



NPTC

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**LEVEL 2
CERTIFICATE OF COMPETENCE
IN
STUMP GRINDING OPERATIONS

ASSESSMENT SCHEDULE**

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NPTC Level 2 Certificate of Competence in Stump Grinding Operations

Candidate Information

Introduction

The scheme will be administered by the NPTC.

NPTC will:

- Publish
 - scheme regulations
 - assessment schedule
 - assessment material
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Manage verification
- Issue certificates to successful Candidates

The Certificate of Competence

Certificates of competence will be awarded to Candidates who achieve the required level of competence in the Units to which their Certificate relates.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

NPTC does **not** hold a register of instructors; however instruction will normally be available from recognised training providers and/or centres of further or higher education active in the areas covered by this certificate. Further information on training may be obtained from the approved Assessment Centre.

Access to Assessment

Assessment Centres will be responsible for arranging assessment on behalf of a Candidate. Assessment may only be carried out by an Assessor approved by NPTC for that scheme. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates work place supervisors, or anyone else who might have a vested interest in the outcome, carry out the assessment.

The minimum age limit for Candidates taking certificates of competence is 16 years. There is no upper age limit.

Assessment

Assessment is a process by which it is confirmed that the Candidate is competent in the Units within the award to which the assessment relates. It is a process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The candidate must be registered through an NPTC approved Assessment Centre for this qualification prior to assessment.

The result of the assessment will be recorded on the assessment report form.

The schedule of assessment contains the criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent).
- 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent).
- 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent).
- 1 = Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge leading to the recording of a critical fault. (Not yet competent).

A list of registered Assessment Centres is available from NPTC. (www.nptc.org.uk)

Verification

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 that NPTC 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.

Approved Assessors will be subject to a 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 an NPTC approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on NPTC's list of approved assessors.

Complaints and Appeals

NPTC and its Assessment Centres have a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the Assessment Centre through whom the assessment was arranged and submit the complaint in writing.

For further information on NPTC's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to www.nptc.org.uk

Learning Outcomes

The candidate will be able to:

1. Identify, inspect and comment on **key** parts of the machine
2. Prepare the machine for work safely without risk to themselves, other people or the environment
3. Carry out daily and routine maintenance on the machine
4. Operate the machine safely and competently without risk to themselves, others and the environment
5. Replace cutters in accordance with manufacturers instructions
6. Prepare the machine for transportation

Guidance Notes for Candidates and Assessors

The assessment is divided into 3 compulsory units:

1. Prepare the stump grinder for operation
2. Operate the stump grinder
3. Maintain the stump grinder

Candidates must successfully achieve all assessment activities in all three units.

Safe Practice

The assessment is carried out in accordance with the safety guidelines laid down in FASTCo Safety Guides: 606, 801; Health and Safety Executive publications and current legal requirements.

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

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

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

It is recommended that suitable barrier creams are used when necessary.

Validation of Equipment

A Manufacturer's instruction book or other operators' manual should be available.

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Any appropriate stump grinder (tractor mounted, trailed or pedestrian controlled machines, either power take off or engine driven), complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Additional Information

May be sought from the relevant manufacturer's instruction book, operators' manual or any other appropriate training or safety publication.

Site: Stump suitable for grinding (minimum 380mm diameter)

