

Level 2 Diploma in Work-based Trees and Timber (QCF) (0083)

Question & Answer Resource Guide

501/0307/6

www.cityandguilds.com
May 2013
Version 1.1

Forestry Green Wood Trades
Arboriculture
General Woodland Forestry Treework



**FORESTRY &
ARBORICULTURE**

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1 Apprenticeship independent assessment

This document contains the information that centres need to offer the independent assessment questions for the Apprenticeship framework for Trees and Timber.

All apprenticeship learners are required to undertake independent assessment. Lantra Sector Skills Council has identified that for this apprenticeship the independent assessment should take the following form

Multiple choice questions for the knowledge and understanding assessment criteria

City & Guilds unit	Unit title	City & Guilds Results submission unit
201	Control local pollution incidents in environmental and land-based industries	700
202	Identify tree species, their properties and associated plants	700
203	Monitoring and maintaining health and safety	700

Centres will be required to provide Lantra SSC with evidence that the question and answer tests have been achieved before certification takes place.

For the full details of these units, along with the other units that make up the Level 2 Diploma in Work-based Trees and Timber qualifications, please refer to the Qualification Handbook and Assessor Guidance which is available to download from our website www.cityandguilds.com.

1.1 Independent knowledge based question specifications

The 0083-700 independent multiple choice questions for the knowledge and understanding assessment criteria covering units 201, 202 and 203 are set out in this Question & Answer Resource Guide.

Independent Assessment Specification

0083-700 Level 2 Diploma in Work-based Trees and Timber Independent Assessment		
Unit Number	Unit Title	No. of questions
201	Control local pollution incidents in environmental and land- based industries	6
202	Identify tree species, their properties and associated plants	7
203	Monitoring and maintaining health and safety	15
Total		28

Results submission

The Apprenticeship Independent Assessment questions are presented here on a unit by unit basis to match the knowledge and understanding assessment criteria. However, the results should be submitted as one composite result using the independent assessment unit number which in this case is 0083-700.

The assessment is Pass/Fail only

1.2 Mapping to the Level 2 Diploma in Work-based Trees and Timber

Successful completion of the independent assessment questions should provide sufficient evidence of a learner’s achievement of the knowledge and understanding assessment criteria for the units covered. Where independent questioning is not suitable to cover the knowledge and understanding assessment criteria in their entirety, eg due to range and local variations, the remaining elements of the criteria should be assessed and included in the portfolio of evidence for the Diploma.

The questions have been mapped against the Level 2 Diploma in Work-based Trees and Timber syllabus and the following assessment criteria may require additional assessment in this way.

Unit	knowledge and understanding assessment criteria
201	Outcome 1 – Not covered by independent assessment questions
	Outcome 2 – 2.1, 2.2, 2.3, 2.4, 2.5, 2.6
202	Outcome 1 – 1.1, 1.2
	Outcome 2 – Not covered by independent assessment questions
	Outcome 2 – Not covered by independent assessment questions
	Outcome 4 – 4.1, 4.2
	Outcome 5 – 5.1
203	Outcome 1 – Not covered by independent assessment questions
	Outcome 2 – Not covered by independent assessment questions
	Outcome 3 – 3.1, 3.2, 3.4, 3.5, 3.6, 3.7, 3.9, 3.10
	Outcome 4 – 4.1
	Outcome 5 – 5.1
	Outcome 6 – Not covered by independent assessment questions
	Outcome 7 – 7.1, 7.3,
	Outcome 8 – 8.1
	Outcome 9 – 9.1, 9.2, 9.3, 9.4,

2 Assessment strategy

The roles of assessors and internal verifiers/qualification co-ordinators are specified in *Providing City & Guilds Qualifications - a guide to centre and qualification approval*. Specific competencies required for this qualification are set out below.

Assessors should be occupationally competent, either qualified to Level 2 or above in Trees and Timber or have significant and current experience of working in the industry at this level. They should hold or be working towards A1, D32/33 or TAQA.

