

# apprenticeship FRAMEWORK

## Agriculture (England)

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# Agriculture (England)

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# Framework summary

## Agriculture

## Agriculture

This framework includes information on Personal Learning and Thinking Skills

### Pathways for this framework at level 2 include:

#### Pathway 1: Agriculture

**Competence qualifications available to this pathway:**

N/A

**Knowledge qualifications available to this pathway:**

N/A

**Combined qualifications available to this pathway:**

B1 - Level 2 Diploma in Work-based Agriculture

**This pathway also contains information on:**

- Employee rights and responsibilities
- Functional skills

## Agriculture

## Agriculture

This framework includes information on Personal Learning and Thinking Skills

### Pathways for this framework at level 3 include:

#### Pathway 1: Agriculture

**Competence qualifications available to this pathway:**

N/A

**Knowledge qualifications available to this pathway:**

N/A

**Combined qualifications available to this pathway:**

B1 - Level 3 Diploma in Work-based Agriculture

**This pathway also contains information on:**

- Employee rights and responsibilities
- Functional skills

## Agriculture

## Agricultural Management

This framework includes information on Personal Learning and Thinking Skills

### Pathways for this framework at level 4 include:

#### Pathway 1: Agricultural Unit Management

**Competence qualifications available to this pathway:**

C1 - City & Guilds Level 4 Certificate in Work-based Agricultural Management (QCF)

**Knowledge qualifications available to this pathway:**

K1 - Edexcel BTEC Level 4 Certificate in Project Management for Land-based Industries (QCF)

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Functional skills

#### Pathway 2: Agricultural Business Management

**Competence qualifications available to this pathway:**

C1 - City & Guilds Level 4 Diploma in Work-based Agricultural Business Management (QCF)

**Knowledge qualifications available to this pathway:**

K1 - Edexcel BTEC Level 4 Certificate in Project Management for Land-based Industries (QCF)

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Functional skills

# Framework information

## Information on the Issuing Authority for this framework:

**Lantra**

The Apprenticeship sector for occupations in environmental and land-based.

Issue number: 5	<b>This framework includes:</b>  Level 2 Level 3 Level 4
Framework ID: FR02011	
Date this framework is to be reviewed by: 30/09/2014	
<b>This framework is for use in: England</b>	

## Short description

The Agriculture Apprenticeship frameworks at levels 2, 3 and 4 are designed to provide apprentices with the skills and knowledge required to carry out their job role and support future progression within the sector.

This Apprenticeship framework reflects the range of jobs within Agriculture, covering both arable and livestock enterprises. It provides an entry route into the sector as a general farm worker and provides progression through to a unit manager/assistant farm manager at level 4.

Successful completion of the Higher Apprenticeship provides further opportunities to progress through other specialist vocational courses or progressing further within Higher Education.

The minimum duration of the Intermediate Apprenticeship is 15 months, the Advanced Apprenticeship is 18 months and the Higher Apprenticeship is 12 months for Pathway 1 (unit manager) and 18 months for Pathway 2 (assistant farm manager).

# Contact information

## Proposer of this framework

Lantra has developed this framework using a number of mechanisms for engaging with its employers through Lantra's Agriculture Industry Group which includes employers and associations such as: National Farmers' Union, British Institution of Agricultural Consultants, National Sheep Association, British Dairy Farmers and a number of independent farmers.

## Developer of this framework

Name: Jo-Anne Bryan  
Organisation: Lantra  
Organisation type: Sector Skills Council  
Job title: Project Manager - Apprenticeships  
Phone: 02476 696996  
Email: apprenticeships@lantra.co.uk  
Postal address: Lantra  
Lantra House  
Stoneleigh Park  
Coventry  
Warwickshire  
CV8 2LG  
Website: www.lantra.co.uk

## Issuing Authority's contact details

Issued by: Lantra  
Issuer contact name: Julie Murphy  
Issuer phone: 02476 419703  
Issuer email: issuingauthority@lantra.co.uk

# Revising a framework

## Contact details

Who is making this revision: Jo-Anne Bryan  
Your organisation: Lantra  
Your email address: joanne.bryan@lantra.co.uk

## Why this framework is being revised

Two of the knowledge qualifications within the level 4 pathways are not listed as having the correct purpose, ie. they are not appropriate for the higher apprenticeship and therefore have been removed.

## Summary of changes made to this framework

The removal of 2 knowledge qualifications within the higher apprenticeship.

## Qualifications removed

ILM Award in Leadership - 500/3583/6

CCNQ Level 4 Award in First Line Management - 600/3398/8

## Qualifications added

None

## Qualifications that have been extended

None

# Purpose of this framework

## Summary of the purpose of the framework

### Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme under an Apprenticeship Agreement designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs.

All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

### The Agriculture Industry

Agriculture includes the production of primary food and managing the land for environmental and sustainable development. The Agriculture sector can be divided into a number of sub-sectors or industries:

- Agricultural crops, which involves arable production including grains, seeds, sugar and potatoes. Some businesses have diversified into bio-fuels, trees and short term coppice
- Agricultural livestock, which involves the production of beef, sheep, pigs, poultry, dairy and other non mainstream livestock
- Agricultural contracting which involves services provided to farmers such as crop spraying, grain drying, foot trimming, sheep shearing and animal and plant breeding and research
- Production Horticulture which involves the growing of fruit and vegetables. However many employers see production horticulture as separate from agriculture and therefore this part of the industry is included in the Horticulture Apprenticeship.

The main production enterprise of a farm will vary according to geographical location, which is often determined by the soil type, climate and market, all of which are important factors in animal and plant production. There have been many significant changes in recent years with new technology, farming methods and legislation resulting in changes to practices and the

skills required to meet future challenges.

The Agriculture and Production Horticulture industries have therefore produced a Skills Strategy to promote the professional, highly technical and innovative nature of the sector, which requires those working in it to update and increase their skill levels to meet the challenges of the 21st Century.

Lantra's Skills Assessment 2010 found that micro-businesses dominate the environment and land-based sector with 97% of Agricultural businesses in the sector employing fewer than ten members of staff. Agriculture is the most significant industry for the environment and land-based sector in England representing 64% of the businesses and 63% of employment. Having said this, many Agricultural businesses employ casual and seasonal workers to help throughout busy periods increasing the employment levels within the industry. In particular, migrant workers make up a significant part of the workforce and with the numbers likely to decrease the industry will need to look to recruit more school leavers.

Despite the previous Agriculture Apprenticeship framework being successful, 20% of the workforce are qualified to Level 4 and above and 24% have no qualifications although, they are usually very skilled. Employers also report a skills gap when recruiting, particularly in technical, environmental, literacy, numeracy and business skills. Therefore, because of the nature of Agricultural businesses, work-based learning through Apprenticeships is a good way for those entering the sector to learn the necessary skills and knowledge.

Agriculture in particular has an ageing workforce with 41% of people aged 50 or over with the key decision maker generally around the age of 55. Therefore the Agricultural Skills Strategy has tasked the industry with succession planning and using the Apprenticeship as a solution to attract new entrants.

