

apprenticeship FRAMEWORK

Horticulture non-statutory (Wales)

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Horticulture non-statutory (Wales)

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Framework summary

Horticulture non-statutory

Horticulture

Pathways for this framework at level 2 include:

Pathway 1: Horticulture

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

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Horticulture non-statutory

Horticulture

Pathways for this framework at level 3 include:

Pathway 1: Horticulture

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

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: 1 | This framework includes: |
| Framework ID: FR00244 | Level 2 Level 3 |
| Date this framework is to be reviewed by: 30/09/2014 | This framework is for use in: Wales |

Short description

The Horticulture Apprenticeship frameworks at Level 2 and Level 3 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.

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

Contact information

Proposer of this framework

Welsh members of the Horticulture Industry Group which includes representatives from Trade Associations such as: Hard Landscaping Training Group, Royal Horticultural Society, Association of Professional Landscapers, Greenkeepers Training Committee, Soil Association and a number of independent businesses. This framework is published by Lantra on a non-statutory basis prior to the designation of Issuing Authorities for Wales.

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Purpose of this framework

Summary of the purpose of the framework

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 comprises 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 and bulbs, nursery stock and trees.
3. Sports turf and golf greenkeeping involves managing and maintaining sports turf/grounds that are to be used for sport 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 space are made up of local authority parks and greenspace, private gardens, heritage and botanic gardens.

Recent research by Lantra in 2010 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. Therefore the revised Foundation Apprenticeship and Apprenticeship aim to encourage younger entrants into the Horticulture industry by offering progression opportunities to ensure the future of the skills and knowledge within the industry.

Lantra's research, 2009, also identified that 64% of vacancies in Production Horticulture are hard-to-fill vacancies, which is more than twice the average for all sectors across Wales. The industry felt that the level of hard-to-fill vacancies is because applicants lacked business and management skills, technical/job specific (basic Horticulture), computing, environmental management and written and oral communication skills. This Apprenticeship framework takes into account these skills in order to ensure those entering the industry learn the skills required to be competent in their employment and help organisations grow and remain profitable.

The Horticulture industry in Wales values the Apprenticeship as an entry route into the sector, however numbers have declined recently with colleges delivering the full-time options as an

alternative. However, Lantra are working with the Welsh providers and employers to establish shared training to encourage the uptake of Apprenticeships within Wales.

2009/2010

Level 2 – 6

Level 3 – 3

Total – 9

2009/2008

Level 2 – 27

Level 3 – 3

Total – 30

2007/2008

Level 2 – 30

Level 3 – 2

Total – 32

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

- Providing flexible access to a high quality (Level 2 and Level 3) 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 the Level 2 and 3 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, Landscaper, Nursery Worker, Fruit and Vegetable Production Worker, Machinery Operator, Greenkeeper, Groundsman.
- 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.

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

Aims and objectives of this framework (Wales)

The aim of the Horticulture Foundation Apprenticeship and Apprenticeship is to build on the success of its predecessor by including updated qualifications which are 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 and Apprenticeship which is current and reflects industry needs and is available to all learners.

2. Increase the uptake of the Horticulture Level 2 Foundation Apprenticeship and the Level 3 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.

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

Entry conditions for this framework

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. By taking an apprenticeship in Horticulture you will be able to work towards one of these jobs.

Entry requirements for the Foundation Apprenticeship

There are no entry requirements for the Level 2 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
- Have previously worked in, or are currently working within, the industry
- GCSEs/A levels.

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

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 Level 3 Apprenticeship

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

- Level 2 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
- Practical experience within the Horticulture industry
- Welsh Bacculaureate
- 3 GCSEs (A*-C) /A levels

Learners who have completed the Welsh Bacculaureate 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

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

Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales, however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

Competence qualifications

If applicants already have the Level 2/3 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

Horticulture

Pathways for this 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.

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 in garden centres sell plants and flowers to the public that they buy in, or others may grow their own to sell. Recently, garden centres have branched out further into garden tools/machinery, conservatory/garden furniture, as well as protective clothing |
| 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. |
| Gravedigger | 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/woman | Groundsmen/women 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 | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 500/6756/4 | ABC Awards | 37 | 280 | N/A |
| B1b | 500/6205/0 | NPTC/C&G | 37 | 280 | N/A |

Notes on competence and knowledge qualifications (if any)

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 or NPTC/C&G) guidance and will total a minimum of **37 credits**, 10 of which will form the knowledge element and be assessed via independent methods.

The competence units will be separately assessed to the knowledge units listed below.

The choice of knowledge units will depend on the role and workplace the apprentice is working in and will need to be agreed with the apprentice, employer and providers at the start of the programme.

Knowledge units:

- Monitoring and maintaining health and safety (3 credits)
- Clearing horticultural and landscaping sites (3 credits)
- Establishing crops or plants in growing medium (4 credits)
- Prepare ground for seeding and planting (4 credits)
- Establishing plants and or seeds in soil (4 credits)
- Maintain the health of sports turf (5 credits)
- Use and maintain non-powered and hand held powered tools and equipment (3 credits).

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 Level 2 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 Level 2 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
- Have previously worked in, or are currently working within, the industry
- GCSEs/A levels.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Foundation Apprenticeship, this will be assessed during an initial assessment allowing 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 Level 2 Foundation Apprenticeship in Horticulture:

Apprentices successfully completing the Foundation Apprenticeship have opportunities to

progress within the industry by progressing to the Level 3 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 BTEC Diploma/Extended 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, opportunities exist to progress further into Higher Education with Foundation Degrees/Degrees. These opportunities are explained in the Apprenticeship progression section.

