

# apprenticeship FRAMEWORK

## Horticulture (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](http://www.acwcerts.co.uk/frameworks-library)

Issue date: 31 March 2020

Published By

Lantra

Apprenticeship Certification  
Wales

<https://acwcerts.co.uk/web/>

Document Status:  
Issued

# Horticulture (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: 4

### This framework includes:

Framework ID:

FR05036

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 Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship in Horticulture are designed with industry to provide apprentices with the skills and knowledge required to carry out their job role and support future progression in the industry.

The Diploma in Work-based Horticulture within the framework has a number of pathways which apprentices can take depending on the sub-sector they are working in and these are reflected in the range of jobs such as: Gardener, Landscaper, Nursery Worker, Fruit and Vegetable Production Worker, Greenkeeper, Groundsman, Horticultural Technician, Golf Course Manager, Head Gardener, Nursery Manager and Production Manager.

Following completion of the Apprenticeship, learners can progress within Horticulture or through vocational courses at a college.

The duration of the Foundation Apprenticeship is 12 – 24 months (flex), Apprenticeship is 20 – 30 months (flex) and Higher Apprenticeship is 24 – 36 months (flex).

# Contact information

## Proposer of this framework

Welsh members of the Horticulture industry including representatives from Trade Associations such as: Hard Landscaping Training Group, Royal Horticultural Society, Association of Professional Landscapers, Greenkeepers Training Committee, National Botanic Garden of Wales, Soil Association and a number of independent businesses

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# 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

None

## Qualifications added

Agored Cymru Level 4 Diploma in work Based Horticulture C00/4264/2

## Qualifications that have been extended

City & Guilds Level 3 Diploma in Work-based Horticulture - 601/2522/6

# 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 Horticulture Industry

Horticulture is a broad and varied industry that can be split into four main areas and involves many different aspects of working with and maintaining the land, for pleasure, leisure and food.

1. Landscaping comprising of many different types of business and employment, including both the public and private sectors. Businesses range from small contracting firms to large integrated, multi-national companies and local authorities.
2. Production horticulture comprises of small and medium-sized enterprises (SMEs) many of which are family run. This typically includes businesses producing fruit, vegetables, protected crops, plants, flowers, bulbs, nursery stock and trees.
3. Sports turf and golf greenkeeping involves managing and maintaining sports grounds and golf courses that are to be used for sport and leisure but need to meet specific requirements. Typically they are small industries and may even be part of a larger organisation.
4. Parks, gardens and green spaces are made up of local authority parks and greenspace, private gardens, heritage and botanic gardens.

Research by Lantra found that micro-businesses dominate the land-based and environmental sector with 85% of horticulture businesses in Wales employing fewer than ten members of staff. In Wales, Horticulture represents 10% (1,740) of businesses and 8% of employment making it the fourth most important sector for employment.

The Horticulture industry has an ageing workforce in Wales and key decision makers are often over the age of 55 and do not have successors. On the other hand, there are only 12% of workers in the 16-24 age band across all industries in Wales, demonstrating the need for younger new entrants. The Horticulture industry values the Foundation Apprenticeship as an entry route into the sector and in Wales have also developed the Higher Apprenticeship to provide progression opportunities to ensure the future of the skills and knowledge within the industry.

Lantra will continue to work with the Welsh providers and employers to establish shared training to encourage the uptake of Apprenticeships within Wales.

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

- Providing flexible access to a high quality (Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship) skills programme for Horticulture
- 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 levels, to provide the skills which the economy needs to grow.

It is the view of the Horticulture industry in Wales 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. These industries and trade associations were involved in revising/developing the Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship frameworks and this important entry mechanism has therefore been highlighted in the Horticulture Industry Action Plan, which states the need to prioritise and increase the awareness and uptake of the Horticulture Apprenticeship.

- Job Roles at Level 2 may include: Gardener, Cemetery Worker, Landscaper, Nursery Worker, Fruit and Vegetable Production Worker, Greenkeeper, Groundsman, Garden Centre Assistant.

