

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/frameworks-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: 6

This framework includes:

Framework ID:

FR05033

Level 2

Level 3

Level 4-7

Date this framework is to be reviewed by: 31/03/2025

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 12 - 24 (flex) months, Apprenticeship is 12 - 24 (flex) months and the Higher Apprenticeship is 15-24 months (flex).

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.

Developer of this framework

Organisation: **The Welsh Government**

Organisation Type: **The Welsh Government**

Email: dfes-apprenticeshipunit@gov.wales

Issuing Authority's contact details

Issued by: The Welsh Government

Issuer dfes-apprenticeshipunit@gov.wales

Revising a framework

Why this framework is being revised

The Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship have all undergone an industry review and have been revised.

Summary of changes made to this framework

There have been amendments to the following: Duration; Entry requirements; Qualifications; Essential Skills; On and Off the Job Training; Additional Employment Requirements; Job Roles and Progression.

Qualifications removed

Pearson BTEC Level 4 Certificate in Project Management for Land Based Industries (600/6804/1)

Qualifications added

Change existing City and Guilds Level 4 Diploma in work Based Agricultural Business Management (600/2842/7) from Competence to a Combined Qualification

Qualifications that have been extended

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.

Farm businesses in Wales employ 80,000 people. 88% of the land in Wales is used for agriculture, over 90% of which is used for livestock production and 5% for crops. Nearly 50% of the livestock production is cattle farming (dairy and beef), over 30% sheep and just

under 10% poultry. 60% of the total crops are horticultural produce with the remaining 40% split equally between cereals (including wheat, barley and maize for fodder) and potatoes.

Agricultural businesses are located throughout all regions of Wales with some areas concentrating on specific types of production according to geographical location. Businesses vary in size from small family farms to larger farming enterprises but at least 97% employ fewer than 10 people.

Many Agricultural businesses employ casual and seasonal workers to help throughout busy periods increasing the employment levels within the industry.

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.

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 also 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.

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 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 industry and allow 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: Farm Worker (Livestock, Crop or Mixed Farm), Agricultural Machinery Operator, Livestock/Herds person, Pig Unit Worker, Poultry Worker

- Apprenticeship: Farm Worker, Agricultural Machinery Operator, Livestock/Herds Person, Livestock Technician, Pig Unit Worker, Pig Technician, Poultry Worker
Higher Apprenticeship: Unit Manager, Assistant Farm Manager, Livestock/ Herd Manager, Farm Manager

Aims and objectives of this framework (Wales)

The aim of the Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship in Agriculture is to be 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

During the review of the Agriculture Apprenticeships it has been agreed with the industry that the duration needs to be flexible to accommodate differing learning needs of apprentices. Therefore the duration of the Foundation Apprenticeship is now 12 - 24 months, the Apprenticeship is 12 - 24 months and the Higher Apprenticeship is 15-24 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

Entry to this apprenticeship is subject to the discretion of the Training Provider.

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 Land-based Activities
- Foundation Apprenticeship in Agriculture
- Level 2 Work-based Diploma in Agriculture Crops/Livestock
- Pathway to Apprenticeships
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 3 GCSEs (A*-C) - plus relevant practical experience within the Agricultural industry
- AS/A levels - plus relevant practical experience within the Agricultural industry

Entry to this apprenticeship is subject to the discretion of the Training Provider.

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 Work-based Diploma in Agriculture Crops/Livestock
- Practical experience within the Agricultural industry
- Voluntary work within the Agricultural industry
- 2 AS/A levels plus relevant practical experience within the Agricultural industry

Entry to this apprenticeship is subject to the discretion of the Training Provider.

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.

It is best practice for Essential Skills Qualifications to be assessed in a vocational context.

