City & Guilds Level 2 Certificate of Competence in Multi-tool Equipment (0014-37)

Version 1.1 (March 2025)

Assessment Pack – Candidate Version

Version and date	Change detail	Section
1.0	First version	
1.1 March 2025	Formatted Unit Numbers amended	Throughout

Contents

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 240 Preparing a petrol power unit in multi-tool equipment
1. Prepare a petrol power unit in multi-tool equipment

Unit 241 Preparing a battery power unit in multi-tool equipment
1. Prepare a battery power unit for multi-tool equipment

Unit 242 Operating a brush cutter/trimmer attachment
1. Operate a brush cutter/trimmer attachment
2. Operate a loader attached to a tractor.

Unit 243 Operating a pole pruner attachment
1. Operate a pole pruner attachment

Unit 244 Operating a hedge cutter attachment
1. Operate a hedge cutter attachment

Unit 245 Operating a leaf blower attachment
1. Operate a leaf blower attachment
2. Operate a loader attached to a tractor.

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**

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

Record of assessment (ROA)

A prepopulated record of assessment must be completed by the assessor following an assessment. The number of outcomes is listed above; these must be ticked into the relevant met or not met sections of the ROA.

ARAS Forms

An Assessment Result Advice Slip (ARAS form) must be completed by the assessor following an assessment. The ARAS is not a certificate but, based on the evidence of the candidate's performance, is a recommendation to City & Guilds that the candidate has either met or not met the assessment criteria. All feedback is to be recorded by the assessor on the feedback section of the ARAS form.

This is not an open book assessment, however additional technical information may be sought from the relevant manufacture's operator manuals or any other appropriate training or safety publication.

Practical observation descriptor table

240 – Prepare a petrol power unit in multi-tool equipment

Activity number and description from check list		Criteria
1	Identify the hazards and risks associated with the working area and the proposed work	Identify hazards and risks relevant to: • The work area • The work to be done
2	Outline the emergency planning procedures relevant to the working area	Emergency/ planning and procedures for a site could include: • Location name • Grid reference • Designated meeting place • Site location name • Nearest access point • Street name/ district • Type of access • Suitable helicopter landing areas • Phone number of doctor • Location and phone number of nearest accident and emergency hospital • Works manager contact details • Your own contact number • Other
3	Outline health and safety legislation, and good industry practice	Outline key points from the legislation and industry good practice listed below: Health and safety at Work etc Act (HSWA): • General duties for employers and employees • Maintain safe places of work • Other Provision and Use of Work Equipment Regulations (PUWER) Arboriculture Forestry Advisory Group (AFAG)/ The Forest Industry Safety Accord (FISA) information: • Providers of industrial good practice • Other

		State the appropriate safe working distance from other operators: • 15 metres
4	Use appropriate tools, equipment and personal protective equipment (PPE)	• All tools, equipment and PPE used in line with industry good practice e.g. AFAG/ INDG
5	Work in way which maintains health and safety is consistent with relevant legislation and industry good practice	• All activities must be completed in a way which protect the operator and those around them
6	Explain why safety features are fitted to a multi-tool	Safety features are fitted to a multi-tool to: • Meet legislation requirements
7	Check all safety features on the multi-tool are present and not damaged	All features are present and not damaged: • On/ off switch • Exhaust • Anti-vibration mounts • Throttle trigger lockout • Transport guard • Hand/ eye/ ear defender symbols • Harness attachment point • Kick-back guard
8	Explain the function and maintenance of the individual components and carry out required maintenance.	Spark plug: • provides ignition, maintenance may include inspection, cleaning and checking of electrode gap. Comment made upon colour of spark plug deposits • Engine cover and spark plug removed • Plug cleaned or replaced as necessary • Wear/ damage assessed • Gap size checked and set if necessary Air filter: • Prevents debris entering the carburettor and helps maintain the correct air/ fuel ratio, maintenance of may include inspection and thorough cleaning • Excess debris removed from around filter prior to removal • Filter removed, protecting carburettor • Filter inspected maintained and cleaned appropriate to condition • Filter refitted correctly Cooling system: • keeps the engine cool and prevents the engine from overheating.

