

apprenticeship FRAMEWORK

Agriculture (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Agriculture (Wales)

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Framework information

Information on the Issuing Authority for this framework:

Lantra

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

| | |
|--|---|
| Issue number: 5 | This framework includes: |
| Framework ID: FR02701 | Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input checked="" type="checkbox"/> |
| Date this framework is to be reviewed by: DD/MM/YYYY | This framework is for use in: Wales |

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 duration of the Foundation Apprenticeship is 15 months, Apprenticeship is 18 months and the Higher Apprenticeship is 12-24 months.

Contact information

Proposer of this framework

[The Agriculture industry including employers and associations such as: Farmers Union Wales, British Institution of Agricultural Consultants, National Sheep Association, British Dairy Farmers and a number of independent farmers.]

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Revising a framework

Why this framework is being revised

The work-based qualifications within the Foundation Apprenticeship and Apprenticeship have been updated to reflect the recently revised National Occupational Standards in Agriculture.

Summary of changes made to this framework

Updated Level 2 and 3 work-based diplomas.

Qualifications removed

City & Guilds Level 2 Diploma in Work-based Agriculture (QCF) - 500/6231/1

Qualifications added

City & Guilds Level 2 Diploma in Work-based Agriculture (QCF) - 601/2653/X

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 essential 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 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. This work has moved on since the Agriculture apprenticeship was developed and is now the Agri Tech and Skills Strategy led by AHDB which builds on the Agri Skills Forum and aims to provide a common vision and pathway which many existing skills initiatives can rally behind. The focus of the strategy is workforce development and retention.

Micro-businesses dominate the environment and land-based sector with 97% of Agricultural businesses in the sector employing fewer than ten members of staff (Lantra's UK Landbased and Environment Sector - Labour Market and Skills Summary update 2013). Agriculture is the most significant industry for the environment and land-based sector in Wales representing 70% of the businesses and 60% of employment. 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, nearly half of the Agricultural industry has qualifications at Level 2 or below, although they are usually very skilled. Employers also report a skills gap when recruiting, particularly in technical, literacy, numeracy, business and leadership and management skills.

Agriculture in Wales has an ageing workforce with 30% of people aged 50 or over with the key decision maker generally around the age of 55 and only 12% of workers within the 16-24 age bracket. Therefore, because of the nature of Agricultural businesses, work-based learning through Apprenticeships is a good way for those entering and progressing in the sector to learn the necessary skills and knowledge.

The Agriculture industry is facing key challenges to make sure staff have the right skills and develop them to fulfil career ambitions, contributing to increased productivity and business profitability. The Agricultural industry values the Foundation Apprenticeship as an entry route into the sector and in Wales have developed the Higher Apprenticeship to provide progression and career opportunities for those working in the sector. This will help address the need to increase the number of qualified people working in the sector at Level 4 and below by 2020.

The framework will also contribute to meeting the wider skills priorities in Wales by:

- Providing flexible access to a high quality (Level 2, 3 and 4) skills programme for Agriculture
- Incorporating skills to improve the levels of general literacy and numeracy in Wales Using
- technical and competence qualifications, valued by employers, to help their businesses grow
- Developing apprentices' employability skills, making them more attractive to all employers whatever career they choose

- Providing a career pathway into jobs and training at foundation through to higher levels, to provide the skills that the economy needs to grow.

The Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship 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:

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

Aims and objectives of this framework (Wales)

The aim of the Foundation Apprenticeship, Apprenticeship and 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 Foundation Apprenticeship, Apprenticeship 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.

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.

Duration of the Apprenticeship

Through the development of the Agriculture Apprenticeship it has been agreed with the industry that the minimum duration of the Foundation Apprenticeship is 15 months, the Apprenticeship is 18 months and the Higher Apprenticeship is 12-24 months.