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

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

Qualifications

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.
Agricultural Machinery Operator	An Agricultural machinery operator will undertake a variety of different jobs including ploughing, drilling or harvesting crops or silage depending on the nature of the farm. They may work on an individual arable/livestock farm or for an agricultural contractor.
Livestock/Herdserson	A Livestock or Herds 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 Unit Worker	A pig unit worker will carry out general work within the pig farm. This will include ensuring the supply of feed and water and looking after the health and welfare of the animals. This may include applying treatments and vaccinations.
Poultry Worker	Poultry workers may work with various types of poultry, such as chickens, turkeys, ducks and geese. They will deal with areas such as animal welfare, quality, handling and machine operation ensuring all production needs are met.

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 biosecurity 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.

It is best practice for Essential Skills Qualifications to be assessed in a vocational context.

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

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 Communication achievement above the minimum SASW requirement? YES NO

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

Entry to this apprenticeship is subject to the discretion of the Training Provider.

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:

- 3 Award, Certificate or Diploma in Agriculture
- 3 Certificate or Diploma in Work-based Agriculture

Typical jobs learners completing the Foundation Apprenticeship will be able to progress to are listed in the section on job opportunities e.g. Farm Worker/Arable Farm Worker, Agricultural Machinery Operator, Livestock/Herds Person, Pig Unit Worker, Poultry Worker.

There would also be the opportunity to progress into other related careers, such as within the veterinary industry.

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.

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:

A minimum of 100 credits which is made up as follows:

- **Combined competence/knowledge qualification - 82 credits**
- **Level 2 Essential Skills in Communication - 6 credits**
- **Level 2 Essential Skills in Application of Number - 6 credits**
- **Level 2 Essential Digital Literacy Skills - 6 credits**

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

No additional pathway entry requirements.

Qualifications

Job title(s)	Job role(s)
Livestock/Herds Person	A level 3 Livestock or Herds person is expected to monitor the feed and water requirements of the livestock. They will also ensure 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.
Poultry Worker	A level 3 Poultry Worker may 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, quality, handling and machine operation ensuring all production needs are met.
Pig Technician	A Pig Technician has responsibility for the health, welfare, and the performance of the animals within the pig unit. Depending on the size of the enterprise, they may also have responsibility for staff, such as farm workers and livestock assistants.
Agricultural Machinery Operator	A level 3 Agricultural machinery operator will undertake a variety of different jobs including ploughing, drilling or harvesting crops or silage depending on the nature of the farm. The role will include the operation, maintenance and cleaning of the machinery, and basic repairs. They may work on an individual arable/livestock farm or for an agricultural contractor.

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 biosecurity (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.

It is best practice for Essential Skills Qualifications to be assessed in a vocational context.

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**

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**

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 Land-based Activities

Level 2 Foundation Apprenticeship in Agriculture

Level 2 Work-based Diploma in Agriculture Crops/Livestock

Pathway to Apprenticeships

Practical experience within the Agricultural industry

Voluntary work within the Agricultural industry

3 GCSEs (A*-C) - plus relevant practical experience within the Agricultural industry

AS/A levels – plus relevant practical experience within the Agricultural industry
Entry to this apprenticeship is subject to the discretion of the Training Provider.

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. Examples of courses available across Wales and the UK include:

- Agriculture
- Agriculture and Countryside Conservation
- Agriculture with Animal Science
- Agriculture with Business Studies
- Crop Agronomist
- 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.

There would also be the opportunity to progress into other related careers, such as within the veterinary industry

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

Agricultural Business Management

Pathways for the framework at level 4:

Pathway 1: Agricultural Business Management

Level 4, Pathway 1: Agricultural Business Management

Description of this pathway

The Agricultural Business Management pathway is appropriate for an Assistant Farm Manager or Unit Manager who assists a Farm Manager in the management of a farm.