		Maintenance may include inspection, and cleaning • Remove covers where appropriate and remove excess debris from fins and cylinder Exhaust system: • directs fumes away from the operator, maintenance may include inspection, security of nuts/ bolts and removal of residue • Check all nuts and bolts for security • Remove excess reissue from the silencer Starter mechanism: • engages the flywheel, maintenance may include cleaning, inspection. • Starter cover removed and airways cleared • Cord and coil spring released • Cord inspected for wear • Cord and coil spring re-tensioned • Re-coil checked to ensure spring tension is correctly applied • Pull toggle checked for security Fuel filter: • prevent debris entering engine components, maintenance may include inspection or replacement. • Fuel/ oil cap removed • Filter located and removed where applicable from tank using appropriate tool • Condition of filter determined and replaced, if necessary, as per manufacturer's instructions Greasing/ lubrication (as appropriate): • Greasing of component parts as appropriate
9	Explain function and describe inspection and maintenance of the multi-tool drive tube and coupling	Drive tube: • Connects the required tool to the power unit • Maintenance may include dust cap removal, inspection of coupling sleeve assembly • Check security of Tommy Screw

10	Dispose of waste in line with legislation	All waste produced from maintenance activities are disposed of in line with legislation, good practice and/ or requirements.
11	Describe how environmental damage can be minimised	Environmental damaged may be caused by: • Incorrect storage of fuel and oil • Defective machinery • Poor work practices • Noise restrictions • Other
		Environmental damage may be prevented by: • Following principles of industry good practice • Good housekeeping • Appropriately trained operators • Other
12	Fuel the machine	Appropriate fuelling site is selected taking into account: • Safe distance from buildings, vehicles, sources of ignition • In a shaded area away from work equipment
13	Carry out work to minimise environmental damage	It is ensured that any possible environmental damage is minimised at all times during use.

241 – Prepare a battery power unit for multi-tool equipment

Activity number and description from check list		Criteria
1	Identify the hazards and risks associated with the working area and the proposed work	Identify hazards and risks relevant to: • The work area • The work to be done
2	Outline the emergency planning procedures relevant to the working area	Emergency/ planning and procedures for a site could include: • Location name • Grid reference • Designated meeting place • Site location name • Nearest access point • Street name/ district • Type of access • Suitable helicopter landing areas • Phone number of doctor • Location and phone number of nearest accident and emergency hospital • Works manager contact details • Your own contact number • Other
3	Outline health and safety legislation, and good industry practice	Outline key points from the legislation and industry good practice listed below: Health and safety at Work etc Act (HSWA): • General duties for employers and employees • Maintain safe places of work • Other Provision and Use of Work Equipment Regulations (PUWER) Arboriculture Forestry Advisory Group (AFAG)/ The Forest Industry Safety Accord (FISA) information: • Providers of industrial good practice • Other State the appropriate safe working distance from other operators: • 15 metres
4	Use appropriate tools, equipment and personal protective equipment (PPE)	• All tools, equipment and PPE used in line with industry good practice e.g. AFAG/ INDG

5	Work in way which maintains health and safety is consistent with relevant legislation and industry good practice	• All activities must be completed in a way which protect the operator and those around them
6	Explain why safety features are fitted to a multi-tool	Safety features are fitted to a multi-tool to: • Meet legislation requirements
7	Identify and check all safety features on the multi-tool are present and not damaged	All features are present and not damaged, these may include: • On/ off switch • Anti-vibration mounts • Throttle trigger lockout • Transport guard • Hand/ eye/ ear defender symbols • Harness attachment point • Kick-back guard • Low battery indicator • Automatic switch off function
8	Explain the function and maintenance of the individual components and carry out required maintenance.	Power unit • Power unit connection • Connects battery to machine • Inspect and clean Air inlet: • Prevents motor overheating, maintenance may include inspection and cleaning. • The connecting cable plug must be pulled out of the socket before any maintenance is carried out (if appropriate). Battery: • Provides power to the motor, maintenance may include charging and cleaning guide tracks and terminals/ connections Battery charger: • Charges the battery • Maintenance may include cleaning guide tracks and terminals/connections, inspect cable and plug • PAT testing (if applicable) • Visual check • Clean air intake and battery connections as appropriate