- Job Roles at Level 3 may include: Horticultural Technician, Deputy Head Greenkeeper, Deputy Head Groundsman, Garden Designer, Senior Gardener, Gardener (Historic and Botanic), Parks Officer, Landscape Supervisor

- Job Roles at Level 4 may include: Golf Course Manager, Head Gardener, Nursery Manager, Production Manager, Landscape Manager, Senior Groundsman, Garden Centre Manager, Parks and Gardens Manager, Technical Horticultural officer.

## Aims and objectives of this framework (Wales)

The aim of the Horticulture Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship is to be flexible and reflective of the skills needs of industry, attract new entrants into the Horticulture sector and provide progression opportunities to move towards higher level jobs.

### Objectives of the framework are:

1. To provide an alternative entry route into the Horticulture sector in Wales.

This will be addressed through:

- Providing a Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship which is current and reflects industry needs and is available to all learners.

2. Increase the uptake of the Horticulture Foundation Apprenticeship and the Apprenticeship and encourage uptake of the new Higher Apprenticeship in Wales over the next three years.

This will be addressed through:

- Increasing the awareness of the benefits of an Apprenticeship with learners and employers  
Working with training providers in Wales to establish new delivery methods to take into account the difficulties with the geographical locations.

3. Provide career progression information from entry to higher level jobs.

This will be addressed through:

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



# 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 Horticulture 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, enjoy working with plants or are interested in maintaining grounds used for sport and/or recreation, horticulture may be the career for you. There are many different types of jobs available in horticulture, for example, you may wish to become a gardener growing and maintaining plants or a greenkeeper looking after specific grounds, or a production manager producing salad and fruit for retail. By taking an apprenticeship in Horticulture you will be able to work towards one of these jobs.

## Duration of the Apprenticeship

During the review of the Horticulture 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 (flex), the Apprenticeship is 20 – 30 months (flex) and the Higher Apprenticeship is 24 – 36 months (flex).

## Entry requirements for the Foundation Apprenticeship

There are no entry requirements for the Foundation Apprenticeship in Horticulture, however, a strong interest in and commitment to the sector is vital for successful completion of the programme.

Additionally, there are qualifications and courses that will help learners understand the sector prior to starting:

- Level 1 Certificate in Land-based Operations
- Level 1 Diploma in Horticulture
- Level 1 Diploma in Work-based Horticulture
- Level 1 NVQ in Amenity/Production Horticulture
- Level 1 Diploma in Practical Horticulture Skills
- Level 1 Award/Certificate/Diploma in Work-based Land-based Operations
- RHS Introductory Award in Practical Horticulture
- Level 1 RHS Award in Practical Horticulture
- GCSEs/A levels

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

Learners who have completed the Welsh Bacculaureate 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 Horticulture Foundation Apprenticeship also exist for adult learners who have experience within the Horticulture industry or who are looking for a career change.

## **Entry requirements for the Apprenticeship**

A strong interest in and commitment to the sector is vital for successful completion of the programme.

Practical experience within the Horticulture industry is recommended at this level.

Additionally, there are qualifications and courses that will help learners understand the sector prior to starting:

Level 2 Diploma in Work-based Horticulture

Level 2 NVQ in Amenity/Production Horticulture

Level 2 Certificate in Practical Horticulture Skills

Level 2 Diploma in the Principles and Practices of Horticulture

Level 2 BTEC Extended Certificate in Sports and Amenity Turf Management

Level 2 Certificate in Gardening

Level 2 Certificate in Garden Design

Level 2 RHS Certificate in Practical Horticulture

Level 2 RHS Diploma in the Principles and Practices of Horticulture

Level 2 RHS Principles of Plant Growth, Propagation and Development

Level 2 RHS Principles of Garden Planning, Establishment and Maintenance

Level 2 RHS Certificate in the Principles of Horticulture

3 GCSEs (A\*-C) /A levels

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

Learners who have completed the Welsh Bacculaureate or Pathways to Apprenticeships 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.

## **Entry requirements for the Higher Apprenticeship**

A strong interest in and commitment to the sector is vital for successful completion of the programme.

Practical experience within the Horticulture industry is recommended at this level.

