

# CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF A POWERED POLE PRUNER (QCF) QAN 600/6417/1



VERSION 3

## QUALIFICATION GUIDANCE

### Integrated Assessment

#### Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

<b>Qualification Group No</b>	0   0   2   0	Forestry & Arboriculture Level 2
<b>Qualification Programme No</b>	0   0   2   0   -   0   6	Award In Safe Use Of A Powered Pole Pruner
<b>Unit(s)</b>	2   0   5	Use a powered pole pruner
<b>Learning Time (LT)</b>	2   0   5	LT 15 (2 Credits) <i>(* see note on page 2)</i>
<b>Recommended Assessment Duration</b>		1.5 – 2.0 hours per Candidate

# City and Guilds NPTC Level 2 Award in Safe Use of a Powered Pole Pruner (QCF)

## Qualification Guidance

### Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
  - Scheme regulations
  - Qualification guidance
  - Training materials
  - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Issue certificates to successful Candidates

### The Qualification

The qualification will be awarded to Candidates who achieve the required level of competence in the units to which their certificate relates.

### What is the Qualifications and Credit Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

### \* Learning Time (LT)

**Learning Time (LT)** is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as *“tutor or teacher led hours”*. LT is defined as **“a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes”**. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

### Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

### Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment is **one** mandatory unit:

Unit 205	Use a Powered Pole Pruner
	Outcomes:
	1. Be able to work safely (1) <b>(Criteria 1.1 – 1.5)</b>
	2. Be able to use a powered pole pruner (2) <b>(Criteria 2.1 – 2.10)</b>
	3. Know relevant health and safety legislation and industry good practice (3) <b>(Criteria 3.1 – 3.5)</b>
	4. Know how to use a powered pole pruner (4) <b>(Criteria 4.1 – 4.11)</b>

Candidates must successfully achieve **all** assessment activities in the above unit unless otherwise specified.

Candidates who already hold a relevant City & Guilds Chainsaw Maintenance qualification (e.g. 0020-01 / 0020-03 / CS30.1) are not required to undertake the following assessment criteria; **2.2, 2.3, 2.4, 4.2, 4.3, 4.4** and **4.5**. Centres must advise the Assessor of requirements prior to the assessment. If the Lantra equivalent is held, evidence must be provided.

### Quality Assurance

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.

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 verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

## Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M =** Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick  is to be put in the box provided in the left-hand column.
- NM =** Not Met Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross  is to be put in the box provided in the left-hand column.

## 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 an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. 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.

## Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

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.

## Assessment Guidance for the Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

**Re-assessment cannot take place until further training has been provided. The Candidate may only have a maximum of 3 attempts.**

## Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. ([www.nptc.org.uk](http://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 his/her 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.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

## Assessment and site requirements:

- 4 through cuts
- 2 natural target pruning cuts
- 4 step cuts

## Chainsaw Safe Practice

**At all times during the assessment, equipment must be used in accordance with industry good practice, whatever the task being carried out.**

1. Assessors must hold a current 'First Aid at Work' Certificate.
2. All chainsaws used in assessments must comply with relevant Arboriculture and Forestry Advisory Group (AFAG) guidance and HSE Chainsaws at Work INDG317(rev1), in terms of safety features, and be a model and size suited to the task(s) required.
4. Recommended guide bar lengths should be observed, although variations may be accepted at the discretion of the assessor where this is appropriate to the task.
5. Candidates should be familiar with the machinery, equipment and tools that they are going to use.
6. During chainsaw based assessments a spare working chainsaw must be available.
7. Appropriate Personal Protective Equipment (PPE) must be worn at all times by both the candidate and the assessor. All PPE used must comply with relevant AFAG guidance, industry good practice, Health and Safety Executive publications and current legal requirements in terms of specification and use.
8. A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available, along with appropriate fire fighting and suitable welfare facilities e.g. hand cleansing wipes.
9. The use of personal first aid kits must be in line with current industry good practice.
10. The assessor must ensure a site specific risk assessment has been carried out, sufficient control measures implemented and appropriate emergency procedures recorded. All recorded risk assessment information should be clearly legible and accessible to candidates and completed for all locations where assessment activities are scheduled to take place.
11. Manual handling techniques must comply with current legislation and industry good practice.
12. Any necessary permission must have been granted, and notifications made as appropriate.
13. All equipment being used for this assessment must comply with relevant legislative requirements.
14. Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.
15. The current regulations for transport, handling and storage of fuel and oils must be complied with.
16. Provision must be made to avoid the risk of environmental pollution.
17. 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.
18. At all times during the assessment, candidates must act in a way so as not to endanger themselves, the assessor or any other person or equipment. Work must be carried out to achieve the requirements of the assessment criteria in accordance with all relevant and current legislation and good practice guidance.
19. If required, relevant records must be accurately kept.
20. Appropriate steps should be taken to maintain effective teamwork in respect of other persons on site during the assessment.
21. Any appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.
22. All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.
23. **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.**

