



Higher National Unit specification

General information for centres

Unit title: Forestry: Timber Sales and Transportation

Unit code: F400 34

Unit purpose: This Unit is designed to deliver the relevant knowledge and skills for the candidate to plan, cost and organise a forest timber sale/purchase and its delivery to a timber market. The Unit is relevant to candidates involved in, or those seeking employment in, timber sales and timber transportation in a forest supervisory/management capacity.

On completion of the Unit the candidate should be able to:

- 1 Explain factors relevant to timber sales.
- 2 Cost and monitor a timber sale.
- 3 Explain methods to transport timber from the forest roadside.

Credit value: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. However it would be beneficial if candidates had studied the Units F3YD 34 *Forest Harvesting* and F3YF 34 *Forest Mensuration and Thinning Control*.

Core Skills: There are opportunities to develop the Core Skills of *Information Technology* and *Numeracy* to SCQF level 5 and the Critical Thinking and Planning and Organising components of *Problem Solving* to SCQF level 6, although there is no automatic certification of Core Skills or the Core Skills components.

Context for delivery: If this Unit is to be delivered as part of a Group Award, it is recommended that it should be taught and delivered within the subject area of the Group Award to which it contributes.

This Unit is included in the frameworks of the following Group Awards:

- ◆ HNC Forestry (as an optional Units)
- ◆ HND Forestry (mandatory as an optional Unit)

Assessment: The assessment evidence for this Unit could be in the form of a single holistic project-based assessment that will sample the knowledge covered in all of the Outcomes for this Unit and try to mimic actual industry based procedures and decision making processes.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Please refer to Evidence Requirements for the Unit and Assessment Guidelines for the Unit after the Outcomes.

Outcome 1

Explain factors relevant to timber sales

Knowledge and/or Skills

- ◆ Methods of sale
- ◆ Payment terms
- ◆ Points of sale
- ◆ Influencing factors

Outcome 2

Cost and monitor a timber sale

Knowledge and/or Skills

- ◆ Timber specifications
- ◆ Timber markets
- ◆ Timber sales costing
- ◆ Timber sales contracts
- ◆ Timber sale control records and documentation

Higher National Unit specification: statement of standards (cont.)

Unit title: Forestry: Timber Sales and Transportation

Outcome 3

Explain methods to transport timber from the forest roadside

Knowledge and/or Skills

- ◆ Stacking and loading forest produce
- ◆ Different methods of timber transport
- ◆ Recognition and control of degrade
- ◆ Current transport regulations
- ◆ Current transport code of practice
- ◆ Haulage documentation

Evidence Requirements for the Unit

The evidence of achievement for Outcomes 1, 2 and 3 will be in the form of a holistic project on a given or agreed scenario. Candidates must justify the choice of method and point of a timber sale/purchase, execute a valuation/costing for a timber purchase and provide supporting documentation to monitor and control the work and budgetary progress and the timber transport to the market place. Information must be supported by appropriate maps, tables and diagrams.

Candidates will need evidence to demonstrate their Knowledge and/or Skills by showing that they can correctly:

- ◆ choose one main method of sale available to the seller and give reasons why they have chosen the selected method (Outcome 1). The main methods considered must include tender, auction and negotiated.
- ◆ choose between roadside and standing sale points of sale and give reasons for the choice (Outcome 1).
- ◆ produce a costing sheet detailing (Outcome 2):
 - timber markets and their timber requirement specifications
 - estimated sale value at market gate
 - labour costs
 - haulage/transport costs
 - margins
 - unit price for timber to be purchased standing or roadside
- ◆ outline timber sales contract conditions (Outcome 3). This must include the standard and sales specific conditions, which will include relevant conditions from the following: contracting parties, timescales, payment terms, health and safety/risk assessment, environmental, insurance.

Higher National Unit specification: statement of standards (cont.)

Unit title: Forestry: Timber Sales & Transportation

Evidence Requirements for the Unit (cont)

- ◆ outline with reasons the choice of payment method (Outcome 1).
- ◆ outline possible degrade that could affect timber quality and the control methods that could be employed to lessen the degrade where possible (Outcome 3).
- ◆ detail correct stacking and pollution control measures, select a transportation to market method and display an outline knowledge of the current transport regulations and the current timber haulage code of practice (Outcome 3).
- ◆ produce and complete records/documentation to facilitate control of a timber sale and display evidence of chain of custody (Outcome 2 and 3). This must include:
 - delivery notes.
 - weight tickets.
 - haulage record.
 - market delivery record.
 - project control record.

Assessment Guidelines for the Unit

It is recommended that Outcomes 1, 2 and 3 be assessed holistically.

The evidence of achievement could take the form of an individual project on a given scenario that could follow the timber sales process from the seller's choice of method of sale, through point of sale to the buyer's costing of the purchase, the sale's contract documentation and the subsequent control of the despatch of the timber and the regulations that may apply to the transport (suggested word limit of 1,200 words or equivalent).

The evidence may be gathered through teamwork by small groups but the information presented in the report must be the individual candidate's own interpretation of the information gathered. The use of web-based searches should be encouraged.

Administrative Information

Unit code: F400 34

Unit title: Forestry: Timber Sales and Transportation

Superclass category: SM

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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Forestry: Timber Sales and Transportation

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is designed as a part of the following SQA Group Awards:

- ◆ HNC Forestry (as an optional Unit)
- ◆ HND Forestry (as a mandatory Unit)

The content of this Unit should provide the candidate with an understanding of the options and processes available to the forest manager of costing, procurement and transport of raw timber products from the forest to the industry processing facility.

This Unit is designed to develop the candidate's knowledge and skills through a hypothetical scenario but is also well suited to those in the work place that wish to benefit from an actual work experience situation.

