

City & Guilds Level 2 Certificate of Competence in the Safe Use of Tractor Mounted Hedge and Verge Cutters (0014-36)

Version 1.2 (March 2025)

Assessment Pack – Candidate Version

Version and date	Change detail	Section
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1.1 March 2020	Checklists moved to appendices	Appendices
	Introduction updated	Introduction
1.2 March 2025	Formatted	Throughout
	Unit Numbers amended	

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Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment has the following units and learning outcomes:

Unit 237 Prepare a tractor for hedge/verge cutting operations

1. Know the requirements of risk assessment, legislation and safety when preparing a tractor for verge/hedge cutting
2. Carry out pre-use checks and maintain a tractor for verge/hedge cutting

Unit 238 Prepare and operate a tractor mounted hedge cutter

1. Prepare and operate a tractor mounted hedge cutter

Unit 239 Prepare and operate a tractor mounted verge cutter

1. Prepare and operate a tractor mounted verge cutter

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site **www.nptc.org.uk**

Practical observation descriptor table

237 – Prepare a tractor for hedge/verge cutting operations

Activity number and description from check list		Assessment Criteria
1	Carry out a site specific hazard and risk assessment	<p>May include:</p> <ul style="list-style-type: none"> • vehicular traffic • flying debris • slopes • ground conditions • contact with moving parts • manual handling • overhead obstructions • surface obstructions/debris • hidden obstructions/ debris • road signs/street lamps • people and/or animals • ditches/waterways • hot components • fuel and oil • bio hazards • dust/fungal spores
		<p>To include:</p> <ul style="list-style-type: none"> • evaluate risks • implement appropriate control measures • confirm that the condition of the site is acceptable • confirm who they would report to if the site condition is unsuitable
2	Describe the relevant health and safety legislation in relation to tractor operations	<p>May include the following:</p> <ul style="list-style-type: none"> • Health and Safety at Work Etc. Act (HASAWA): <ul style="list-style-type: none"> ○ Duties imposed on the employer/employee/others • Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> ○ Machine must be suitable for the task ○ Machine must be properly maintained according to manufacturer's recommendations • Management of Health and Safety at Work Regulations (MHSWR): <ul style="list-style-type: none"> ○ Risk assessments must be completed and communicated to all relevant persons • Manual Handling Operations Regulations (MHOR): <ul style="list-style-type: none"> ○ Avoid manual handling where possible, use safe lifting techniques

		<ul style="list-style-type: none"> Control of Substances Hazardous to Health (COSHH): <ul style="list-style-type: none"> fuel handling and protection from contaminants Personal Protective Equipment Regulations (PPE): <ul style="list-style-type: none"> PPE must be provided, maintained and worn The Control of Noise at Work Regulations: <ul style="list-style-type: none"> Hearing protection must be used over 85 decibels (dB) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): <ul style="list-style-type: none"> Certain categories of injuries must be reported Health & Safety (First Aid) Regulations: <ul style="list-style-type: none"> Need for an accident book and knowledge of where it is kept
3	Describe the relevant legal and safety considerations when operating a tractor on or near a public highway	<p>May include:</p> <ul style="list-style-type: none"> be road legal appropriate vehicle tax/exemption insurance cover operator holds valid driving licence have an orange flashing beacon when driven on unrestricted dual carriageways (other road types subject to individual Risk Assessment) ensure safe speed appropriate to conditions comply with relevant speed limits four wheel drive mode disengaged (if applicable) differential lock disengaged independent brakes locked together (if applicable)
4	Select and use the appropriate personal protective clothing and equipment	<p>May include (subject to risk assessment):</p> <ul style="list-style-type: none"> safety boots ear defenders dust mask head protection face/eye protection non-snag clothing hand protection any other protection highlighted in the risk assessment
5	Identify safety issues in relation to the preparation and use of hedge and verge cutters	<p>May include:</p> <ul style="list-style-type: none"> do not enter danger zones (e.g. between implement and tractor when attaching or removing) If using a remote linkage control the operator must not be in a position whereby injury may be caused by the tractor or implement clear communication is established between driver and assistant <p>To include: SAFE STOP procedure explained</p>

