apprenticeship FRAMEWORK

Fencing - non statutory (Wales)

Latest framework version?

Please use this link to see if this is the latest issued version of this framework: <u>afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR00234</u>

Published by Lantra

apprenticeship FRAMEWORKS ONLINE

www.afo.sscalliance.org



Fencing - non statutory (Wales)

Contents

Framework information	3
Contact information	4
Purpose of the framework	5
Entry conditions	8
Level 2: Fencing	
Pathway 1: Fencing	12
Equality and diversity	20
On and off the job training	22
Wider key skills	27
Additional employer requirements	28

Framework information

Information on the Publishing Authority for this framework:

Lantra

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

Issue number: 1	This framework includes:
Framework ID: FR00234	Level 2
Date this framework is to be reviewed	
by: 31/08/2013	This framework is for use in: Wales

Short description

The Fencing Foundation Apprenticeship has been designed with industry to provide learners the skills and knowledge to become a qualified fence installer. It is a requirement for all entrants into the industry to complete the Level 2 Diploma in Fencing prior to working alone.

There are two routes within the Diploma in Fencing, covering the main areas of work: Fencing and Vehicle Safety. Job opportunities include: working as a Fencing Contractor within industries such as Agriculture or high security.

Following completion of the Foundation Apprenticeship, opportunities exist for learners to develop within the profession or progress to other vocational qualifications.

Contact information

Proposer of this framework

The Fencing Industry Group which includes employers and associations such as: European Fencing Industry Association, Highways Agency, Fencing Contractors Association and a number of individual fencing contractors. This framework is published by Lantra on a non-statutory basis prior to the designation of Issuing Authorities for Wales.

Developer of this framework

Jo-Anne Bryan
Lantra
Sector Skills Council
Project Manager - Frameworks
02476 696996
apprenticeships@lantra.co.uk
Lantra Lantra House Stoneleigh Park Coventry CV8 2LG
www.lantra.co.uk

Issuing Authority's contact details

N/A
N/A

Purpose of this framework

Summary of the purpose of the framework

The Fencing industry covers a number of sub-sectors including agricultural fencing, high security fencing, vehicle restraint systems, residential, environmental, as well as automatic gates and access barriers. The industry mostly comprises of small to medium sized enterprises/establishments (SMEs), with a large number of self-employed people being subcontracted to larger companies operating across a number of the sub-sectors.

Fences can be simple or incredibly high tech, purely functional or decorative. They have a variety of purposes including: providing protection for people, buildings, animals, vehicles or goods; providing simple demarcation; public safety; and reducing sound levels. A high level of skill is required to install these fence structures correctly and safely and a fully trained and qualified fence installer has skills comparable with any other craftsman. To support the professionalism of some of the sub-sectors within the industry, there is a widely recognised skills card scheme, Fencing Industry Skills Scheme/Construction Skills Certification Scheme (FISS/CSCS).

The Fencing industry employs a younger workforce than that of the land-based and environmental sector as a whole. Three in ten workers are over the age of forty five, compared to nearer five in ten across the wider Lantra sector. The Fencing industry's workforce is predominately in full-time employment in Wales (86%), male (84%) and identify themselves as from a white ethnic group (97%).

The Fencing industry is only a small sector in Wales, with 100 businesses and employing 750 people (Lantra research 2010). However, it is vital that the industry has qualifications to attract new entrants and maintain the skills of those in employment in order to meet health and safety requirements and ensure high standards of work. The Level 2 Foundation Apprenticeship in Fencing provides an entry route into the sector. Following successful completion there are many opportunities available, which could include specialising within the profession, completing other vocational courses or progression into Further Education or moving into related industries such as agriculture or construction.

A Fencing Foundation Apprenticeship has been in place since August 1998. Although Apprenticeship take-up is low, 31% of UK employers, including Wales, have identified that they would consider offering an Apprenticeship in the future. Therefore, the revised framework is expected to increase uptake by 30% over the next three years. This Foundation Apprenticeship has been reviewed to update the qualifications within the framework to ensure they are relevant and meet the needs of industry. This revision has taken place with the input from Welsh employers, trade associations and providers to ensure the Framework complies with the new Specification for Apprenticeship Standards Wales (SASW). Research carried out by Lantra in 2010 found that over recent years the industry has undergone significant changes and employers require skills such as, technical/job specific, health and safety and generic skills such as literacy, numeracy, communication and customer relations. The Foundation Apprenticeship has been designed to incorporate these skills in order to provide industry with the skilled employees that they require.