The Agricultural industry values the Apprenticeship as an entry route into the sector, which is evidenced by the growth in the completions of the Apprenticeship in England over the last three years as indicated below:

### **2010/2011**

- Level 2 - breakdown unavailable
- Level 3 - breakdown unavailable
- Total - 530

### **2009/2010**

- Level 2 – 330
- Level 3 – 70
- Total – 400

### **2008/2009**

- Level 2 – 290
- Level 3 – 80
- Total – 370

During the review of this Apprenticeship, Lantra involved the English members of its industry and virtual group and members from the Agricultural Skills Strategy, such as National Farmers' Union, British Institute of Agricultural Consultants, National Sheep Association, British Dairy Farmers and a number of independent farmers.

The Agriculture framework at levels 2, 3 and 4 reflect the job roles within the industries and allows apprentices to take units in crop production, livestock production, mixed farming or poultry production depending on the type of farm they are working on. The types of jobs available include:

- Level 2: General Farm Worker (Livestock, Crop or Mixed Farm), Tractor Driver, Stock person, Pig Technician and Hatchery Staff
- Level 3: Livestock Technician, Shepherd, Hatchery Supervisor/Charge-hand
- Level 4: Unit Manager and Assistant Farm Manager

Further information on the Agriculture industry can be found at: [www.lantra.co.uk](http://www.lantra.co.uk).

## **Aims and objectives of this framework (England)**

The aim of the Level 2, Level 3 and Level 4 Higher Apprenticeship in Agriculture is to build on the predecessor by including updated qualifications that are flexible and reflective of the skills needs of the industry, attract new entrants into Agriculture and provide progression opportunities to move towards higher level jobs.

The objectives are to:

1. To attract new entrants into the industry providing up-to-date industry specific training, especially those from under-represented groups.
2. Increase the professionalism of the industry.
3. Upskill those currently working in Agriculture to ensure they have the skills required to be competent in their profession.
4. Increase awareness and benefits of the Level 2, Level 3 and Higher Apprenticeship with employers and young people.
5. Provide a clear progression route for those wanting to develop their skills and career within agriculture.

Career information within the Agriculture industry is available on Lantra's website [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers);



# Entry conditions for this framework

The entry conditions for the framework is the employer's and training provider's confidence in your ability to develop the skills and knowledge required to work within the Agriculture industry. Employers are encouraged to get involved in the recruitment and selection stages, to ensure they get to know the apprentices before their employment.

If you are interested in working outdoors and with animals and/or crops, a job in Agriculture may be the career for you. There are many different types of jobs, for example you can work on an arable and/or livestock farm as a farm worker, looking after sheep, cows and pigs, and/or growing crops and longer term progress to managing.

As an apprentice, you will need to be employed for a minimum of 30 hours per week and have an Apprenticeship Agreement which is signed by yourself and your employer.

## Duration of the Apprenticeship

Through the development of the Agriculture Apprenticeship it has been agreed with the industry that the minimum duration of the Intermediate Apprenticeship is 15 months, the Advanced Apprenticeship is 18 months and the Higher Apprenticeship is 12 months for Pathway 1 (unit manager) and 18 months for Pathway 2 (assistant farm manager).

## Requirements for the Level 2 Intermediate Apprenticeship

There are no specific entry requirements to enter the Level 2 Agriculture Intermediate Apprenticeship, however, there are qualifications or experience that will help learners prior to starting:

- Level 1 Award/Certificate/Diploma in Work-based Agriculture
- Level 1 Certificate in Land-based Operations
- Level 1 Certificate in Practical Agriculture
- Agriculture units taken as part of Foundation Learning
- Have previously worked in, or are currently working within the industry
- Voluntary work within the Agricultural industry
- GCSEs

Progression opportunities onto the Agriculture Intermediate Apprenticeship also exist for adult learners who have experience within the Agricultural industry or who are looking for a career change.

## Requirements for the Level 3 Advanced Apprenticeship

The Agriculture industry want the entry requirements for the Advanced Apprenticeship to be flexible, so therefore has suggested that one of the following should be completed:

- Intermediate Apprenticeship in Agriculture
- Level 2 Certificate or Diploma in Work-based Agriculture
- Level 2 Award, Certificate or Diploma in Agriculture
- Level 2 Certificate in Pig Husbandry Skills
- Level 2 Certificate in Land-based Activities
- Level 2 NVQ in Agriculture Crops/Livestock
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 3 GCSEs (A\*-C)
- AS/A levels.

### **Requirements for the Level 4 Higher Apprenticeship**

The Agriculture industry want the entry requirements for the Higher Apprenticeship to be flexible, so therefore has suggested that one of the following should be completed:

- Level 3 Diploma in Work-based Agriculture
- Level 3 Certificate in Work-based Agriculture
- Level 3 Award in Agriculture
- Level 3 Extended Certificate in Agriculture
- Level 3 Diploma in Agriculture
- Level 3 Certificate in Pig Husbandry Skills
- Level 3 Advanced Apprenticeship in Agriculture
- Level 3 NVQ in Agriculture Crops/Livestock
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 5 GCSEs (A\*-C)
- 2 AS/A levels.

Progression opportunities onto the Agriculture Higher Apprenticeship also exist for adult learners who have experience within the Agriculture industry who are looking for a career change.

### **Initial Assessment**

Training providers and employers should use an initial assessment process which is fit for purpose. This will ensure that applicants starting on the Apprenticeship/Advanced/Higher Apprenticeship have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

### **Recognition of Prior Learning (RPL)**

If applicants have units towards the level 2, 3 and/or 4 work-based qualifications, these will be

reviewed during an initial assessment to see if Recognition of Prior Learning can be claimed.

Learners who have completed the 14-19 Diploma may have completed units or short courses which will provide underpinning knowledge towards the Intermediate Apprenticeship, this will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

All apprentices must achieve the required Functional Skills. Applicants may already hold the equivalent qualifications. Refer to Transferable Skills section for more details.

## Level 2

Title for this framework at level 2

# Agriculture

### Pathways for this framework at level 2

Pathway 1:      Agriculture

## Level 2, Pathway 1: Agriculture

### Description of this pathway

Working with crops, livestock, poultry or on a mixed farm. A minimum of 47 credits which is made up as follows:

- Combined competence/knowledge qualification - 37 credits (competence 27 credits and knowledge 10 credits)
- Level 1 Functional Skills in English - 5 credits
- Level 1 Functional Skills in Mathematics - 5 credits

### Entry requirements for this pathway in addition to the framework entry requirements

No additional pathway entry requirements.