The following support notes cover the mandatory requirements of the Unit and recommended aspects that could be covered in teaching and learning.

Outcome 1

- ◆ factors that influence a timber sale — location, terrain, access, tree quality, tree size, total volume, machine choice, timescale, market conditions
- ◆ differing methods of presenting timber to the market place — tender, auction, negotiation, commission, agency
- ◆ differing points of sale — standing, stump, roadside, delivered
- ◆ the factors that influence the choices relating to the above points — availability of expertise, supervision, responsibility (health and safety and environmental), machinery, workforce, cash flow, markets, scale of operation
- ◆ payment methods — lump sum, outturn, average price per tonne, price per product

Outcome 2

- ◆ timber markets
- ◆ timber specifications
- ◆ calculation of product assortment mix
- ◆ costings to establish the valuation to the seller and the buyer — timber price, labour costs, extraction, haulage, overhead costs, other sundry costs as appropriate (marking, road repair, stacking bays, bell-mouths, signage, pollution control, reinstatement of site after completion of timber removal), margins, conversion factors
- ◆ sales contract condition — general conditions and site specific conditions for the given scenario
- ◆ credit control — credit checks, credit limits, stop notices, invoicing conventions, statements

Higher National Unit specification: support notes (cont)

Unit title: Forestry: Timber Sales and Transportation

Outcome 3

- ◆ stacking and loading forest produce — positioning, dimensions, safety, signage, weighing
- ◆ different methods of timber transport and their pros and cons — road, rail, sea
- ◆ recognition and control of degrade — fungal rot and stain, dirt, metal, extraction damage, timber quality
- ◆ current transport regulations — legal basis
- ◆ current transport code of practice — voluntary code, preferred routes
- ◆ haulage documentation — delivery notes, weight tickets, chain of custody

Guidance on the delivery and assessment of this Unit

Outcomes 1, 2 and 3

It is suggested that this assessment be designed to create a timber purchase scenario where the candidate is guided through a virtual timber sale/purchase process from the presentation of the timber to the buyer, to delivery to the product user. The assessment should be supported with scenario information, maps and blank documentation to be completed.

The assessment is an integral and important learning process for the candidate in preparation for the work place.

It is suggested that this assessment should be made available to the candidate midway through the Unit delivery so that can process the information and start the project in good time.

Likely scenarios for this project could be:

- (a) A report for a given scenario that requests:
 - ◆ that the candidate decides with reasons between options of method and point of sale.
 - ◆ the candidate chooses appropriate timber markets and specifications and completes a timber purchase costing that reflects the given scenario.
 - ◆ an outline of a sales contract and its supporting conditions of contract.
 - ◆ the completion of monitoring and control documentation for the timber purchase and the transportation to the end user.
- (b) As above, but in the case of a distance/open learning candidate, for an actual timber sales/purchase operation of the candidate's choice ie at their work, with the caveat that the operation has to be agreed as suitable beforehand by the Unit tutor. There should also be prior agreement for the candidate to use the operation for this assessment from the landowner, the seller and the buyer.

Higher National Unit specification: support notes (cont)

Unit title: Forestry: Timber Sales and Transportation

Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Information Technology* and *Numeracy* to SCQF level 5 and the components of *Critical Thinking and Planning and Organising of Problem Solving* to SCQF level 6 although there is no automatic certification of Core Skills or the Core Skills components. Opportunities will arise through the analysis of the scenario and basic data, costing and planning timber sales and transportation, providing realistic proposals, and using information technology to assist in all tasks.

Open learning

All Outcomes are appropriate for open and distance learning approaches with candidate packs and tutor input and support at all stages. Centre-devised supervision agreements should detail controlled conditions to ensure authenticity of evidence.

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Forestry: Timber Sales and Transportation

This Unit is suitable for those with an understanding of the timber harvesting process that are in, or wish to be involved in, the management of timber operations in relation to the sale/purchase of timber on the open market and its delivery to the end user.

This Unit is designed to provide you with the basic knowledge in relation to the options available for placing timber on the market and how to present it to the market. You will also learn about the timber markets available and the timber specifications that are used and the possible degrade that timber may suffer from.

The Unit also provides you with the knowledge and skills to identify various timber products from a forest and the subsequent costing to purchase timber standing, or at roadside, and the basics of a timber sales contract agreement.

The Unit will help develop your knowledge of the different transportation methods available for timber and the necessary documentation to monitor and control the timber sales process and the delivery chain to the market place.

The Outcomes that you will acquire on completion of the Unit are as follows:

Outcome 1 will enable you to understand which is the most appropriate method of placing timber on the market and if it should be sold standing or at roadside.

Outcome 2 will give you a basic knowledge and skills to carry out a costing for the sale/purchase of timber.

Outcome 3 will inform you of the degrade timber can be prone to and also the different methods available for the transportation of timber to the market place.

This Unit is included in the following SQA Group Awards:

- ◆ HNC Forestry (as an optional Unit)
- ◆ HND Forestry (as a mandatory Unit)

Overall, the knowledge and skills acquired in this Unit will help you understand the factors and processes in relation to the sale and purchase of timber in the forest and its transportation to, and knowledge of, the timber market place.

For candidates already in employment, this Unit provides an opportunity to extend existing knowledge and skills and lays a sound grounding for further study in relation to forest/woodland harvesting management.

This Unit will give you the opportunity to develop your *Information Technology* and *Numeracy Core Skills* to SCQF level 5 and the *Critical Thinking and Planning and Organising* components of *Problem Solving* to SCQF level 6.

The Unit will be assessed by an assignment based on a given scenario.