



City & Guilds Level 3 Certificate of Competence in Assisted Felling (0039-30)

September 2025 Version 1.5

Assessment Pack – Centre and Candidate Version

Version and date	Change detail	Section
1.0	First version	
1.1 August 2021	Assessor instructions updated	Introduction
1.2 October 2021	AO name added to qualification title Typos corrected	Throughout
1.3 September 2022	Formatting changes Updated logo Updated 'Sources of general information'	Throughout Front cover Appendix 2
1.4 March 2025	Formatting changes	Throughout
1.5 September 2025	ROA paragraph updated, reference to ARAS form removed.	Introduction

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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 is for unit 301 Assisted felling covering the following learning outcomes:

1. Carry out assisted felling

General guidance on the requirements for assessment can be found in the Assessor Guidance 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 and returned to the centre within two working days.

Assessment Time

The expected assessment time for this qualification is 2 – 3 hours.

Site/workshop requirements:

Site with sufficient space and available trees to meet the assessment criteria

Tree diameter at felling height between 200mm and 380mm

Equipment/Machinery:

Chainsaw (max guide bar 15 inch) with maintenance tools

Relevant chainsaw operator's manual

Felling and lifting aids e.g. (Felling lever, felling wedge, timber tongs/hook, turning strap)

Measuring aid

Winch and accessories

Rope based pulling system

First aid kit

Consumables:

Fuel and chainsaw oil

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

Practical observation descriptor table

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Activity number and description from check list		Assessment criteria
1.	Identify the hazards, risks and controls associated with the site, task and machine	Identify hazards, risks and controls relevant to the site task and machine
2.	State the emergency procedures relevant to the site	Emergency procedures relevant to the work site
3.	Explain the records required for management and legislative purposes and the importance of maintaining them	Records required may include: • site specific risk assessment • method statement • work equipment inspection records • other The importance of maintaining records may include: • legal requirements • auditing/managing requirements • safe working operations • other
4.	Select appropriate equipment for the felling operation	Appropriate equipment selected which may include: • chainsaw • winches • ropes, cables, strops, connectors • felling aids • pulleys/blocks • other
5.	Select and inspect all winching/ rope based pulling equipment and comment on condition and compatibility	Select and inspect work equipment: • check for signs of damage or fatigue to equipment • inspect friction cord, ropes, connectors, mechanical hauling device for damage and suitability • ensure winch, strops, chokers, winch rope, cable fittings, shackles, other ancillary equipment are compatible • winch overload prevention device in place • winch components secure

6.	State factors to consider when estimating the load	Loads may be estimated by considering: • tree species • branching habit • severity of lean against felling direction • wind conditions • tree size • other
7.	State four factors when selecting pulling/winching equipment	Pulling equipment selection to include: • tree size, shape and form • consider system loading • configuration of components • compatibility of components • safe working load • other
8.	Select a felling direction appropriate to tree form and site conditions	An appropriate felling direction is selected taking into account: • tree form • site conditions/considerations • hazards/obstacles • equipment used • other
9.	Describe the consequences of not carrying out an assisted fell operation in an organised and appropriate manner	Consequences of not carrying out an assisted fell operation in an organised and appropriate manner may include: • injury to operators / third parties • damage to property / structures • damage to equipment • damage to the environment • financial loss • other
10.	Explain the necessity for offset pulling	Offset pulling should be used when: • working of sloping ground • moving an operator to a safer position • to divert pulling directions • other

11.	Install adequate attachment points within the tree to be felled to give sufficient security and adequate leverage for the pulling system	Using an appropriate method, pulling systems may be installed: • throw-line • pole system • safe ladder system • safe tree climbing system and team • other Attachment point security and position: • securely install attachment points within the tree to be felled using an appropriate method • attachment points installed in order to exert adequate leverage on the tree to be felled at a minimum of 2.2m above felling height • consider stability, strength condition and location of anchor points
12.	Position and set up pulling equipment	Position of pulling equipment appropriate to the task: • suitability of anchor points • position of pull system • re-direct pull system used as applicable • check compatibility of system • check system configuration • system must be retrievable • non-return system • operators at a safe distance and in an appropriate location
13.	Pre-tension the pull system to ensure all components are correctly configured and functional	The pulling system is tensioned to ensure: • all parts are functional and correctly configured • is adequate for the anticipated load • communication systems are established • pulling system is free of obstructions • other