Internal verifiers/qualification coordinators must be occupationally competent, either qualified to at least level 2 or have significant and current experience of working in the industry at this level. They should hold assessor qualifications, as above, and hold or be working towards V1, D34 or TAQA.

Assessor guidance

For the assessment of criteria within knowledge and understanding learning outcomes, it may be useful to use oral questions during direct observation and/or professional discussion.

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedure. If a learner is not satisfied with the examination conditions or a learner feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact their City & Guilds local office.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

For learners with particular requirements, centres should refer to City & Guilds' policy document *Access to Assessment and Qualifications*, which is available from www.cityandguilds.com

Where City & Guilds produces multiple choice questions and answers as part of the Apprenticeship Independent Assessment they are presented on a unit by unit basis to match the knowledge and understanding assessment criteria.

This question and answer resource guide is set out in two parts

- Part one is for learners and shows the questions with four options. Only one option will be the correct answer. Learners should circle one answer to indicate their choice.
- Part two is for assessors only and also includes the answer keys

The assessment criteria being tested are indicated in **bold** typeface above each question. Some assessment criteria are more involved than others, so there are occasions where the assessment criteria indicated are followed by more than one question. Alternatively a multiple choice question may cover more than one assessment criterion.

An example of how a question is presented in this document is as follows

Outline the responsibilities of an employer and employee in relation to health and safety in the workplace

1. The Health & Safety Executive **must** be informed if an accident causes absence from work for a period of
 - a. 1 day
 - b. 3 days
 - c. 5 days
 - d. 7 days.

How to use the multiple choice questions and answers for the knowledge and understanding assessment criteria

It is most likely that the multiple choice questions for the knowledge and understanding assessment criteria will be used as part of a written assessment. However they could also form the basis for oral questions asked of learners during an activity or interview.

Where the independent question bank covers more than one unit the questions can be attempted on a unit by unit basis in line with the learners training. However, results should not be submitted until the questions for all units have been successfully completed.

A system of numeric marks is not recommended as the QCF requires the achievement of all Assessment Criteria. The questions should be used to identify a learner's grasp of discrete areas of knowledge and so they will need to correctly answer all the questions. Only those questions which a learner has answered incorrectly or insufficiently need be attempted again.

For written assessments, when the questions are used as test papers, an assessor must be present to guarantee the integrity of the assessment.

If the questions are set as a question paper it is recommended that a learner is allowed two to three minutes to answer each question, although this again should be at the assessor's discretion and depends on the way in which the questions are being used.

For oral assessments, assessors should be mindful of the effect their behaviour can have on learner performance, and take care to avoid giving clues through word, gesture or expression. Questions should be asked in the spirit of gaining information rather than pressuring a learner by creating the atmosphere of a test. For questions that are to be asked as the learner is performing a task, an assessor should ensure that questions are relevant to the activity taking place. When using oral questions it is important to eliminate the possibility of using leading phraseology.

Once oral or written questions have been used, learners should be briefed on their performance in the questions and areas of weakness identified, which may then need further assessment. Learners' answer sheets should be retained by centres for quality assurance purposes.

To preserve the integrity and useful life of the questions, learners should **not** be given their answer sheets for inclusion in their portfolios. A learner's success in a written assessment should be recorded by a statement from the centre, quoting the relevant unit number or areas of knowledge assessed, which can then be used by learners in their portfolio.

Original completed answer sheets should be kept for auditing purposes by the assessor in their own assessment records of learners' performance. Please refer to City & Guilds General Regulations for confirmation of the period of time in which records should be maintained to meet regulatory requirements.

Control local pollution incidents in the environmental and land-based industries

Learner's name:

Please circle **one** option only in each question to indicate which you think is the correct answer. If you make a mistake please cross it out clearly and circle your new choice.

Describe how to identify hazards, risks and comply with the control measures of risk assessments and emergency planning and procedures

- 1 The **main** reason for undertaking risk assessments and emergency planning is to
- assess first aid requirements
 - anticipate potential problems
 - produce emergency procedures
 - ensure staff are trained.