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

Level 3 Diploma in Work-based Horticulture

Level 3 NVQ in Amenity/Production Horticulture

Level 3 Certificate in Practical Horticulture Skills

Level 3 Diploma in the Principles and Practices of Horticulture

Level 3 Extended Certificate in Sports and Amenity Turf Management

Level 3 Certificate in Gardening

Level 3 Certificate in Garden Design

Level 3 RHS Certificate in Practical Horticulture

Level 3 RHS Diploma in the Principles and Practices of Horticulture

Level 3 RHS Principles of Plant Growth, Propagation and Development

Level 3 RHS Principles of Garden Planning, Establishment and Maintenance

2 AS/A levels

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

Learners who have completed the Welsh Baccalaureate or Pathways to Apprenticeships 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 horticulture, those named above are a few suggestions)

## **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.

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# Level 2

## Horticulture

Pathways for the framework at level 2:

Pathway 1: Horticulture

# Level 2, Pathway 1: Horticulture

## Description of this pathway

Horticulture is for those working to establish, manage, retail or cultivate plants. A minimum of 49 credits which is made up as follows:

- Combined competence/knowledge qualification - 37 credits
- Level 1 Essential Skills in Communication - 6 credits
- Level 1 Essential Skills in Application of Number - 6 credits

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

No additional pathway entry requirements.

Job title(s)	Job role(s)
Gardener	Gardeners grow and maintain plants in a variety of different settings. These include public and historical parks, private and botanical gardens, plant nurseries, sports facilities, roadside verges and open green spaces.
Landscape	Landscapeers undertake similar work to a gardener, however, mainly in the private sector working on areas such as commercial premises or private households. Landscapeers plant and manage borders and green spaces and undertake hard landscaping work such as building ponds and water features.
Nursery Worker	Nursery workers grow and supply plants. They prepare the growing medium, plant seeds, bulbs and cuttings and tend them as they grow. They supply water and feed to the plants and protect them from pests and disease.
Fruit and Vegetable Production Worker	This work could be within glasshouses or on large farms and varies from season to season. Some sites may specialise in certain fruit or vegetables but most will be involved in planting, tending, harvesting and storing all types of fruit or vegetables.
Cemetery Worker	Maintaining cemeteries, graveyards and memorial gardens, making sure they remain places where visitors can experience a sense of peace in a beautiful and serene setting. Good practical horticultural skills, from planting to tree maintenance and grass-cutting are needed.
Greenkeeper	A greenkeeper is responsible for the maintenance, care and overall appearance of a golf course. It is their job to maintain a good and safe playing surface and ensure the course offers a consistent challenge and an enjoyable experience to golfers.
Groundsman	Groundsmen maintain a range of sports surfaces such as football, cricket and rugby pitches, tennis courts, bowling greens and horse racing courses.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 2 Diploma in Work-based Horticulture (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/2450/7	ABC Awards	37	280	N/A
B1b	601/2631/0	City & Guilds	37	280	N/A
B1c	601/2331/X	Highfield	37	280	N/A

## Relationship between competence and knowledge qualifications

There is one qualification, Level 2 Diploma in Work-based Horticulture, 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 (ABC Awards, C&G or



Highfield) 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:

- Monitoring and maintaining health and safety (2 credits knowledge)
- Maintain and develop personal performance (1 credit knowledge)
- Establishing and maintaining effective working relationship with others (1 credit knowledge)
- Levelling and preparing sites for landscaping (3 credits knowledge)
- Clearing horticultural and landscaping sites (1 credit knowledge)
- Establishing crops or plants in growing medium (2 credits knowledge)
- Preparing ground for seeding and planting (2 credits knowledge)
- Establishing plants and/or seeds in soil (2 credits knowledge)
- Maintain the health of sports turf (3 credits knowledge)
- Maintain the condition of sports turf surfaces (4 credits knowledge)
- Renovate and repair sports surfaces (2 credits knowledge)
- Prepare and excavate internment plots (Dig graves) (2 credits knowledge)
- Prepare, backfill and restore graves and internment plots (3 credits knowledge)
- Use and maintain non-powered and hand held powered tools and equipment (1 credit knowledge)
- Use and maintain pedestrian controlled powered equipment (1 credit knowledge)
- Use and maintain ride-on powered equipment (2 credits knowledge)
- Monitor and report on the growth and development of crops and plants (2 credits knowledge)
- Remove unwanted plant growth to maintain development (3 credits knowledge)
- Carry out harvesting operations (2 credits knowledge)
- Plant nomenclature, terminology and identification (3 credits knowledge)
- Communicate information within the workplace (1 credit knowledge)
- Load and unload physical resources within the work area (1 credit knowledge)
- Prepare and operate a tractor and attachments (2 credits knowledge)
- Identify and report the presence of pests, diseases and disorders (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 Horticulture is valued by the Horticulture industry as an entry route into the sector.