9	Explain function and describe inspection and maintenance of the multi-tool power unit	Drive tube: • Connects the required tool to the power unit • Maintenance may include dust cap removal, inspection of coupling sleeve assembly
10	Explain requirements of battery storage	Remove from charger Store in a container that is: • Clean and dry • Secure • Non-metallic • Away from heat source • Appropriate temperature (as per manufacturers recommendations) • Other
11	Explain battery disposal requirements	May include: • Do not burn • Do not open • Not in general refuse • Check with local authority's disposal instructions • Other
12	Carry out work to minimise environmental damage	It is ensured that any possible environmental damage is minimised at all times during use of machine
13	Dispose of waste in line with legislation	All waste produced from maintenance activities are disposed of in line with legislation, good practice and/ or requirements.
14	Install battery to machine	• Test battery charge • Align the battery with battery opening • Lock battery into position • Test connection

242– Operating brush cutter/ trimmer attachment

Activity number and description from check list		Criteria
1	Check angle drive and gearbox	Angle and gear drive: • Access plug removed • Lubricant checked Lubricant topped up (if appropriate)
2	Describe the procedure for maintain the cutting heads	Angle drive and gearbox: • Access plug removed • Lubricant checked • Lubricant topped up (if appropriate)
		Sharpen brushcutter blade: • Gloves worn when handling brushcutter 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 • Secure the blade for filing (any acceptable method used) • Blade balance checked • Blade re-checked for cracks/damage • Drive shaft and collar cleaned • Blade refitted, 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 blades (as appropriate) • Refit nylon head • Refit washer and nut and secure appropriately

		• Nylon trimmed to recommended length
3	Describe the procedures for making adjustments to the trimmer/ brushcutter	May include: • Adjusting the engine idling screw (if applicable) • Adjusting the fuel mixture (if applicable)
		To include: • Handle bar adjustment as necessary • Moving/ adjusting harness connection point
		To include: • Length of shoulder straps • Length of side straps • Position of chest plate • Position of hip guard • Correct working height and balance achieved
4	Identify guarding requirements	May include: • Blade guard (brush cutter) Or • Nylon guard and trimming knife (trimmer)
5	Describe the pre-operational checks that should be made to the trimmer/ brush cutter	These may include: • All safety features present • Inspecting the machine for damage (including the blade or nylon) • Checking that there is sufficient nylon cord (trimmer only) and of the correct diameter • Ensuring correct blade is fitted securely • Inspecting the machine for loose components and fixings • Checking the oil level (if applicable) • Checking the fuel level • Fuelling the machine (if required)
6	Identify the hazards and risks associated with the working area and the proposed work	Identify hazards and risks relevant to: • The work area • The work to be done
7	Select appropriate PPE	May include subject to risk assessment: • Eye protection • Hearing protection • Face protection • Head protection • Dust mask • Hand protection

		• Protective trousers • Non-snag clothing • High Vis clothing • Safety footwear • Personal first aid kit All PPE should conform to applicable CE/EN standards where appropriate
8	Carry out pre-cutting tests	To include: • Remove and retain guard (brush cutter) • Correct starting procedures 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
9	Prepare the work site	As per risk assessment
10	Describe the different operating techniques	To include: • Scything technique • Swatting technique (brush cutter) • Direction of working to avoid clogging blade/ head
11	Use appropriate operating techniques for the site being cut	To include: • Safe working distance maintained at all times • Plan work efficiently • Cutter speed appropriate whilst cutting • Ergonomic operation • Cut vegetation using swatting/ scything method • Clear jammed cutting system safely (if occurs) • Vegetation cleared to specification
12	Store and clean equipment appropriately and in accordance with manufacturer's guidelines	May include to: • Prevent corrosion • Facilitate maintenance and adjustments • Prevent personal contamination • Bio-security measures
		May include: • Using appropriate PPE • Removing unwanted residues using an appropriate method, which may include: - Compressed air

