

apprenticeship FRAMEWORK

Fencing - non statutory (Wales)

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Fencing - non statutory (Wales)

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Framework summary

Fencing - non statutory

Fencing

Pathways for this framework at level 2 include:

Pathway 1: Fencing

Competence qualifications available to this pathway:

C1 - Level 2 Diploma in Work-based Fencing (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 2 Certificate in The Principles of Fencing (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Fencing - non statutory

Fencing Supervision

Pathways for this framework at level 3 include:

Pathway 1: Fencing Supervision

Competence qualifications available to this pathway:

C1 - Level 3 Diploma in Work-based Fencing (QCF)

Knowledge qualifications available to this pathway:

K1 - ILM Level 3 Certificate in Principles of Leadership and Management

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Framework information

Information on the Publishing Authority for this framework:

Lantra

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

Issue number: 2	This framework includes:
Framework ID: FR01772	Level 2 Level 3
Date this framework is to be reviewed by: 31/08/2017	This framework is for use in: Wales

Short description

The Fencing Apprenticeship at Levels 2 & 3 provide learners with the skills and knowledge to become qualified fence installers and supervisors. It is a requirement for all entrants into the industry to complete the Level 2/3 Diploma in Fencing prior to working alone. The duration for the L2 is 15 months and the L3 is 18 months.

At level 2, there are two routes - Fencing and Vehicle Restraint Systems. Jobs include: Fencing within agriculture, construction or security.

Learners can progress from L2 onto L3 which covers all aspects of fencing supervision. Jobs include: Lead Installer and Contracts Supervisor.

Contact information

Proposer of this framework

The Fencing Industry which includes employers and associations such as: European Fencing Industry Association, Highways Agency, Fencing Contractors Association, Baker Fencing 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

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Revising a framework

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Why this framework is being revised

Recent revision to the fencing national occupational standards.

Revision to the Level 2 Diploma in Fencing.

Introduction of the new knowledge qualification within the Level 2 Foundation Apprenticeship.

Introduction of the new Level 3 Apprenticeship

Summary of changes made to this framework

Revised Level 2 Diploma in Work-based Fencing.

Introduction of the new knowledge qualification within the Level 2 Foundation Apprenticeship.

Introduction of the new Level 3 Apprenticeship pathway.

Qualifications removed

500/4216/6 - Lantra Awards Level 2 Diploma in Fencing

500/6007/7 - Lantra Awards Level 2 Certificate in Land-based Activities

Qualifications added

600/6521/7 - Lantra Awards Level 2 Diploma in Work-based Fencing

600/6731/7 - Lantra Awards Level 2 Certificate in the Principles of Fencing

600/6640/4 - Lantra Awards Level 3 Diploma in Work-based Fencing

600/5963/1 - ILM Level 3 Certificate in the Principles of Leadership and Management

Qualifications that have been extended

None.

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. A fully trained and qualified fence installer and supervisor have skills comparable with any other crafts person or supervisor. 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). It is vital that the industry has qualifications for those wishing to enter or already in the industry so that they can maintain high levels of health and safety and high standards of work.

The Level 2 Foundation Apprenticeship in Fencing and the Level 3 Apprenticeship are skills development programmes which have been designed by employers in the sector. It allows apprentices to gain technical knowledge and real practical experience, along with essential and personal skills, required for their immediate job and future career. These skills 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. Prior to signing up an apprentice, the training provider must work closely with the employer to ensure that the full Apprenticeship requirements can be met and that the apprentice will be employed in a job role with a productive purpose.

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 and is appropriate for those learners moving into a new job. With the introduction of the Level 3 Apprenticeship, a clear progression route is provided for learners who have completed the Foundation Apprenticeship or equivalent and require significant additional/new/higher level knowledge and skills. Following successful completion there are many opportunities available, which could include specialising within the profession, or progressing into Further/Higher Education.

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%).

Research carried out by Lantra found that over recent years the industry has undergone significant changes and employers value skills such as technical/job specific, health and safety and generic skills which include: literacy, numeracy, communication and customer relations. It is the view of the Fencing industry that because of the nature of their business, work-based learning through Apprenticeships is a good way for apprentices to learn the necessary skills required to work in a practical environment. The Apprenticeship at levels 2 and 3 have been designed to incorporate these skills in order to provide industry with the skilled employees that they require.

