



City & Guilds Level 2 Certificate of Competence in Felling Utility Poles (0039-27)

August 2022 Version 1.1

Qualification Handbook

Qualification at a glance

| | |
|---------------------------------------|--|
| Industry area | Forestry and Arboriculture |
| City & Guilds number | 0039-27 |
| Age group | 16-19, 19+ |
| Entry requirements | Level 2 Certificate of Competence Chainsaw Maintenance and Cross-cutting (0039-20) 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 2 Certificate of Competence in Felling Utility Poles | 8 | 10 | 0039-27 | 603/7884/0 |

| Version and date | Change detail | Section |
|------------------|--|--|
| 1.0 October 2021 | First version | |
| 1.1 August 2022 | Formatting changes Updated logo Updated 'Sources of general information' Added TQT value to table on page 5 | Throughout Front cover Appendix 1 Qualification Structure |

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1 Introduction

Purpose of this qualification?

The following purpose is for the **City & Guilds Level 2 Certificate of Competence in Felling Utility Poles (603/7884/0)**.

| Area | Description |
|--|---|
| OVERVIEW | |
| Who is this qualification for? | Individuals who operate around utility services as part of their work in arboriculture, forestry, or other industries. It will provide the individual with the knowledge, understanding and skills required to fell utility poles. |
| What does this qualification cover? | It covers hazards, risks, controls and emergency procedures, factors to consider when felling utility poles and fell utility poles. |
| 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, where working around utility services 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 can safely carry out duties associated with working around utility services 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 within the Utility Arboriculture suite of qualifications. |
| WHO SUPPORTS THIS QUALIFICATION? | |
| Employer/Higher Education Institutions | The Arboricultural Association |
| Further information | Please refer to the City & Guilds NPTC website for more information on the assessment. |

Qualification structure

For the **City & Guilds Level 2 Certificate of Competence in Felling Utility Poles** learners must be trained and assessed in the unit listed below.

| Unit number | Unit title | GLH | TQT |
|------------------------------|----------------------|-----|-----|
| Learners must achieve | | | |
| 208 | Utility pole felling | 8 | 10 |

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 2 Award to Fell Utility Poles (CS0971) 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) of 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.

| | |
|---------------|---|
| Level: | 2 |
| GLH | 8 |

What is this unit about?

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to fell utility poles.

Learning outcomes

In this unit, learners will be able to

1. Fell utility poles

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. Fell utility poles

Topics:

- 1.1 Hazards, risks, controls and emergency procedures
- 1.2 Factors to consider when felling utility poles
- 1.3 Fell utility poles

Topic 1.1

Identify hazards, risks and controls relevant to the site task and machine.
Emergency procedures relevant to the work site.

Topic 1.2

Factors to consider when planning a utility pole felling operation may include:

- Accurate geographical and electrical location confirmed
- Poles to be removed identified
- The conditions of the site, (terrain, soil, weather)
- Safe working distance of at least two pole lengths from others not involved in the felling operation must be maintained
- No-one directly below on steep slopes
- Operators on site should all have a whistle to raise the alarm in the event of an accident
- Ensure that all underground and overhead wayleaves have been accurately identified before felling commences
- Signs must be erected warning others of the work being carried out in accordance with signing of street works and road works regs
- Additional measures taken if any person could enter the two-tree length exclusion zone, e.g., banks person
- The method of extraction or conversion
- Set up a felling bench if required
- Remove vegetation from around pole to working height
- Other

The factors to consider with disposal of contaminated utility pole disposal may include:

- Control of substances hazardous to health COSH assessment
- Personal protective equipment PPE
- Dust/fume inhalation
- The pole may be heavily impregnated with creosote or preservatives that may become a hazard to health
- Safe removal and disposal in line with industry best practice and current legislation

Factors to consider in relation to utility pole infrastructure when felling may include:

- Ensure cables/ conductors are disconnected and have been removed by the utility company
- Remove metalwork as appropriate from around the pole to working height
- Identify any adjacent live electrical apparatus
- Metal collar around the base of the pole
- Nails, screws and other metalwork on or in the pole could cause chainsaw damage or kick back
- The pole may be heavily impregnated with creosote or preservative that may become a hazard to health
- Other

Pulling equipment selection to include:

- Utility pole size
- Consider system loading
- Configuration of components
- Compatibility of components
- Safe working load
- Other

Topic 1.3

Appropriate equipment selected which may include:

- Chainsaw
- Winches
- Ropes, strops, connectors
- Felling aids
- Pulleys/blocks
- Other

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

The procedure for attaching an anchor rope or a winch to the pole may include:

- Work position attained by climbing or mobile elevating work platform MEWP
- Rope/ winch cable is attached to the pole
- Rope/ winch cable is lifted by a suitable means and attached using a secure system
- Suitable ladder is used to access the top of the pole in accordance with good practice
- Suitability of anchor points
- Position of pull system
- Re-direct pull system used as applicable
- Check compatibility of system
- Check system configuration
- Non-return system
- Operators at a safe distance and in an appropriate location

Offset pulling should be used when:

- Safe working distance of two pole lengths cannot be maintained
- Working on sloping ground
- Moving an operator to a safer position
- To divert pulling directions
- Other

The dangers associated with utility poles once felling cuts are completed may be:

- Stay wires or cables may be still attached to both the pole and anchor points preventing the pole from falling
- The pole may not move at all even when the back cut is completed to form an adequate hinge
- The pole can bounce up or backwards off obstacles when it hits the ground
- The pole can slide or roll on a slope
- Other

The techniques to be used to fell a pole that has sat back against the intended felling direction:

- Insert felling lever to lift pole over
- Drive a wedge into the main felling cut to lift pole over
- Make a small cut into back of pole at position of felling cut and insert lever or wedge
- Make new felling cuts to fell pole in the direction of lean if site conditions allow
- Operate rope/winch assisting system

Using an appropriate method, pulling systems may be installed:

- MEWP
- Pole system
- Safe ladder system
- Safe pole climbing system and team
- Other

Attachment point security and position:

- Securely install attachment points within the pole to be felled using an appropriate method
- Attachment points installed to exert adequate leverage on the pole to be felled at a minimum of 2.2m above felling height
- Consider stability, strength condition and location of anchor points

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

Chainsaw is checked, started and function tested ready for use in accordance with manufactures information.

Prepare site and escape routes by:

- Ensuring the control measures identified in site specific risk assessment are applied
- Determining the felling direction
- Setting up a felling bench if required
- Removing debris from around the base of the poles to be felled and compact vegetation to facilitate felling at appropriate height
- Removing dead or suppressed trees and any other vegetation adjacent to the pole, in the felling direction or escape routes that may be a danger
- Inspecting the felling area and adjacent trees for dead wood and insecure branches
- Ensuring no unauthorized person is within two tree lengths

Fell utility poles accurately in the required direction:

- Pole inspected for signs of rot or decay
- The felling method chosen and safe working zones
- Selection and preparation of escape routes
- 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 pole has fallen

Utility pole should be left in a safe, stable condition and appropriate position.

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.

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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.

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