		- Hose and water - Brush • Waste disposed in line with company policy, environmental good practice and any legislative requirements
		May include: • Machine inspected to establish if there are any missing, damaged or worn components • Ensure that defects can be rectified before machine is required for use

243 – Operating pole pruner attachment

Activity number and description from check list		Criteria
1	Maintain a powered pole pruner attachment in accordance with operator's handbook using appropriate tools	Oil filter: • Oil cap removed • Condition of filter determined • Cleaning procedures using non-flammable detergents followed by rinsing and drying or replacement as appropriate Sprocket: • Drives/pushes the chain along the guide bar, maintenance may include inspection and replacement due to wear exceeding manufacturers tolerances • Remove side casing • Sprocket checked for wear and condition
2	Describe the problems encountered when chain and guide bar are worn, damaged or poorly maintained	Problems that may be encountered when a guide bar is worn, damaged or poorly maintained may include: • Powered pole pruner does not cut in a straight line • Over-heating of the guide bar • Poor lubrication of the chain • Increased chain, bar and sprocket wear • Other
		Problems that may be encountered when a chain is worn, damaged or poorly maintained may include: • Poor cutting performance/reduced efficiency • Chain not cutting in straight line • Increased risk of kick back • Increased wear to chain, bar and sprocket • Increased risk of chain breakage • Increased vibration and thus the risk of 'white Finger' • Other
3	Identify different cutter types and cutting characteristics	Cutter types may include: • Semi-chisel • Chisel

		Application may depend on experience of the operator, timber type and personal preference.
4	Explain how to select the correct filing information for chain and why this is necessary	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.
		Reasons for maintaining correct filing angles may include: • Enhances cutting performance • Ensures chain is sharpened as per manufacturers • Recommendations • Other
		Equal cutter length prevents: • Increased vibration • Inaccurate cutting • Increased risk of kick back • Other
		The correct depth gauge setting: • Reduces the risk of kick back • Reduces chain vibration • Achieves optimum cutting speed • Other
5	Maintain cutting system in accordance with operator's handbook using appropriate tools	In accordance with the manufacturer's recommendations guide bar maintenance should include: • Identification of uneven and damaged rails and • Maintain as appropriate • Checking the straightness of bar • Checking the bar groove depth • Identification of any blueing, cracking and burring • Removal of burrs • Clearing the bar groove and oil holes • Inspecting the sprocket nose for security and • Condition • Greasing the bar nose sprocket if applicable • Turning the bar following maintenance to reduce wear In accordance with the manufacturers recommendations chain maintenance should include:

		• Checking cutters for damage and selecting the • First cutter to sharpen • Having the chain secured in a chain vice or on bar • In a bench vice or timber vice • Selecting and using a file of the correct size with a • Handle fitted to sharpen all of the cutters • Maintenance of top and side plate angles • Throughout sharpening of the whole chain • Ensuring a consistent cutter length is maintained • Removing burrs when applicable • Maintaining the height and profile of depth gauges
6	Reassemble the cutting system to functional/ operational standard	Reassemble cutting system: • Chain/bar • Side casing • Chain tension
7	Identify the hazards and risks associated with the working area and the proposed work	Identify the hazards and risks associated with the working area and the proposed work.
8	Prepare the work site	As per risk assessment
9	Carry out pre-start checks and setting of the machine for use	Pre-start checks and setting of the machine to include: • Chain tension and condition checked for safe and effective use • Safety features checked for condition and function • External nuts and bolts checked for security • Powered pole pruner contains sufficient fuel and chain oil for operations
10	Identify appropriate personal protective equipment (PPE)	Personal protective equipment should include: • Safety boots • Gloves • Head, ear and eye protection • Non-snag outer clothing • Personal first aid kit • Harness All PPE should conform to applicable CE/EN standards where appropriate