6	Identify and explain the function of all instruments and controls	To include: <ul style="list-style-type: none"> • candidates must safely mount and dismount from tractor cab using hand and footholds provided (usually facing inwards)
		To include: <ul style="list-style-type: none"> • all internal/external controls and instrumentation applicable to the tractor being used for the assessment
		To include: <ul style="list-style-type: none"> • interpretation of information and warning symbols • interpretation of decals
7	State how to maintain the efficiency of tractor and attachment performance	May include: <ul style="list-style-type: none"> • ensure air filter is clean • effective use of engine speed control • appropriate gear selection • effective use of engine/transmission management systems (if applicable) • use differential lock to prevent wheel slip • ensure appropriate tyre pressures for the task • use of economy PTO mode
8	Carry out checks to the tractor to ensure that it is safe to use	May include: <ul style="list-style-type: none"> • horn working • all lights working • cab glass undamaged and clean, • wipers in working order • mirrors clean and undamaged • indicators clearly visible and undamaged • operator presence controls • wheel nuts tight and secure (visual check only) • tyre pressures (visual check only) • tyres free from excessive wear and damage • lubrication sites identified • absence/severity of oil leaks • battery isolation devices working • tractor guarding – as appropriate for the task
		To include: <ul style="list-style-type: none"> • all pre-start checks applicable to the tractor being used for the assessment – as specified in the manual
		May include: <ul style="list-style-type: none"> • mirrors adjusted for clear view • steering wheel adjusted to suit operator • seat adjusted to suit operator • condition and function of seatbelt
		To include: <ul style="list-style-type: none"> • controls in neutral • cold starting technique demonstrated or explained • engine started • SAFE STOP procedures followed

		<p>May include:</p> <ul style="list-style-type: none"> the PTO stub shaft is fully enclosed when not in use all guards are secure and undamaged as identified in operator's manual exhaust heat shield is in place and undamaged
		<p>To include:</p> <ul style="list-style-type: none"> all round observation before moving off brakes checked by driving short distance on level, smooth ground and apply foot brake
9	State the statutory guarding and safety requirements for PTO shafts	<p>To Include:</p> <ul style="list-style-type: none"> the PTO shaft is fully enclosed when attached the PTO shaft guard is secured to tractor and implement to prevent rotation
		<p>May include:</p> <ul style="list-style-type: none"> tractor and PTO machine are compatible correct speed stated for hedge/ verge cutter correct overlap of sliding shaft and the guards shaft is adequately lubricated use of 'economy mode' explained tractor stub shaft is fully enclosed when no implement is attached
		<p>May include</p> <ul style="list-style-type: none"> excess wear on implement excess vibration in cab increased risk of stones/debris being thrown up implement may not achieve desired result

238 – Prepare and operate a tractor mounted hedge cutter

Activity number and description from check list		Assessment Criteria
1	Check the immediate work area for hazards and obstacles and take the appropriate action	<p>To include:</p> <ul style="list-style-type: none"> confirm the condition of the site as acceptable for the operation to take place ongoing observation of hedge to identify hazards report to the appropriate person if the site condition is unsuitable ground conditions, sufficient to support machine, provide traction condition of the vegetation or size of hedge weather conditions <ul style="list-style-type: none"> arrange for warning signs to be installed advising public of hazards (if appropriate) exclude public/animals (if appropriate)
2	Describe the constraints affecting hedgerows/ maintenance of hedgerows	<p>These may include:</p> <ul style="list-style-type: none"> Wildlife and Countryside Act (WCA): No cutting of hedges if bird nesting is in evidence. Highways act: requires that clear visibility is required on public highways
3	Describe adjustment requirements for different attachments and operations	<p>May include:</p> <ul style="list-style-type: none"> compatibility of tractor and hedge cutter height/level in transport and working position alterations using specific hydraulic controls tractor forward speed PTO speed
4	Carry out pre-use checks to the hedge cutter	<p>To include:</p> <ul style="list-style-type: none"> all pre-use checks applicable to the machine being used for the assessment – as specified in the manual
5	Identify and explain the function of all instruments and controls	<p>To include:</p> <ul style="list-style-type: none"> all internal/external controls and instrumentation applicable to the hedge cutter being used for the assessment
6	Safe operation of hedge cutter	<p>To include:</p> <ul style="list-style-type: none"> move the tractor to appropriate starting point for job on the site removal of transport lock follow procedure to start the machine safely check quality of work after initial run and make adjustments as required trim top and sides of hedge trim up to obstacle stop cutting unit retract cutting head drive past obstacle reposition cutting head re-start cutting unit and continue
7	Park and secure the machine	<p>To include:</p> <ul style="list-style-type: none"> transport lock engaged

		<ul style="list-style-type: none"> • move to appropriate site • SAFE STOP procedure followed • dismount from the tractor safely using correct hand and footholds • lock cab (if applicable) • isolate battery (if applicable)
8	Describe how to clean the tractor and hedge cutter after use and the reasons for cleaning	May include <ul style="list-style-type: none"> • prevents personal contamination • prevents corrosion • prevents soiling of roads • makes visual inspection for damage possible • facilitates maintenance and adjustments
		May include: <ul style="list-style-type: none"> • a brush • compressed/blown air • water/pressure washer
		To include: <ul style="list-style-type: none"> • eye/face protection • safety footwear • overall/coverall • hand protection • dust mask
9	Describe post-operational checks	May include: <ul style="list-style-type: none"> • inspect for wear and damage • faults can be identified prior to being used again • could prevent another operator from using it if in a potentially dangerous condition

