far side of the timber • relieving cut made into compression wood • severing cut made into tension wood leaving a minimum step of 25mm to leave the saw on the part that will move the least • ensure stop/choker avoided when making cuts • use escape routes as necessary • root plate winched over as appropriate and left in a safe and stable condition.
10	Sever tree from root-plate (Topic 1.10)	Tree is severed from root-plate: • ensure there is no risk to the operator from the root-plate rolling or falling or the stem springing (including sideways) • identify tension and compression in stems and select severing methods which is appropriate to tree size and condition • aid tools used if applicable • ensure tree and root-plate are in a safe condition to enable subsequent operations • clearly marked as a hazard if root-plate cannot be made safe.
11	De-tension and dismantle the winch system and make tree and root-plate safe (Topic 1.11)	De-tension and dismantle winching system: • tension in the system released • make sure root-plate and tree stem are in a safe and appropriate position • dismantle, inspect, clean and stow winch system components.

Activity number and description from skills evaluation	Assessment criteria
12 Remove branches from felled trees using a recognised method (Topic 1.12)	Branch removal techniques: • 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 • 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 chain brake • avoid working on lower side of tree on side slopes • operator not reaching too far round with saw on far side of tree • operators 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 • the top cut at an appropriate diameter • top 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 • using a safe and effective method to sever remaining branches • all branches being removed flush with the stem.

Activity number and description from skills evaluation		Assessment criteria
13	Cross-cut pole length timber in accordance with the site specification (Topic 1.13)	Cross-cutting of timber to length: • 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: • 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.
14	Check timber is in an appropriate and safe position (Topic 1.14)	Timber should be left in a safe, stable condition and appropriate position as per the site specification
15	Dispose of waste safely in line with legislation (Topic 1.15)	All waste produced is disposed of in line with legislation, good practice and site requirements
16	Used appropriate tools, equipment and personal protective equipment (PPE) (Topic 1.16)	All tools, equipment and personal protective equipment is used in line with industry good practice
17	Carried out work to minimise environmental damage (Topic 1.17)	Any possible environmental damage is minimised at all times
18	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice (Topic 1.18)	All activities must be completed in a way which protects the operator and those around them, consistent with relevant legislation and industry good practice.

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 www.cityandguilds.com or click on the links below:

Centre handbook: quality assurance standards

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.

Centre assessment: quality assurance standards

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

This 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

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City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

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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