Job title(s)	Job role(s)
Farm Worker	Farm workers are employed to carry out work on arable and/or livestock farms, such as sheep, dairy or beef farms. The type of work they do varies from season to season and involves planting, tending and harvesting a range of crops and may involve maintaining the health and welfare of livestock.
Tractor Driver	A tractor driver will undertake a variety of different jobs including ploughing, drilling, harvesting silage or cleaning out cattle sheds. They may work on an individual arable/livestock farm or for an agricultural contractor.
Stock person	A stock person is responsible for the livestock on a farm. This will include ensuring they are fed and watered and looked after to meet health and welfare requirements as well as growth targets.
Pig Technician	A pig technician will have skills in carrying out specialist services on the pig farm. These may include applying treatments and vaccinations, detecting and identifying pigs on heat, artificial insemination of sows and gilts (female pigs), and pregnancy diagnosis through scanning.
Hatchery Staff	Hatchery staff may work with various types of poultry, such as chickens, turkeys, ducks and geese. They will deal with areas such as animal welfare, egg quality and handling and machine operation ensuring aspects such as the incubation needs are met.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

B1 - Level 2 Diploma in Work-based Agriculture					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/6231/1	C&G/NPTC	37	259	N/A

### Notes on competence and knowledge qualifications (if any)

There is one qualification, Level 2 Diploma in Work-based Agriculture, which includes both competence and knowledge.

The competence and knowledge elements will be achieved through completion of the mandatory and optional units listed within the awarding organisation's (NPTC/C&G) guidance and will total a minimum of 37 credits. At least 10 credits must be achieved through the knowledge units and be assessed via independent methods.

The competence units will be separately assessed to the knowledge units listed below.

The choice of knowledge units will depend on the role and workplace the apprentice is working in and will need to be agreed with the apprentice, employer and provider at the start of the programme.

#### Knowledge units (minimum of 10 credits must be achieved)

- Monitoring and maintaining health and safety (3 credits)
- Prepare and cultivate sites ready for planting crops (4 credits)
- Maintain the healthy growth of crops (8 credits)
- Establish and maintain conditions appropriate to the welfare of animals (3 credits)
- Maintain site bio-security and personal hygiene (2 credits)
- Prepare feed and water supplies for livestock (2 credits)
- Monitor and maintain the supply of feed and water to livestock (2 credits).

# Transferable skills (England)

## Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

## Inclusion of Information and Communications Technology (ICT)

Information Communication Technology Functional Skills has not been included within the Intermediate Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for this level of apprenticeship because the use of ICT in Agriculture is limited, although it is recognised that IT systems may be used in some parts of the industry.

ICT Functional Skills is not mandatory within the Intermediate Apprenticeship, however the apprentice should be encouraged when necessary as they provide valuable skills. This will be monitored and reviewed in the future.

# Progression routes into and from this pathway

The Level 2 Intermediate Apprenticeship in Agriculture is valued by the Agricultural industry as an entry route into the sector.

## Progression onto the Level 2 Intermediate Apprenticeship in Agriculture

There are no specific entry requirements to progress onto the Intermediate Apprenticeship, however, there are qualifications and experience listed below which will help learners prior to starting.

- Level 1 Award/Certificate/Diploma in Work-based Agriculture
- Level 1 Certificate in Land-based Operations
- Level 1 Certificate in Practical Agriculture
- Agriculture units taken as part of Foundation Learning
- Have previously worked in, or are currently working within the industry
- Voluntary work within the Agricultural industry
- GCSEs.

Learners who have completed the 14-19 Diploma may have completed units or short courses which will provide underpinning knowledge towards the Intermediate Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities onto the Agriculture Intermediate Apprenticeship also exist for adult learners who have experience within the Agriculture industry or who are looking for a career change.

## Progression from the Level 2 Intermediate Apprenticeship in Agriculture:

Apprentices successfully completing the Intermediate Apprenticeship have opportunities to progress within the industry by progressing onto the Level 3 Advanced Apprenticeship in Agriculture or to Further Education courses such as:

- Level 3 Award, Certificate or Diploma in Agriculture
- Level 3 Certificate or Diploma in Work-based Agriculture
- Level 3 Certificate in Pig Husbandry Skills.

Typical jobs learners completing the Intermediate Apprenticeship will be able to progress to are listed in the section on job opportunities e.g. Livestock Technician, Shepherd or Assistant Herds Person.

For apprentices who wish to continue their development of skills and qualifications beyond

Level 3, opportunities exist to progress further into Higher Education with Foundation Degrees/ Degrees. These are explained in the progression from the Advanced Apprenticeship section.

Further information on careers in the Agriculture industry including job profiles, progression maps and case studies can be found at [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers).

# Delivery and assessment of employee rights and responsibilities

## Employee Rights and Responsibilities (ERR) within the Intermediate Apprenticeship in Agriculture

Within the Intermediate Apprenticeship in Agriculture there are two options for apprentices to choose to gain the ERR element of this framework. This gives apprentices the flexibility to complete the ERR in a way that is most appropriate to them. These two options will be explained to apprentices at the start of their programme during induction.

The two options are:

1. Lantra's Agriculture ERR workbook contains a number of tasks with short answer questions covering the nine outcomes listed below, which learners can complete at their own pace. The workbook can be found on Lantra's website [www.lantra.co.uk/ERR](http://www.lantra.co.uk/ERR).

Or

2. Unit J/602/5253 - Principles of employment rights and responsibilities in the land-based industries (2 credits)

Currently this is an accredited unit offered by British Horseracing Education and Standards Trust (BHEST). Those who complete the ERR unit will need to evidence their achievement with a completion certificate from the awarding organisation.

There are nine national outcomes/standards that all learners must know and/or understand:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them
6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities
7. Knows where and how to get information and advice on their industry, occupation, training and career

8. Can describe and work within their organisation's principles of conduct and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

### **Certification Requirements for ERR as of the 1st January 2013.**

As of the 1st January 2013 all providers and apprentices must complete the new Apprentice Declaration & Authorisation Form when claiming for the Apprentice's apprenticeship certificate.

The new universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer
- confirm their achievement of all ERR requirements
- confirm their achievement of all 6 PLTS
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate. This form should be uploaded onto Apprenticeship Certification England (ACE) when claiming completion of the framework.

## Level 3

Title for this framework at level 3

# Agriculture

### Pathways for this framework at level 3

Pathway 1:      Agriculture

## Level 3, Pathway 1: Agriculture

### Description of this pathway

Working with crops, livestock, poultry or on a mixed farm. A minimum of 67 credits which is made up as follows:

- Combined competence/knowledge qualification - 57 credits - (competence 47 credits and knowledge 10 credits)
- Level 2 Functional Skills in English - 5 credits
- Level 2 Functional Skills in Mathematics - 5 credits

### Entry requirements for this pathway in addition to the framework entry requirements

No additional pathway entry requirements.

Job title(s)	Job role(s)
Agricultural Machinery Operator	An Agricultural Machinery Operator is involved with the harvesting of crops on a farm, which could be cereals, grass or vegetables as well as the operation of other agricultural machinery. The role will include the operation, maintenance and cleaning of the combine or machinery and basic repairs.
Assistant Herds Person	An assistant herds person is expected to monitor livestock during lactation and assist in the planning of the unit. It will also include ensuring livestock are maintained in line with health and welfare requirements and are meeting production targets.
Livestock Technician	There are many variations of a livestock technician, but most offer specialist services to the dairy and beef farms, as well as sheep farms. These may include cattle foot trimming, artificial insemination of female cattle and ewes, and pregnancy diagnosis through scanning.
Hatchery Supervisor/Charge Hand (Poultry)	Hatchery supervisors lead a team of staff working with various types of poultry, such as chickens, turkeys, ducks and geese. They ensure that the team deal with areas such as animal welfare, egg quality, handling and machine operation ensuring aspects such as the incubation parameters are adhered to
Shepherd	A shepherd is responsible for the management of the sheep on a farm. This will mean responsibility for health, welfare, and the performance of the sheep flock. Depending on the size of the enterprise, they may also have responsibility for staff, such as farm workers, lambers and lambing assistants.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

B1 - Level 3 Diploma in Work-based Agriculture					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/6224/4	C&G/NPTC	57	400	N/A

### Notes on competence and knowledge qualifications (if any)

There is one qualification, Level 3 Diploma in Work-based Agriculture, which includes both competence and knowledge.