Further information on careers in the Horticulture 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

Employee Rights and Responsibilities (ERR) within the Foundation Apprenticeship in Horticulture

Within the Foundation Apprenticeship in Horticulture 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 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 www.lantra.co.uk/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 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.

Level 3

Title for this framework at level 3

Horticulture

Pathways for this 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 75 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 to farmers, 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 | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 500/6735/7 | ABC Awards | 57 | 370 | N/A |
| B1b | 500/6255/4 | C&G/NPTC | 57 | 370 | N/A |

Notes on competence and knowledge qualifications (if any)

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 NPTC/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 (6 Credits)
- Specify the maintenance of landscapes (6 Credits)
- Set and mark out landscape sites to establish grassed and planted areas (3 Credits)
- Plan and manage the control of pests, diseases and disorders (4 Credits)
- Provide nutrients to plants or crops and equipment (6 Credits)
- Estimate and programme resource requirements for landscaping (5 Credits).

Transferable skills (Wales)

Essential skills (Wales)

| | Minimum level | Credit value |
|------------------------|---------------|--------------|
| Communication | 2 | 6 |
| Application of numbers | 2 | 6 |
| IT | 1 | 6 |

Progression routes into and from this pathway

The Horticulture industry values the Level 3 Apprenticeship as an entry/progression route into the industry. From the Level 2 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
- Practical experience within the Horticulture industry
- Welsh Baccalaureate
- 3 GCSEs (A*-C)/A levels

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

Progression opportunities 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 industry by progressing to Higher Education courses such as a HNC/D, Foundation Degree or Degree (BSc). Examples of courses available across the UK and Wales include:

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

For apprentices who wish to continue their development of skills and qualifications beyond Degree level, opportunities exist to progress to courses such as a Masters Degree, including:

- Plant Genetic Manipulation
- Horticulture (Crop Production)
- Horticulture
- Landscape Management.

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.

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 Level 3 Apprenticeship does not guarantee entry to these opportunities.

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

UCAS points for this pathway: N/A

Delivery and assessment of employee rights and responsibilities

Employee Rights and Responsibilities (ERR) within the Apprenticeship in Horticulture

Within the Apprenticeship in Horticulture there are two options for learners 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 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 www.lantra.co.uk/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 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.

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.

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.

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

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

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 its Horticulture Industry Group 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.

Through the Horticulture Industry Group, issues relating to standards, training and business productivity have been identified and the group has developed an industry action plan to prioritise issues such as recruitment and upskilling within the industry.

On and off the job training (Wales)

Summary of on- and off-the-job training

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

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

Total learning hours

Foundation Apprenticeship (Level 2)

The total amount of learning hours which includes both on and off the job training for the Horticulture Foundation Apprenticeship is 545 over a 20 month period.

Apprenticeship (Level 3)

The total amount of learning hours which includes both on and off the job training for the Horticulture Apprenticeship is 685 over a 24 month period.

Off-the-job training

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

Foundation Apprenticeship (Level 2)

- Horticulture Foundation Apprenticeship - a minimum of 420 off-the-job training hours must be delivered throughout the 20 month duration of the programme.

Apprenticeship (Level 3)

- Horticulture Apprenticeship - a minimum of 504 off-the-job training hours must be delivered throughout the 24 month duration of the programme.

How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the

previous experience and attainment of the apprentice.

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

Previous attainment

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

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

Previous experience

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

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

Off-the-job training needs to:

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- Allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- Be delivered during contracted working hours
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.

Examples of off-the-job training for the 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 (apprenticeship level only)

Information Technology

- First aid training
- Taught sessions contributing to Employee Rights and Responsibilities knowledge
- Induction where activities are covered away from normal work duties.

Evidence of off-the-job training

- Level 2/3 Knowledge based units
- Level 1/2 Essential Skills
- Employee Rights and Responsibilities
- Induction.

Foundation Apprenticeship

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

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

Apprenticeship

Information Communication Technology Essential Skills has been included within the Apprenticeship at level 1 as the Horticulture industry group felt that this level of ICT was appropriate for apprentices within the industry. This will be monitored and reviewed in the future.

Off-the-job training must be recorded in a diary, workbook, portfolio or attendance records. This evidence needs to be checked and signed by the assessor and employer.

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

On-the-job training

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

Foundation Apprenticeship (Level 2)

- Horticulture Foundation Apprenticeship – a minimum of 125 on-the-job training hours

must be delivered throughout the duration of the 20 month programme.

Apprenticeship (Level 3)

- Horticulture Apprenticeship – a minimum of 181 hours on-the-job training hours must be delivered throughout the duration of the 24 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 QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

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

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

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

Job roles within 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.

Evidence of on-the-job training

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

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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 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 employer requirements

Foundation Apprenticeship (Level 2) and Apprenticeship (Level 3) in Horticulture

For both Foundation Apprenticeship and Apprenticeship

All apprentices are advised to complete the following additional employer requirements, which will enhance the Apprenticeship and facilitate progression within the industry.

- Emergency First Aid (one-day course approved by Health and Safety Executive HSE)

plus

one accredited, legislative or nationally recognised occupational test relevant to the industry (suggested list below).

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

apprenticeship
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