



by City & Guilds

City & Guilds Level 2 CPD Module in Felling Small Trees up to 380mm (0041-02)

Version 1.0 August 2025

Assessment Pack – Centres/Candidates

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

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1 Introduction

This assessment is for **Unit 002 Felling Small Trees up to 380mm** in the Qualification Handbook, covering the following learning outcomes:

LO1 Fell Small Trees up to 380mm

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 2 Certificate of Competence in Felling Small Trees up to 380mm (0039-21) * **

*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 - 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 trees to meet the assessment criteria:

- Trees with diameter at felling height under 200mm
- Trees with diameter at felling height between 200mm and 380mm

Machinery/equipment

- Chainsaw (maximum guide bar 15 inch) 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
- 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.

1 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.

2 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Set-up site in accordance with the risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Select and wear appropriate compliant personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Carry out pre-start checks and setting of the machine for use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Explain felling techniques for a range of trees and tree sizes up to 380mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Carry out safe starting of the chainsaw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	Prepare site and establish escape routes as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Prepare trees appropriately to the tree condition and the specification for the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Fell a minimum of two trees under 200mm using recognised felling methods and felling aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Fell a minimum of two trees over 200mm using recognised felling methods and felling aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Carry out methods to deal with hung up trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Process all felled trees to the site specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Check timber is in an appropriate and safe position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14	Dispose of waste/ arisings safely in line with legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15	Used appropriate tools, equipment and personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16	Carried out work to minimise environmental damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.						

3 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	Set-up site in accordance with the risk assessment (Topic 1.2)	Set up site in accordance with the site-specific risk assessment and site specification
3	Select and wear appropriate compliant personal protective equipment (Topic 1.3)	Appropriate and compliant personal protective equipment (PPE) for chainsaw operations will include: <ul style="list-style-type: none"> • chainsaw safety leg protection • chainsaw safety footwear • safety helmet • eye and ear protection • gloves appropriate for the task • non-snag outer clothing • each person should carry a personal first aid kit • all PPE should conform to CE/EN standards.
4	Carry out pre-start checks and setting of the machine for use (Topic 1.4)	Pre-start checks and setting of the machine to include: <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 • battery saw contains sufficient oil and charge

5	Explain felling techniques for a range of trees and tree sizes up to 380mm (Topic 1.5)	<p>Felling techniques for trees:</p> <ul style="list-style-type: none"> • Step cut – trees under 200mm upright or slightly leaning: <ul style="list-style-type: none"> ○ Make a horizontal cut slightly over 50% diameter in the front of the stem in the felling direction. The second cut is made at the opposite side, stepped above or below overlapping the first cut. The tree can be broken off the stump. • 80% front cut- trees under 200mm: <ul style="list-style-type: none"> ○ Make a cut 80% of the diameter into the front of the stem in the felling direction. The second cut is made on the opposite side at an angle allowing the two cuts to meet. The tree can be removed from the stump. • Spear cut – trees under 200mm: <ul style="list-style-type: none"> ○ A cut is made at a steep angle into the front of the stem in the felling direction or compression sides approximately 50% diameter. Second cut on the opposite side at a steep angle to match/meet the first cut. The cut stem will slide away from the saw. • Double v-cut - under 200mm heavily leaning: <ul style="list-style-type: none"> ○ Make two cuts to form a V shaped profile on the compression side of the timber insuring they cross in the felling direction/lean. The severing cut is made at the same height at the back of the tree towards the felling direction forming a triangle hinge. The tree will fall in the direction of lean. • Basic fell - trees up to 380mm - upright/slightly leaning in direction of fell: <ul style="list-style-type: none"> ○ Sink cut of appropriate dimensions made in the felling direction. Felling cut made from the back parallel to the felling direction level or slightly higher than the bottom of the sink retaining sufficient hinge. • Split Level - Trees up to 380mm - upright or leaning away from the direction of fell: <ul style="list-style-type: none"> ○ Sink cut of appropriate dimensions made in the felling direction. The first felling cut made at the back parallel to the felling direction, approximately two thirds of the diameter of the tree retaining sufficient hinge. A felling aid is placed into the cut. The second felling cut is made at parallel to the felling direction at an angle slightly overlapping the first felling cut retaining sufficient hinge. • Dogs tooth/holding cut - trees up to 380mm heavily leaning/weighted in the felling direction: <ul style="list-style-type: none"> ○ Sink cut of appropriate dimensions made in the felling direction. Make a boring cut at normal felling height parallel to the felling direction across the diameter of the tree retaining sufficient hinge. Leave a hold on the back of the tree of approximately 25%. Sever the hold at an angle and parallel to the felling direction to approximately meet the back of the bore cut. • Danish/safe corner hold - trees up to 380mm used for upright or leaning:
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Activity number and description from skills evaluation		Assessment criteria
		<ul style="list-style-type: none"> ○ Sink cut of appropriate dimensions made in the felling direction. Make a boring cut at normal felling height parallel to the felling direction across the diameter of the tree retaining sufficient hinge. Withdraw saw to approximately half the diameter and cut out towards the back of the tree leaving a quadrant/holding cut. Place a felling aid into this cut if appropriate. Remove the final quadrant with an appropriate severing cut.
6	Carry out safe starting of the chainsaw (Topic 1.6)	Chainsaw is checked, started and function tested ready for use in accordance with manufactures information
7	Prepare site and establish escape routes as appropriate (Topic 1.7)	<p>Prepare site and escape routes by:</p> <ul style="list-style-type: none"> • ensuring the control measures identified in site specific risk assessment are applied • determining the felling direction • setting up a felling bench if required • 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
8	Prepare trees appropriately to the tree condition and the specification for the site (Topic 1.8)	<p>Preparing trees for felling may include:</p> <ul style="list-style-type: none"> • brashing 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 <p>An appropriate felling direction is selected taking into account:</p> <ul style="list-style-type: none"> • tree form • site conditions/considerations • hazards/obstacles • equipment used • other