Describe how to deal with different pollution incidents

- 2 Which one of the following should be undertaken **first** when dealing with a pollution incident?
- Contact the appropriate emergency services.
 - Minimise potential damage to the environment.
 - Make sure people in the area are safe.
 - Administer first aid to any casualties.

Outline measures to control a range of pollutants

- 3 Contamination of watercourses from stored oil and fuel is **best** prevented by
- using absorbent materials
 - using barrier ditches
 - using barrier booms
 - using bunded storage.

Explain how the location and environmental conditions and changes to the scale of the incident influence pollution control

- 4 Which one of the following **least** influences the immediate response to a pollution incident?
- Financial considerations.
 - Environmental conditions.
 - Location of the incident.
 - Scale of the incident.

Describe the causes and impact of pollutants on the environment

- 5 Which one of the following effects of machinery use causes the **most** impact upon soil erosion into watercourses?
- Soil disturbance and ground compaction.
 - Soil disturbance and spray drift.
 - Ground compaction and fuel leaks.
 - Ground compaction and spray drift.

Control local pollution incidents in the environmental and land-based industries

Describe how to dispose of pollutant control materials

- 6 Which one of the following is **most** suitable for the disposal of pollution control materials contaminated with oil?
- a. Licensed waste disposal contractor or licensed waste disposal site.
 - b. Licensed incinerator or burying in a designated area.
 - c. Licensed waste disposal contractor or burying in a designated area.
 - d. Licensed waste disposal site or burning in a designated area.

Control local pollution incidents in the environmental and land-based industries

Assessor's feedback to learner:

Learner's signature

I confirm that the evidence above is all my own work

Signed Date

Assessor's name

.....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed Date

Internal verifier's signature (if sampled)

Signed Date

Learner's name:

Please circle **one** option only in each question to indicate which you think is the correct answer. If you make a mistake please cross it out clearly and circle your new choice.

Explain how a plant's characteristics aid identification using actual plants or images

- 7 Which one of the following lists of characteristics of a plant would **best** aid identification?
- Fruit, leaf shape, flowering time, habitat.
 - Habitat, leaf shape, bark, fruit.
 - Leaf shape, bark, flowering time, habitat.
 - Flowering time, habitat, fruit, bark.

Explain how plant anatomy and plant morphology aid identification covering:

(i) leaves

(ii) buds

(iii) bark & stems

(iv) growth habit

(v) flowers

(vi) seeds and fruit

- 8 Which one of the following **best** describes the leaves of horse chestnut (*Aesculus hippocastanum*)?
- Simple, toothed or lobed, opposite leaves.
 - Simple, untoothed, alternate leaves.
 - Compound, toothed or lobed, opposite leaves.
 - Compound, untoothed, alternate leaves.
- 9 Which one of the following **best** describes the fruit of common ash (*Fraxinus excelsior*)?
- Single seeded winged fruit in pairs.
 - Winged fruit produced in clusters.
 - Bright scarlet fruit with yellow flesh inside.
 - Bright pale green fruit in a rounded membrane.
- 10 Which one of the following **best** describes Scots pine (*Pinus sylvestris*)?
- Narrowly conical crown; orange brown bark, peeling vertically.
 - Narrowly conical crown; pale grey bark flaking in large scales.
 - Broadly conical crown; orange brown bark becoming deeply fissured.
 - Broadly spreading crown; orange, flaking bark towards the top of the tree.

Describe the preferred growing conditions for 1 species from 10 genera

- 11 Which one of the following **best** describes the preferred growing conditions for common beech (*Fagus sylvatica*)?
- Prefers moderately fertile ground, calcified or lightly acidic and well drained.
 - Prefers fertile, non-calcareous soils, especially well draining sites at lower elevations.
 - Prefers moist sites of medium to high fertility, including heavy clays and peats.
 - Prefers to be open grown on infertile, dry and sandy sites.