This may include taking steps to ensure effective communication and safety precautions.

Published by  
City & Guilds  
Building 500  
Abbey Park  
Stareton  
Warwickshire  
CV8 2LY

T +44 (0)24 7685 7300

F +44 (0)24 7669 6128

[www.nptc.org.uk](http://www.nptc.org.uk)

e-mail: [information@cityandguilds.com](mailto:information@cityandguilds.com)

City & Guilds is a registered charity established to promote education and training

<b>Candidate A</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate B</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate C</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate D</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>

  

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.1 1	Identify the hazards and risks associated with the working area and the proposed work  <b>(RISK ASSESSMENT)</b>	<b>Three</b> hazards and risks with the working area  <b>Three</b> hazards and risks with the proposed work	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to: <ul style="list-style-type: none"><li>the work area</li><li>the work to be done</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Outline the emergency planning and procedures relevant to the working area  <b>(EMERGENCY PLANNING)</b>	<b>Five</b> emergency procedures	Emergency planning and procedures for a site could include: <ul style="list-style-type: none"><li>location name</li><li>grid reference</li><li>designated meeting place</li><li>site location name</li><li>nearest access point</li><li>street name/district</li><li>type of access</li><li>suitable helicopter landing area</li><li>phone number of nearest doctor</li><li>location and phone number of nearest accident and emergency hospital</li><li>works manager contact details</li><li>your own contact number</li><li>other</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 3	Outline the current health and safety legislation and, industry good practice  <b>(LEGISLATION)</b>	<b>Two</b> points from each:  Health and Safety at Work Act 1974  Provision and Use of Work Equipment Regulations 1998 (PUWER 98).  <b>One</b> purpose of Arboriculture Forestry Advisory Group (AFAG)	Outline key points from the legislation and industry good practice listed below:  Health and Safety at Work Act (HSWA): <ul style="list-style-type: none"><li>general duties for employers and employees</li><li>maintain safe places of work</li><li>other</li></ul> Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"><li>operators adequately trained</li><li>equipment fit for purpose</li><li>other</li></ul> Arboriculture Forestry Advisory Group (AFAG) information: <ul style="list-style-type: none"><li>providers of industrial good practice</li><li>other</li></ul> State the appropriate safe working distances from other operators during pruning operations <ul style="list-style-type: none"><li>15 metres</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 1	Use appropriate tools, equipment and personal protective equipment (PPE)  <b>(TOOLS, EQUIPMENT &amp; PPE)</b>	Assessor to observe and risk assess	<ul style="list-style-type: none"><li>all tools, equipment and Personal Protective Equipment used in line with industry good practice e.g. AFAG/INDG</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.3 1	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice  <b>(SAFE WORK)</b>	Assessor to observe	<ul style="list-style-type: none"> <li>all activities must be completed in a way which protects the operator and those around them</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Explain why safety features are fitted to a powered pole pruner and how they function  <b>(SAFETY FEATURES)</b>		Safety features are fitted to a powered pole pruner to: <ul style="list-style-type: none"> <li>meet legal requirements</li> </ul> Safety features functions: <ul style="list-style-type: none"> <li>protect the operator from hazards of the powered pole pruner</li> <li>reduce vibration</li> <li>reduce emissions</li> <li>reduce noise</li> <li>improve safety</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 2	Check all safety features on the powered pole pruner are present and not damaged  <b>(SAFETY FEATURES)</b>	Assessor to observe	All safety features are present and not damaged : <ul style="list-style-type: none"> <li>on/off