Requirements for the Foundation Apprenticeship

There are no specific entry requirements for the Level 2 Foundation Apprenticeship in Agriculture, however, there are qualifications and experience that will help learners understand the sector 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
- Have previously worked in, or are currently working within the Agricultural industry.
- Voluntary work within the Agricultural industry
- GCSEs

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

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

Requirements for the Level 3 Apprenticeship

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

- 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
- Foundation Apprenticeship in Agriculture
- Level 2 NVQ in Agriculture Crops/Livestock
- Pathway to Apprenticeships
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 3 GCSEs (A*-C)
- AS/A levels.

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

(There are many qualifications within agriculture, those named above are a few suggestions).

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 Certificate or Diploma in Work-based Agriculture
- Level 3 Award, Certificate or Diploma in Agriculture
- Level 3 Certificate in Pig Husbandry Skills
- Level 3 Apprenticeship in Agriculture
- Level 3 NVQ in Agriculture Crops/Livestock
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 2 AS/A levels.

RULES TO AVOID REPEATING QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement.

There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that

customise the learning to the new workplace.

Essential Skills Wales (ESW)

If applicants already have GCSEs in English , Maths or Information Communication Technology, they still have to do Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.

If applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales, however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

Competence qualifications

If applicants already have the Level 2/3/4 competence qualifications for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within five years of applying for the apprenticeship certificate and they will still have to demonstrate competence in the workplace.

Prior experience

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience.

Level 2

Title for this framework at level 2

Agriculture

Pathways for the 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 49 credits which is made up as follows:

- Combined competence/knowledge qualification - 37 credits
- Level 1 Essential Skills in Communication - 6 credits
- Level 1 Essential Skills in Application of Number - 6 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 or 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 production 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 (QCF) | | | | | |
|--|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 601/2653/X | City & Guilds | 37 | 252 | N/A |

Relationship between competence and knowledge qualifications

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 (C&G) guidance and will total a minimum of 37 credits, 10 of which will form the knowledge element 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 (minimum of 10 credits must be achieved)

- Monitoring and maintaining health and safety (2 credits knowledge)
- Maintain and develop personal performance (1 credit knowledge)
- Establish and maintain effective working relationships with others (1 credit knowledge)
- Maintain the healthy growth of crops (4 credits knowledge)
- Establish and maintain conditions appropriate to the welfare of animals (2 credits knowledge)
- Maintain site bio-security and personal hygiene (1 credit knowledge)
- Prepare feed and water supplies for livestock (1 credit knowledge)
- Monitor and maintain the supply of feed and water to livestock (1 credit knowledge)
- Prepare and monitor a mechanically controlled livestock production environment (2 credits knowledge)
- Load and unload physical resources within the work area (1 credit knowledge)
- Transport physical resources within the work area (1 credit knowledge)
- Prepare and operate a tractor with attachments (3 credits knowledge)
- Maintain equipment and machines (2 credits knowledge).

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

The Foundation Apprenticeship in Agriculture is valued by the industry as an entry route into the sector.

Progression onto the Foundation Apprenticeship in Agriculture:

There are no specific entry requirements for the Foundation Apprenticeship in Agriculture, however, there are qualifications and experience that will help learners understand the sector 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
- Have previously worked in, or are currently working within the Agricultural industry
- Voluntary work within the Agricultural industry
- GCSEs

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

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

Progression from the Foundation Apprenticeship in Agriculture

Apprentices successfully completing the Foundation Apprenticeship have opportunities to progress within the industry by progressing onto the 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 Foundation Apprenticeship will be able to progress to are listed in the section on job opportunities e.g. Livestock Technician, Shepherd or Assistant

... Agriculture (Wales)
..... level 2
..... Pathway 1

Herds Person.

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UCAS points for this pathway:

[Framework Developer to complete with relevant info]

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Within the Foundation Apprenticeship in Agriculture apprentices need to complete the ERR workbook. 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 <https://www.frameworksandnos.lantra.co.uk/err-workbooks>

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 2014

As of the 1st January 2014 all providers and apprentices must complete 2 forms when claiming for the Apprentice's Foundation Apprenticeship Completion Certificate.

