



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

September 2022 Version 1.1

Qualification Handbook

Qualification at a glance

Industry area	Forestry and Arboriculture
City & Guilds number	0039-37
Age group	16-19, 19+
Entry requirements	Candidates must have achieved 0039-20 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting (or equivalent versions). Centres must ensure that any pre-requisites stated are met.
Assessment	To gain this qualification, candidates must successfully achieve the following assessments: <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	Full centre approval Qualification approval
Support materials	n/a
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 3 Certificate of Competence in Individual Windblown Trees	16	19	0039-37	603/7650/8

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 1

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1 Introduction

Purpose of Qualification

The following purpose is for **City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees (603/7650/8)**.

Area	Description
OVERVIEW	
Who is this qualification for?	Individuals who operate and carry out tasks in dealing with individual windblown trees as part of their work in arboriculture, forestry, or other industries. It will provide the individual with the knowledge, understanding and skills required to carry out this work.
What does this qualification cover?	It covers hazards, risks, controls, emergency procedures, legislation, industry good practice in dealing with individual windblown trees.
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 when tasks require dealing with individual windblown trees 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 safely carry out duties associated with dealing with individual windblown trees 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 other skills, e.g., Level 3 Certificate of Competence in the Use of a Chainsaw from a Mobile Elevating Work Platform.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Arboricultural Association Confor
Further information	Please refer to the City & Guilds NPTC website, for more information on the assessment.

Qualification structure

For the **City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees** 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		
308	Individual windblown trees	16

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 3 Certificate of Competence in Individual Windblown Trees	16	19

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. 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.

Level:	3
GLH	16

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to deal with individual windblown trees.

Learning outcomes

In this unit, learners will be able to

1. Carry out operations to deal with Individual windblown trees

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. Carry out operations to deal with Individual windblown trees

Topics:

- 1.1 Hazards, risks, controls and emergency procedures
- 1.2 Industry guides and information
- 1.3 Dealing with windblown trees

Topic 1.1

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

Emergency procedures relevant to the work site.

Topic 1.2

Safety considerations when dealing with windblown trees may be:

- 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, weather and tree condition will have safety implications on severing of root plates

Safety considerations may include:

- Unstable or overhanging root-plates may need a winch restraint
- Cutting a long log to move operator into a safer zone
- Timber under very heavy tension may require v cuts to be made
- Winch restraint of side tension may be required
- Root plates may need moving by machine to be made safe after severing
- Other

Other types of uprooted or damaged trees may include:

- Partly uprooted /leaning trees
- Broken trees with tops still attached
- Shattered trees with no top /crown
- Multiple uprooted and/or storm damaged trees

Topic 1.3

Considerations when dealing with extreme tension and compression in timber may include:

- Tension in timber can be very high in
- Either top, bottom or side depending on how the stem is supported
- Tension and compression can change dramatically in different positions up the stem away from the root-plate
- Compression cut is always made first followed by tension cut stepped towards the piece that is likely to move the least
- A reducing cut on the safer far side of the tree is required when severing stems over guide bar length in diameter

Winches may also be used for:

- Reduce root plate movement after severance
- Restraint of trees with side tension
- Where the stem is likely to roll

Offset winching should be used if:

- Terrain prevent a straight-line pull
- The work method deployed means winch and chainsaw operator need to be visible to each other
- Other

Additional precautions may be:

- Suitability of anchor point, strops, shackles, block etc.
- Equipment must be rated in accordance with the loading that is will be placed under
- The exclusion zone within the bight of the winch cable must not be entered
- When a tree is used as an offset/redirect anchor, the winch and chainsaw operators must be in a safe position
- Other

Select and inspect work 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

Explanation of the site, tree, anchor points and the system to be set up may include:

- Planning of site
- Location of anchor points
- Equipment required
- Communication between winch operator and the chainsaw operator established

Preparation and set up site may include:

- 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
- Set up of winching system may include:
- 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
- Pre-tension winching system:
- Position strops 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

Sequence of cuts may include:

- 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 strop/choker avoided when making cuts
- Use escape routes as necessary
- Root plate winched over as appropriate and left in a safe and stable condition

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

De-tension and dismantle winching system may include:

- 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

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
- 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
- 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

Cross-cutting 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:
- 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

Timber should be left in a safe, stable condition and appropriate position as per the site specification.

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

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 during chainsaw maintenance activities.

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.

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