switch</li> <li>exhaust (directing away from the operator)</li> <li>chain with low- kickback characteristics</li> <li>anti-vibration mounts</li> <li>throttle trigger lockout</li> <li>guide bar cover</li> <li>hand/eye/ear defender symbols</li> <li>harness attachment point</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 4  Continued	Explain the function and maintenance requirements of individual components <ul style="list-style-type: none"> <li>Spark plug</li> <li>Air filter</li> <li>Cooling system</li> <li>Exhaust system</li> <li>Clutch/drive system</li> <li>Sprocket</li> <li>Starter mechanism/ recoil system</li> <li>Greasing/lubrication</li> <li>Guide bar</li> <li>Chain</li> <li>Fuel and oil filters</li> </ul> <p><b>(MAINTENANCE)</b></p> <p>Not relevant if candidate holds relevant chainsaw maintenance qualification</p>	All aspects explained                     Colour of spark plug deposits is to be mentioned	Cooling system: <ul style="list-style-type: none"> <li>keeps the engine cool and prevents the engine from overheating. Maintenance may include inspection, and cleaning</li> </ul> Exhaust system: <ul style="list-style-type: none"> <li>directs fumes away from the operator, maintenance may include inspection, security of nuts/bolts and removal of residue</li> </ul> Clutch/drive system: <ul style="list-style-type: none"> <li>provides drive to the drive shaft; maintenance may include inspection and lubrication</li> </ul> Starter mechanism: <ul style="list-style-type: none"> <li>engages the flywheel, maintenance may include cleaning, inspection</li> </ul> Sprocket: <ul style="list-style-type: none"> <li>drives/pushes the chain along the guidebar, maintenance may include inspection and replacement due to wear exceeding manufacturers tolerances</li> </ul> Greasing/lubrication: <ul style="list-style-type: none"> <li>may help prevent excessive wear of components</li> </ul> Spark plug: <ul style="list-style-type: none"> <li>provides ignition, maintenance may include inspection, cleaning and checking of electrode gap. Comment made upon colour of spark plug deposits</li> </ul> Air filter: <ul style="list-style-type: none"> <li>prevents debris entering the carburettor and helps maintain the correct air/fuel ratio, maintenance may include inspection and thorough cleaning</li> </ul> Guidebar: <ul style="list-style-type: none"> <li>carries the chain; maintenance may include inspection, general upkeep, cleaning or replacement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... <b>4.2</b> <b>4</b>			Chain: <ul style="list-style-type: none"> <li>carries the cutting components; maintenance may include inspection and sharpening</li> </ul> Fuel and oil filters: <ul style="list-style-type: none"> <li>prevent debris entering engine components, maintenance may include cleaning as appropriate or replacement</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.2</b> <b>2</b>	Maintain a powered pole pruner in accordance with operator's handbook using appropriate tools  (MAINTENANCE)  Not relevant if candidate holds relevant chainsaw maintenance qualification	<ul style="list-style-type: none"> <li>Spark plug</li> <li>Air filter</li> <li>Fuel and oil filter</li> <li>Cooling system</li> <li>Exhaust system</li> <li>Drive system</li> <li>Sprocket</li> <li>Starter mechanism/recoil system</li> <li>Greasing/lubrication (as appropriate)</li> </ul> <p>This activity may be completed concurrently with other maintenance activities</p>	Cooling system: <ul style="list-style-type: none"> <li>remove covers where appropriate and remove excess debris from fins and cylinder</li> </ul> Exhaust system: <ul style="list-style-type: none"> <li>check all nuts and bolts for security</li> <li>remove excess residue from the silencer</li> </ul> Drive system: <ul style="list-style-type: none"> <li>visual check</li> <li>lubricate if appropriate</li> </ul> Starter mechanism: <ul style="list-style-type: none"> <li>starter cover removed and air ways cleared</li> <li>cord and coil spring released</li> <li>cord inspected for wear</li> <li>cord and coil spring re-tensioned</li> <li>re-coil checked to ensure spring tension is correctly applied</li> <li>pull toggle checked for security</li> </ul> Sprocket: <ul style="list-style-type: none"> <li>sprocket checked for wear and condition</li> </ul> Greasing/lubrication (as appropriate): <ul style="list-style-type: none"> <li>greasing of component parts as appropriate</li> </ul> Spark plug: <ul style="list-style-type: none"> <li>engine cover and spark plug removed</li> <li>plug cleaned or replaced as necessary</li> <li>wear/damage assessed</li> <li>gap size checked and set if necessary</li> </ul> Air filter: <ul style="list-style-type: none"> <li>excess debris removed from around filter prior to removal</li> <li>filter removed, protecting carburettor</li> <li>filter inspected maintained and cleaned appropriate to condition</li> <li>filter refitted correctly</li> </ul> Fuel and oil filter: <ul style="list-style-type: none"> <li>fuel/oil cap removed</li> <li>filter located and removed where applicable from tank using appropriate tool</li> <li>condition of filter determined</li> <li>cleaning procedures using non flammable detergents followed by rinsing and drying or replacement as appropriate</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.3</b> <b>4</b>  Continued	Describe the problems encountered when chain and guide bar are worn, damaged or poorly maintained  (BAR & CHAIN)	<b>Three</b> for guide bar	Problems that may be encountered when a guidebar is worn, damaged or poorly maintained may include: <ul style="list-style-type: none"> <li>powered pole pruner does not cut in a straight line</li> <li>over-heating of the guidebar</li> <li>poor lubrication of the chain</li> <li>increased chain, bar and sprocket wear</li> <li>other</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 4.3 4	Not relevant if candidate holds relevant chainsaw maintenance qualification	Three for chain	Problems that may be encountered when a chain is worn, damaged or poorly maintained may include: <ul style="list-style-type: none"> <li>poor cutting performance/reduced efficiency</li> <li>chain not cutting in straight line</li> <li>increased risk of kick back</li> <li>increased wear to chain, bar and sprocket</li> <li>increased risk of chain breakage</li> <li>increased vibration and thus the risk of 'white finger'</li> <li>other</li> </ul> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 4	Identify different chain types and their application  (CHAIN TYPE)  Not relevant if candidate holds relevant chainsaw maintenance qualification	State one	Cutter types may include: <ul style="list-style-type: none"> <li>semi-chisel chain</li> <li>micro chisel</li> <li>other</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Application may depend on experience of the operator, timber type and personal preference</li> </ul> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 4	Explain how to select the correct filing information for chain and why this is necessary  (FILING)  Not relevant if candidate holds relevant chainsaw maintenance qualification	Learners are expected to talk through the file selection process with the assessor and are only expected to obtain the filing information required for their chain  Two reasons filing angles  One reason cutter length  Two reasons depth gauge	<ul style="list-style-type: none"> <li>explain how to select the correct file size and identify the required sharpening angles through use of chain charts, manufacturer's information, chain box etc. for the chain being sharpened</li> </ul> Reasons for maintaining correct filing angles may include: <ul style="list-style-type: none"> <li>enhances cutting performance</li> <li>ensures chain is sharpened as per manufacturers recommendations</li> <li>other</li> </ul> <hr/> Equal cutter length prevents: <ul style="list-style-type: none"> <li>increased vibration</li> <li>inaccurate cutting</li> <li>increased risk of kick back</li> <li>other</li> </ul> <hr/> The correct depth gauge setting: <ul style="list-style-type: none"> <li>reduces the risk of kick back</li> <li>reduces chain vibration</li> <li>achieves optimum cutting speed</li> <li>other</li> </ul> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 2  Continued	Maintain cutting system in accordance with operator's handbook using appropriate tools  (FILING)  Not relevant if candidate holds relevant chainsaw maintenance qualification	Assessor to observe	In accordance with the manufacturers recommendations guidebar maintenance should include: <ul style="list-style-type: none"> <li>identification