Universal Employee Rights and Responsibilities Form

- Apprenticeship Certificate Claim Form which includes on and off the job training

Both forms need to be uploaded onto Apprenticeship Certification Wales (ACW) when claiming completion of the framework.

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Level 3

Title for this framework at level 3

Agriculture

Pathways for the 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 69 credits which is made up as follows:

- Combined competence/knowledge qualification - 57 credits
- Level 2 Essential Skills in Communication - 6 credits
- Level 2 Essential Skills in Application of Number - 6 credits

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

No additional pathway entry requirements.

| Job title(s) | Job role(s) |
|---|--|
| 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. |
| Agricultural Machinery Operator | An agricultural machinery operator is involved with the harvesting of crops on a farm, which could be either cereals 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. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – City & Guilds Level 3 Diploma in Work-based Agriculture (QCF)

| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
|-----|------------|-----------------------|--------------|-----------------------|-------------------|
| B1a | 500/6224/4 | City & Guilds | 57 | 400 | N/A |

Relationship between competence and knowledge qualifications

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 (C&G) guidance and will total a minimum of 57 credits, 10 of which will form the knowledge element 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 (3 credits knowledge)
- Communicate information within the workplace (1 credit knowledge)
- Maintain and store records within the workplace (1 credit knowledge)
- Prepare, monitor and cultivate sites for planting crops (3 credits knowledge)
- Identify, monitor and maintain the healthy growth of crops (5 credits knowledge)
- Establish, monitor and maintain appropriate conditions for livestock (3 credits knowledge)
- Deliver basic treatments to livestock (2 credits knowledge)
- Establish, monitor and maintain site hygiene and bio-security (2 credits knowledge)
- Deliver routine husbandry procedures (2 credits knowledge)
- Maintain, monitor and evaluate the provision of feed and water to livestock (3 credits knowledge)
- Plan the preparation and use of tractors and attachments (3 credits knowledge).

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

The Agriculture industry values the Apprenticeship as an entry/progression route into the industry. From the Foundation Apprenticeship there is direct progression onto the Apprenticeship, or learners may progress straight onto the Apprenticeship from another programme.

Progression onto the Apprenticeship in Agriculture

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

- 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 Foundation Apprenticeship in Agriculture
- Level 2 NVQ in Agriculture Crops/Livestock
- Pathway to Apprenticeships
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 3 GCSEs (A*-C)
- AS/A levels

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

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

Progression from the Apprenticeship in Agriculture

Apprentices successfully completing the Apprenticeship have opportunities to progress within the industry by progressing onto the Higher Apprenticeship 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
- Level 4 Certificate in Agricultural Management
- Level 4 Diploma in Agricultural Business Management.

Apprentices looking to progress within their employment from the 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 Level 3 Apprenticeship does not guarantee entry to these opportunities.

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Within the Apprenticeship in Agriculture apprentices need to complete the ERR workbook. 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 <https://www.frameworksandnos.lantra.co.uk/err-workbooks>

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.

Apprentices who have already undertaken a Foundation Apprenticeship may have already completed the ERR workbook or they may have undertaken an accredited unit. These

apprentices will not be required to complete the workbook again for the Apprenticeship.

Certification Requirements for ERR as of the 1st January 2014

As of the 1st January 2014 all providers and apprentices must complete 2 forms when claiming for the Apprentice's Apprenticeship Completion Certificate.

- Universal Employee Rights and Responsibilities Form
- Apprenticeship Certificate Claim Form which includes on and off the job training

Both forms need to be uploaded onto Apprenticeship Certification Wales (ACW) when claiming completion of the framework.