11	Demonstrate safe starting of the machine	The safe starting procedure of a machine should include: • Ensuring appropriate safe working distances from the fuel and other operators is maintained • Correct PPE worn • Remove guide bar cover • Place powered pole pruner in a secure position, where appropriate, ensuring no debris can catch the chain • Controls set as recommended by manufacturer • Adopt safe stance • Start machine Post starting checks of a powered pole pruner should include: • Cutting attachment stationery on idle • Ensuring the stop switch works correctly • Chain lubrication checked
12	Describe appropriate pruning methods	Appropriate pruning methods may include: Through cut: • Small diameter timber cut straight through. Step cut (inboard): • Small undercut with an over lapping top cut on the trunk side to reduce risk of severed section pulling on the cutting system Natural target pruning: • Pruning cut made to the outer edge of the branch bark ridge/ collar
13	Describe tension and compression in a branch	Tension: • Found on the outside edge of strained timber and when cut, the kerf opens Compression: • Found on the inside edge of strained timber and when cut, the kerf closes
14	Describe methods of reducing and pruning heavy and long branches	Reducing long or heavy branches may include: • Small sections • Use of alternative work methods

		• Other
15	Reduce and remove branches using appropriate cuts	Branch sections should be removed taking the following points into account: • Order of cuts planned • Characteristics and properties of the wood allowed for suitable sized sections removed • Side or reducing cuts used where appropriate • Position of cuts • Complete overlap of cuts achieved • Cut pieces fall into a safe/ clear area • The branch collar and/or branch bark ridge is identified when pruning • The pruning cut is left as smooth as possible
16	Explain ways to remove a pruner trapped in a cut	• Switch off engine • Work partner lifts end of branch to open the cut • Withdraw the machine or • Switch off engine • Use of second machine or pole saw to release trapped machine minimum of 300mm (12”) away
17	Describe methods for disposing waste	Disposal of waste from workplace activities may include: • Use of designated waste/recycle bins • Empty containers removed from site e.g. Oil • Litter taken home with operators • Other
18	Store and clean equipment appropriately and in accordance with manufacturer’s guidelines	May include to: • Prevent corrosion • Facilitate maintenance and adjustments • Prevent personal contamination • Bio-security measures
		May include: • Using appropriate PPE • Removing unwanted residues using an appropriate method, which may include: - Compressed air - Hose and water

		- Brush • Waste disposed in line with company policy, environmental good practice and any legislative requirements
		May include: • Machine inspected to establish if there are any missing, damaged or worn components • Ensure that defects can be rectified before machine is required for use
19	Clean and tidy working area	A clean and tidy working area should be left ensuring: • No branches are left on fences, paths, roads, timber stacks, young trees etc or in ditches, ponds, waterways etc • Brash left as per site specification
20	Process arisings	Clear/stack timber appropriate to site requirements

244 – Operating a hedge cutter attachment

Activity number and description from check list		Criteria
1	Check angle drive and gearbox	Angle and gear drive: • Access plug removed • Lubricant checked Lubricant topped up (if appropriate)
2	Describe the procedures for maintaining the cutting blade of the hedge cutter	To include: • Spray cutters with recommended cleaner (if applicable) May include: • Removal of battery (if applicable) • Gloves worn when handling blades • Remove cutter guard • Loosen and remove retaining nuts • Remove blade assembly • Check the blade for damage • Secure the blade for filing/ grinding (using a mini grinder is acceptable) • Blade sharpened correctly • Blades re-assembled, washers and lock nuts replaced/ secured
3	Identify guarding requirements	Transport guard to be fitted when not in use
4	Describe the pre-operational checks that should be made to the machine	These may include: • Inspecting the machine for damage (including the blades) • Inspecting the machine for loose components and fixings • Checking the oil level (if applicable) • Checking the fuel level (if applicable) • Fuelling the machine (if required)
5	Identify the hazards and risks associated with the working area and the proposed work	Identify hazards and risks relevant to: • The work area • The work to be done
6	Select appropriate PPE	May include subject to risk assessment: • Eye protection • Hearing protection • Head protection • Dust mask • Hand protection