## **Progression onto the Foundation Apprenticeship in Horticulture:**

There are no entry requirements for the Foundation Apprenticeship in Horticulture, however, there are qualifications and courses that will help learners understand the sector prior to starting:

- Level 1 Certificate in Land-based Operations
- Level 1 Diploma in Horticulture
- Level 1 Diploma in Work-based Horticulture
- Level 1 NVQ in Amenity/Production Horticulture
- Level 1 Diploma in Practical Horticulture Skills
- Level 1 Award/Certificate/Diploma in Work-based Land-based Operations
- Level 1 RHS Introductory Award in Practical Horticulture
- Level 1 RHS Award in Practical Horticulture
- 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 RPL where appropriate.

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

## **Progression from the Foundation Apprenticeship in Horticulture:**

Apprentices successfully completing the Foundation Apprenticeship have opportunities to progress within the industry by progressing to the Apprenticeship in Horticulture or Further Education courses such as:

- Level 3 Certificate in Work-based Horticulture
- Level 3 Diploma in Work-based Horticulture
- Level 3 Diploma in Garden and Planting Design
- Level 3 Advanced Technical Diploma in Horticulture
- Level 3 Diploma in Principles and Practices of Horticulture

For apprentices who wish to continue their development of skills and qualifications beyond Level 3 Diploma in Work-based Environmental Conservation there would also be the opportunity to progress into other related careers, such as sustainable food production, plant retail, Horticulturist.

# 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 Horticulture apprentices need to complete the ERR workbook. Lantra's Horticulture 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**

On completion of the Foundation Apprenticeship all providers must complete the Apprenticeship Certificate Claim Form which includes completion of ERR. This form needs to be uploaded onto ACW when claiming the Foundation Apprenticeship certificate.

# Level 3

## Horticulture

Pathways for the framework at level 3:

Pathway 1: Horticulture

# Level 3, Pathway 1: Horticulture

## Description of this pathway

Horticulture is for those working to establish, manage, retail or cultivate plants. A minimum of 69 credits which is as follows:

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

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

No additional pathway entry requirements.

Job title(s)	Job role(s)
Horticultural Technician	Horticultural technicians grow and care for plants, which may be for commercial, educational or research purposes. Horticultural technicians may focus on specific areas, such as tree disease or exotic flowers. Others may act as technical advisors , giving advice about plants and plant care
Deputy Head Greenkeeper	A deputy head greenkeeper will report directly to the head greenkeeper and is responsible for ensuring the team of Greenkeepers carries out the maintenance, care and overall appearance of a golf course whilst maintaining a good playing surface.
Deputy Head Groundsman	Work with the head groundsman to ensure that the playing surface is maintained in a good and safe condition. Groundsmen work with a range of sports surfaces such as football, cricket and rugby pitches and horse racing courses which may be made of either natural or synthetic turf or a combination.
Garden Designer	Garden designers are experienced in dealing with all aspects of garden and landscape design. They generally provide a complete design service to clients enabling garden owners to enhance and make the most of their gardens.
Senior Gardener	A senior gardener will manage a small team to maintain and improve parks and gardens in a variety of situations. It will be the responsibility of the Senior Gardener to ensure that the work is completed on schedule and to the correct standard.
Gardener (Historic and Botanic)	Gardeners grow and look after plants in various historical parks, private and botanical gardens. Many gardens open to the public, so the gardener may engage in visitor management. Gardeners work to maximise visitor enjoyment by maintaining excellent standards of presentation within the environment
Parks Officer	Parks officers work for local councils and private companies managing parks and open and green spaces for the benefit of local residents and visitors. They supervise and allocate work to teams of gardeners and landscaping staff.



# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 3 Diploma in Work-based Horticulture (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/2522/6	SEG/ABC Awards	57	370	N/A
B1b	500/6255/4	City & Guilds	57	370	N/A

## Relationship between competence and knowledge qualifications

There is one qualification, Level 3 Diploma in Work-based Horticulture, 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 (ABC Awards or 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:**

- Promote, monitor, and maintain health and safety and security (3 credits knowledge)
- Specify the maintenance of landscapes (3 credits knowledge)
- Plan and manage the control of pests, diseases and disorders (2 credits knowledge)
- Estimate and programme resource requirements for landscaping (3 credits knowledge)
- Manage your own resources (2 credits knowledge)
- Monitor landscape maintenance and inspect landscape features and facilities (2 credits knowledge)
- Evaluate ground and environmental conditions to establish grassed and planted areas (2 credits knowledge)
- Prepare sites for soft landscape establishment (2 credits knowledge)
- Establish grass swards (2 credits knowledge)
- Plan the maintenance, repair and renovation of sports turf areas (3 credits knowledge)
- Plan and set out sports areas (2 credits knowledge)
- Maintain irrigation systems (2 credits knowledge)
- Provide nutrients to plants or crops (3 credits knowledge)
- Monitor the development of crops or plants (2 credits knowledge)
- Manage information for action (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 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 Horticulture industry values the Apprenticeship as an entry/progression route into the industry. From the Foundation Apprenticeship there is direct progression onto Level 3, or learners may progress straight onto the Apprenticeship from another programme.

## **Progression onto the Apprenticeship in Horticulture:**

The Horticulture industry want the entry requirements to be flexible and so therefore have suggested that one of the following should be completed:

- Level 2 Diploma in Work-based Horticulture
- Level 2 NVQ in Amenity/Production Horticulture
- Level 2 Certificate in Practical Horticulture Skills
- Level 2 Diploma in the Principles and Practices of Horticulture
- Level 2 BTEC Extended Certificate in Sports and Amenity Turf Management
- Level 2 Certificate in Gardening
- Level 2 Certificate in Garden Design
- Level 2 RHS Certificate in Practical Horticulture
- Level 2 RHS Diploma in the Principles and Practices of Horticulture
- Level 2 RHS Principles of Plant Growth, Propagation and Development
- Level 2 RHS Principles of Garden Planning, Establishment and Maintenance
- Level 2 RHS Certificate in the Principles of Horticulture
- Practical experience within the Horticulture industry
- 3 GCSEs (A\*-C)/A levels

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

Learners who have completed the Welsh Baccalaureate or Pathways to Apprenticeships 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 into the Horticulture Apprenticeship also exist for adult learners who have experience within the Horticulture industry who are looking for a career change.

## **Progression from the Apprenticeship in Horticulture:**

Apprentices successfully completing the Apprenticeship have opportunities to progress within the

- Horticulture
- Applied Horticulture
- Plant Science
- Garden Design
- Landscape and Garden Design

Level 4 Diploma in Work-based Horticulture There would also be the opportunity to progress into other related careers, such as sustainable food production, training, retail.

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

industry by progressing to Higher Education courses such as a HNC/D. Examples of courses available across the UK and Wales include:

# 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 Horticulture apprentices need to complete the ERR workbook. Lantra's Horticulture 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**

On completion of the Apprenticeship all providers must complete the Apprenticeship Certificate Claim Form which includes completion of ERR. This form needs to be uploaded onto ACW when claiming the Apprenticeship certificate.