of uneven and damaged rails and maintain as appropriate</li> <li>checking the straightness of bar</li> <li>checking the bar groove depth</li> <li>identification of any blueing, cracking and burring</li> <li>removal of burrs</li> <li>clearing the bar groove and oil holes</li> <li>inspecting the sprocket nose for security and condition</li> <li>greasing the bar nose sprocket if applicable</li> <li>turning the bar following maintenance to reduce wear</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... <b>2.3</b> <b>2</b>			In accordance with the manufacturers recommendations chain maintenance should include: <ul style="list-style-type: none"> <li>checking cutters for damage and selecting the first cutter to sharpen</li> <li>having the chain secured in a chain vice or on bar in a bench vice or timber vice</li> <li>selecting and using a file of the correct size with a handle fitted to sharpen all of the cutters</li> <li>maintenance of top and side plate angles throughout sharpening of the whole chain</li> <li>ensuring a consistent cutter length is maintained</li> <li>removing burrs when applicable</li> <li>maintaining the height and profile of depth gauges</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.4</b> <b>2</b>	Reassemble the powered pole pruner and cutting system to functional/ operational standard  <b>(RE-ASSEMBLY)</b>  Not relevant if candidate holds relevant chainsaw maintenance qualification	Assessor to inspect machine is re assembled correctly  Assessor to <b>physically ensure</b> learner has fully tightened side plate nuts following completion of this assessment activity	Reassemble all removed parts of the powered pole pruner: <ul style="list-style-type: none"> <li>chain/bar</li> <li>spark plug</li> <li>air filter</li> <li>starter mechanism/recoil system</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.4</b> <b>1</b>	Carry out work to minimise environmental damage  <b>(ENVIRONMENTAL AWARENESS)</b>	Assessor to observe	<ul style="list-style-type: none"> <li>It is ensured that any possible environmental damage is minimised at all times during use of a powered pole pruner</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.5</b> <b>1</b>	Dispose of waste safely in line with legislation  <b>(WASTE DISPOSAL)</b>	Assessor to observe	<ul style="list-style-type: none"> <li>all waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.5</b> <b>2</b>	Carry out pre-start checks and setting of the machine for use  <b>(PRE-START CHECKS)</b>	Assessor to observe	Pre start checks and setting of the machine to include: <ul style="list-style-type: none"> <li>chain tension and condition checked for safe and effective use</li> <li>safety features checked for condition and function</li> <li>external nuts and bolts checked for security</li> <li>powered pole pruner contains sufficient fuel and chain oil for operations</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.3</b> <b>3</b>	Identify appropriate personal protective equipment  <b>(PPE)</b>	State <b>all</b>	Personal protective equipment should include: <ul style="list-style-type: none"> <li>safety boots</li> <li>gloves</li> <li>head, ear and eye protection</li> <li>non snag outer clothing</li> <li>personal first aid kit</li> <li>harness</li> <li>all PPE should conform to applicable CE/EN standards where appropriate</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.6</b> <b>2</b>	Demonstrate safe starting of the powered pole pruner  <b>(SAFE STARTING)</b>	Assessor to observe  If any of the post start checks identify the powered pole pruner as unfit for use, it <b>must not</b> be used for the assessment	The safe starting procedure of a powered pole pruner should include: <ul style="list-style-type: none"> <li>ensuring appropriate safe working distances from both fuel and other operators is maintained</li> <li>correct PPE worn</li> <li>remove guidebar cover</li> <li>place powered pole pruner in a secure position, where appropriate, ensuring no debris can catch the chain</li> <li>controls set as recommended by manufacturer</li> <li>adopt safe stance</li> <li>find compression pulling starter cord sharply/firmly</li> <li>choke released when engine fires</li> <li>half throttle released when engine runs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Continued</b>							

