



City & Guilds NPTC Level 2 Award in the Safe Use of Brush- Cutters and Trimmers (0014-41)

Version 1.1 (March 2025)

Qualification Handbook

Qualification at a glance

Subject area	Land-based Machinery
City & Guilds number	0014-41
Age group approved	16+
Entry requirements	Candidate must meet minimum age requirements. Centres must ensure that any pre-requisites stated in the Who is this qualification for? section are met.
Endorsements	930 Trimmer 931 Brush-cutter
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 required
Support materials	Qualification Handbook. Assessment materials (approved assessment Centres only).
Registration and certification	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates.

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds NPTC Level 2 Award in the Safe Use of Brush-Cutters and Trimmers	0014-41	601/1299/2	23	30

Version and date	Change detail	Section
1.0 October 2024	Initial version	All
1.1 March 2025	Formatted	Throughout

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1 Introduction

This document tells you what you need to do to deliver the **City & Guilds NPTC Level 2 Award in the Safe Use of Brush-Cutters and Trimmers (0014-41)**.

Area	Description
Who is the qualification for?	<p>This is a Non-independent Assessment qualification.</p> <p>Type of Learner: The qualification is aimed at those who use brush-cutters or trimmers as part of their work, either in horticulture, arboriculture or forestry.</p> <p>Qualification Overview: This covers the use of brush-cutters or trimmers, covering pre-use checks and maintenance, identification of controls and instruments and operating the machine to cut or trim to the capacity of the machine.</p> <p>What you need to do: Complete a practical test with one-to-one verbal questioning.</p>
What does the qualification cover?	<p>This qualification covers the requirements for the safe use of brush-cutters and trimmers.</p> <p>Please refer to the Qualification Handbook for more detail.</p>
What opportunities for progression are there?	<p>Recommended progression: This qualification will support progression into employment where operating machinery 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.</p> <p>Once a candidate has successfully completed this qualification, they will be able to safely use brush-cutters and trimmers.</p> <p>Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment.</p>

Area	Description
Who did we develop the qualification with?	Developed with City & Guilds NPTC Stake holders, associates and industry representatives.
Is it part of an apprenticeship framework or initiative?	No

Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC.
(www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about the candidate's capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved Assessment Centre for this qualification prior to the assessment.

2 Qualification Structure

For the **City & Guilds NPTC Level 2 Award in the Safe Use of Brush-Cutters and Trimmers (Trimmer)** learners must achieve:

City & Guilds unit number	Unit title	GLH
Mandatory units		
253	Trimmer and brush-cutter operations	23

Certification Module Number	Certification Module Title
The assessment may be taken on a machine with any type of:	
930	Trimmer

For the **City & Guilds NPTC Level 2 Award in the Safe Use of Brush-Cutters and Trimmers (Brush-cutter)** learners must achieve:

City & Guilds unit number	Unit title	GLH
Mandatory units		
253	Trimmer and brush-cutter operations	23

Certification Module Number	Certification Module Title
931	Brush-cutter

The certificate will be endorsed accordingly. Candidates are encouraged to take their assessment with different cutting mechanisms to broaden their certification.

Only two endorsements can be taken in any one registration.

Total Qualification Time (TQT)

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 demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- 1) the number of hours that an awarding organisation has assigned to a qualification for guided learning
- 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 NPTC Level 2 Award in the Safe Use of Brush-Cutters and Trimmers (0014-41)	23	30

3 Centre requirements

Approval

Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Centre Approval process: Quality Standards** for further information. 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.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before delivering a course programme.

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. They do not have to be independent, but can be, **and can 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.

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds will arbitrate, and a Principal Verifier may be approached to offer independent advice.

All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, 5-6 Giltspur Street, London, EC1A 9DE, UK. Access to the qualification is open to all, irrespective of gender, race, creed or special needs. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds Quality Assurance processes visit: the **What is CASS?** and **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

Candidates must meet minimum age requirements.

Age restrictions

This qualification is approved for learners aged 16 or above.

Access arrangements and reasonable adjustments

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

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 JQC 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**.

4 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification.
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme, so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth.