A minimum of 100 credits which is made up as follows:

- **Combined competence/knowledge qualification - 82 credits**
- **Level 2 Essential Skills in Communication - 6 credits**
- **Level 2 Essential Skills in Application of Number - 6 credits**
- **Level 2 Essential Digital Literacy Skills - 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

Combined qualifications available to this pathway

B1 – City & Guilds Level 4 Diploma in Work-based Agricultural Business Management

No.	Ref no.	Awarding organisation	Credit value	Guided learning	UCAS points value
B1a	600/2842/7	City & Guilds	82	203-221	N/A

Relationship between competence and knowledge qualifications

There is one qualification, Level 4 Diploma in Work-based Agricultural Business Management, 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 (City & Guilds) guidance and will total a minimum of 82 credits. The units will be assessed by the gathering of work-based evidence into a portfolio. The authenticity, sufficiency and validity of the evidence will be judged by the assessor.

The choice of units will - within the requirements of the awarding organisation's (City & Guilds) guidance - 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

- 401 - Develop and implement plans for the storage, utilisation and disposal of organic by-products (4 out of 12 credits knowledge)
- 402 - Develop and implement plans for the storage and disposal of inorganic waste (3 out of 10 credits knowledge)
- 403 - Plan and monitor the movement of animals (3 out of 10 credits knowledge)
- 404 - Manage grassland and forage crops for livestock production systems (3 out of 12 credits knowledge)
- 405 - Plan and manage forage conservation and storage (4 out of 12 credits knowledge)
- 406 - Produce, monitor and manage forage plans including grazing (4 out of 12 credits knowledge)
- 407 - Plan, monitor and evaluate the nutrition of production ruminants (4 out of 12 credits knowledge)
- 408 - Farm environmental planning, management and monitoring (5 out of 15 credits knowledge)
- 409 - Plan, manage and monitor the operation and performance of the enterprise (5 out of 15 credits knowledge)
- 410 - Plan, manage and evaluate breeding programmes (4 out of 12 credits knowledge)
- 411 - Plan and manage the health and welfare of livestock (6 out of 12 credits knowledge)
- 412 - Plan and maintain the provision of livestock replacements (3 out of 12 credits knowledge)
- 413 - Plan, manage and evaluate site hygiene and biosecurity (4 out of 12 credits knowledge)
- 414 - Plan, monitor and evaluate the nutrition of mono-gastrics (6 out of 12 credits knowledge)
- 415 - Plant nutrients and fertilizer planning (3 out of 12 credits knowledge)
- 416 - Plan, monitor and evaluate the management of crops (5 out of 15 credits knowledge)
- 417 - Plan and manage the harvesting, transportation and storage of crops (4 out of 12 credits knowledge)
- 418 - Plan and manage the control of weeds, pests and diseases (3 out of 12 credits knowledge)
- 419 - Manage the transportation of animals (4 out of 12 credits knowledge)
- 420 - Manage Emergencies and Incidents in the land-based Sector (11 out of 15 credits knowledge)
- 421 - Develop, negotiate and agree proposals to offer land-based services and products (4 out of 14 credits knowledge)
- 422 - Commission, monitor and evaluate contract work for the land-based sector (3 out of 12 credits knowledge)
- 423 - Develop and review a Marketing Policy (8 out of 15 credits knowledge)
- 424 - Manage information, knowledge and communications within the land-based sector (4 out of 12 credits knowledge)
- 425 - Plan and manage the development of those working in the land-based sector (5 out of 15 credits knowledge)
- 427 - Contract Documentation and Management for land-based Industries (11 out of 15 credits knowledge)
- 428 - Prepare a plan for your business (2 out of 2 credits knowledge)
- 429 - Produce a plan for your business (1 out of 1 credits knowledge)
- 431 - Estimate financial needs of your business (2 out of 3 credits knowledge)
- 433 - Make a cash flow forecast (2 out of 2 credits knowledge)
- 435 - Recruit staff in own area of responsibility (1 out of 4 credits knowledge)
- 538 - Manage physical resources (1 out of 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.

It is best practice for Essential Skills Qualifications to be assessed in a vocational context.

