City & Guilds Level 3 Certificate of Competence in Individual Windblown Trees (0039-37)

Version 1.2 (February 2025)

Assessment Pack – Candidate Version

Contents

Version and date	Change detail	Section
1.0	First version	
1.1 September 2022	Formatting changes Updated logo Updated 'Sources of general information'	Throughout Front cover Appendix 2
1.2 February 2025	Formatting	Throughout

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 308 Individual windblown trees covering the following learning outcomes:

1. Carry out dealing with individual windblown trees

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 is 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.

Assessment Time

The expected assessment time for this qualification is 1.5 – 3 hours.

Site/workshop requirements:

Site with sufficient space and available windblown trees to meet the assessment criteria
Tree diameter from under 380mm up to 760mm

Equipment/Machinery:

Chainsaw with maintenance tools
Relevant chainsaw operator's manual
Felling and lifting aids eg felling lever, felling wedge, timber tongs/hook, turning strap
Measuring aid
Winching equipment minimum 1.6 ton capacity
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.	State industry guides and information relevant to windblown trees	Industry guides relevant to windblown trees: • Forest Industry Safety Accord (FISA) • Forestry commission winching operations in forestry.
4.	State safety considerations before dealing with Individual windblown trees	Safety considerations when dealing with windblown trees may be: • risk assessment must be carried out. • emergency procedure must be agreed • all works adjacent to public highways must comply with road traffic and signage regulations • condition of surrounding trees • terrain, ground conditions, season, weather and tree condition will have safety implications on severing of root plates.
5.	State safety considerations that may be needed when severing root-plates	Safety considerations may include: • unstable or overhanging root-plates may need a winch restraint • cutting a long log to move operator into a safer zone • timber under very heavy tension may require V cuts to be made • winch restraint of side tension may be required • root plates may need moving by machine to be made safe after severing • other.

6.	State other types of uprooted or damaged trees that will require a higher level of competency	Other types of uprooted or damaged trees may include: • partly uprooted /leaning trees • broken trees with tops still attached • shattered trees with no top /crown • multiple uprooted and/or storm damaged trees.
7.	Describe considerations in relation to extreme tension and compression in timber	Considerations when dealing with extreme tension and compression in timber may include: • tension in timber can be very high in either top, bottom or side depending on how the stem is supported • tension and compression can change dramatically in different positions up the stem away from the root-plate • compression cut is always made first followed by tension cut stepped towards the piece that is likely to move the least • a reducing cut on the safer far side of the tree is required when severing stems over guide bar length in diameter.
8.	State when winches maybe used when severing root plates	Winches may also be used for: • reduce root plate movement after severance • restraint of trees with side tension • where the stem is likely to roll.
9.	Describe when offset winching should be used	Offset winching should be used if: • terrain prevents a straight-line pull • the work method deployed means winch and chainsaw operator need to be visible to each other • other.
10.	State additional considerations when offset winching	Additional precautions may be: • suitability of anchor point, strops, shackles, block etc. • equipment must be rated in accordance with the loading that it will be placed under • the exclusion zone within the bight of the winch cable must not be entered • when a tree is used as an offset/redirect anchor, the winch and chainsaw operators must be in a safe position • other.

11.	Select and inspect winch and ancillary equipment and comment on condition and compatibility	Select and inspect work equipment: • check for signs of damage or fatigue to equipment • ensure winch, strops, chokers, winch rope, cable fittings, shackles, other ancillary equipment are compatible • winch overload prevention device in place • winch components secure.
12.	Inspect site, uprooted tree, and anchor points and comment on system to be set up	Explanation of the site, tree, anchor points and the system to be set up may include: • planning of site • location of anchor points • equipment required • communication between winch operator and the chainsaw operator established.
13.	Prepare and set up site	Preparation and set up site may include: • prepare site by removing obstacles at work position and behind root-plate to route winch cable • establish escape routes as appropriate • choose cutting position to ensure no obstructions behind chainsaw operator.
14.	Select winch and anchor points and set up winching system	Set up of winching system may include: • winch and anchor point suitability adequate for weight of tree and root-plate • capacity and configuration of equipment compatible with load to be applied • allowance made for any shock loading that may be applied to the system, especially on slopes • escape route available for chainsaw and winch operator if applicable.
15.	Pre-tension winch to restrain a root plate	Pre-tension winching system: • position strops in relation to where cuts are to be made • pre-tension cable fully prior to severing root-plate • identify risk zones • root plate restrained adequately.