More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

Inclusion and diversity | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that support our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

Our Pathway to Net Zero | City & Guilds ([cityandguilds.com](https://www.cityandguilds.com))

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy, considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible
- waste procedures (ensuring that waste is minimised, recycling of components is in place wherever possible)

- minimising water use and considering options for reuse/salvage as part of plumbing activities wherever possible.

Support materials

The following resources are available for this qualification:

Description	How to access
Candidate Handbook	www.nptc.org.uk
Assessment Pack (available only to assessors)	www.nptc.org.uk

5 Assessment

Assessment of the qualification

Assessment types			
Unit	Title	Assessment method	Where to obtain assessment materials
253	Trimmer and brush-cutter operations	Oral Examination and Practical observation Centres may use the materials provided by City & Guilds.	www.nptc.org.uk

Assessment strategy

City & Guilds has written the practical observations with oral questioning to use with this qualification; live assessment materials can be downloaded by the assessor via the Assessment Pack from the NPTC website.

Time constraints

Qualification registration is valid for two years.

6 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- Guided Learning Hours (GLH)
- unit aim
- assessment type
- learning outcomes, which comprise a number of assessment criteria.

Guidance for delivery of the units

This qualification comprises a number of **units**. A unit describes what is expected of a competent person in particular aspects of their job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Unit 253

Trimmer and brush-cutter operations

Level:	2
GLH:	23
Assessment type:	Practical activities with oral assessment.
Aim:	The aim of this unit is for the candidate to learn how to safely use and maintain brush-cutters and trimmers.

Learning outcome

The learner will:

LO1 Know how to carry out a risk assessment (**Criteria 1.1**)

Assessment criteria

The learner can:

AC1.1 Carry out a risk assessment relevant to the operation to identify significant hazards, those at risk, control measures and emergency procedures

Topic 1.1

Candidate is required to:

- walk the site and remove or mark hazards
- report to the appropriate person if the site condition is unsuitable and state why.

or

- confirm that the condition of the site is acceptable for the operation to take place
- set out warning signs
- position barriers to exclude public/animals (if appropriate) implement suitable controls to protect themselves
- state the emergency procedures in the event of an incident.

Possible risks when operating a brush-cutter or trimmer:

- contact with underground hazards
- flying debris
- biohazards
- machine getting caught in vegetation
- kickback
- moving parts coming in contact with limbs.

Learning outcome

The learner will:

LO2 Know the health and safety legislation that underpins trimmer and brush-cutter operations (**Criteria 2.1**)

Assessment criteria

The learner can:

AC2.1 Describe the relevant health and safety legislation in relation to trimmer and brush-cutter operations

Topic 2.1

Health and safety legislation:

- The Health & Safety at Work Act 1974 – specified duties under the act as an employee
- The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried out for all activities
- Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn
- Manual Handling Operations Regulations 1992 – avoid manual handling where possible, use safe lifting techniques
- The Control of Vibration at Work Regulations 2005 – to reduce the risk to health from vibrations
- Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made
- Noise at Work Regulations 2005 – hearing protection must be worn over 85db
- Countryside and Wildlife Act 1981 – operation carried out at times to minimise the impact on wildlife.

Learning outcome

The learner will:

LO3 Know the appropriate Personal Protective Equipment (PPE) for trimmer and brush-cutter operations (Criteria 3.1)

Assessment criteria

The learner can:

AC3.1 Select the appropriate Personal Protective Equipment (PPE) for trimmer and brush-cutter operations

Topic 3.1

Unless otherwise stated in the manufacturer's handbook or operator's manual, PPE:

- hard hat/helmet with visor
- face/eye protection
- ear defenders
- non snag clothing
- safety footwear.

Learning outcome

The learner will:

LO4 Know the health and safety features of the equipment being used (Criteria 4.1)

Assessment criteria

The learner can:

AC4.1 Identify the Health and Safety features of the equipment being used

Topic 4.1

Guarding requirements for the machine being used:

- all moving/hot parts to be guarded as defined in the operator's handbook
- blade guard (brush-cutter).

or

- nylon guard and trimming knife (trimmer).

The meaning of the decals on the machine:

- the operator protection decals
- bystander protection decals.

Controls on the machine being used:

- on/off switch
- choke
- Operator Presence Control (OPC)
- throttle
- throttle lock
- primer bulb
- decompressor (if fitted).