Level 4

Title for this framework at level 4

Agricultural Management

Pathways for the framework at level 4:

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

Level 4, Pathway 1: Agricultural Management

Description of this pathway

The Agricultural 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 53 credits which is made up as follows:

- Competence qualification - 20 credits
- Knowledge qualification - 15 credits
- Level 2 Essential Skills in Communication - 6 credits
- Level 2 Essential Skills in Application of Number - 6 credits
- Level 2 Essential Skills in Information Communication Technology - 6 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 – Name of Qua City & Guilds Level 4 Certificate in Work-based Agricultural Management (QCF)lification

| 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

Relationship between competence and knowledge qualifications

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

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

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

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 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; or <https://www.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 Higher Apprenticeship does not guarantee entry to these opportunities.

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

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 <https://www.frameworksandnos.lantra.co.uk/err-workbooks>.

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.

All learners must complete the Level 4 ERR workbook, regardless of whether they have previously completed a Foundation Apprenticeship or Apprenticeship.

Certification Requirements for ERR as of the 1st January 2014

As of the 1st January 2014 all providers and apprentices must complete 2 forms when claiming for the Apprentice's Higher Apprenticeship Completion Certificate.

- Universal Employee Rights and Responsibilities Form
- Apprenticeship Certificate Claim Form which includes on and off the job training

Both forms need to be uploaded onto Apprenticeship Certification Wales (ACW) 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 assists a Farm Manager in the management of a farm. A minimum of 115 credits which is made up as follows:

- Competence qualification - 82 credits
- Knowledge qualification - 15 credits
- Level 2 Essential Skills in Communication - 6 credits
- Level 2 Essential Skills in Application of Number - 6 credits
- Level 2 Essential Skills in Information Communication Technology - 6 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 – Name City & Guilds Level 4 Diploma in Work-based Agricultural Business Management (QCF) of Qualification

| 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

Relationship between competence and knowledge qualifications

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

qualification).

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

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

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 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; or <https://www.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 Higher Apprenticeship does not guarantee entry to these opportunities.

UCAS points for this pathway:

N/A

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

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 <https://www.frameworksandnos.lantra.co.uk/err-workbooks>.

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.

All learners must complete the Level 4 ERR workbook, regardless of whether they have previously completed a Foundation Apprenticeship or Apprenticeship.

Certification Requirements for ERR as of the 1st January 2014

As of the 1st January 2014 all providers and apprentices must complete 2 forms when claiming for the Apprentice's Higher Apprenticeship Completion Certificate.

- Universal Employee Rights and Responsibilities Form
- Apprenticeship Certificate Claim Form which includes on and off the job training

Both forms need to be uploaded onto Apprenticeship Certification Wales (ACW) 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 Wales average at 71%. 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 69% compared with work-based learning enrolments 99%.

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 26,000 people in Wales 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 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 partnerships
6. Pregnancy and maternity
7. Race
8. Religion and 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 the Agriculture Industry 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 training

Summary of on- and off-the-job training

Legal Requirement

An apprenticeship framework must specify that on-and off-the-job training must either have been received:

- Whilst working under an apprenticeship agreement; or
- During a qualifying period ending on the date of application for an apprenticeship certificate.
- A qualifying period of five years is recommended, but to meet the needs of their sector, frameworks may set a shorter or longer SASW timescale than five years as the qualifying period.

An apprenticeship framework may specify that off-the-job training undertaken before the apprentice started their apprenticeship may count towards the off-the-job training required for the apprenticeship if it was undertaken in relation to an accredited qualification contained in the framework for which an apprenticeship certificate is to be applied for.

Definition:

ON THE JOB = Learning which encourages and enables the apprentice to demonstrate practical job-related skills and to practice and apply these skills in the context of the job. This type of learning will be delivered in the workplace and through practical experience of doing the job.

OFF THE JOB = Learning which encourages and enables the apprentice to develop the technical skills of the job and to develop their knowledge of theoretical concepts across a range of contexts and the wider market. This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises. Off-the-job training is defined as time for learning activities away from the normal work duties.