The competence and knowledge elements will be achieved through completion of the mandatory and optional units listed within the awarding organisation's (NPTC/C&G) guidance and will total a minimum of 57 credits. At least 10 credits must be achieved through the choice of knowledge units and be assessed via independent methods.

The competence units will be separately assessed to the knowledge units listed below.

The choice of knowledge units will depend on the role and workplace the apprentice is working in and will need to be agreed with the apprentice, employer and providers at the start of the programme.

#### Knowledge units (a minimum of 10 credits must be achieved)

- Promote, monitor, and maintain health and safety and security (6 credits)
- Maintain and store records within the workplace (2 credits)
- Identify, monitor and maintain the healthy growth of crops (10 credits)
- Establish, monitor and maintain appropriate conditions for livestock (5 credits)
- Establish, monitor and maintain site hygiene and bio-security (4 credits).

# Transferable skills (England)

## Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

## Inclusion of Information and Communications Technology (ICT)

Information Communication Technology Functional Skills has not been included within the Advanced Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for this level of apprenticeship because the use of ICT in Agriculture is limited, although it is recognised that IT systems may be used in some parts of the industry.

ICT Functional Skills is not mandatory within the Advanced Apprenticeship, however the apprentice should be encouraged when necessary as they provide valuable skills. This will be monitored and reviewed in the future.

# Progression routes into and from this pathway

The Agriculture industry values the Level 3 Advanced Apprenticeship as an entry or progression route into the industry. From the Level 2 Intermediate Apprenticeship there is direct progression onto Level 3, or learners may enter straight onto the Advanced Apprenticeship from another programme.

## Progression onto the Advanced Apprenticeship in Agriculture

The Agriculture industry want the entry requirements for the Advanced Apprenticeship to be flexible, so therefore has suggested that one of the following should be completed:

- Intermediate Apprenticeship in Agriculture
- Level 2 Certificate or Diploma in Work-based Agriculture
- Level 2 Award, Certificate or Diploma in Agriculture
- Level 2 Certificate in Pig Husbandry Skills
- Level 2 Certificate in Land-based Activities
- Level 2 NVQ in Agriculture Crops/Livestock
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 3 GCSEs (A\*-C)
- AS/A levels

14-19 Diploma learners who have completed the Higher Diploma may have completed units within this, which could provide underpinning knowledge and will be assessed during an initial assessment so that Recognition of Prior Learning (RPL) can be applied if appropriate.

Progression opportunities onto the Agriculture Advanced Apprenticeship also exist for adult learners who have experience within the Agriculture industry who are looking for a career change.

## Progression from the Advanced Apprenticeship in Agriculture

Apprentices successfully completing the Advanced Apprenticeship have opportunities to progress within the industry by progressing onto the Level 4 Higher Apprenticeship or to Higher Education courses such as a HNC/D, Foundation Degree or Degree (BSc). Examples of courses available across England and the UK include:

- Agriculture
- Agriculture and Countryside Conservation
- Agriculture with Animal Science

- Agriculture with Business Studies
- Level 4 Certificate in Agricultural Management
- Level 4 Diploma in Agricultural Business Management.

Apprentices looking to progress within their employment from the Advanced Apprenticeship may be able to work towards managerial positions such as Assistant Farm Manager or Unit Manager. Progression will be dependent on the qualifications and experience an individual possesses, as achievement alone of the Advanced Apprenticeship does not guarantee entry to these opportunities.

Further information on careers in the Agriculture industry including job profiles, progression maps and case studies can be found at [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers);

**UCAS points for this pathway: N/A**

# Delivery and assessment of employee rights and responsibilities

## Employee Rights and Responsibilities (ERR) within the Advanced Apprenticeship in Agriculture

Within the Advanced Apprenticeship in Agriculture there are two options for learners to choose to gain the ERR element of this framework. This gives apprentices the flexibility to complete the ERR in a way that is most appropriate to them. These two options will be explained to apprentices at the start of their programme during induction.

The two options are:

1. Lantra's Agriculture ERR workbook contains a number of tasks with short answer questions covering the nine outcomes listed below, which learners can complete at their own pace. The workbook can be found on Lantra's website [www.lantra.co.uk/ERR](http://www.lantra.co.uk/ERR).

Or

2. Unit J/602/5253 - Principles of employment rights and responsibilities in the land-based industries (2 credits)

Currently this is an accredited unit offered by British Horseracing Education and Standards Trust (BHEST). Those who complete the ERR unit will need to evidence their achievement with a completion certificate from the awarding organisation.

Apprentices who have already undertaken an Intermediate Apprenticeship may have already completed the ERR workbook or they may have undertaken an accredited unit. These apprentices will not be required to repeat this section but they will be required to provide evidence of completion at the time of certification of the Advanced Apprenticeship.

There are nine national outcomes/standards that all learners must know and/or understand:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them

6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities
7. Knows where and how to get information and advice on their industry, occupation, training and career
8. Can describe and work within their organisation's principles of conduct and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

### **Certification Requirements for ERR as of the 1st January 2013.**

As of the 1st January 2013 all providers and apprentices must complete the new Apprentice Declaration & Authorisation Form when claiming for the Apprentice's apprenticeship certificate. The new universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer
- confirm their achievement of all ERR requirements
- confirm their achievement of all 6 PLTS
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate. This form should be uploaded onto Apprenticeship Certification England (ACE) when claiming completion of the framework.

## Level 4

Title for this framework at level 4

# Agricultural Management

### Pathways for this framework at level 4

- Pathway 1: Agricultural Unit Management
- Pathway 2: Agricultural Business Management

## Level 4, Pathway 1: Agricultural Unit Management

### Description of this pathway

The Agricultural Unit Management pathway is appropriate for Unit Managers who have responsibility for the management of a particular enterprise - ie. sheep or beef unit. A minimum of 45 credits which is made up as follows:

Competence qualification - 20 credits

Knowledge qualification - 15 credits

Level 2 Functional Skills in English - 5 credits

Level 2 Functional Skills in Mathematics - 5 credits

### Entry requirements for this pathway in addition to the framework entry requirements

No additional entry requirements for this pathway.

Job title(s)	Job role(s)
Herds Person	A herds person will be responsible for monitoring livestock throughout their breeding cycles to ensure they meet relevant production targets. The planning of diets and breeding and liaising with the appropriate specialist. The role may also include responsibility for staff.
Unit Manager	A unit manager is responsible for the management of a particular enterprise, ie. a sheep or dairy unit. This will mean responsibility for health, welfare and the performance of the livestock. They may also have responsibility for staff.