16.	Explain the sequence of cuts	Sequence of cuts may include: • a reducing cut is made on the far side of the timber • relieving cut made into compression wood • severing cut made into tension wood leaving a minimum step of 25mm to leave the saw on the part that will move the least • ensure strop/choker avoided when making cuts • use escape routes as necessary • root plate winched over as appropriate and left in a safe and stable condition.
17.	Sever tree from root-plate	Tree is severed from root-plate: • ensure there is no risk to the operator from the root-plate rolling or falling or the stem springing (including sideways) • identify tension and compression in stems and select severing methods which is appropriate to tree size and condition • aid tools used if applicable • ensure tree and root-plate are in a safe condition to enable subsequent operations • clearly marked as a hazard if root-plate cannot be made safe.
18.	De-tension and dismantle the winch system and make tree and root-plate safe	De-tension and dismantle winching system may include: • tension in the system released • make sure root-plate and tree stem are in a safe and appropriate position • dismantle, inspect, clean and stow winch system components.
19.	Remove branches from felled trees using a recognised method	Branch removal techniques should account for: • a systematic sequence of cuts and position of the saw to remove branches as appropriate for the branching habit • correct stance and support of the saw on tree or right leg • left thumb around the front handle • neither handle released while the chain is moving • apply chain brake if reaching across bar • apply chain brake when negotiating obstacles • not walking when the saw is on the same side of the tree as the operator without applying the chainbrake

		• avoid working on lower side of tree on side slopes • operator not reaching too far round with saw on far side of tree • operators not cutting towards legs or body • avoiding the use of the tip of guidebar • avoiding overreaching with chainsaw • not straddling the stem • compression and tension forces assessed, and appropriate cuts used • using an under-sweep technique if applicable • the top cut at an appropriate diameter • top removed with a safe method of cutting • the stem turned using appropriate aid tools/ techniques • using the stem for protection when removing remaining branches as appropriate • using a safe and effective method to sever remaining branches • all branches being removed flush with the stem.
20.	Cross-cut pole length timber in accordance with the site specification	Cross-cutting of timber to length should include: • ensuring appropriate safe working distances from both fuel and other operators is maintained • correct use of PPE • timber is in a safe and appropriate position • safe starting procedure adopted • safe stance adopted including: • legs and feet are clear of the chain • chainsaw is stable/secure/supported during crosscutting • minimal risk of muscular/skeletal injury • bar aligned to maintain accuracy • head out of line of chain • use of throttle to cut safely and efficiently • cutting techniques employed to complete severance of timber • appropriate boring technique used if applicable • sequence of cuts undertaken to prevent saw becoming trapped

		• appropriate aids used for lifting, rolling or levering if applicable • accuracy of measurement within site specification and reasonable tolerances • tension and compression cuts should meet • chain brake used appropriately • saw switched off and left in safe position, bar cover replaced if appropriate.
21.	Check timber is in an appropriate and safe position	Timber should be left in a safe, stable condition and appropriate position as per the site specification
22.	Dispose of waste safely in line with legislation	All waste produced is disposed of in line with legislation, good practice and site requirements
23.	Used appropriate tools, equipment and personal protective equipment (PPE)	All tools, equipment and personal protective equipment is used in line with industry good practice
24.	Carried out work to minimise environmental damage	It is ensured that any possible environmental damage is minimised at all times
25.	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. State industry guides and information relevant to windblown trees	
4. State safety considerations before dealing with Individual windblown trees	
5. State safety considerations that may be needed when severing root-plates	
6. State other types of uprooted or damaged trees that will require a higher level of competency	
7. Describe considerations in relation to extreme tension and compression in timber	
8. State when winches maybe used when severing root plates	
9. Describe when offset winching should be used	
10. State additional considerations when offset winching	
11. Select and inspect winch and ancillary equipment and comment on condition and compatibility	
12. Inspect site, uprooted tree, and anchor points and comment on system to be set up	
13. Prepare and set up site	
14. Select winch and anchor points and set up winching system	
15. Pre-tension winch to restrain a root plate	
16. Explain the sequence of cuts	
17. Sever tree from root-plate	
18. De-tension and dismantle the winch system and make tree and root-plate safe	
19. Remove branches from felled trees using a recognised method	
20. Cross-cut pole length timber in accordance with the site specification	
21. Check timber is in an appropriate and safe position	
22. Dispose of waste safely in line with legislation	
23. Used appropriate tools, equipment and personal protective equipment (PPE)	
24. Carried out work to minimise environmental damage	
25. 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 **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.

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