# Level 4

## Horticulture

Pathways for the framework at level 4:

Pathway 1: Horticulture



# Level 4, Pathway 1: Horticulture

## Description of this pathway

Horticulture is for those working to establish, manage, retail or cultivate plants. A minimum of 98 credits which is as follows:

- Combined competence/knowledge qualification - 80 credits
- Level 2 Essential Skills in Communication - 6 credits
- Level 2 Essential Skills in Application of Number - 6 credits
- Level 2 Essential Skills in Information Communication Technology - 6 credits

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

No additional pathway entry requirements.

Job title(s)	Job role(s)
Golf Course Manager	Golf course managers are responsible for the successful and profitable operation of all aspects of the course and its associated facilities to make sure the course offers a consistent challenge and enjoyable experience. This includes the management, maintenance, care and appearance of the course.
Landscape Manager	Landscape Managers specialise in planning, designing, supervising and managing projects relating to the development of parks, gardens, and other landscaped areas and green spaces.
Head Gardener	Head Gardeners work for local councils and other organisations managing parks, gardens and green spaces for the benefit of local residents and visitors. This will include plenty of 'hands on' work as well as supervising and allocating work to teams of gardeners and landscaping staff.
Nursery Manager	Nursery Managers plan, organise, co-ordinate and control activities of workers engaged in propagating, planting, cultivating, and maintaining the growth of plants and crops in protected conditions.
Production Manager	Production Managers oversee the growing and harvesting of crops and plants for sale. This will include fruit and vegetables as well as flowers and ornamental plants. Both areas of production may include either field production or protected production in glasshouses or plastic tunnels.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Agored Cymru Level 4 Diploma in Work-based Horticulture (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	C00/4264/2	Agored Cymru	80	321	N/A

## Relationship between competence and knowledge qualifications

There is one qualification, Level 4 Diploma in Work-based Horticulture, 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 (Agored

Cymru) guidance and will total a minimum of 80 credits, a minimum of 10 of which will form the knowledge element and be assessed via independent methods.

There is one qualification, Level 4 Diploma in Work-based Horticulture, 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 (Agored Cymru) guidance and will total a minimum of 80 credits, a minimum of 10 of which will form the knowledge element and be assessed via independent methods.

The competence will be separately assessed to the knowledge as 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.

Mandatory units:

- Plant use and association (4 credits competence and 4 credits knowledge)
- Manage the establishment, maintenance and sustainability of plants (6 credits competence and 2 credits knowledge)
- Plan the control of weeds, pests and diseases (3 credits competence and 2 credits knowledge)

Optional units

- Plant and soil systems (1 credit competence and 3 credits knowledge)
- Management of established environmental areas (3 credits competence and 3 credits knowledge)
- Management of hydro systems (3 credits competence and 3 credits knowledge) -
- Plant nutrition (2 credits competence and 2 credits knowledge)
- Manage horticultural resources (3 credits competence and 2 credits knowledge)
- Customer care within land-based business operations (2 credits competence and 3 credits knowledge)
- Quality and performance in sports turf (3 credits competence and 4 credits knowledge) -
- Mechanisation management for sports turf (4 credits knowledge)
- Plan and manage the construction and maintenance of sports turf surfaces (5 credits competence and 2 credits knowledge)
- Design concepts (4 credits competence and 1 credit knowledge) - Surveying (4 credits competence and 1 credit knowledge) -
- Garden heritage (3 credits competence and 5 credits knowledge)
- Principles of woodland management (2 credits competence and 2 credits knowledge) -

- Fruit and vegetable production management (6 credits competence and 2 credits knowledge)
- Organic horticulture (4 credits knowledge)
- Manage nursery crop production (5 credits competence and 2 credits knowledge)
- Manage harvesting operations (4 credits competence and 1 credit knowledge)
- Workplace management for landscaping (20 credits competence and 5 credits knowledge) - Workplace management for parks, gardens & green spaces (20 credits competence and 5 credits knowledge)
- Workplace management for production horticulture (20 credits competence and 5 credits knowledge)
- Workplace management for sports turf (20 credits competence and 5 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