# Qualifications

## Competence qualifications available to this pathway

C1 - City & Guilds Level 4 Certificate in Work-based Agricultural Management (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/2788/5	City & Guilds	20	18-96	N/A

## Knowledge qualifications available to this pathway

K1 - Edexcel BTEC Level 4 Certificate in Project Management for Land-based Industries (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/6840/1	Pearson Education Limited	15	60	N/A

## Combined qualifications available to this pathway

N/A

## Notes on competence and knowledge qualifications (if any)

Higher Apprentices must complete C1 (competence qualification) and K1(knowledge qualification).

The knowledge qualification is externally verified and underpins the competence qualification.

# Transferable skills (England)

## Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

## Inclusion of Information and Communications Technology (ICT)

Information Communication Technology Functional Skills has not been included within the Higher Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for this apprenticeship.

ICT Functional Skills is not mandatory within the Higher Apprenticeship, however the apprentice should be encouraged when necessary as they provide valuable skills. This will be monitored and reviewed in the future.

# Progression routes into and from this pathway

## Requirements for the Level 4 Higher Apprenticeship

The Agriculture industry want the entry requirements for the Higher Apprenticeship to be flexible, so therefore has suggested that one of the following should be completed:

- Level 3 Diploma in Work-based Agriculture
- Level 3 Certificate in Work-based Agriculture
- Level 3 Award in Agriculture
- Level 3 Extended Certificate in Agriculture
- Level 3 Diploma in Agriculture
- Level 3 Certificate in Pig Husbandry Skills
- Level 3 Advanced Apprenticeship in Agriculture
- Level 3 NVQ in Agriculture Crops/Livestock
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 5 GCSEs (A\*-C)
- 2 AS/A levels.

Progression opportunities onto the Agriculture Higher Apprenticeship also exist for adult learners who have experience within the Agriculture industry who are looking for a career change.

## Progression from the Higher Apprenticeship in Agriculture

Apprentices successfully completing the Higher Apprenticeship have opportunities to progress within the industry, or to Higher Education courses such as a HNC/D, Foundation Degree or Degree (BSc). Examples of courses available across England and the UK include:

- Agriculture
- Agriculture and Countryside Conservation
- Agriculture with Animal Science
- Agriculture with Business Studies

For apprentices who wish to continue their development of skills and qualifications beyond Degree level, opportunities exist to progress to courses such as a Masters Degree, including:

- Crop Biotechnology and Entrepreneurship
- Plant Genetic Manipulation
- Conservation and Land Management
- International Animal Health.

Some useful websites to visit regarding Higher Education are [www.ucas.co.uk](http://www.ucas.co.uk); or <http://www.ukpass.prospects.ac.uk>; both of these have information about courses and providers along with specific information on entry requirements.

Apprentices looking to progress within their employment from the Higher Apprenticeship may be able to work towards managerial positions such as Farm Manager. Progression will be dependent on the qualifications and experience an individual possesses, as achievement alone of the Level 4 Apprenticeship does not guarantee entry to these opportunities.

Further information on careers in the Agriculture industry including job profiles, progression maps and case studies can be found at [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers);

**UCAS points for this pathway: N/A**

# Delivery and assessment of employee rights and responsibilities

## Employee Rights and Responsibilities (ERR) within the Higher Apprenticeship in Agriculture

Within the Higher Apprenticeship in Agriculture learners need to complete Lantra's Level 4 Employee Rights and Responsibilities Workbook. The workbook contains a number of tasks with short answer questions covering the nine outcomes listed below, which learners can complete at their own pace. The workbook can be found on Lantra's website [www.lantra.co.uk/ERR](http://www.lantra.co.uk/ERR).

There are nine national outcomes/standards that all learners must know and/or understand:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them
6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities
7. Knows where and how to get information and advice on their industry, occupation, training and career
8. Can describe and work within their organisation's principles of conduct and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

## Certification Requirements for ERR as of the 1st January 2013.

As of the 1st January 2013 all providers and apprentices must complete the new Apprentice Declaration & Authorisation Form when claiming for the Apprentice's apprenticeship certificate.

The new universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer
- confirm their achievement of all ERR requirements
- confirm their achievement of all 6 PLTS

- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate. This form should be uploaded onto Apprenticeship Certification England (ACE) when claiming completion of the framework.

## Level 4, Pathway 2: Agricultural Business Management

### Description of this pathway

The Agricultural Business Management pathway is appropriate for an Assistant Farm Manager who assist a Farm Manager in the management of a farm. A minimum of 107 credits which is made up as follows:

- Competence qualification - 82 credits
- Knowledge qualification - 15 credits
- Level 2 Functional Skills in English - 5 credits
- Level 2 Functional Skills in Mathematics - 5 credits

### Entry requirements for this pathway in addition to the framework entry requirements

No additional entry requirements for this pathway.

Job title(s)	Job role(s)
Assistant Farm Manager	An assistant farm manager is expected to take charge when the farm manager is away. They may have responsibility for staff, allowing the farm manager to focus on other tasks. They may have responsibility for certain enterprises on the farm, reporting progress, performance and finances.
Unit Manager	A unit manager is responsible for the management of a particular enterprise, ie. a sheep or dairy unit. This will mean responsibility for health, welfare and the performance of the livestock. They may also have responsibility for staff.
Farm Manager	A farm manager either runs their own business or are employed to run a farm efficiently and profitably for someone else.

# Qualifications

## Competence qualifications available to this pathway

C1 - City & Guilds Level 4 Diploma in Work-based Agricultural Business Management (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/2842/7	City & Guilds	82	203-221	N/A

## Knowledge qualifications available to this pathway

K1 - Edexcel BTEC Level 4 Certificate in Project Management for Land-based Industries (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/6840/1	Pearson Education Limited	15	60	N/A

## Combined qualifications available to this pathway

N/A

## Notes on competence and knowledge qualifications (if any)

Higher Apprentices must complete C1 (competence qualification) and K1(knowledge qualification).

The knowledge qualification is externally verified and underpins the competence qualification.

# Transferable skills (England)

## Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

\* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

\*\* achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

## Inclusion of Information and Communications Technology (ICT)

Information Communication Technology Functional Skills has not been included within the Higher Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for this apprenticeship.

ICT Functional Skills is not mandatory within the Higher Apprenticeship, however the apprentice should be encouraged when necessary as they provide valuable skills. This will be monitored and reviewed in the future.

# Progression routes into and from this pathway

## Requirements for the Level 4 Higher Apprenticeship

The Agriculture industry want the entry requirements for the Higher Apprenticeship to be flexible, so therefore has suggested that one of the following should be completed:

- Level 3 Diploma in Work-based Agriculture
- Level 3 Certificate in Work-based Agriculture
- Level 3 Award in Agriculture
- Level 3 Extended Certificate in Agriculture
- Level 3 Diploma in Agriculture
- Level 3 Certificate in Pig Husbandry Skills
- Level 3 Advanced Apprenticeship in Agriculture
- Level 3 NVQ in Agriculture Crops/Livestock
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 5 GCSEs (A\*-C)
- 2 AS/A levels.