Safety precautions:

- risk assessment must be carried out before operation of the machine
- PPE must be worn at all times
- ensuring the safety of bystanders
- a minimum safe working distance of 15 metres must be maintained at all times
- maximum blade or head rotation speed as identified by manufacturer.

Learning outcome

The learner will:

LO5 Know how to maintain the trimmer / brush-cutter (**Criteria 5.1-5.5**)

Assessment criteria

The learner can:

AC5.1 Describe the preoperational checks that should be made to the trimmer/brush-cutter

AC5.2 Identify routine maintenance procedures for the trimmer/brush-cutter

AC5.3 Describe the procedures for maintaining the engine of the trimmer/brush-cutter

AC5.4 Describe the procedures for maintaining the cutting heads

AC5.5 Describe the procedures for making adjustments to the trimmer/brush-cutter

Topic 5.1

Pre-operational checks to the machine:

- inspecting the machine for damage (including the blade or nylon head)
- checking that there is sufficient nylon cord (trimmer only)
- inspecting the machine for loose components and fixings
- checking the oil level (if applicable)
- checking the fuel level
- fuelling the machine (if required).

Safety precautions that should be observed with flammable liquids:

- no smoking/naked flames
- avoiding contact with hot surfaces
- fuel topped up to correct level allowing for expansion
- any spillage is dealt with using the correct method.

Topic 5.2

Routine maintenance procedures:

- clean power unit and covers
- service the air filter
- service the spark plug
- service the recoil starter mechanism
- service fuel filter
- check angle drive and gearbox
- sharpen brush-cutter blade.

and/or

- remove trimmer head and refit new cord or nylon blades.

Topic 5.3

Power unit and covers:

- inspect for security and damage – damaged equipment should not be used
- external fixings present and secure
- debris removed from fins/air intake – allows for cooling of engine
- exhaust (muffler) is secure and intact – reduce noise and vibration.

Service air filter:

- air filter prevents debris from entering the carburettor and needs to be clean to maintain correct air/fuel ratio
- debris removed from around filter prior to removal
- filter removed (choke closed or protected)
- filter cleaned or new filter obtained (as appropriate)
- filter replaced and cover fitted.

Service the spark plug:

- if fuel rich – deposits dark brown to black
- if fuel weak – deposits light brown to white
- engine cover and spark plug removed
- plug cleaned appropriately
- wear/damage assessed (replaced if necessary).

or

- gap size checked and set if necessary.

Service starter recoil mechanism:

- when the spring is slack the cord does not fully retract
- over tight spring binds the cord before it can be fully extended
- recognise wear points; at base of toggle and where attached to pulley
- starter cover removed and ventilation slots cleaned
- cord inspected for wear
- cord and coil spring released and re-tensioned.

Fuel filter:

- fuel cap to be removed
- filter to be located and removed from tank using an appropriate tool
- determine condition of the filter, replace if necessary
- cleaning procedures include using non-flammable detergents followed by rinsing and drying.

Topic 5.4

Angle drive and gearbox:

- access plug removed
- lubricant checked
- lubricant topped up (if appropriate).

Sharpen brush-cutter blade:

- gloves worn when handling brush-cutter blade
- remove blade guard

- secure blade using appropriate method (locking pin, spanner etc)
- loosen and remove retaining nut (L/H thread)
- remove blade assembly
- check the blade for length
- check the blade for damage
- secure the blade for filing (any acceptable method used)
- blade sharpened correctly (blade template used if appropriate)
- blade balance checked
- blade re-checked for cracks/damage
- drive shaft and collar cleaned
- blade re-fitted, washer and lock replaced securely.

Remove trimmer head and refit new cord or nylon blades:

- secure nylon head using an appropriate method
- remove retaining nut.

Remove casing and comment on the condition of:

- casing
- ferrules
- retaining nut
- check cord or blades for damage
- refit existing or new cord or blades (as appropriate)
- refit nylon head
- refit washer and nut and secure appropriately
- nylon trimmed to recommended length.

Topic 5.5

Adjustments to the engine:

- adjusting the engine idling screw (if applicable)
- adjusting the fuel mixture (if applicable).

Adjustments to the machine:

- handlebar adjustment as necessary
- moving/adjusting harness connection point.

Adjusting the harness:

- length of shoulder straps
- length of side straps
- position of chest plate
- position of hip guard
- correct working height and balance achieved.