Total learning hours

Foundation Apprenticeship

The total amount of learning hours which includes both on and off the job training for the Agriculture Foundation Apprenticeship is 517 over a 15 month period. The breakdown is as follows:

- Level 2 Diploma in Work-based Agriculture - 252 learning hours
- Level 2 Knowledge - 75 learning hours
- Induction - 30 learning hours
- Transferable Skills - 120 learning hours
- Additional Employer Requirements - 20 learning hours
- ERR - 20 learning hours

Apprenticeship

The total amount of learning hours which includes both on and off the job training for the Agriculture Apprenticeship is 655 over a 18 month period. The break down is as follows:

- Level 3 Diploma in Work-based Agriculture - 400 learning hours
- Level 3 Knowledge - 65 learning hours
- Induction - 30 learning hours
- Transferable Skills - 120 learning hours
- Additional Employer Requirements - 20 learning hours
- ERR - 20 learning hours

Higher

Agricultural Management Pathway - The total amount of learning hours which includes both on and off the job training for the Agriculture Higher Apprenticeship is 458 over a 12 month period. The break down is as follows:

- Level 4 Certificate in Work-based Agricultural Management - 96 learning hours
- Level 4 Knowledge qualification - 60 learning hours
- Induction - 30 learning hours
- Transferable Skills - 180 learning hours
- ERR - 20 learning hours
- Mentoring - 72 hours

Agricultural Business Management Pathway - The total amount of learning hours which includes both on and off the job training for the Agriculture Higher Apprenticeship is 655 over a 24 month period. The break down is as follows:

- Level 4 Diploma in Work-based Agricultural Business Management - 221 learning hours
- Level 4 Knowledge qualification - 60 learning hours
- Induction - 30 learning hours
- Transferable Skills - 180 learning hours
- ERR - 20 learning hours
- Mentoring - 144 hours

Off-the-job training

The amount of off-the-job training is shown below:

Foundation Apprenticeship

Agriculture Foundation Apprenticeship - a minimum of 371 off-the-job training hours must be delivered throughout the 15 month duration of the programme.

Advanced Apprenticeship

- Agriculture Apprenticeship - a minimum of 462 off-the-job training hours must be delivered throughout the 18 month duration of the programme.

Higher Apprenticeship

- Agricultural Management Pathway - a minimum of 228 off-the-job training hours must be delivered throughout the 12 month duration of the programme.
- Agricultural Business Management Pathway - a minimum of 300 off-the-job training hours must be delivered throughout the 24 month duration of the programme.

How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification.

Previous attainment

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either the Qualifications and Credit Framework (QCF) credit transfer for achievements within the QCF, or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning Qualifications.

For learners who have already achieved the relevant qualifications, they must have been certificated within five years of applying for the Apprenticeship Certificate.

Previous experience

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised (see QCF guidance on Claiming Credit for further details). To count towards Apprenticeship certification, previous experience must be recorded using the appropriate awarding organisation's QCF Recognition of Prior Learning procedures and the hours recorded may then count towards the off-the-job hours required to complete the Apprenticeship.

For learners with prior uncertificated learning experience, the off-the-job learning must have been acquired within five years of application for the Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for five years.

Off-the-job training needs to:

- 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 and induction.

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 the soil/land requirements
- Food types and their quality/purpose
- Basic animal health and welfare
- Essential Skills in Communication, Application of Number and (where applicable) Information Communication Technology
- 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 skills.

Evidence of off-the-job training

- Level 2/3/4 Knowledge based units
- Level 1/2 Essential Skills in Communication, Application of Number and at Level 4 Information Communication Technology
- Employee Rights and Responsibilities
- Induction
- Mentoring.

Information Communication Technology

Information Communication Technology Essential Skills has not been included within the Foundation Apprenticeship and Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs, because the use of ICT in Agriculture at these levels is limited, although it is recognised that IT systems need to be used at Higher Apprenticeship level and therefore has been included within the Higher Apprenticeship pathway.

Although ICT Essential Skills is not mandatory within the Foundation Apprenticeship and Apprenticeship, the apprentice should be encouraged as they provide valuable skills. This will be monitored and reviewed in the future.