Activity number and description from skills evaluation		Assessment criteria
9	Fell a minimum of two trees under 200mm using recognised felling methods and felling aids (Topic 1.9)	<p>Felling techniques accounting for:</p> <ul style="list-style-type: none"> the felling method chosen and safe working zones selection and preparation of escape route(s) a sink of the appropriate dimensions (if applicable) felling cuts made and felling aid employed using a safe and effective felling method a hinge being retained of adequate dimensions (if applicable) appropriate aid tools are used safely when applicable 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
10	<p>Fell a minimum of two trees over 200mm using recognised felling methods and felling aids (Topic 1.10)</p> <p>One tree must get hung up.</p>	<p>Felling techniques accounting for:</p> <ul style="list-style-type: none"> the felling method chosen and safe working zones selection and preparation of escape route(s) a sink of the appropriate dimensions 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 when applicable 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

Activity number and description from skills evaluation		Assessment criteria
11	Carry out methods to deal with hung up trees (Topic 1.11)	<p>The takedown of hung-up trees must include:</p> <ul style="list-style-type: none"> • assessing the position of tree and checking the condition of the hinge • removal of debris and obstacles from take down route • deciding on the final felling direction • preparing new escape routes as appropriate • selecting and positioning aid tools as required • ensuring no unauthorised persons are within two tree lengths or directly below on steep slopes • correct operator stance and safe position to the side of tree • appropriate position and angle of cuts using a cutting technique for the removal of an appropriate part of the hinge • safe withdrawal of the saw • leaving approximately 10% -20% of hinge to support the tree on each/either side appropriate to take down method utilised • safe placement of the saw on completion of cuts • aid tool positioned and attached safely to the tree. <p>Aid tool operated ensuring:</p> <ul style="list-style-type: none"> • good stance and operator position • correct pushing technique used (where appropriate) • the use of correct lifting techniques • good grip • the repositioning of the aid tool when required • operator not working in danger areas • the release of the aid tool as the tree falls • use escape route(s) • if tree does not fall through roll out technique, remnant of hinge removed by safe method (if still attached) and tree is walked down with an appropriate aid tool • tree in a stable condition before being processed
12	Process all felled trees to the site specification (Topic 1.12)	<p>Branch removal techniques 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 • 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

Activity number and description from skills evaluation	Assessment criteria
	<ul style="list-style-type: none"> • 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 <p>Crosscutting of timber to length should include:</p> <ul style="list-style-type: none"> • Safe stance adopted including: <ul style="list-style-type: none"> ○ 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 alignment with the bar and 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

Activity number and description from skills evaluation		Assessment criteria
13	Check timber is in an appropriate and safe position (Topic 1.13)	Stacking of timber should take into account: <ul style="list-style-type: none"> • use of appropriate aids to handle/move products • correct stance during lifting • avoiding excessive lifting by levering, sliding, rolling • quality of stacking must be to an agreed job specification • tidy stacking of timber • position of stack appropriate to method of extraction (if applicable) • manually constructed stacks are limited to one meter high • timber should be left in a safe, stable condition and appropriate position
14	Dispose of waste/ arisings safely in line with legislation (Topic 1.14)	All waste produced is disposed of in line with legislation, good practice and site requirements
15	Used appropriate tools, equipment and personal protective equipment (PPE) (Topic 1.15)	All tools, equipment and personal protective equipment is used in line with industry good practice
16	Carried out work to minimise environmental damage (Topic 1.16)	It is ensured that any possible environmental damage is minimised at all times
17	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice (Topic 1.17)	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

About City & Guilds

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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