During the review and development of this Apprenticeship, Lantra involved the Welsh members of its industry and virtual group, which includes trade associations such as European Fencing Industry Association, The Highways Agency, Fencing Contractors Association, Baker Fencing and many other individual fencing contractors.

The Fencing Foundation Apprenticeship was implemented in August 1998 and then in April 2011 underwent a major review. Recently, the review of the National Occupational Standards has taken place, therefore the qualifications within the framework needed to be updated to ensure that they remain relevant and fit for purpose. Also, feedback from the industry indicated that there is a need to introduce a Level 3 Apprenticeship pathway for those learners wishing to progress from the Level 2 Foundation Apprenticeship or go straight in at level 3. This development work has taken place with the help of employers, trade associations and training providers. Currently there is no take-up of the framework in Wales, however this will now change, as training providers and employers have committed to working together to deliver the programme. The framework is in-line with the Specification for Apprenticeship Standards - Wales (SASW).

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 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 foundation and apprenticeship level, to provide the skills that the economy needs to grow.

The Level 2 Diploma in Work-based Fencing offers two routes that are reflective of the areas of work within the Fencing industry, general fencing and vehicle restraint fencing. Apprentices will be installing a wide range of vehicle restraint barriers on Welsh highways or general fencing including domestic, high security, agriculture and equine for farmers, construction industry, the Ministry of Defence, Ministry of Justice and private clients. They will work to specifications and standards ensuring the correct installation of different fence systems. On completion of the Foundation Apprenticeship, apprentices will be able to confidently and competently undertake a range of duties to carry out job roles such as:

- General Fence Installer
- Vehicle Safety Fence Installer

The Level 3 Diploma in Work-based Fencing covers a full range of supervisory skills required within the fencing industry, including: staff management, resource deployment, planning and organisation, health and safety, problem solving, setting up sites, managing the installation process, dealing with problems and monitoring the quality of installation. On completion of the Level 3 Apprenticeship, apprentices will be to confidently and competently undertake a range of duties to carry out job roles such as:

- Fencing Supervisor
- Lead Installer

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

Aims and objectives of this framework (Wales)

The aim of the revised Fencing Foundation Apprenticeship framework and the introduction of the Level 3 Apprenticeship is to upskill the industry by including up-to-date, relevant, work-based qualifications to meet the skills needs of employers, attract new entrants into the sector and provide a progression pathway for apprentices.

Objectives of the framework are:

- Upskill those currently working in Fencing to ensure they have the skills required to be competent in their profession.
- To attract new entrants into the industry providing up-to-date industry specific training, especially those from under-represented groups.
- Provide a career progression route for those wanting to develop their skills and career within fencing.
- Increase the professionalism of the industry.

- Enable apprentices to achieve the standards to obtain the FISS/CSCS skills card (the licence to work within the industry).
- Provide an effective structure for work-based training and development.

Career information within the Fencing industry is available on Lantra's website www.lantra.co.uk/careers .

Entry conditions for this framework

If you enjoy working outdoors in a variety of locations, have an aptitude for practical working and are interested in the environment and construction, then working towards an apprenticeship in fencing, could be the route for you.

Duration of the Apprenticeship

Through the development of the Fencing Apprenticeship it has been agreed with the industry that the duration of the Foundation Apprenticeship is 15 months and the Apprenticeship is 18 months.

Requirements for the Foundation Apprenticeship

There are no specific entry requirements to start the Foundation Apprenticeship, however, there are qualifications and/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 fencing industry
- Voluntary work within the fencing industry
- GCSEs
- AS/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.

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

Requirements for the Level 3 Apprenticeship

The Fencing industry want the entry requirements for the Level 3 Apprenticeship to be flexible, so has suggested that one of the following should be completed:

- Foundation Apprenticeship in Fencing
- Level 2 Diploma in Work-based Fencing
- Practical experience within the Fencing industry
- Voluntary work within the fencing industry
- 3 GCSEs (A*-C)
- AS/A levels.

RULES TO AVOID REPEATING QUALIFICATIONS

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

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

Essential Skills Wales

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.

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 69 credits.

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

No additional pathway entry requirements.

Job title(s)	Job role(s)
Vehicle Safety Fence Installer	Responsible for the installation of vehicle safety barriers on 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.
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.

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 Diploma in Work-based Fencing (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/6521/7	Lantra Awards	44	333	N/A

Knowledge qualifications available to this pathway

K1 - Level 2 Certificate in The Principles of Fencing (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/6731/7	Lantra Awards	13	99	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 57.