State the landscape use or timber value of 1 species from 10 genera

- 12 Which one of the following **best** describes the landscape and timber value of a mature sweet chestnut (*Castanea sativa*)?
- Large sized tree with interesting bark, attractive fruit and autumn foliage; durable timber, with good working qualities.
 - Medium sized tree with attractive fruit; non-durable timber, with good working qualities.
 - Large sized tree with attractive flowers and autumn foliage; non-durable timber, with poor working qualities.
 - Medium sized tree, shade bearing with attractive flowers; durable timber with poor working qualities.

Describe the different properties of the timber in relation to the way the timber behaves when stressed or when being cut for 1 species from 10 genera

- 13 Which of the following properties does **not** influence how timber behaves when being cut?
- Wood in compression.
 - Wood in tension.
 - Wood density.
 - Wood defects.

Assessor's feedback to learner:

Learner's signature

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Signed Date

Assessor's name

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Signed Date

Internal verifier's signature (if sampled)

Signed Date

Learner's name:.....

Please circle **one** option only in each question to indicate which you think is the correct answer. If you make a mistake please cross it out clearly and circle your new choice.

State why inadequate measures to control risks should be reported.

- 14 Which one of the following is the **least** significant reason why inadequate measures to control risks should be reported by an employee to their employer?
- It is a legal requirement.
 - To prevent prosecution in court.
 - To help prevent someone from being hurt.
 - Risk assessments may need updating.

Explain how the procedures for specific emergencies may be affected by location

- 15 Which one of the following factors is **most** likely to affect emergency procedures?
- Type of machinery used.
 - Number of staff working.
 - Weather conditions.
 - Location of the work site.

Identify different types of fire extinguishers and their use, relevant to the work area

- 16 Which one of the following is the **correct** colour used to indicate a foam fire extinguisher?
- Black.
 - Yellow.
 - Blue.
 - Cream.

Describe the different forms of waste and appropriate methods of disposal

- 17 Which one of the following waste management options would be **least** appropriate for disposing of arisings?
- Licensed landfill.
 - Composting.
 - Fuel production.
 - Energy recovery.

Explain the relationship between security and safety within the workplace

- 18 Which one of the following **best** describes the potential relationship between workplace security and safety?
- Security can reduce the risk of damage to equipment.
 - Security can reduce the risk of accidents.
 - Security can eliminate the risk of accidents.
 - Security can be used as a substitute for a risk assessment.

List any specific risks relevant to child safety in the workplace

- 19 Which of the following statements relating to child safety is true?
- Children may not be able to read warning notices.
 - Children can accept liability for their actions.
 - Children are not at greater risk than other visitors.
 - Children can accurately identify hazards.

State who and why accidents should be reported

- 20 Which of the following is an important reason for reporting work place accidents?
- So the employer can find out who was at fault and discipline them.
 - It is a legal requirement for all accidents to be reported to the HSE.
 - To enable improvements in work practices to reduce future accidents.
 - So that risk assessments do not need to be carried out in future.

Explain how to transport and store equipment and materials safely

- 21 What is the **first** action that should be taken when a heavy or awkward load needs to be moved?
- Investigate if the load can be moved by mechanical means.
 - Tackle the load manually to get it out of the way of other people.
 - Lift it together with another worker.
 - Drag it along the floor to see how heavy it is.

State the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so

- 22 An employee is given a demonstration of how a new machine works and then instructed to use the machine. The employee is uncertain of all the requirements. What **should** the employee do?
- Use the machine and learn during the operation.
 - Ask for more training on the machine operation.
 - Use the machine and then read the handbook after work.
 - Refuse to operate the machine without extra payment.

Explain the reasons for leaving information about location when working in isolation or in remote locations

- 23 Why are lone workers potentially **more** at risk than team workers when working in arboriculture?
- People working alone often work long hours.
 - People working alone may have difficulty in summoning assistance.
 - Lone workers need long rest breaks.
 - Lone workers have less work experience.

