



City & Guilds Level 3 Certificate of Competence in Dealing with Interwoven Stems and Part Blown Trees (0039-35)

August 2022 Version 1.1

Qualification Handbook

Qualification at a glance

| | |
|---------------------------------------|---|
| Industry area | Forestry and Arboriculture |
| City & Guilds number | 0039-35 |
| Age group | 16-19, 19+ |
| Entry requirements | Candidates must have achieved 0039-20 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting, 0039-21 Level 2 Certificate of Competence in Felling Small Trees up to 380mm and 0039-33 Level 3 Certificate of Competence in Felling Medium Trees over 380mm (or equivalent versions). Centres must ensure that any pre-requisites stated are met. |
| Assessment | To gain this qualification, candidates must successfully achieve the following assessments: <ul style="list-style-type: none"> One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor |
| Grading | Pass only |
| Approvals | Full centre approval Qualification approval |
| Support materials | n/a |
| Registration and certification | Registration and certification of this qualification is through the Walled Garden and is subject to end dates. |

| Title and level | Size (GLH) | TQT | City & Guilds qualification number | Ofqual number |
|---|------------|-----|------------------------------------|---------------|
| City & Guilds Level 3 Certificate of Competence in Dealing with Interwoven Stems and Part Blown Trees | 20 | 24 | 0039-35 | 603/7648/X |

| Version and date | Change detail | Section |
|------------------|--|---|
| 1.0 October 2021 | First version | |
| 1.1 August 2022 | Formatting changes Logo updated Sources of general information updated | Throughout Front cover Appendix 1 |

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1 Introduction

Purpose of Qualification

The following purpose is for **City & Guilds Level 3 Certificate of Competence in Dealing with Interwoven Stems and Part Blown Trees (603/7648/X)**.

| Area | Description |
|--|--|
| OVERVIEW | |
| Who is this qualification for? | Individuals who operate and carry out tasks in dealing with interwoven stems and part blown trees as part of their work in arboriculture, forestry, or other industries. It will provide the individual with the knowledge, understanding and skills required to carry out this work. |
| What does this qualification cover? | It covers hazards, risks, controls, emergency planning, legislation, industry good practice in dealing with interwoven stems and part blown trees. |
| WHAT COULD THIS QUALIFICATION LEAD TO? | |
| Will the qualification lead to employment, and if so, in which job role and at what level? | This qualification will support progression into employment when tasks require dealing with interwoven stems and part blown trees is part of the role. Safe operational skills are key to efficient use, good working practice and preventing accidents, leading to business benefits in terms of less machinery damage and down time. |
| Why choose this qualification over similar qualifications? | This is a specialist qualification demonstrating the individual is able to safely carry out duties associated with dealing with interwoven stems and part blown trees to a recognised level of competency. |
| Will the qualification lead to further learning? | Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment, or develop other skills in safely operating chainsaws, e.g., Level 3 Certificate of Competence of Individual windblown trees. |
| WHO SUPPORTS THIS QUALIFICATION? | |
| Employer/Higher Education Institutions | The Arboricultural Association Confor |
| Further information | Please refer to the City & Guilds NPTC website for more information on the assessment. |

Qualification structure

For the **City & Guilds Level 3 Certificate of Competence in Dealing with Interwoven Stems and Part Blown Trees** learners must be trained and assessed in a minimum of one of the units listed below. The qualification will be endorsed to the context of the unit assessed:

| Unit number | Unit title | GLH | TQT |
|------------------------------|--|-----|-----|
| Learners must achieve | | | |
| 306 | Dealing with interwoven stems and part blown trees | 20 | 24 |

2 Centre requirements

Approval

New centres will need to gain centre approval. Existing City & Guilds centres who do not currently offer this qualification must go through the Qualification Approval (QAP) process. For centres currently offering City & Guilds Level 3 Award in Severing Uprooted or Windblown Trees using a Chainsaw (0021-02) there is a Fast Track method of approval. Please email qasupport@cityandguilds.com for further information on the approval process

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessments.

Assessment Guidance for the Assessor

Staff assessing these qualifications must be approved Certificate of Competence City & Guilds NPTC Assessors and must be independent **and cannot have been involved with the training of the Candidate**. This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body.