Unit 1 - Prepare the stump grinder for operation	
Assessment Activity	Assessment Criteria
1. Demonstrate knowledge of guarding requirements for the stump grinder being used	- All moving parts must be guarded as defined in operator's manual/ manufacturers handbook.
2. Identify appropriate safety clothing and protective equipment needed for use	Unless otherwise stated in manufacturers handbook or operators manual, PPE should include: <ul style="list-style-type: none"> - Safety boots - Non snag clothing - Hard hat - Ear/eye protection - Other protection as highlighted by the Risk Assessment
3. Demonstrate knowledge of "reasonable precautions" necessary when working in areas to which the public has access	Appropriate precautions that can be made to protect the operator and public. <ul style="list-style-type: none"> - Authorities informed about work - Warning signs erected - High visibility clothing worn - "Exclusion zone" set up - Road or dual carriageway lane closed/coned off
4. Demonstrate knowledge of personal safety precautions to be taken when undertaking stump grinding operations	For safe lifting and handling: <ul style="list-style-type: none"> - Avoid manual handling where possible - Use mechanical aids - Use safe lifting techniques (bend knees and keep back straight)
5. Demonstrate knowledge of what is involved in a Risk Assessment	Risk Assessment must be specific to: <ul style="list-style-type: none"> - Site - Task - Machine Risk Assessment must contain: <ul style="list-style-type: none"> - Identified hazards - Evaluated risk - Control measures to be implemented - Emergency procedures <ul style="list-style-type: none"> - Risk Assessment must be communicated to operator
6. Demonstrate knowledge of possible risks when operating a stump grinder	- Flying debris - Stability of machine due to underground services (broken drains/ditches etc) - Moving parts - Contact with underground hazards
7. Check site for hazards	- Walk the site and remove or mark hazards - Confirm the condition of the site as acceptable for the operation to take place - Report to the appropriate person if the site condition is unsuitable
8. Set out warning signs and barriers	- Erect signs where appropriate advising the public of hazards - Erect barriers where necessary to exclude the public and animals - Implement suitable controls to protect the operator
9. Convert grinder to working position	As appropriate, check that: <ul style="list-style-type: none"> - Linkage/draw bar settings are correct - Stabilisers are used - Controls/handle bars set correctly - Brake is engaged

Unit 1 - Prepare the stump grinder for operation (continued)	
Assessment Activity	Assessment Criteria
10. Inspect grinder and report on general serviceability	Check that: <ul style="list-style-type: none"> - Warning symbols are in place - Attachment of lift arms, top links and stabilisers are secure - Machine alignment is correct - Engagement of PTO shaft or other drive mechanisms are safe and secure - All guards are securely fitted - Guards are in good condition - All working components are safe to use - Fuel/oil levels are appropriate - Cutting blades: <ul style="list-style-type: none"> • Are sharp • Clearance is correct • Are secure - Cut-out device is working - Drive belts/mechanism are in safe condition
11. Carry out daily maintenance	<ul style="list-style-type: none"> - Engine stop device applied - Key removed from ignition - Cutter mechanism secured - Maintenance carried out in accordance with manufacturer's instruction book
12. Prepare work site	<ul style="list-style-type: none"> - Remove debris - Erect guards as appropriate

Unit 2 – Operate the stump grinder	
Assessment Activity	Assessment Criteria:
1. Operate machine to grind a tree stump of at least 380mm diameter	Ensure that: <ul style="list-style-type: none"> - Safety procedures are adopted - Area clear of other persons - Engine speed/gear set to obtain optimum output - Optimum depth of swath across stump is obtained - Stump is ground to specified depth - Arisings disposed of appropriately
2. Stop machine safely	- As per manufacturer's instruction book
3. Demonstrate knowledge of the procedures to deal with larger stumps	<ul style="list-style-type: none"> - Use larger machines - Disengage cutter wheel - Ensure cutter wheel is stationary before repositioning - Position machine safely - Re-position machine to remove stump in sections

Unit 3 – Maintain the stump grinder	
Assessment Activity	Assessment Criteria:
1. Remove and replace two cutters	<ul style="list-style-type: none"> - As per manufacturer's instruction book - Ensure that machine is safe to work on - Ensure that damaged cutters identified - Use of setting tools - Remove cutters - Replace new/replacement cutters - Tighten all nuts to correct torque setting - Clearances checked on completion
2. Convert to transport position	- As per manufacturer's instruction book
3. Demonstrate knowledge of cleaning procedure and reason for cleaning	<ul style="list-style-type: none"> - Stump grinder should be cleaned for removal of unwanted residues/debris after use. - Appropriate methods could be: <ul style="list-style-type: none"> • Compressed air • Brush • High pressure hose - Cleaning the stump grinder after use: <ul style="list-style-type: none"> • Helps reduce wear on the machine • Represents good management of resources • Promotes operator safety
4. Demonstrate knowledge of the need to inspect the stump grinder for damage after use.	<ul style="list-style-type: none"> - Stump grinder inspected to establish any wear, damaged and/or missing components through use - Ensures any defects are rectified before it is next used