		• Protective trousers • Non-snag clothing • High Vis clothing • Safety footwear • Personal first aid kit All PPE should conform to applicable CE/EN standards where appropriate
7	Carry out pre-cutting tests	To include: • Remove transport guard • Correct starting procedures for the machine (on the ground) if applicable • Start machine, check controls are fully operational • Ensure blade or head is stationary at idling speed • Machine stopped using on/ off switch
8	Prepare the work site	As per risk assessment
9	Describe work method	As per job specification
10	Operate the machine	To include (as appropriate): • Hedge cutter moved to an appropriate start point • Hedge cutter started safely • Quality of work checked after the initial 'cuts' and adjustments made if necessary (e.g. cutter head angle) • Use appropriate cutting techniques for the site • Safe and efficient working practice maintained throughout the operation • Hedge cutter stopped and guard replaced
11	Store and clean equipment appropriately and in accordance with manufacturer's guidelines	May include to: • Prevent corrosion • Facilitate maintenance and adjustments • Prevent personal contamination • Bio-security measures
		May include: • Using appropriate PPE • Removing unwanted residues using an appropriate method, which may include: - Compressed air - Hose and water

		- Brush • Waste disposed in line with company policy, environmental good practice and any legislative requirements
		May include: • Machine inspected to establish if there are any missing, damaged or worn components • Ensure that defects can be rectified before machine is required for use
12	Leave site clean and tidy	Site left in condition required

245 – Operating a leaf blower attachment

Activity number and description from check list		Criteria
1	Identify the hazards and risks associated with the working area and the proposed work	Identify hazards and risks relevant to: • The work area • The work to be done
2	Select appropriate PPE	May include subject to risk assessment: • Eye protection • Hearing protection • Head protection • Dust mask • Hand protection • Protective trousers • Non-snag clothing • High Vis clothing • Safety footwear • Personal first aid kit All PPE should conform to applicable CE/EN standards where appropriate
3	Prepare the work site	As per risk assessment
4	Test start the machine and ensure that it is operating correctly	Check for signs of damage: • Worn/ damaged blower housing • Air intakes • Air filter To include • Safe starting procedure for the machine • Start the machine • Check controls are fully operational • Machine stopped using on/ off switch
5	Describe work method	As per job specification
6	Operate the machine	• Safe starting • PPE worn at all times • Efficient use of the machine • Debris blown to appropriate location • Working safe distances from others (5m minimum)
7	Store and clean equipment appropriately and in accordance with manufacturer's guidelines	May include to: • Prevent corrosion • Facilitate maintenance and adjustments • Prevent personal contamination • Bio-security measures
		May include:

		• Using appropriate PPE • Removing unwanted residues using an appropriate method, which may include: - Compressed air - Hose and water - Brush • Waste disposed in line with company policy, environmental good practice and any legislative requirements
		May include: • Machine inspected to establish if there are any missing, damaged or worn components • Ensure that defects can be rectified before machine is required for use
8	Leave site clean and tidy	Site left in condition required

Appendix 1 Practical tables

240 – Prepare a petrol power unit in multi-tool equipment

All criteria must be achieved.

Activity number and description	Achieved
1. Identify the hazards and risks associated with the working area and the proposed work	
2. Outline the emergency planning procedures relevant to the working area	
3. Outline health and safety legislation, and good industry practice	
4. Use appropriate tools, equipment and personal protective equipment (PPE)	
5. Work in way which maintains health and safety is consistent with relevant legislation and industry good practice	
6. Explain why safety features are fitted to a multi-tool	
7. Check all safety features on the multi-tool are present and not damaged	
8. Explain the function and maintenance of the individual components and carry out required maintenance.	
9. Explain function and describe inspection and maintenance of the multi-tool drive tube and coupling	
10. Dispose of waste in line with legislation	
11. Describe how environmental damage can be minimised	
12. Fuel the machine	
13. Carry out work to minimise environmental damage	
Grade (P/X)	
Candidate signature and date	
Assessor signature and date	
Assessor feedback:	

241– Prepare a battery power unit for multi-tool equipment

All criteria must be achieved.