Progression opportunities onto the Agriculture Higher Apprenticeship also exist for adult learners who have experience within the Agriculture industry who are looking for a career change.

## Progression from the Higher Apprenticeship in Agriculture

Apprentices successfully completing the Higher Apprenticeship have opportunities to progress within the industry, or to Higher Education courses such as a HNC/D, Foundation Degree or Degree (BSc). Examples of courses available across Wales and the UK include:

- Agriculture
- Agriculture and Countryside Conservation
- Agriculture with Animal Science
- Agriculture with Business Studies

For apprentices who wish to continue their development of skills and qualifications beyond Degree level, opportunities exist to progress to courses such as a Masters Degree, including:

- Crop Biotechnology and Entrepreneurship
- Plant Genetic Manipulation
- Conservation and Land Management
- International Animal Health.

Some useful websites to visit regarding Higher Education are [www.ucas.co.uk](http://www.ucas.co.uk); or <http://www.ukpass.prospects.ac.uk>; both of these have information about courses and providers along with specific information on entry requirements.

Apprentices looking to progress within their employment from the Higher Apprenticeship may be able to work towards managerial positions such as Farm Manager. Progression will be dependent on the qualifications and experience an individual possesses, as achievement alone of the Level 4 Apprenticeship does not guarantee entry to these opportunities.

Further information on careers in the Agriculture industry including job profiles, progression maps and case studies can be found at [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers);

**UCAS points for this pathway: N/A**

# Delivery and assessment of employee rights and responsibilities

## Employee Rights and Responsibilities (ERR) within the Higher Apprenticeship in Agriculture

Within the Higher Apprenticeship in Agriculture learners need to complete Lantra's Level 4 Employee Rights and Responsibilities Workbook. The workbook contains a number of tasks with short answer questions covering the nine outcomes listed below, which learners can complete at their own pace. The workbook can be found on Lantra's website [www.lantra.co.uk/ERR](http://www.lantra.co.uk/ERR).

There are nine national outcomes/standards that all learners must know and/or understand:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them
6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities
7. Knows where and how to get information and advice on their industry, occupation, training and career
8. Can describe and work within their organisation's principles of conduct and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

## Certification Requirements for ERR as of the 1st January 2013.

As of the 1st January 2013 all providers and apprentices must complete the new Apprentice Declaration & Authorisation Form when claiming for the Apprentice's apprenticeship certificate.

The new universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer
- confirm their achievement of all ERR requirements
- confirm their achievement of all 6 PLTS

- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate. This form should be uploaded onto Apprenticeship Certification England (ACE) when claiming completion of the framework.

*The remaining sections apply to all levels and pathways within this framework.*

# How equality and diversity will be met

## Agriculture industry

The Agriculture industry (UK) employees are mainly male (77%), which is significantly higher than the sector average of 68% (UK) male employees and England's average at 65%. Whilst the industry doesn't preclude females from working in the sector, it is suggested that the imbalance is due to an out-dated perception of Agriculture employment as traditionally a male dominated industry despite many roles in Agriculture being carried out by females. It is interesting to note that Further Education enrolments onto Agriculture related learning programmes are also mainly male at an average of 81% compared with work-based learning enrolments 94%.

There are wide range of hands-on roles for people of all ages and abilities together with an increasing need for skilled managerial, high-tech and specialist people. Lantra's research predicts that 110,000 people will be needed over the next decade across the land-based sector.

Agriculture is not always seen as a career of choice because of the perceptions that there are no or limited progression opportunities. Equally, misconceptions that all jobs involve working outdoors in all weathers with long and unsociable hours and that much of the employment is in family business handed down through the generations magnify recruitment barriers in the wider competitive labour market.

However, these are identified as trends which are specific to the nature of the Agriculture sector and there are no actual barriers to recruitment into the industry. There may be some physical restrictions in parts of the Agriculture industry especially whilst working with heavy equipment and machines or with large livestock. This should not rule anyone out as there may be opportunities elsewhere in the industry.

Care should be taken by providers and employers that unfair discrimination does not occur.

Apprenticeships are seen as an important route to encourage and facilitate a greater diversity of individuals into the industry. Training providers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to the industry, using the nine legally protected characteristics of:

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnership

6. Pregnancy and maternity
7. Race
8. Religion or belief
9. Sexual orientation.

### **Resolutions and further work**

The units within the Diploma in Work-based Agriculture have been written in collaboration with partner awarding organisations to ensure that they are free from bias, accessible to all apprentices and are applicable to a wide range of roles and businesses within Agriculture. Because of the diverse nature of the Agriculture sector the Diploma in Work-based Agriculture has been developed from these units to allow maximum flexibility and choice within the rules of combination.

Lantra will work with its Agriculture Industry Group and the Agriculture Skills Forum to promote the need for skilled managerial, high-tech and specialist people. This will also take into account the need to increase female and ethnic participation in the industry. Activities will include:

- Increasing the awareness of the Agriculture Level 2, 3 and 4 Apprenticeship with specific promotions, in particular focusing on under-represented groups such as females
- Increasing marketing and communications highlighting the opportunities to a wide range of careers within and related to the sector
- Using Lantra's careers web pages to inform careers advisors and apprentices of the opportunities available in the industry.

# On and off the job guided learning (England)

## Total GLH for each pathway

### Total Guided Learning Hours

#### Intermediate Apprenticeship (Level 2)

The total amount of Guided Learning Hours (GLH) which includes both on and off-the-job guided learning for the Agriculture Intermediate Apprenticeship is 530 GLH.

It is expected that apprentices undertaking this pathway would be able to complete the programme within 18 months. The requirement, therefore, is for an apprentice to undertake a minimum of 353 hours in year 1 and 177 in the remaining 6 months of the programme.

#### Advanced Apprenticeship (Level 3)

The total amount of Guided Learning Hours (GLH) which includes both on and off-the-job guided learning for the Agriculture Advanced Apprenticeship is 714 GLH.

It is expected that apprentices undertaking this pathway would be able to complete the programme within 22 months. The requirement, therefore, is for an apprentice to undertake a minimum of 389 hours in year 1 and 325 in the remaining 10 months of the programme.

#### Higher Apprenticeship (Level 4)

#### Agricultural Unit Management Pathway

The total amount of Guided Learning Hours (GLH) for this pathway which includes both on and off-the-job guided learning is 400 GLH.

It is expected that apprentices undertaking this pathway would be able to complete the programme within 12 months, so therefore must achieve a minimum of 400 GLH in this period.

#### Agricultural Business Management Pathway

The total amount of Guided Learning Hours (GLH) for this pathway which includes both on and off-the-job guided learning is 609 GLH.

It is expected that apprentices undertaking this pathway would be able to complete the programme within 18 months. The requirement, therefore, is for an apprentice to undertake a minimum of 406 hours in year 1 and 203 in the remaining 6 months of the programme.

## Minimum off-the-job guided learning hours

Off-the-job GLH is defined as time for learning activities away from normal work duties. The amount of off-the-job GLH is shown below:

### Intermediate Apprenticeship (Level 2)

- Agriculture Intermediate Apprenticeship - a minimum of 378 off-the-job guided learning hours must be delivered over the 18 month period. 252 off-the-job guided learning hours must be delivered within the first year, followed by 126 hours in the remaining 6 month period. This exceeds the minimum requirement of 30% off-the-job GLH per year.