Take appropriate action where incidents affect the health and safety of workers**Explain why accidents should be reported without delay and recorded in the appropriate document**

- 24 An accident report should include the date, time, name of injured person and
- weather conditions
 - description of accident
 - number of trips to doctor
 - extent of recovery.

Describe the safe methods for moving and lifting items

- 25 When manually lifting and carrying loads, it is advisable to
- lift in easy stages and grip the load with the palms of the hands
 - grip the load with the palms of the hands holding the load away from the body
 - hold the load away from the body and change grip from time to time
 - change the grip from time to time and lift in easy stages.

Describe the reasons for maintaining good personal and workplace hygiene

- 26 An important reason for cleaning overalls regularly is
- to keep seats clean when sitting down
 - to ensure overalls are dry when returned
 - so that chemicals and bacteria are removed
 - to ensure they do not smell of oil.

State own ability to deal with health and safety emergencies (e.g. not carrying out actions beyond capabilities)

- 27 Which one of the following statements **best** describes how to respond to health and safety emergencies?
- Call for help and move the victim.
 - Ensure one's own safety and move the victim.
 - Administer first aid and call for help.
 - Ensure one's own safety and call for help.

Identify the types of personal protective equipment and clothing needed for work and how they must be used, cleaned, stored, inspected and replaced

- 28 Which of the following is the responsibility of the employee with regards to PPE for use at work?
- The employee has no responsibilities with regards to PPE.
 - To buy replacement PPE when it becomes unserviceable.
 - To request replacement PPE when it becomes unserviceable.
 - To work without PPE when it becomes unserviceable.

Assessor's feedback to learner:

Learner's signature

I confirm that the evidence above is all my own work

Signed Date

Assessor's name

.....

I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

Signed Date

Answer Guide

NB: Where learners have selected more than one option for a question without clearly indicating which is their final answer, the question should be marked as wrong by the assessor as it is not clear that the learner has understood the assessment criteria.

Describe how to identify hazards, risks and comply with the control measures of risk assessments and emergency planning and procedures

- 1 201.2.1 The **main** reason for undertaking risk assessments and emergency planning is to B
- a. assess first aid requirements
 - b. anticipate potential problems
 - c. produce emergency procedures
 - d. ensure staff are trained.

Describe how to deal with different pollution incidents

- 2 201.2.2 Which one of the following should be undertaken **first** when dealing with a pollution incident? C
- a. Contact the appropriate emergency services.
 - b. Minimise potential damage to the environment.
 - c. Make sure people in the area are safe.
 - d. Administer first aid to any casualties.

Outline measures to control a range of pollutants

- 3 201.2.3 Contamination of watercourses from stored oil and fuel is **best** prevented by D
- a. using absorbent materials
 - b. using barrier ditches
 - c. using barrier booms
 - d. using bunded storage.

Explain how the location and environmental conditions and changes to the scale of the incident influence pollution control

- 4 201.2.4 Which one of the following **least** influences the immediate response to a pollution incident A
- a. financial considerations
 - b. environmental conditions
 - c. location of the incident
 - d. scale of the incident.

Describe the causes and impact of pollutants on the environment

- 5 201.2.5 Which one of the following effects of machinery use causes the **most** impact upon soil erosion into watercourses? A
- a. Soil disturbance and ground compaction.
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 - c. Ground compaction and fuel leaks.
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Control local pollution incidents in the environmental and land-based industries

Describe how to dispose of pollutant control materials

- 6 201.2.6 Which one of the following is **most** suitable for the disposal of pollution control materials contaminated with oil? A
- a. Licensed waste disposal contractor or licensed waste disposal site.
 - b. Licensed incinerator or burying in a designated area.
 - c. Licensed waste disposal contractor or burying in a designated area.
 - d. Licensed waste disposal site or burning in a designated area.