During the review of this Foundation Apprenticeship, Lantra involved the Welsh members of its industry and virtual group, which accounts for 12 individuals, trade associations such as European Fencing Industry Association, The Highways Agency and Fencing Contractors Association and many individual fencing contractors.

With 14% of the Welsh Fencing workforce aged between 16-24 years, it is the view of the Fencing industry group that work-based learning through Foundation Apprenticeships is a good way for apprentices to learn the necessary skills required to work in a practical environment.

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

- Providing flexible access to a high quality (Level 2) skills programme
- 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 intermediate and higher level, to provide the skills that the economy needs to grow.

The Diploma in Fencing offers two routes that are reflective of the areas of work within the Fencing industry Fencing and Fencing - Vehicle Safety. Apprentices will be installing a wide range of different types of fences or vehicle safety barriers on Wales' highways, working to specifications and standards ensuring the correct installation. Fences could also include agricultural or equine fences around fields to retain animals or they could be garden fences.

Job Roles may include: General Fence Installer, Lead Installer, Agriculture Fencing Contractor, Vehicle Safety Fence Installer.

Further information on the Fencing industry can be found at: <u>www.lantra.co.uk</u>.

Aims and objectives of this framework (Wales)

The aim of the revised Fencing Foundation Apprenticeship framework is to include the updated qualifications which are reflective of the skills needs of industry and to increase the uptake of this Foundation Apprenticeship.

Objectives of the framework are:

1. To provide an alternative entry route into the Fencing industry in Wales.

This will be addressed through:

• A Foundation Apprenticeship that is current and reflects industry needs, available to all learners.

2. Increase the uptake of the Fencing Foundation Apprenticeship in Wales over the next three years.

This will be done by:

- Increasing the awareness of the benefits of a Foundation Apprenticeship with learners and employers
- Working with the Welsh Assembly Government and providers to ensure funding and delivery of the Foundation Apprenticeship.

3. Provide career progression information to highlight the opportunities available in the sub-sectors.

This will be done through:

- Up-to-date careers information available on Lantra's website
- Attending careers events and working with Careers Wales to promote the opportunities and benefits to learners and parents.

Further information can be found on Lantra's website <u>www.lantra.co.uk/careers</u>.

Entry conditions for this framework

If you enjoy using the latest technology to solve problems, relish working with other people in a team, like operating machinery, are interested in construction, then working towards a foundation apprenticeship in fencing, could be the route for you.

Requirements for the Foundation Apprenticeship

There are no specific entry requirements to start the Fencing Apprenticeship, however, there are qualifications or experience that will help learners prior to starting:

- Level 1 Certificate in Land-based Operations
- Level 1 Certificate/Diploma in Land-based Studies
- Level 1 Award/Certificate/Diploma in Work-based Land-based Operations
- Have previously worked in, or are currently working within the industry.
- GCSEs/A levels

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.

There may be some sub-sectors of the Fencing industry that apprentices under 18 are not permitted to work in due to legislation.

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

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

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

Up to the 31 August 2011, 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.

Knowledge qualifications

If applicants already have the Level 2 knowledge qualifications before they started their Apprenticeship, (see Level 2 knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within five years of applying for the apprenticeship certificate. For example they may have already achieved the knowledge element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

Competence qualifications

If applicants already have the Level 2 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

Fencing

Pathways for this framework at level 2

Pathway 1: Fencing

Level 2, Pathway 1: Fencing

Description of this pathway

Fencing is for those installing and maintaining fences. A minimum of 71 credits.

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

No additional pathway entry requirements.