### Advanced Apprenticeship (Level 3)

- Agriculture Advanced Apprenticeship - a minimum of 462 off-the-job guided learning hours must be delivered over the 22 month period. 252 off-the-job guided learning hours must be delivered within the first year, followed by 210 hours in the remaining 10 month period. This exceeds the minimum requirement of 30% off-the-job GLH per year.

### Higher Apprenticeship (Level 4)

- Agricultural Unit Management pathway - a minimum of 200 off-the-job guided learning hours must be delivered over the 12 month period. This exceeds the minimum requirement of 30% off-the-job GLH per year.
- Agricultural Business Management pathway - a minimum of 284 off-the-job guided learning hours must be delivered over the 18 month period. 189 off-the-job guided learning hours must be delivered within the first year, followed by 95 hours in the remaining 6 month period. This exceeds the minimum requirement of 30% off-the-job GLH per year.

## How this requirement will be met

Off-the-job guided learning should be:

- Planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- Allowed access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- Delivered during contracted working hours
- Delivered through one or more of the following methods: individual and group teaching,

e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study.

Examples of off-the-job training for the Agriculture Apprenticeship are:

- Knowledge of different animal species and requirements throughout their life cycle
- Knowledge of different plant species and their soil/land requirements
- Food types and their quality/purpose
- Basic animal health and welfare
- Functional Skills in English and Mathematics
- First aid training
- Taught sessions contributing to Employee Rights and Responsibilities knowledge
- Induction where activities are covered away from normal work duties
- Accounting
- Management skills
- Mentoring.

Evidence of off-the-job GLH

- Level 2/3/4 Knowledge based units
- Level 1/2 Functional Skills in English and Mathematics - 45 GLH per Functional Skill
- Employee Rights and Responsibilities
- Personal Learning and Thinking Skills
- Induction
- Mentoring.

Off-the-job training must be recorded in a diary, workbook, portfolio or attendance records. This evidence needs to be checked and signed by the assessor and employer.

### **Certification Requirements for GLH as of the 1st January 2013**

As of the 1st January 2013 all providers and apprentices must complete the new Apprentice Declaration & Authorisation Form when claiming for the Apprentice's apprenticeship certificate.

The new universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer
- confirm their achievement of all ERR requirements
- confirm their achievement of all 6 PLTS
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate. This form should be uploaded onto Apprenticeship Certification England

(ACE) when claiming completion of the framework.

## Minimum on-the-job guided learning hours

On-the-job guided learning is defined as skills, knowledge and competence gained within normal work duties. The amount of on-the-job GLH is shown below:

### Intermediate Apprenticeship (Level 2)

- Agriculture Intermediate Apprenticeship – a minimum of 152 on-the-job guided learning hours must be delivered over the 18 month period. 101 on-the-job guided learning hours must be delivered in year 1 and 51 GLH in the remaining 6 months.

### Advanced Apprenticeship (Level 3)

- Agriculture Advanced Apprenticeship – a minimum of 252 on-the-job guided learning hours must be delivered over the 22 month period. 137 on-the-job guided learning hours must be delivered in year 1 and 115 GLH in the remaining 10 months.

### Higher Apprenticeship (Level 4)

- Agricultural Unit Management pathway - a minimum of 200 on-the-job guided learning hours must be delivered over the 12 month period.
- Agricultural Business Management pathway - a minimum of 325 on-the-job guided learning hours must be delivered over the 18 month period. 217 on-the-job guided learning hours must be delivered within the first year, followed by 108 hours in the remaining 6 month period.

## How this requirement will be met

Job roles within the Apprenticeships require a high level of competence and knowledge, which will be undertaken through work-based training, practice and experience.

On-the-job guided learning should:

- Achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- Allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- Be delivered during contracted working hours

- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study.

Examples of on-the-job guided learning that a learner will be focusing on within the workplace for the Agriculture Apprenticeship are:

- Safe use of equipment and machines
- Different species' (livestock/crop) requirements to maintain health and welfare
- Vaccination and medication administration/application
- Pesticide/fertiliser application
- Environmental awareness
- Employability skills
- Team working and communications
- Task specific workplace instructions or team briefings
- Taught sessions by the workplace line manager/instructor as opposed to formal, planned taught sessions off-the-job on Employee Rights and Responsibilities knowledge
- Induction where activities are covered within normal work duties.

### **Evidence of on-the-job guided learning**

- Level 2/3/4 Diploma in Work-based Agriculture
- Level 4 Certificate in Work-based Agriculture
- Level 1/2 Functional Skills in English and Mathematics - 45 GLH per functional skill

On-the-job guided learning must be recorded in either a diary, workbook, portfolio or attendance records. This evidence needs to be checked and signed by the assessor and employer.

### **Certification Requirements for GLH as of the 1st January 2013**

As of the 1st January 2013 all providers and apprentices must complete the new Apprentice Declaration & Authorisation Form when claiming for the Apprentice's apprenticeship certificate.

The new universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer
- confirm their achievement of all ERR requirements
- confirm their achievement of all 6 PLTS
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship

completion certificate. This form should be uploaded onto Apprenticeship Certification England (ACE) when claiming completion of the framework.

# Personal learning and thinking skills assessment and recognition (England)

## Summary of Personal Learning and Thinking Skills

This section sets out the requirements for completion of all the Personal Learning and Thinking Skills (PLTS) outcomes and then goes on to give more detailed information about how each one is to be evidenced.

Within the Agriculture Apprenticeship there are many opportunities for learners to demonstrate and collect evidence for each of the PLTS outcomes through the units within the Diploma in Work-based Agriculture. The awarding organisation (C&G/NPTC) has developed with Lantra a Record of Achievement, which is based on quality assured evidence collected throughout the Apprenticeship. This ensures that the PLTS outcomes are formally assessed.

Lantra requires learners to complete the Agriculture PLTS Record of Achievement and providers/assessors will need to check the evidence provided and complete the sign off sheet that can be found on Lantra's website [www.lantra.co.uk/apprenticeships](http://www.lantra.co.uk/apprenticeships).

Apprentices who have already undertaken an Intermediate Apprenticeship at Level 2 may have already completed PLTS. At Levels 3 and 4, these apprentices will not be required to repeat this section but they will be required to provide evidence of completion at the time of certification of the Advanced/Higher Apprenticeship.

It will be the responsibility of the centre to ensure this information is retained for the internal verifier to ensure quality assurance.

## Certification Requirements for PLTS as of the 1st January 2013

As of the 1st January 2013 all providers and apprentices must complete the new Apprentice Declaration & Authorisation Form when claiming for the Apprentice's apprenticeship certificate.

The new universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer
- confirm their achievement of all ERR requirements
- confirm their achievement of all 6 PLTS
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job

All apprentices must sign this form at the end of programme to give their authority for the

claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate. This form should be uploaded onto Apprenticeship Certification England (ACE) when claiming completion of the framework.