239 – Prepare and operate a tractor mounted verge cutter

Activity number and description from check list		Assessment Criteria
1	Check the immediate work area for hazards and obstacles and take the appropriate action	<p>To include:</p> <ul style="list-style-type: none"> confirm the condition of the site as acceptable for the operation to take place ongoing observation of verge to identify hazards report to the appropriate person if the site condition is unsuitable ground conditions, sufficient to support machine, provide traction condition of the vegetation or size of verge current weather conditions <ul style="list-style-type: none"> arrange for warning signs to be installed advising public of hazards (if appropriate) exclude public/animals (if appropriate)
2	Describe the environmental/safety constraints affecting verge cutting operations	<p>These may include:</p> <ul style="list-style-type: none"> Wildlife and Countryside Act (WCA): No cutting of verges if bird nesting is evident. Highways act: requires that clear visibility is required on public highways
3	Describe adjustment requirements for different attachments and operations	<p>May include:</p> <ul style="list-style-type: none"> compatibility of tractor and verge cutter height/level in transport and working position alterations using specific hydraulic controls tractor forward speed PTO speed
4	Carry out pre-use checks to the verge cutter	<p>To include:</p> <ul style="list-style-type: none"> all pre-use checks applicable to the machine being used for the assessment – as specified in the manual
5	Identify and explain the function of all instruments and controls	<p>To include:</p> <ul style="list-style-type: none"> all internal/external controls and instrumentation applicable to the verge cutter being used for the assessment
6	Safe operation of verge cutter	<p>To include:</p> <ul style="list-style-type: none"> move the tractor to appropriate starting point for job on the site removal of transport lock follow procedure to start the machine safely check quality of work after initial run and make adjustments as required trim up to obstacle stop cutting unit retract cutting head drive past obstacle reposition cutting head re-start cutting unit and continue
7	Park and secure the machine	<p>To include:</p> <ul style="list-style-type: none"> transport lock engaged

		<ul style="list-style-type: none"> • move to appropriate site • SAFE STOP procedure followed • dismount from the tractor safely using correct hand and footholds • lock cab (if applicable) • isolate battery (if applicable)
8	Describe how to clean the tractor and verge cutter after use and the reasons for cleaning	May include <ul style="list-style-type: none"> • prevents personal contamination • prevents corrosion • prevents soiling of roads • makes visual inspection for damage possible • facilitates maintenance and adjustments
		May include: <ul style="list-style-type: none"> • a brush • compressed/blown air • water/pressure washer
		To include: <ul style="list-style-type: none"> • eye/face protection • safety footwear • overall/coverall • hand protection • dust mask
9	Describe post-operational checks	May include: <ul style="list-style-type: none"> • inspect for wear and damage • faults can be identified prior to being used again • could prevent another operator from using it if in a potentially dangerous condition

Appendix 1 Practical tables

237 – Prepare a tractor for hedge/verge cutting operations

All criteria must be achieved.

Activity number and description		Achieved
1. Carry out a site specific hazard and risk assessment		
2. Describe the relevant health and safety legislation in relation to tractor operations		
3. Describe the relevant legal and safety considerations when operating a tractor on or near a public highway		
4. Select and use the appropriate personal protective clothing and equipment		
5. Identify safety issues in relation to the preparation and use of tractors and hedge and verge cutters		
6. Identify and explain the function of all instruments and controls		
7. State how to maintain the efficiency of tractor and attachment performance		
8. Carry out checks to the tractor to ensure that it is safe to use		
9. State the statutory guarding and safety requirements for PTO shafts		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		
Assessor Feedback:		

238 – Prepare and operate a tractor mounted hedge cutter

All criteria must be achieved.

Activity number and description		Achieved
1. Check the immediate work area for hazards and obstacles and take the appropriate action		
2. Describe the constraints affecting hedgerows/ maintenance of hedgerows		
3. Describe adjustment requirements for different attachments and operations		
4. Carry out pre-use checks to the hedge cutter		
5. Identify and explain the function of all instruments and controls		
6. Safe operation of hedge cutter		
7. Park and secure the machine		
8. Describe how to clean the tractor and hedge cutter after use and the reasons for cleaning		
9. Describe post-operational checks		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		
Assessor Feedback:		

239 – Prepare and operate a tractor mounted verge cutter

All criteria must be achieved.

Activity number and description		Achieved
1. Check the immediate work area for hazards and obstacles and take the appropriate action		
2. Describe the environmental/safety constraints affecting verge cutting operations		
3. Describe adjustment requirements for different attachments and operations		
4. Carry out pre-use checks to the verge cutter		
5. Identify and explain the function of all instruments and controls		
6. Safe operation of verge cutter		
7. Park and secure the machine		
8. Describe how to clean the tractor and verge cutter after use and the reasons for cleaning		
9. Describe post-operational checks		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		
Assessor Feedback:		

Appendix 2 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**.

City & Guilds

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