Answer Guide

NB: Where learners have selected more than one option for a question without clearly indicating which is their final answer, the question should be marked as wrong by the assessor as it is not clear that the learner has understood the assessment criteria.

Explain how a plant's characteristics aid identification using actual plants or images

- 7 202.1.1 Which one of the following lists of characteristics of a plant would **best** aid identification? A
- Fruit, leaf shape, flowering time, habitat.
 - Habitat, leaf shape, bark, fruit.
 - Leaf shape, bark, flowering time, habitat.
 - Flowering time, habitat, fruit, bark.

Explain how plant anatomy and plant morphology aid identification covering:

(i) leaves

(ii) buds

(iii) bark & stems

(iv) growth habit

(v) flowers

(vi) seeds and fruit

- 8 202.1.2 Which one of the following **best** describes the leaves of horse chestnut (*Aesculus hippocastanum*)? C
- Simple, toothed or lobed, opposite leaves.
 - Simple, untoothed, alternate leaves.
 - Compound, toothed or lobed, opposite leaves.
 - Compound, untoothed, alternate leaves.
- 9 202.1.2 Which one of the following **best** describes the fruit of common ash (*Fraxinus excelsior*)? B
- Single seeded winged fruit in pairs.
 - Winged fruit produced in clusters.
 - Bright scarlet fruit with yellow flesh inside.
 - Bright pale green fruit in a rounded membrane.
- 10 202.1.2 Which one of the following **best** describes Scots pine (*Pinus sylvestris*)? D
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 - Narrowly conical crown; pale grey bark flaking in large scales.
 - Broadly conical crown; orange brown bark becoming deeply fissured.
 - Broadly spreading crown; orange, flaking bark towards the top of the tree.

Describe the preferred growing conditions for 1 species from 10 genera

- 11 202.4.1 Which one of the following **best** describes the preferred growing conditions for common beech (*Fagus sylvatica*)? A
- Prefers moderately fertile ground, calcified or lightly acidic and well drained.
 - Prefers fertile, non-calcareous soils, especially well draining sites at lower elevations.
 - Prefers moist sites of medium to high fertility, including heavy clays and peats.
 - Prefers to be open grown on infertile, dry and sandy sites.

State the landscape use or timber value of 1 species from 10 genera

- 12 202.4.2 Which one of the following **best** describes the landscape and timber value of a mature sweet chestnut (*Castanea sativa*)? A
- a. Large sized tree with interesting bark, attractive fruit and autumn foliage; durable timber, with good working qualities.
 - b. Medium sized tree with attractive fruit; non-durable timber, with good working qualities.
 - c. Large sized tree with attractive flowers and autumn foliage; non-durable timber, with poor working qualities.
 - d. Medium sized tree, shade bearing with attractive flowers; durable timber with poor working qualities.

Describe the different properties of the timber in relation to the way the timber behaves when stressed or when being cut for 1 species from 10 genera

- 13 202.5.1 Which of the following properties does **not** influence how timber behaves when being cut? C
- a. Wood in compression.
 - b. Wood in tension.
 - c. Wood density.
 - d. Wood defects.

Answer Guide

NB: Where learners have selected more than one option for a question without clearly indicating which is their final answer, the question should be marked as wrong by the assessor as it is not clear that the learner has understood the assessment criteria.

State why inadequate measures to control risks should be reported.

- 14 203.3.3 Which one of the following is the **least** significant reason why inadequate measures to control risks should be reported by an employee to their employer? B
- It is a legal requirement.
 - To prevent prosecution in court.
 - To help prevent someone from being hurt.
 - Risk assessments may need updating.

Explain how the procedures for specific emergencies may be affected by location

- 15 203.3.5 Which one of the following factors is **most** likely to affect emergency procedures? D
- Type of machinery used.
 - Number of staff working.
 - Weather conditions.
 - Location of the work site.

Identify different types of fire extinguishers and their use, relevant to the work area

- 16 203.3.6 Which one of the following is the **correct** colour used to indicate a foam fire extinguisher? D
- Black.
 - Yellow.
 - Blue.
 - Cream.