Certificate of Competence City & Guilds NPTC Assessors must meet the following requirements:

- show competence and provide evidence of industry expertise in the qualification/s they wish to assess
- hold the qualification as a candidate and have been technically evaluated as an Assessor
- be up to date with their verification and relevant first aid
- demonstrate continuing technically relevant CPD

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

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 and 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 Quality Consultant.

Safe Practice

Appropriate PPE must be worn at all times

All equipment must be operated in such a way that the Candidate, Assessor, other persons, animals or other equipment are not endangered.

If these conditions are not observed this will result in the Candidate not meeting the required standard.

Validation of Equipment

Any item(s) equipment used for the assessment must comply with current legal requirements.

Additional information may be sought from the relevant manufacturer's instruction book, operators' manual, product label/database or any other Government/Government Agency publication.

Age restrictions

This qualification is approved for learners aged 16 – 19, 19+.

3 Administration

Approved centres must have effective quality assurance systems to ensure valid and reliable delivery and assessment of qualifications. Quality assurance includes initial centre registration by City & Guilds and the centre's own internal procedures for monitoring quality assurance procedures.

Consistent quality assurance requires City & Guilds and its associated centres to work together closely; our Quality Assurance Model encompasses both internal quality assurance (activities and processes undertaken within centres) and external quality assurance (activities and processes undertaken by City & Guilds).

External quality assurance

City & Guilds will undertake external moderation activities to ensure that the quality assurance criteria for this qualification are being met. Centres must ensure that they co-operate with City & Guilds staff and representatives when undertaking these activities.

City & Guilds requires the Head of Centre to

- facilitate any inspection of the centre which is undertaken on behalf of City & Guilds
- make secure arrangements to receive, check and keep assessment material secure at all times, maintain the security of City & Guilds confidential material from receipt to the time when it is no longer confidential and keep completed assignment work and examination scripts secure from the time they are collected from the candidates to their dispatch to City & Guilds.

Malpractice

Please refer to the City & Guilds guidance notes *Managing cases of suspected malpractice in examinations and assessments*. This document sets out the procedures to be followed in identifying and reporting malpractice by candidates and/or centre staff and the actions which City & Guilds may subsequently take. The document includes examples of candidate and centre malpractice and explains the responsibilities of centre staff to report actual or suspected malpractice. Centres can access this document on the City & Guilds website.

Examples of candidate malpractice are detailed below (please note that this is not an exhaustive list):

- falsification of assessment evidence or results documentation
- plagiarism of any nature
- collusion with others
- copying from another candidate (including the use of ICT to aid copying), or allowing work to be copied
- deliberate destruction of another's work
- false declaration of authenticity in relation to assessments
- impersonation.

These actions constitute malpractice, for which a penalty (eg disqualification from the assessment) will be applied.

Where suspected malpractice is identified by a centre after the candidate has signed the declaration of authentication, the Head of Centre must submit full details of the case to City &

Guilds at the earliest opportunity. Please refer to the form in the document *Managing cases of suspected malpractice in examinations and assessments*. Alternatively, please complete the form, JCQ/M1. Copies of this form can be found on the JCQ website: <http://www.jcq.org.uk>

Access arrangements and special consideration

We have taken note of the provisions of equalities legislation in developing and administering this specification.

We can make arrangements so that candidates with disabilities, special educational needs and temporary injuries can access the assessment. These arrangements must be made before assessment takes place.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the *JCQ access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds* for more information. Both are available on the City & Guilds website:

<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>

Special consideration

We can give special consideration to candidates who have had a temporary illness, injury or indisposition at the time of the examination. Where we do this, it is given after the examination.

Applications for either access arrangements or special consideration should be submitted to City & Guilds by the Examinations Officer at the centre. For more information please consult the current version of the JCQ document, *A guide to the special consideration process*.

Language of examinations

City & Guilds has a responsibility to ensure that candidates can be assessed in the following languages only:

- English
- English in Northern Ireland
- English in Wales.

Unit 306

Dealing with interwoven stems and part blown trees

| | |
|---------------|----|
| Level: | 3 |
| GLH | 24 |

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to deal with interwoven stems and part blown trees.