Job title(s)	Job role(s)
General Fence Installer	Responsible for the installation of a wide range of different types of fences, working to specifications and standards ensuring the correct installation. The work may involve a wide range of materials including timber, steel and concrete and operating a range of powered hand tools.
Lead Fence Installer	Responsible for the installation of fence systems and may be working with a group of installers.Will have to work to detailed drawings and specifications to ensure correct operation and safety and operating a range of powered hand tools.
Agricultural Fencing Contractor	Responsible for the installation of a wide range of different types of fences, working to specifications and standards ensuring the correct installation. The work may involve a wide range of materials including timber, wire and concrete and operating a range of powered hand tools.
Vehicle Safety Fence Installer	Responsible for the installation of vehicle safety barriers on Wales' highways. Work to detailed drawings, specifications and install these safety systems to a very high standard. Mainly working with steel and concrete products and operating a range of powered hand tools.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Fencing (Fencing pathway)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/4216/6	Lantra Awards	46	295	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Certificate in Land-based Activities					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/6007/7	Lantra Awards	13	111-131	N/A

Combined qualifications available to this pathway

N/A

Notes on competence and knowledge qualifications (if any)

K1 provides the underpinning knowledge and understanding for C1. In order to fulfil the Foundation Apprenticeship K1 must be completed.

When apprentices complete C1 and K1 the minimum number of credits achieved will be 59.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

Progression routes into and from this pathway

The revised Foundation Apprenticeship provides progression towards the Fencing Industry Skills Scheme/Construction Skills Certificate Scheme (FISS/CSCS) which is required for some of the sub-sectors in the Fencing industry.

Progression onto the Fencing Foundation Apprenticeship:

There are no specific entry requirements to progress onto the Foundation Apprenticeship, however there may be parts of the industry that apprentices under 18 are not permitted to work in due to legislation. Some possible qualifications, courses and/or experience that learners may wish to complete beforehand to gain basic Fencing skills and knowledge are:

- Level 1 Certificate in Land-based Operations
- Level 1 Certificate/Diploma in Land-based Studies
- Level 1 Award/Certificate/Diploma in Work-based Land-based Operations
- Have previously worked in, or are currently working within, the industry
- GCSEs/A levels.

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 reviewed during an initial assessment and where possible allowing RPL.

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

Progression from the Level 2 Fencing Foundation Apprenticeship:

Apprentices successfully completing the Foundation Apprenticeship have opportunities to progress within the industry or into other related industries or Apprenticeships (Agriculture, Construction, Environmental Conservation) or there are opportunities to progress to other Further Education courses, such as:

- Level 3 Diploma in Fencing
- Level 3 Diploma in Work-based Agriculture
- Level 3 Diploma in Work-based Environmental Conservation
- Level 3 Apprenticeship in Agriculture.

The industry has not developed a Level 3 Apprenticeship during this review but will be monitoring the progression of its Level 2 apprentices and may look to review this at a later date.

Apprentices looking to progress in their employment from the Foundation Apprenticeship may be able to find supervisory positions such as Fencing Supervisor or Fencing Manager and complete the Level 4 NVQ in Fencing.

Further information on careers in the Fencing industry including job profiles, progression maps and case studies can be found at <u>www.lantra.co.uk/careers</u>.

Delivery and assessment of employee rights and responsibilities

Evidence for Employee Rights and Responsibilities (ERR)

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

The two options are:

1. Lantra's Fencing 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 <u>www.lantra.co.uk/ERR</u>.

Evidence of achievement of the ERR workbook must be sent to Lantra before a Foundation Apprenticeship Completion Certificate can be issued. This must be the sign off sheet at the back of the book which must be signed by the apprentice, employer and training provider.

Or

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

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

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

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health &

Safety legislation, together with the responsibilities and duties of employers

- 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.

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

How equality and diversity will be met

Fencing industry

The fencing industry employees are mainly males (83%), 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 fencing employment as traditionally a male dominated industry despite many roles in fencing being carried out by females.

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

Businesses range from large commercial companies to small self-employed contractors. With the growth in road networks, prison building and the increasing importance of environmental conservation, fencing opportunities look likely to grow. There are plenty of opportunities in sectors including landscaping, construction, local government and authorities.

Fencing is not always seen as a career of choice because of the misconceptions that all jobs involve working outdoors in all weathers with long and unsociable hours. However, these are identified as trends which are specific to the nature of the fencing sector and there are no actual barriers to recruitment into the industry. There may be some physical restrictions in parts of the fencing industry especially whilst working with heavy equipment and machines. 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 Fencing 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 fencing. Because of the diverse nature of the fencing sector the Diploma in Fencing has been developed from these units to allow maximum flexibility and choice within the rules of combination.