A total of 13 credits must be achieved for the knowledge qualification. The Level 2 Certificate in the Principles of Fencing provides the underpinning knowledge to support the Level 2 Diploma in Work-based Fencing.

All job roles will need to complete the following unit within the knowledge qualification:

- L/502/3302 - Understanding Health and Safety within Land-Based Activities - 3 credits

In addition, the General Fence Installer will need to complete:

- R/600/8617 - Understand Boundary Fencing - 7 credits

and the Vehicle Safety Fence Installer will need to complete:

- L/600/8616 - Understand Vehicle Restraint Systems - 5 credits

The General Fence Installer will need to achieve a minimum of 3 credits and a Vehicle Safety Fence Installer will need to achieve a minimum of 5 credits from the units listed below:

- K/502/0438 - Use and maintain non-powered and hand-held powered tools and equipment - 3 credits
- F/502/3054 - Abrasive Wheel Operations - 2 credits
- Y/600/1250 - Emergency First Aid Skills - 1 credit

A total of 13 credits must be achieved for the knowledge qualification.

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.

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 fencing industry
- Voluntary work within the fencing 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 Fencing Foundation Apprenticeship:

Apprentices successfully completing the Foundation Apprenticeship have opportunities to progress within the industry by progressing onto the Level 3 Apprenticeship in Fencing or to

Further Education courses such as:

- Level 3 Diploma in Work-based Fencing
- Level 3 Award/Certificate/Diploma in Agriculture, Environmental Conservation or Construction.
- For apprentices who wish to continue their development of skills and qualifications beyond Level 3, opportunities exist to progress to the Level 4 Fence Management qualification.

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

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 www.lantra.co.uk/ERR.

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
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

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 workbook which must be signed by the apprentice, employer and training provider.

Evidence of achievement of the ERR unit "Principles of employment rights and responsibilities in the land-based industries" must be sent to Lantra before a Foundation Apprenticeship Completion Certificate can be issued.

Level 3

Title for this framework at level 3

Fencing Supervision

Pathways for this framework at level 3

Pathway 1: Fencing Supervision

Level 3, Pathway 1: Fencing Supervision

Description of this pathway

Fencing is for those supervising others installing and maintaining fences. A minimum of 91 credits.

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

No additional pathway entry requirements.

Job title(s)	Job role(s)
Contracts Supervisor	Manage contracts/teams across a number of sites, working with Site Managers. Be highly motivated with communication & planning skills. The role requires responsibility & flexibility in terms of hours worked to meet the demands of the role in the office & on site, managing jobs & installers
Lead Installer	Leads a team of installers/labourers in the day to day operations on site, working under the direction of the Site Manager, focusing on all aspects of successful fence planning and installation. This role involves meeting with planning and site managers, recording, reporting and decision making.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 Diploma in Work-based Fencing (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/6640/4	Lantra Awards	66	431	N/A

Knowledge qualifications available to this pathway

K1 - ILM Level 3 Certificate in Principles of Leadership and Management					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/5963/1	Institute of Leadership and Management	13	31-72	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 Apprenticeship K1 must be completed.

When apprentices complete C1 and K1 the minimum number of credits achieved will be 79.

A total of 13 credits must be achieved for the knowledge qualification. Units must include:

- solving problems and making decisions (2 credits)
- leading and motivating a team effectively (2 credits)
- understanding health and safety in the workplace (2 credits)

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	N/A	N/A

Progression routes into and from this pathway

The Fencing industry values the Level 3 Apprenticeship as an entry or progression route into the industry. From the Level 2 Foundation Apprenticeship there is direct progression onto Level 3, or learners working in a fencing supervisory role may enter straight onto the Apprenticeship.

Progression onto the Level 3 Apprenticeship in Fencing

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

- Foundation Apprenticeship in Fencing
- Level 2 Diploma in Work-based Fencing
- Practical experience within the Fencing industry
- Voluntary work within the Fencing industry
- 3 GCSEs (A*-C)
- AS/A levels

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.

Apprentices successfully completing the Level 3 Apprenticeship have opportunities to progress within the industry by progressing to the Level 4 Fence Management qualification or other Higher Education Courses such as:

- Foundation Degree in Construction Site Management (FdSc)
- Site Manager Safety training scheme
- Planning design management
- For apprentices who wish to continue their development of skills and qualifications

beyond Degree level, opportunities exist to progress further in Higher Education with courses such as a Masters Degree, including Construction Management.