14.	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 • chainsaw contains sufficient fuel and chain oil for operations • battery saw contains sufficient oil and charge
15.	Demonstrate safe starting of the chainsaw	Chainsaw is checked started and function tested ready for use in accordance with manufacturer's information.
16.	Explain the benefits for using a holding cut for assisted fell operations	The reason for incorporating a 'back-hold' technique may include: • reduces the risk of trapping the saw or early release • gives the operator more time to fell the tree • re-evaluate escape route if required • gives time for the pull rope to be tightened • other
17.	Explain the use of felling aids as a back-up for assisted felling	Alternative felling aids and their use may include: Wedges: • placed in felling cut and driven in to aid tree movement Felling levers: • placed in the felling cut and lifted to aid tree movement • other
18.	Explain the importance of clear communication during assisted felling operations	Importance of clear communication may include: • accident prevention • job efficiency • operators understand roles and responsibilities • other

19.	Make felling cuts	Assisted felling operations to include: Felling cuts to assist the felling of a tree to include: • the felling method chosen and safe working zones • selection and preparation of escape routes • a sink of the appropriate dimensions • felling cuts made and felling aid employed using a safe and effective felling method • a hinge being retained of adequate dimensions • appropriate aid tools are used safely if required to fell tree • escape routes being used as soon as the tree begins to fall • site checked for safety once tree has fallen • stump height left appropriate to site specification
20.	Clean and tidy working area	A clean and tidy working area as per site specification.
21.	Dispose of waste safely in line with legislation	All waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements
22.	Used appropriate tools, equipment and personal protective equipment (PPE)	All tools, equipment and personal protective equipment is used in line with industry good practice
23.	Carried out work to minimise environmental damage	It is ensured that any possible environmental damage is minimised at all times
24.	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	All activities must be completed in a way which protects the operator and those around them

Appendix 1 Practical table

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All criteria must be achieved.

Activity number and description	Achieved
1. Identify the hazards, risks and controls associated with the site, task and machine	
2. State the emergency procedures relevant to the site	
3. Explain the records required for management and legislative purposes and the importance of maintaining them	
4. Select appropriate equipment for the felling operation	
5. Select and inspect all winching/ rope based pulling equipment winch and ancillary equipment and comment on condition and compatibility	
6. State factors to consider when estimating the load	
7. State four factors when selecting pulling/winching equipment	
8. Select a felling direction appropriate to tree form and site conditions	
9. Describe the consequences of not carrying out an assisted fell operation in an organised and appropriate manner	
10. Explain the necessity for offset pulling	
11. Install adequate attachment points within the tree to be felled to give sufficient security and adequate leverage for the pulling system	
12. Position and set up pulling equipment	
13. Pre-tension the pull system to ensure all components are correctly configured and functional	
14. Carry out pre-start checks and setting of the machine for use	
15. Demonstrate safe starting of the chainsaw	
16. Explain the benefits for using a holding cut for assisted fell operations	
17. Explain the use of felling aids as a back-up for assisted felling	
18. Explain the importance of clear communication during assisted felling operations	
19. Make felling cuts	
20. Clean and tidy working area	
21. Dispose of waste safely in line with legislation	
22. Used appropriate tools, equipment and personal protective equipment (PPE)	
23. Carried out work to minimise environmental damage	
24. Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. To download the documents and to find other useful documents, go to the **Centre Document Library** on www.cityandguilds.com or click on the links below:

Quality Assurance Standards: Centre Handbook

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.

Quality Assurance Standards: Centre Assessment

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

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