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

# Progression routes into and from this Pathway

## Entry requirements for the Higher Apprenticeship in Horticulture

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

- Level 3 Diploma in Work-based Horticulture
- Level 3 NVQ in Amenity/Production Horticulture
- Level 3 Certificate in Practical Horticulture Skills
- Level 3 Diploma in the Principles and Practices of Horticulture
- Level 3 Extended Certificate in Sports and Amenity Turf Management
- Level 3 Certificate in Gardening
- Level 3 Certificate in Garden Design
- Level 3 RHS Certificate in Practical Horticulture
- Level 3 RHS Diploma in the Principles and Practices of Horticulture
- Level 3 RHS Principles of Plant Growth, Propagation and Development
- Level 3 RHS Garden Planning, Establishment and Maintenance
- Practical experience within the Horticulture industry
- 2 AS/A levels

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

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

## Progression from the Higher Apprenticeship in Horticulture

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:

- Horticulture
- Garden Design
- Landscape Management (land use)
- Horticulture – Commercial
- Garden Management
- Horticulture - Business and Innovation

There would also be the opportunity to progress into other related careers such as sustainable food production, retail, Landscaping Project Manager.

Apprentices looking to progress within their employment from the Higher Apprenticeship may be able to work towards managerial positions such as Parks 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 Horticulture apprentices need to complete Lantra's Higher Apprenticeship ERR 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.

### **Certification Requirements for ERR**

On completion of the Higher Apprenticeship all providers must complete the Apprenticeship Certificate Claim Form which includes completion of ERR. This form needs to be uploaded onto ACW when claiming the Apprenticeship certificate.

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# How equality and diversity will be met

## Horticulture industry

The horticulture industry employees are mainly males (73%), 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 horticulture employment as traditionally a male dominated industry despite many roles in horticulture being carried out by females. It is interesting to note that Further Education enrolments onto Horticulture related learning programmes are also mainly male at an average of 70% compared with work-based learning enrolments 97%.

There are a 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 there will be increased demand for Horticulture workers over the next decade.

Businesses in Horticulture vary enormously, as it is such a diverse industry, split into 2 main areas - amenity and production horticulture. The industry offers a huge range of opportunities, such as landscaping, sports turf and golf greenkeeping, private heritage and botanic gardens, commercial grounds, public parks and greenspace, garden centres and nurseries.

There are no actual barriers to recruitment into the industry. There may be some physical restrictions in parts of the horticulture 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 Work-based Horticulture 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 Horticulture because of the diverse nature of the Horticulture sector the competence and knowledge qualifications have been developed from these units to allow maximum flexibility and choice within the rules of combination.

Lantra will work with the Horticulture industry to promote the need for skilled managerial, high-tech and specialist people. This will also take into account the need to increase male and ethnic participation in the industry. Activities will include:

Increasing the awareness of the Horticulture Apprenticeship with specific promotions, in particular focusing on under-represented groups, females etc  
Increasing marketing and communications, highlighting the opportunities to a wide range of careers  
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 2692 hours for 20 months and 4037 for 30 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 3230 for 24 months and 4845 for 36 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 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 CQFW, 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 Horticulture Apprenticeship are:**

- Knowledge of different plant species
- Understanding plant species requirements e.g. soil type, light requirement
- 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
- 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.

### **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 Horticulture 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**

On completion of the Higher Apprenticeship all providers must complete the Apprenticeship Certificate Claim Form which includes completion of ERR. This form needs to be uploaded onto ACW when claiming the Apprenticeship certificate.

## On-the-job training

For this framework the amount of on-the-job training is as follows:

### Foundation Apprenticeship

Horticulture 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

Horticulture Apprenticeship – a minimum of 1292 on-the-job training hours per year must be delivered throughout the 20 – 30 month duration of the programme.

### Higher Apprenticeship

Horticulture Higher Apprenticeship – a minimum of 1292 on-the-job training hours per year must be delivered throughout the duration of the 24 – 36 month 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 Horticulture 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 Horticulture Apprenticeship are:**

Safe use of equipment and machines

Different plant species' requirements

Environmental awareness

Employability skills

Team working and communications

Task specific workplace instructions or team briefings

Taught sessions by the workplace line manager/instructor as opposed to formal planned taught sessions off-the-job on Employee Rights and Responsibilities knowledge

Induction where activities are covered within normal work duties

Management of staff

Management of budgets

**Evidence of on-the-job training**

Level 2/3/4 Diploma in Work-based Horticulture

Level 1/2 Essential Skills in Communication, Application of Number and at Level 4 Essential Digital Literacy.