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**

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**

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**

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 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 Work-based Diploma in Agriculture Crops/Livestock
- 2 AS/A levels plus relevant practical experience within the Agricultural industry

Entry to this apprenticeship is subject to the discretion of the Training Provider.

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. Examples of courses available across Wales and the UK include:

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

There would also be the opportunity to progress into other related careers, such as within the veterinary industry

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.

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

As the duration of the Foundation Apprenticeship is flexible the total amount of learning hours, which includes both on and off the job training, will also vary. This will be between 1615 hours for 12 months and 3230 hours for 24 months.

Apprenticeship

As the duration of the Apprenticeship is flexible the total amount of learning hours, which includes both on and off the job training, will also vary. This will be between 1615 hours for 12 months and 3230 hours for 24 months.

Higher Apprenticeship

As the duration of the Higher Apprenticeship is flexible the total amount of learning hours, which includes both on and off the job training, will also vary. This will be between 2019 hours for 15 months and 3230 hours for 24 months

Off-the-job training

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

Foundation Apprenticeship

As the duration of the Foundation Apprenticeship is flexible the amount of off-job training will also vary. It is recommended that this follows the current accepted ratio of 20%. This will be 323 hours per year off the job training, including mandatory attendance at an off the job training establishment or college during the training period.

Apprenticeship

As the duration of the Apprenticeship is flexible the amount of off-job training will also vary. It is recommended that this follows the current accepted ratio of 20%. This will be 323 hours per year off the job training, including mandatory attendance at an off the job training establishment or college during the training period.

Higher Apprenticeship

As the duration of the Higher Apprenticeship is flexible the amount of off-job training will also vary. It is recommended that this follows the current accepted ratio of 20%. This will be 323 hours per year off the job training, including mandatory attendance at an off the job training establishment or college during the training period.

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 Credit and Qualifications Framework for Wales (CQFW) credit transfer for achievements within the CQFW, or through recording of exemptions for certificated learning outside of the CQWF, 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 CQFW guidance on claiming credit for further details). To count towards Apprenticeship certification, previous experience must be recorded using the appropriate awarding organisation's 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 at Level 4 Digital Literacy
- 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 Digital Literacy
- Employee Rights and Responsibilities
- Induction
- Mentoring.

Information Communication Technology

Essential Digital Literacy 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 ICT systems need to be used at Higher Apprenticeship level and therefore has been included within the Higher Apprenticeship pathway.

Although Essential Digital Literacy Skills is not mandatory within the Foundation Apprenticeship and Apprenticeship, the apprentice should be encouraged to undertake this as it provides 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 1292 on-the-job training hours per year must be delivered throughout the 12 – 24 month duration of the programme.

Apprenticeship

Agriculture Apprenticeship – a minimum of 1292 on-the-job training hours per year must be delivered throughout the 12 - 24 month duration of the programme.

Higher Apprenticeship

Agricultural Business Management Pathway - a minimum of 1292 on-the-job training hours per year must be delivered throughout the 15 - 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 method of credit transfer, 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 Diploma in Work-based Agriculture
- Level 4 Diploma in Work-based Agricultural Management
- Level 1/2 Essential Skills in Communication, Application of Number and at Level 4 Essential Digital Literacy Skills **Information Communication Technology**

Essential Digital Literacy 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 ICT systems need to be used at Higher Apprenticeship level and therefore has been included within the Higher Apprenticeship pathway.

Although Essential Digital Literacy Skills is not mandatory within the Foundation Apprenticeship and Apprenticeship, the apprentice should be encouraged to undertake this as it provides 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 employment requirements

Level 2 Foundation 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

For the Foundation Apprenticeship the Agriculture industry has requested the completion of **four** of the following Additional Employment Requirements, two Mandatory and two Optional. These additional employment requirements will enhance the Apprenticeship and facilitate employment within the industry. Additional Employment Requirements are not required for certification and may not be funded.