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... <b>2.6</b> <b>2</b>			Post starting checks of a powered pole pruner should include: <ul style="list-style-type: none"> <li>ensuring the powered pole pruner chain stops when the engine revs return to idle</li> <li>ensuring the stop switch works correctly</li> <li>ensuring lubrication to the guide bar and chain is working properly</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.4</b> <b>3</b>	Describe how environmental damage can be minimised  <b>ENVIRONMENTAL)</b>	<b>One cause</b>     <b>One prevention</b>	Environmental damaged may be caused by: <ul style="list-style-type: none"> <li>incorrect storage of fuel and oil</li> <li>defective machinery</li> <li>poor work practices</li> <li>other</li> </ul> <hr/> Environmental damage may be prevented by: <ul style="list-style-type: none"> <li>following principles of industry good practice</li> <li>good housekeeping</li> <li>appropriately trained operators</li> <li>other</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.6</b> <b>4</b>	Describe how to identify trees to be pruned  <b>(TREE IDENTIFICATION)</b>	<b>Three ways</b>	Trees to be pruned may be identified by: <ul style="list-style-type: none"> <li>marks</li> <li>species</li> <li>using a map/plan</li> <li>other</li> </ul> <hr/> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.11</b> <b>4</b>	State how condition of trees and time of year affect approach to pruning  <b>(PRUNING EFFECTS)</b>	<b>One condition</b>     <b>One time of year</b>	Condition of tree and time of year may affect the work owing to: <p>condition</p> <ul style="list-style-type: none"> <li>vigour of the tree</li> <li>dead, diseased or dying trees may prevent work</li> <li>other</li> </ul> <hr/> <p>time of year</p> <ul style="list-style-type: none"> <li>some species 'bleed' heavily if pruned at certain times of year</li> <li>promotion of subsequent disease or infection</li> <li>other</li> </ul> <hr/> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.7</b> <b>4</b>	Describe appropriate pruning methods and equipment used  <b>(PRUNING METHODS)</b>	<b>Two methods</b>	Appropriate pruning methods may include: <p>Through cut:</p> <ul style="list-style-type: none"> <li>small diameter timber cut straight through. One cut</li> </ul> <p>Step cut:</p> <ul style="list-style-type: none"> <li>small under cut with an over lapping top cut</li> </ul> <p>Natural target pruning:</p> <ul style="list-style-type: none"> <li>pruning cut made to the outer edge of the branch bark collar/ridge</li> </ul> <p>Equipment used:</p> <ul style="list-style-type: none"> <li>powered pole pruner/pole saw</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
4.8 4	Describe tension and compression in a branch  (TENSION AND COMPRESSION)		Tension: <ul style="list-style-type: none"> <li>found on the outside edge of strained timber and when cut, the kerf opens</li> </ul> Compression: <ul style="list-style-type: none"> <li>found on the inside edge of strained timber and when cut, the kerf closes</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 4	Describe methods of reducing and pruning heavy and long branches  (LONG CLIMBS)	Two methods	Reducing long or heavy branches may include: <ul style="list-style-type: none"> <li>small sections</li> <li>use of alternative work methods</li> <li>other</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 2	Select relevant pruning methods  (PRUNING METHODS)	Appropriate to the specification, branch size and condition	Relevant pruning methods may include: <ul style="list-style-type: none"> <li>step cut</li> <li>through cut</li> <li>natural target pruning</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 2	Reduce and remove branches using appropriate cuts  (REMOVE BRANCHES)	At least <b>three</b> lateral branches should be removed, <b>two</b> of which must be over 75mm (3") in diameter  Four through  Four step  Two natural target	Branch sections should be removed taking the following points into account: <ul style="list-style-type: none"> <li>order of cuts planned</li> <li>characteristics and properties of the wood allowed for</li> <li>suitable sized sections removed</li> <li>side or reducing cuts used where appropriate</li> <li>position of cuts</li> <li>complete overlap of cuts achieved</li> <li>cut pieces fall into a safe/ clear area</li> <li>the branch collar and/or branch bark ridge is identified when pruning</li> <li>the pruning cut is left as smooth as possible</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 4	Explain ways to remove a pruner trapped in a cut  (TRAPPED PRUNER)	State the procedure for removing trapped powered pole pruner <b>two</b> ways	<ul style="list-style-type: none"> <li>switch off engine</li> <li>work partner lifts end of branch to open the cut</li> <li>withdraw the machine</li> </ul> or <ul style="list-style-type: none"> <li>switch off engine</li> <li>prop engine on the ground</li> <li>lift and prop branch with a trimmed branch or pole</li> </ul> or <ul style="list-style-type: none"> <li>switch off engine</li> <li>use of second machine or pole saw to release trapped machine minimum of 300mm (12") away</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 3	Describe methods for disposing waste  (WASTE)	Three methods	Disposal of waste from workplace activities may include: <ul style="list-style-type: none"> <li>use of designated waste/recycle bins</li> <li>empty containers removed from site e.g. oil</li> <li>litter taken home with operators</li> <li>other</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 2	Clean and tidy working area  (CLEAN & TIDY)		A clean and tidy working area should be left ensuring: <ul style="list-style-type: none"> <li>no branches are left on fences, paths, roads, timber stacks, young trees etc or in ditches, ponds, waterways etc</li> <li>brush left as per site specification</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.9 2	Process arisings  (ARISINGS)	As per site specification	<ul style="list-style-type: none"> <li>clear/stack timber appropriate to site requirements</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Summary of Assessment** (*The Assessor is to complete the following as appropriate*)

Candidate A	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

Candidate B	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

Candidate C	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

Candidate D	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

**For use by Internal Verifier ONLY** if the assessment process was internally verified  
(Internal Verifier to complete **ONE** of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Signed:</b>	
<b>Date:</b>	