Learning outcomes

In this unit, learners will be able to

1. Carry out operations to deal with interwoven stems and part blown trees

Scope of content

This section gives details of the scope of content to be covered in the teaching of the unit to ensure that all the learning outcomes can be achieved.

Learning outcome:

1. Carry out operations to deal with interwoven stems and part blown trees

Topics:

- 1.1 Hazards, risks, controls and emergency procedures
- 1.2 Industry guides and information
- 1.3 Dealing with interwoven stems and part blown trees

Topic 1.1

Hazards, risks and controls relevant to the site task and machine

Emergency procedures relevant to the work site .

Topic 1.2

Industry guides relevant to windblown trees:

- Forest Industry Safety Accord (FISA)
- Forestry commission winching operations in forestry

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
- Operators have responsibility for safety of themselves, fellow workers and general public
- Terrain, ground conditions, season, weather and tree condition will have safety implications on severing of root plates
- Machinery risk zones

Topic 1.3

Situations where a banks person may be used:

- Near a road or public access
- Machinery moving on site
- Poor communication
- Other

Means of communication to include:

- Hand signals
- Two-way radio
- Reversing cameras
- Other

Classification of windblown trees may include:

- Individual windblown trees
- Singular windblown trees

Multiple windblown trees

- Two or more trees that maybe interwoven but can be accessed to allow cutting operations

Catastrophic windblown trees

- Whole timber crop that cannot be accessed so must be managed by machine operations

The sequence of dealing with types of windblown trees may include:

- Part blown or leaning trees
- Broken trees with hanging tops
- Fully uprooted trees
- Standing stems

Advantages of removing a broken top prior to felling to include:

- Less risk to the operator
- Won't interfere with the felling direction
- Other

Felling broken trees with hanging tops may include:

- Thoroughly risk assess the tree to be removed and the point of breakage
- Attach winch cable to broken section and pull-out broken section if possible
- Fell the remaining stem

If the broken top remains intact:

- Sever broken top at point where it reaches the ground
- Set up winch assisted felling system iff required
- Cut the tree in the direction of the winch applied compression
- Other

Severing partially uprooted or windblown trees should include:

- Holding cut
- Double v
- Assisted
- Other

Risks associated when standing on a partially uprooted root-plate may include:

- Unstable footing
- Risk of entrapment
- Other

Safe system of working may include:

- Method and sequence of operation
- Equipment required
- Agreed communication system

Felling partially windblown trees should include:

- Selection and preparation of escape routes
- Appropriate aid tools used safely if required to fell tree
- Safe and effective felling method should be selected
- Felling cuts completed to the required standard
- Escape routes used as soon as the tree begins to fall
- Site checked for safety once tree has fallen
- if tree becomes hung-up it is removed safely using appropriate techniques
- Stump height left appropriate to site specification

Set up of winching system may include:

- Winch and anchor point bearing capacity adequate for weight of tree and root-plate
- Capacity and configuration of strop 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

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

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)
- Tension and compression in stems and 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

Severing stems under tension/compression may include:

- 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
- Appropriate use of aid tools as required
- Ensure tree and root plate are in a safe condition to enable subsequent operations

Dealing with side tension may include:

- Winch restraint used if appropriate
- A reducing cut is made into the timber on the opposite side to the final severing
- Final severing cuts are placed into the timber taking into account escape routes

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

Timber should be left in a safe, stable condition and appropriate position as per the site specification.

All waste produced is disposed of in line with legislation, good practice and site requirements.

All tools, equipment and personal protective equipment is used in line with industry good practice.

It is ensured that any possible environmental damage is minimised at all times.

All activities must be completed in a way which protects the operator and those around them.

Appendix 1 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 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

Please visit the Contact Us section of the City & Guilds website, *Contact us*

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people, organisations and economies develop their skills for growth. We work with education providers, employers and governments in over 100 countries across the world to help people, businesses and economies grow by shaping skills systems and supporting skills development.

The Group is made up of City & Guilds, ILM, Kineo, The Oxford Group, Gen2, and Intertrain. Together we set the standard for professional and technical education and corporate learning and development around the world.

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City & Guilds of London Institute
Giltspur House
5-6 Giltspur Street
London
EC1A 9DE

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