Mandatory:

- Emergency First Aid (one-day course meeting the requirements outlined by Health and Safety Executive HSE)
- Mental Health First Aid (Awareness/Introduction of Mental Health)

Two other accredited, legislative or nationally recognised occupational tests 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
- 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 / Quad Bike Handling
- Wood chipping/Chipper Shredding

- CAT Training
- Materials Handler Certificate
- Brushwood Chipper Operations
- Safe Use of Abrasive Wheel Machines
- Integrated Pollution Prevention Control Certificate
- Safe Use of Angle Grinders
- Telescopic Handler
- Artificial Insemination
- Foot Trimming
- Shearing
- Safe Use of Veterinary Medicines
- Safe Use of Sheep Dips
- British Poultry Training (Scheme of the Lion code Training Passport)
- Poultry Welfare (BPT Approved)
- Farm Hygiene and Biosecurity (BPT Approved / Lion Code Approved)
- Manual Handling (BPT Approved)
- Biosecurity, Security & Egg Handling (Lion Code Approved)
- Food Safety (Lion Code Approved)
- Poultry Health & Welfare Operative (Lion Code Approved)
- Sustainable Management of Natural Resources (SMNR)

Level 3 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

For the Apprenticeship the Agriculture industry has requested the completion of **four** of the following Additional Employment Requirements, two Mandatory and two Optional. These additional employment requirements will enhance the Apprenticeship and facilitate employment within the industry. Additional Employment Requirements are not required for certification and may not be funded.

Note: If an apprentice has previously achieved the Level 2 Foundation Apprenticeship, it is recommended that they take different courses.

Mandatory:

- Emergency First Aid (one-day course meeting the requirements outlined by Health and Safety Executive HSE)
- Mental Health First Aid (Awareness/Introduction of Mental Health)

Two other accredited, legislative or nationally recognised occupational tests 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
- 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 / Quad Bike Handling
- Wood chipping/Chipper Shredding
- CAT Training
- Materials Handler Certificate
- Brushwood Chipper Operations
- Safe Use of Abrasive Wheel Machines
- Integrated Pollution Prevention Control Certificate
- Safe Use of Angle Grinders
- Telescopic Handler
- Artificial Insemination
- Foot Trimming
- Shearing
- Safe Use of Veterinary Medicines
- Safe Use of Sheep Dips
- British Poultry Training (Scheme of the Lion code Training Passport)
- Poultry Welfare (BPT Approved)
- Farm Hygiene and Biosecurity (BPT Approved / Lion Code Approved)
- Manual Handling (BPT Approved)
- Environmental Awareness (BPT Approved)
- Biosecurity, security & egg handling (Lion Code Approved)
- Food Safety (Lion Code Approved)
- Poultry Health & Welfare Management (Lion Code Approved)
- Rodenticide Handling/Usage (CRRU Approved)
- Sustainable Management of Natural Resources (SMNR)

Level 4 Higher Apprenticeship

For the Higher Apprenticeship the Agriculture industry has requested the completion of **two** of the following Additional Employment Requirements and recommended others. These additional employment requirements will enhance the Apprenticeship and facilitate employment within the industry. Additional Employment Requirements are not required for certification and may not be funded.

Note: If an apprentice has previously achieved the Level 3 apprenticeship, it is recommended that they take different courses.

Mandatory:

- Emergency First Aid (one-day course meeting the requirements outlined by Health and Safety Executive HSE)
- Mental Health First Aid (Awareness/Introduction of Mental Health)

Recommended but not mandatory:

from suggested list below in accredited, legislative or nationally recognised occupational tests relevant to the industry, such as:

- VAT/Tax returns (HMRC)
- Leadership and Management skills
- IOSHH Managing safely
- NEBOSH Award in H&S at Work
- NEBOSH Environmental Awareness at Work
- Sustainable Management of Natural Resources (SMNR)

apprenticeship **FRAMEWORK**

For more information visit-
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