**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 Horticulture at these levels 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 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 is sufficiently covered by the planning, monitoring and evaluating of the apprentices progress within the review carried out with their supervisor/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 is sufficiently covered by the whole Apprenticeship programme as apprentices will often be working as part of a team in their job role.

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 is sufficiently covered by the Diploma in Work-based Horticulture qualification 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 employment requirements

## Level 2 Foundation Apprenticeship in Horticulture

For the Foundation Apprenticeship the Horticulture industry has requested the completion of three of the following Additional Employment Requirements, one 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)
- 
- Two other accredited, legislative or nationally recognised occupational tests relevant to the industry (suggested list below):

- - Safe Use of Pesticides (PA1 + PA2 or PA6)
- - Basic Food Hygiene (FSA Approved)
- - Cylinder and Rotary Operated Pedestrian Mowers
- - Safe Use of Pedestrian Controlled Two-Wheeled Tractors
- - Chainsaw and Related Operations
- - Safe Use of Hedge Trimmers
- - Safe Manual Handling Operator
- - Forklift Truck Operations
- - Tractor Driving and Related Operations
- - Driving a Vehicle with a Trailer
- - Safe Use of Powered Cultivators
- - Stump Grinding Operations
- - Safe Use of Turf Maintenance Equipment
- - Ride-on Mowers
- - All-Terrain Vehicle Handling
- - Wood chipping/Chipper Shredding
- - CAT Training
- - Materials Handler Certificate
- - Brushwood Chipper Operations
- - Safe Use of Abrasive Wheel Machines
- - Integrated Pollution Prevention Control Certificate
- - Sustainable Management of Natural Resources (SMNR)

Recommended but not mandatory:

- • ROLO (run by BALI)
- • Land-based Industry Skills Scheme (LISS/CSCS) card

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### **Level 3 Apprenticeship in Horticulture**

For the Apprenticeship the Horticulture industry has requested the completion of three of the following Additional Employment Requirements, one 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 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)

- • Two other accredited, legislative or nationally recognised occupational tests relevant to the industry (suggested list below):

- - Safe Use of Pesticides (PA1 + PA2 or PA6) - mandatory for Greenkeeper
- - Basic Food Hygiene (FSA Approved)
- - Cylinder and Rotary Operated Pedestrian Mowers
- - Safe Use of Pedestrian Controlled Two-Wheeled Tractors
- - Chainsaw and Related Operations
- - Safe Use of Hedge Trimmers
- - Safe Manual Handling Operator
- Forklift Truck Operations
- Tractor Driving and Related Operations
- Driving a Vehicle with a Trailer
- Safe Use of Powered Cultivators
- Stump Grinding Operations
- Safe Use of Turf Maintenance Equipment
- Ride-on Mowers
- All-Terrain Vehicle Handling
- Wood chipping/Chipper Shredding
- CAT Training
- Materials Handler Certificate
- Brushwood Chipper Operations
- Safe Use of Abrasive Wheel Machines
- Integrated Pollution Prevention Control Certificate
- Sustainable Management of Natural Resources (SMNR)

#### **Recommended but not mandatory:**

- • ROLO (run by BALI)
- • Land-based Industry Skills Scheme (LISS/CSCS) card

## **Level 4 Higher Apprenticeship in Horticulture**

For the Higher Apprenticeship the Horticulture industry has requested the completion of one Mandatory Additional Employment Requirement. 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 and/or 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)

### **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)
- - ROLO (run by BALI)
- - Land-based Industry Skills Scheme (LISS/CSCS) card

# apprenticeship FRAMEWORK

For more information visit-  
[www.acwcerts.co.uk/frameworks-library](http://www.acwcerts.co.uk/frameworks-library)