Lantra will work with its Fencing Industry Group 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 Fencing Level 2 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 (Wales)

Summary of on- and off-the-job training

Off-the-job training is defined as time for learning activities away from normal work duties.

On-the-job training is defined as skills, knowledge and competence gained within normal work duties.

Fencing

• The total amount of learning hours which includes both on and off the job training for the Fencing Foundation Apprenticeship is 586 over a 15 month period.

Off-the-job training

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

Fencing

• Fencing pathway - a minimum of 385 off-the-job training hours must be delivered throughout the 15 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 Foundation 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 Fencing Foundation Apprenticeship are:

- Manual handling which will equip learners with the knowledge and skills to carry out manual handling safely, without risk of injuring themselves or others
- Abrasive wheels which will teach learners how to inspect abrasive wheels and machines for damage; select, fit and adjust an abrasive wheel appropriate to the material and machine being used, safely without supervision
- CAT and Genny training which will equip learners with the skills and knowledge necessary in the use of safely locating equipment to avoid underground services
- Essential skills in Communication and Application of Number
- Health, Safety and Environmental Awareness training
- Principles and Codes of Practice for Fence Installation
- Taught sessions contributing to Employee Rights and Responsibilities knowledge
- Induction where activities are covered away from normal work duties.

Evidence of off-the-job training

This evidence will be collected through the following:

- Level 2 Knowledge qualifications
- Level 1 Essential Skills in Communication and Application of Number

- Employee Rights and Responsibilities
- Induction.

Foundation Apprenticeship/Apprenticeship

Information Communication Technology Essential Skills has not been included within the Foundation Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for the Fencing Foundation Apprenticeship because the use if ICT in fencing is limited, although it is recognised that IT systems maybe used in some parts of the industry.

ICT Essential skills is not mandatory within the Foundation Apprenticeship, however the apprentice should be encouraged when necessary 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.

A completed sign off sheet from the provider that the appropriate off-the-job training has been completed, which is available on Lantra's website <u>http://www.lantra.co.uk/forms</u>, needs to be sent to Lantra with a completed certification request.

On-the-job training

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

Fencing

• Fencing pathway - a minimum of 201 on-the-job training hours must be delivered throughout the 15 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 Qualifications and Credit Framework (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 and 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 Fencing Foundation 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 Fencing Foundation Apprenticeship are:

- Learning how to install different types of fence to specific standards and specifications
- The operation of power tools and associated equipment
- Employability skills
- Team working and communications
- Task specific workplace instructions or team briefings
- Taught sessions by the workplace line manager/instructor as opposed to formal, planned taught sessions off-the-job on Employee Rights and Responsibilities knowledge
- Induction where activities are covered within normal work duties.

Evidence of on-the-job training

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.

A completed sign off sheet from the provider that the appropriate on-the-job-training has been

completed, which is available on Lantra's website <u>http://www.lantra.co.uk/forms</u>, needs to be sent to Lantra with a completed certification request.

This evidence will be collected through the following:

- Level 2 Diploma in Fencing
- Level 1 Essential Skills.

Foundation Apprenticeship

Information Communication Technology Essential Skills has not been included within the Foundation Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for the Fencing Foundation Apprenticeship because the use if ICT in fencing is limited, although it is recognised that IT systems maybe used in some parts of the industry.

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

Wider key skills assessment and recognition (Wales)

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 during the review carried out with their tutor/assessor.

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 Foundation Apprenticeship programme as apprentices will often be working in a small team.

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 Fencing competence qualifications as apprentices will be resolving problems as part of their learning and work.

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

The industry feels that those entering the industry via the Level 2 Foundation Apprenticeship will benefit from completing:

• The Health, Safety and Environmental Course for Fence Installers and Operatives

Plus one of the following depending on the sub-sector the apprentice is working in:

- Emergency First Aid Training for Appointed Persons (HSE approved)
- An appropriate certificate which meets the Abrasive Wheels Regulations and is suitable for the needs of the employer
- Chainsaw Operation certificate (where age restrictions allow)
- Fork Lift Truck certificate (where age restrictions allow)
- CAT Scanner
- Manual handling
- PASMA mobile access tower
- IPAF Mobile Elevated Work Platforms (MEWP).

apprenticeship FRAMEWORKS ONLINE

For more information visit www.afo.sscalliance.org