Describe the different forms of waste and appropriate methods of disposal

- 17 203.3.7 Which one of the following waste management options would be **least** appropriate for disposing of arisings? A
- Licensed landfill.
 - Composting.
 - Fuel production.
 - Energy recovery.

Explain the relationship between security and safety within the workplace

- 18 203.3.8 Which one of the following **best** describes the potential relationship between workplace security and safety? B
- Security can reduce the risk of damage to equipment.
 - Security can reduce the risk of accidents.
 - Security can eliminate the risk of accidents.
 - Security can be used as a substitute for a risk assessment.

List any specific risks relevant to child safety in the workplace

- 19 203.3.9 Which of the following statements relating to child safety is true? A
- Children may not be able to read warning notices.
 - Children can accept liability for their actions.
 - Children are not at greater risk than other visitors.
 - Children can accurately identify hazards.

State who and why accidents should be reported

- 20 203.3.10 Which of the following is an important reason for reporting work place accidents? C
- So the employer can find out who was at fault and discipline them.
 - It is a legal requirement for all accidents to be reported to the HSE.
 - To enable improvements in work practices to reduce future accidents.
 - So that risk assessments do not need to be carried out in future.

Explain how to transport and store equipment and materials safely

- 21 203.4.1 What is the **first** action that should be taken when a heavy or awkward load needs to be moved? A
- Investigate if the load can be moved by mechanical means.
 - Tackle the load manually to get it out of the way of other people.
 - Get another worker so you can lift it together.
 - Drag it along the floor to see how heavy it is.

State the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so

- 22 203.5.1 An employee is given a demonstration of how a new machine works and then instructed to use the machine. The employee is uncertain of all the requirements. What **should** the employee do? B
- Use the machine and learn during the operation.
 - Ask for more training on the machine operation.
 - Use the machine and then read the handbook after work.
 - Refuse to operate the machine without extra payment.

Explain the reasons for leaving information about location when working in isolation or in remote locations

- 23 203.7.2 Why are lone workers potentially **more** at risk than team workers when working in arboriculture? B
- People working alone often work long hours.
 - People working alone may have difficulty in summoning assistance.
 - Lone workers need long rest breaks.
 - Lone workers have less work experience.

Take appropriate action where incidents affect the health and safety of workers**Explain why accidents should be reported without delay and recorded in the appropriate document**

- 24 203.6.7 & 7.3 An accident report should include the date, time, name of injured person and B
- weather conditions
 - description of accident
 - number of trips to doctor
 - extent of recovery.

Describe the safe methods for moving and lifting items

- 25 203.8.1 When manually lifting and carrying loads, it is advisable to A
- lift in easy stages and grip the load with the palms of the hands
 - grip the load with the palms of the hands holding the load away from the body
 - hold the load away from the body and change grip from time to time
 - change the grip from time to time and lift in easy stages.

Describe the reasons for maintaining good personal and workplace hygiene

- 26 203.9.1 An important reason for cleaning overalls regularly is C
- to keep seats clean when sitting down
 - to ensure overalls are dry when returned
 - so that chemicals and bacteria are removed
 - to ensure they do not smell of oil.

State own ability to deal with health and safety emergencies (e.g. not carrying out actions beyond capabilities)

- 27 203.9.2 Which one of the following statements **best** describes how to respond to health and safety emergencies? D
- Call for help and move the victim.
 - Ensure one's own safety and move the victim.
 - Administer first aid and call for help.
 - Ensure one's own safety and call for help.

Identify the types of personal protective equipment and clothing needed for work and how they must be used, cleaned, stored, inspected and replaced

- 28 203.9.4 Which of the following is the responsibility of the employee with regards to PPE for use at work? C
- The employee has no responsibilities with regards to PPE.
 - To buy replacement PPE when it becomes unserviceable.
 - To request replacement PPE when it becomes unserviceable.
 - To work without PPE when it becomes unserviceable.

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