Learning outcome

The learner will:

LO6 Know how to operate a trimmer / brush-cutter (**Criteria 6.1 - 6.2**)

Assessment criteria

The learner can:

AC6.1 Carry out pre-cutting tests

AC6.2 Prepare the site to be cut

Topic 6.1

Pre-cutting tests:

- remove and retain guard (brush-cutter)
- correct starting procedure for the machine (on the ground)
- start machine, check controls are fully operational
- ensure blade or head is stationary at idling speed
- machine stopped using on/off switch.

Topic 6.2

Preparation:

- authorities informed about the work prior to commencement
- warning signs erected
- high visibility clothing worn
- an 'exclusion zone' could be set up
- road or dual carriageway lane closed or coned off.

Learning outcome

The learner will:

LO7 Understand different operating techniques (**Criteria 7.1 - 7.2**)

Assessment criteria

The learner can:

AC7.1 Describe the different operating techniques for grassland and scrub

AC7.2 Use appropriate operating techniques for the site being cut

Topic 7.1

Operating techniques:

- scything technique

- swatting technique (brush-cutter)
- direction of working to avoid clogging blade/head

Topic 7.2

Operating techniques:

- safe working distance maintained at all times
- plan work efficiently
- blade speed appropriate whilst cutting
- use legs and hips to work machine
- cut vegetation using scything action
- cut vegetation using swatting method
- clear jammed blade safely (if occurs)
- vegetation cleared to specification
- safe working distance maintained at all times
- plan work efficiently
- nylon cutting cord/blade speed appropriate whilst cutting
- use legs and hips to work machine
- cut vegetation using scything action
- renew or replace nylon cord/blade as appropriate
- clear jammed head safely (if occur)
- damage to obstacles avoided
- vegetation cleared to specification.

Learning outcome

The learner will:

LO8 Know how to store equipment safely and appropriately (**Criteria 8.1**)

Assessment criteria

The learner can:

AC8.1 Store equipment appropriately and in accordance with manufacturer's guidelines

Topic 8.1

Storing equipment:

- prevent corrosion
- facilitate maintenance and adjustments
- prevent personal contamination
- using appropriate PPE
- removing unwanted residues using an appropriate method including compressed air, hose and water and brush
- waste disposed in line with company policy, environmental good practice and any legislative requirements

- machine inspected to establish if there are any missing, damaged or worn components
- ensures that defects can be rectified before machine is required again for use.

Supporting information

Evidence requirements

One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor.

Unit guidance

Candidates must successfully achieve all assessment activities in their chosen unit(s).

Safe Practice

Assessors must hold a current 'First Aid at Work' Certificate.

It is strongly recommended that Candidates hold at least a recent, recognised 'Emergency First Aid' Training Certificate.

All forest machines used in the assessments must comply with relevant Forest Industry Safety Accord (FISA) Safety Guides

Candidates should be familiar with the machine that they are going to operate.

Appropriate 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.

The Assessor must ensure a Risk Assessment is carried out, and sufficient control measures implemented.

Any necessary permissions must have been granted, and notifications made as appropriate: (e.g. Forestry Commission, Forest Enterprise, Private owners etc).

All equipment being used for this assessment must comply with relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.

Provision must be made to avoid the risk of environmental pollution and adequate control measures must be implemented. (a suitable response kit to be available on the machine)

It is the responsibility of the Assessor and the Candidate to ensure that any additional requirements and provisions are met as relevant to this qualification.

Whenever the Candidate leaves the base machine, the parking brake must be applied.

When the Base Machine is parked and left unattended, or any attachments/detachments of equipment, must carry out the safe stop procedure.

The Base Machine must be operated in such a way that the Candidate, Assessor, other persons or equipment are not endangered.

All ancillary equipment, when detached must be left in a safe and stable condition.

Candidates must comply with current regulations when working at heights regulations 2005 amended.

The assessment is carried out in accordance with the safety guidelines laid down in Arboriculture and Forestry Advisory Group (AFAG) Safety Guides, Health and Safety publications and current machinery directives.

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.

Initial tonnage is measured on unladen vehicle weight.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Suggested learning resources

Manufactures handbooks, manuals.

Safety bulletins.

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

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

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.

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