



City & Guilds Level 2 Certificate of Competence in Branch Removal and Crown Reduction (0039-25)

August 2022 Version 1.1

Assessment Pack – Centre and Candidate Version

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

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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 206 Branch Removal and Crown Reduction covering the following learning outcomes:

1. Carry out branch removal and crown reduction

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 2 – 3 hours.

Site/workshop requirements:

Site with sufficient space and tree crown material (from a felled tree/s).

Equipment/Machinery:

Chainsaw 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

Winching equipment minimum 1.6 ton capacity

First aid kit

Consumables:

Fuel and chainsaw oil

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 the appropriate safe working distances from other operators during crown breakdown operations	Safe working distances: <ul style="list-style-type: none"> • five metres or twice the length of the product
4.	Carry out pre-start checks and setting of the machine for use	Pre-start checks and setting of the machine to include: <ul style="list-style-type: none"> • 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
5.	Demonstrate safe starting of the chainsaw	Chainsaw is checked, started and function tested ready for use in accordance with manufacturer's information
6.	State the risks to consider when removing branches	Risks to consider when removing branches may include: <ul style="list-style-type: none"> • tripping or falling over • contacting obstructions with chainsaw • tree rolling onto operator • spring back from cut branches or saplings when severed • kick back • other
7.	Describe how to deal with small diameter timber under severe tension/compression	Small diameter timber under severe tension/compression is dealt with: <ul style="list-style-type: none"> • using multiple tension cuts • using multiple compression cuts • other

8.	Describe process for removing branches above shoulder height	Removal of branches above shoulder height may include: <ul style="list-style-type: none"> • felling/removal of branch to bring it to a lower working height • rolling of the stem to allow for a safer working height
9.	State when to use winches to assist with the branch removal	When to use a winch to assist with branch removal may include: <ul style="list-style-type: none"> • to help restrain the tree • to roll the tree • other
10.	Explain the factors to consider and safety precautions when using winches	Factors and precautions to consider should include: <ul style="list-style-type: none"> • capacity of the winch • communication method between operators • security of anchor points • compatibility of components/strength loss of equipment in certain configurations • serviceability and inspection of all components • PPE required for winching operations • competency of operators • roles and responsibilities understood by all parties • danger zones including during off-set winching • safe working distances • other
11.	Select and inspect winch and ancillary equipment and comment on condition and compatibility	Select and inspect work equipment: <ul style="list-style-type: none"> • 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.	Set up winching system	Set up of winching system may include: <ul style="list-style-type: none"> • winch and anchor point suitability adequate for weight of tree • 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

13.	Pre-tension winch to restrain a root plate	<p>Pre-tension winching system:</p> <ul style="list-style-type: none"> • Identify risk zones • position stops in relation to where cuts are to be made • pre-tension cable fully prior to cutting
14.	Remove branches from trees using a recognised method	<p>Branch removal techniques should account for:</p> <ul style="list-style-type: none"> • 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 • appropriate use of the chainbrake • avoid working on lower side of unsecured tree on slopes • operator's 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 • winch used to restrain timber if it could roll towards the operator • top cut at an appropriate diameter and 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 • all branches being removed flush with the stem
15.	Explain the advantages of leaving a clean stem after branch removal	<p>Advantages of a clean stem may include:</p> <ul style="list-style-type: none"> • reducing possible injury to the person moving the timber • reduce friction/collecting debris when pulling timber along the ground • prevent damage to other trees when extracting timber • allowing timber to easily enter machines • easier stacking or loading • other

16.	State how to deal with arisings after branch removal	Brush and branches may be dealt with by: <ul style="list-style-type: none"> • chipping • stacking • windrowing • baling • other
17.	Check timber is in an appropriate and safe position	Timber should be left in a safe, stable condition and appropriate position
18.	Dispose of waste safely in line with legislation	All waste produced is disposed of in line with legislation, good practice, and site requirements
19.	Used appropriate tools, equipment and personal protective equipment (PPE)	All tools, equipment and personal protective equipment is used in line with industry good practice
20.	Carried out work to minimise environmental damage	It is ensured that any possible environmental damage is minimised at all times
21.	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 the appropriate safe working distances from other operators during crown breakdown operations	
4. Carry out pre-start checks and setting of the machine for use	
5. Demonstrate safe starting of the chainsaw	
6. State the risks to consider when removing branches	
7. Describe how to deal with small diameter timber under severe tension/compression	
8. Describe process for removing branches above shoulder height	
9. State when to use winches to assist with the branch removal	
10. Explain the factors to consider and safety precautions when using winches	
11. Select and inspect winch and ancillary equipment and comment on condition and compatibility	
12. Set up winching system	
13. Pre-tension winch to restrain a root plate	
14. Remove branches from trees using a recognised method	
15. Explain the advantages of leaving a clean stem after branch removal	
16. State how to deal with arisings after branch removal	
17. Check timber is in an appropriate and safe position	
18. Dispose of waste safely in line with legislation	
19. Used appropriate tools, equipment and personal protective equipment (PPE)	
20. Carried out work to minimise environmental damage	
21. 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

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

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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.

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Published by City & Guilds, a registered charity established to promote education and training

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

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