## Creative thinking

Outcomes to be achieved for creative thinking are:

1. Generate ideas and explore possibilities
2. Ask questions to extend their thinking
3. Connect their own and others' ideas and experiences in inventive ways
4. Question their own and others' assumptions
5. Try out alternatives or new solutions and follow ideas through
6. Adapt ideas as circumstances change.

In the delivery and assessment of the Diploma in Work-based Agriculture there will be opportunities for apprentices to provide evidence for the achievement of all the creative thinking outcomes listed above when working within the agricultural establishment or through units at Levels 2, 3 and 4 such as prepare and operate a tractor with attachments, establish and maintain effective working relationships with others or communicate information within the workplace.

Creative thinking skills may be covered within other units within the Diploma in Work-based Agriculture and can be recorded within the Record of Achievement. There may also be other areas within the Apprenticeship where evidence can be collected and noted on the Record of Achievement.

## Independent enquiry

Outcomes to be achieved for independent enquiry are:

1. Identify questions to answer and problems to resolve
2. Plan and carry out research, appreciating the consequences of decisions
3. Explore issues, events or problems from different perspectives
4. Analyse and evaluate information, judging its relevance and value
5. Consider the influence of circumstances, beliefs and feelings on decisions and events
6. Support conclusions, using reasoned arguments and evidence.

In the delivery and assessment of the Diploma in Work-based Agriculture there will be opportunities for apprentices to provide evidence for the achievement of all the independent enquiry outcomes listed above when completing records for crops grown, or livestock health

and welfare or within units at Levels 2, 3 and 4 such as: prepare and cultivate sites ready for planting crops, maintain and develop personal performance or prepare, monitor and cultivate sites for planting crops.

Independent enquiry skills may be covered within other units within the Diploma in Work-based Agriculture and can be recorded within the Record of Achievement. There may also be other areas within the Apprenticeship where evidence can be collected and noted on the Record of Achievement.

## Reflective learning

Outcomes to be achieved for reflective learning are:

1. Assess themselves and others, identifying opportunities and achievements
2. Set goals with success criteria for their development and review work
3. Review progress, acting on the outcomes
4. Invite feedback and deal positively with praise, setbacks and criticism
5. Evaluate experiences and learning to inform future progress
6. Communicate their learning in relevant ways for different audiences.

In the delivery and assessment of the Diploma in Work-based Agriculture there will be opportunities for apprentices to provide evidence for the achievement of all the reflective learning outcomes listed above when completing progress logs or within units at Levels 2, 3 and 4 such as maintain the healthy growth of crops, establish and maintain effective working relationships with others or identify, monitor and maintain the healthy growth of crops.

Reflective learning skills may be covered within other units within the Diploma in Work-based Agriculture and can be recorded within the Record of Achievement. There may also be other areas within the Apprenticeship where evidence can be collected and noted on the Record of Achievement.

## Team working

Outcomes to be achieved for team working are:

1. Collaborate with others to work towards common goals
2. Reach agreements, managing discussions to achieve results
3. Adapt behaviour to suit different roles and situations, including leadership roles
4. Show fairness and consideration to others
5. Take responsibility, showing confidence in themselves and their contribution
6. Provide constructive support and feedback to others.

In the delivery and assessment of the Diploma in Work-based Agriculture there will be opportunities for apprentices to provide evidence for the achievement of all the team working

outcomes listed above through their daily activities or within units at Levels 2, 3 and 4 such as: establish and maintain effective working relationships with others, prepare and cultivate sites ready for planting crops or plan the preparation and use of tractors and attachments.

Team working skills may be covered within other units within the Diploma in Work-based Agriculture and can be recorded within the Record of Achievement. There may also be other areas within the Apprenticeship where evidence can be collected and noted on the Record of Achievement.

## Self management

Outcomes to be achieved for self management are:

1. Seek out challenges or new responsibilities and show flexibility when priorities change
2. Work towards goals, showing initiative, commitment and perseverance
3. Organise time and resources, prioritising actions
4. Anticipate, take and manage risks
5. Deal with competing pressures, including personal and work-related demands
6. Respond positively to change, seeking advice and support when needed
7. Manage their emotions, and build and maintain relationships.

In the delivery and assessment of the Diploma in Work-based Agriculture there will be opportunities for apprentices to provide evidence for the achievement of all the self-management outcomes listed above within units at Levels 2, 3 and 4 such as monitoring and maintaining health and safety, prepare and cultivate sites ready for planting crops or establish, monitor and maintain appropriate conditions for livestock.

Self-management skills may be covered within other units within the Diploma in Work-based Agriculture and can be recorded within the Record of Achievement. There may also be other areas within the Apprenticeship where evidence can be collected and noted on the Record of Achievement.

## Effective participation

Outcomes to be achieved for effective participation are:

1. Discuss issues of concern, seeking resolution where needed
2. Present a persuasive case for action
3. Propose practical ways forward, breaking these down into manageable steps
4. Identify improvements that would benefit others as well as themselves
5. Try to influence others, negotiating the balancing diverse views to reach workable solutions
6. Act as an advocate for views and beliefs that may differ from their own.

In the delivery and assessment of the Diploma in Work-based Agriculture there will be opportunities for apprentices to provide evidence for the achievement of all the effective participation outcomes listed above within units at Levels 2, 3 and 4 such as: maintain and develop personal performance, establish and maintain effective working relationships with others or maintain and store records within the workplace.

Effective participation skills may be covered within other units within the Diploma in Work-based Agriculture and can be recorded within the Record of Achievement. There may also be other areas within the Apprenticeship where evidence can be collected and noted on the Record of Achievement.

# Additional employer requirements

## For both the Intermediate Apprenticeship and Advanced Apprenticeship

Although it is not a requirement of the Specification of Apprenticeship Standards for England (SASE), these additional employer requirements will enhance the Apprenticeship and facilitate employment within the industry. Additional Employer Requirements are not required for certification and will not receive public funding.

- Emergency First Aid (one-day course approved by Health and Safety Executive HSE)

**Plus** one accredited, legislative or nationally recognised occupational test relevant to the industry (refer to the suggested list below).

- Safe Use of Pesticides (PA1)
- Basic Food Hygiene (FSA Approved)
- Cylinder and Rotary Operated Pedestrian Mowers
- Safe Use of Pedestrian Controlled Two-Wheeled Tractors
- Chainsaw and Related Operations
- Safe Use of Hedge Trimmers
- Safe Manual Handling Operator
- Forklift Truck Operations
- Tractor Driving and Related Operations
- Driving a Vehicle with a Trailer
- Safe Use of Powered Cultivators
- Stump Grinding Operations
- Safe Use of Turf Maintenance Equipment
- Ride-on Mowers
- All-Terrain Vehicle Handling
- Wood chipping/Chipper Shredding
- CAT Training
- Materials Handler Certificate
- Brushwood Chipper Operations
- Safe Use of Abrasive Wheel Machines
- Integrated Pollution Prevention Control Certificate.

## Level 4 Higher Apprenticeship

None

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apprenticeship  
FRAMEWORKS ONLINE

For more information visit  
[www.afo.sscalliance.org](http://www.afo.sscalliance.org)