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 as of the 1st January 2014

As of the 1st January 2014 all providers and apprentices must complete 2 forms when claiming for an Apprenticeship Completion Certificate.

- Universal Employee Rights and Responsibilities Form
- Apprenticeship Certificate Claim Form which includes on and off the job training

Both forms need to be uploaded onto Apprenticeship Certification Wales (ACW) when claiming completion of the framework.

On-the-job training

The amount of on-the-job training is shown below:

Foundation Apprenticeship

- Agriculture Foundation Apprenticeship – a minimum of 146 on-the-job training hours must be delivered throughout the 15 month duration of the programme.

Apprenticeship

- Agriculture Apprenticeship – a minimum of 253 on-the-job training hours must be delivered throughout the 18 month duration of the programme.

Higher Apprenticeship

- Agricultural Management Pathway - a minimum of 230 on-the-job training hours must be delivered throughout the 12 month duration of the programme.
- Agricultural Business Management Pathway - a minimum of 355 on-the-job training hours must be delivered throughout the 24 month duration of the programme.

How this requirement will be met

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim towards the on-the-job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation' allowing for RPL.

Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a Credit and Qualifications Framework Wales (CQFW) recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within five years from the date of application for the Apprenticeship Certificate or have been continuously employed in the industry for five years.

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

Examples of on-the-job activities 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 instruction 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
- Management of staff
- Management of budgets
- Induction where activities are covered within normal work duties.

Evidence of on-the-job training

- Level 2/3/4 Diploma in Work-based Agriculture
- Level 4 Certificate in Work-based Agriculture
- Level 1/2 Essential Skills in Communication, Application of Number and at Level 4 Information Communication Technology.

Information Communication Technology

Information Communication Technology Essential Skills has not been included within the Foundation Apprenticeship and Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs, because the use of ICT in Agriculture at these levels is limited, although it is recognised that IT systems need to be used at Higher Apprenticeship level and therefore has been included within the Higher Apprenticeship pathway.

Although ICT Essential Skills is not mandatory within the Foundation Apprenticeship and Apprenticeship, the apprentice should be encouraged as they provide valuable skills. This will be monitored and reviewed in the future.

On-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 as of the 1st January 2014

As of the 1st January 2014 all providers and apprentices must complete 2 forms when claiming for an Apprenticeship Completion Certificate.

- Universal Employee Rights and Responsibilities Form
- Apprenticeship Certificate Claim Form which includes on and off the job training

Both forms need to be uploaded onto Apprenticeship Certification Wales (ACW) when claiming completion of the framework.

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the qualifications listed in this document.

Improving own learning and performance

[Industry felt that improving own learning and performance was sufficiently covered by the planning, monitoring and evaluating of the apprentice's progress within the review carried out with their supervisor and tutor.

However, providers and apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future.]

Working with others

[Industry felt that working with others was sufficiently covered by the whole Apprenticeship programme as apprentices will be working in a small team in an Agricultural establishment.

However, providers and apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future.]

Problem solving

[Industry felt that problem solving was sufficiently covered by the Agriculture competence qualification as apprentices will be resolving problems as part of their learning and work, in particular when monitoring the health of livestock or crops.

However, providers and apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future.]

Additional employer requirements

For both Foundation Apprenticeship and Apprenticeship

Learners wishing to expand their knowledge within the food and drink industry may take the following units from CQFW:

- Principles of local, national and international food and drink markets
- Principles of food and drink primary production
- Principles of sourcing products and partnership working within the food and drink supply chain
- Principles of sustainability in food and drink operations

All learners are advised to complete the following. Although it is not a mandatory requirement of the framework, these additional employer requirements will enhance the Apprenticeship and facilitate employment within the industry. Additional Employer Requirements are not required for certification and may not be funded.

- 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 (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.

apprenticeship **FRAMEWORK**

For more information visit-
www.acwcerts.co.uk/framework_library