Apprentices looking to progress within their employment from the Level 3 Apprenticeship may be able to work towards managerial positions such as Contracts, Quality, Health and Safety and Sales 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.

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

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

UCAS points for this pathway:

(no information)

Delivery and assessment of employee rights and responsibilities

Evidence for Employee Rights and Responsibilities (ERR)

Within the Level 3 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 www.lantra.co.uk/ERR.

Or

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

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

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

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

practice

9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

Certification Requirements for ERR

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

Evidence of achievement of the ERR unit "Principles of employment rights and responsibilities in the land-based industries" must be sent to Lantra before a Foundation Apprenticeship Completion Certificate can be issued.

Apprentices who have already undertaken a Foundation Apprenticeship at Level 2 may have already completed the ERR workbook or they may have undertaken an accredited unit. These apprentices will not be required to repeat this section but they will be required to provide evidence of completion at the time of certification of the Apprenticeship. This may be the ERR sign off sheet (if still available), the Level 2 Foundation Apprenticeship certificate or the Awarding Organisation Certificate of the unit "Principles of employment rights and responsibilities in the land-based industries".

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.

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 Diplomas in Work-based Fencing (levels 2/3) 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 Diplomas in Fencing have been developed from these units to allow maximum flexibility and choice within the rules of

combination.

Lantra will work with the fencing industry to promote the need for skilled managerial, high-tech and specialist people. Activities will include:

- Increasing the awareness of the Fencing Apprenticeship (levels 2 & 3) 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

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.

Foundation Apprenticeship (Level 2)

The total amount of learning hours which includes both on and off the job training for the Fencing Foundation Apprenticeship is 602 over a 15 month period. The break down is as follows:

- Level 2 Diploma in Work-based Fencing - 333 learning hours
- Level 2 Certificate in Principles of Fencing - 99 learning hours
- Induction - 30 learning hours

- Transferable Skills - 120 learning hours
- ERR - 20 learning hours

Apprenticeship (Level 3)

The total amount of learning hours which includes both on and off-the-job training for the Fencing Apprenticeship is 632 over a 18 month period. The break down is as follows:

- Level 3 Diploma in Work-based Fencing - 431 learning hours
- Level 3 Certificate in Principles of Leadership and Management - 31-72 learning hours
- Induction - 30 learning hours
- Transferable Skills - 120 learning hours
- ERR - 20 learning hours

Off-the-job training

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

Foundation Apprenticeship (Level 2)

- 385 off-the-job training hours must be delivered throughout the 15 month duration of the programme.

Apprenticeship (Level 3)

- 268 off-the-job training hours must be delivered throughout the 18 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/Level 3 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/Level 3 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
- Supervisory skills.

Evidence of off-the-job training

This evidence will be collected through the following:

- Level 2/3 Knowledge qualifications
- Level 1/2 Essential Skills in Communication and Application of Number
- Employee Rights and Responsibilities
- Induction.

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.

Foundation Apprenticeship/Apprenticeship

Information Communication Technology Essential Skills has not been included within both the Foundation and Level 3 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 of 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 and Level 3 Apprenticeship, however the apprentice should be encouraged when necessary as they provide valuable skills. This will be monitored and reviewed in the future.

Certification Requirements for off-the-job-training

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 <http://www.lantra.co.uk/forms>, 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:

Foundation Apprenticeship

- 217 on-the-job training hours must be delivered throughout the 15 month duration of the programme.

Level 3 Apprenticeship

- 364 on-the-job training hours must be delivered throughout the 18 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 both the Fencing Foundation and Level 3 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/Level 3 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
- Supervisory skills.

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.

This evidence will be collected through the following:

- Level 2/3 Diploma in Work-based Fencing
- Level 1/2 Essential Skills.

Foundation/Level 3 Apprenticeship

Information Communication Technology Essential Skills has not been included within the Foundation and Level 3 Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for the Apprenticeship because the use of 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 and Level 3 Apprenticeship, however the apprentice should be encouraged when necessary as they provide valuable skills. This will be monitored and reviewed in the future.

Certification Requirements for on-the job training

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 <http://www.lantra.co.uk/forms> needs to be sent to Lantra with a completed certification request.

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

None.

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org