Activity number and description	Achieved
1. Identify the hazards and risks associated with the working area and the proposed work	
2. Outline the emergency planning procedures relevant to the working area	
3. Outline health and safety legislation, and good industry practice	
4. Use appropriate tools, equipment and personal protective equipment (PPE)	
5. Work in way which maintains health and safety is consistent with relevant legislation and industry good practice	
6. Explain why safety features are fitted to a multi-tool	
7. Identify and check all safety features on the multi-tool are present and not damaged	
8. Explain the function and maintenance of the individual components and carry out required maintenance.	
9. Explain function and describe inspection and maintenance of the multi-tool power unit	
10. Explain requirements of battery storage	
11. Explain battery disposal requirements	
12. Carry out work to minimise environmental damage	
13. Dispose of waste in line with legislation	
14. Install battery to machine	
Grade (P/X)	
Candidate signature and date	
Assessor signature and date	
Assessor feedback:	

242 – Operating a brush cutter/trimmer attachment

All criteria must be achieved.

Activity number and description	Achieved
1. Check angle drive and gearbox	
2. Describe the procedure for maintain the cutting heads	
3. Describe the procedures for making adjustments to the trimmer/ brushcutter	
4. Identify guarding requirements	
5. Describe the pre-operational checks that should be made to the trimmer/ brush cutter	
6. Identify the hazards and risks associated with the working area and the proposed work	
7. Select appropriate PPE	
8. Carry out pre-cutting tests	
9. Prepare the work site	
10. Describe the different operating techniques	
11. Use appropriate operating techniques for the site being cut	
12. Store and clean equipment appropriately and in accordance with manufacturer's guidelines	
Grade (P/X)	
Candidate signature and date	
Assessor signature and date	
Assessor feedback:	

243 – Operating a pole pruner attachment

All criteria must be achieved.

Activity number and description	Achieved
1. Maintain a powered pole pruner attachment in accordance with operator's handbook using appropriate tools	
2. Describe the problems encountered when chain and guide bar are worn, damaged or poorly maintained	
3. Identify different cutter types and cutting characteristics	
4. Explain how to select the correct filing information for chain and why this is necessary	
5. Maintain cutting system in accordance with operator's handbook using appropriate tools	
6. Reassemble the cutting system to functional/ operational standard	
7. Identify the hazards and risks associated with the working area and the proposed work	
8. Prepare the work site	
9. Carry out pre-start checks and setting of the machine for use	
10. Identify appropriate personal protective equipment (PPE)	
11. Demonstrate safe starting of the machine	
12. Describe appropriate pruning methods	
13. Describe tension and compression in a branch	
14. Describe methods of reducing and pruning heavy and long branches	
15. Reduce and remove branches using appropriate cuts	
16. Explain ways to remove a pruner trapped in a cut	
17. Describe methods for disposing waste	
18. Store and clean equipment appropriately and in accordance with manufacturer's guidelines	
19. Clean and tidy working area	
20. Process arisings	
Grade (P/X)	
Candidate signature and date	
Assessor signature and date	
Assessor feedback:	

244 – Operating a hedge cutter attachment

All criteria must be achieved.

Activity number and description	Achieved
1. Check angle drive and gearbox	
2. Describe the procedures for maintaining the cutting blade of the hedge cutter	
3. Identify guarding requirements	
4. Describe the pre-operational checks that should be made to the machine	
5. Identify the hazards and risks associated with the working area and the proposed work	
6. Select appropriate Personal Protective Equipment (PPE)	
7. Carry out pre-cutting tests	
8. Prepare the work site	
9. Describe work method	
10. Operate the machine	
11. Store and clean equipment appropriately and in accordance with manufacturer's guidelines	
12. Leave site clean and tidy	
Grade (P/X)	
Candidate signature and date	
Assessor signature and date	
Assessor feedback:	

245 – Operating a leaf blower attachment

All criteria must be achieved.

Activity number and description	Achieved
1. Identify the hazards and risks associated with the working area and the proposed work	
2. Select appropriate PPE	
3. Prepare the work site	
4. Test start the machine and ensure that it is operating correctly	
5. Describe work method	
6. Operate the machine	
7. Store and clean equipment appropriately and in accordance with manufacturer's guidelines	
8. Leave site clean and tidy	
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

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

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