

# apprenticeship FRAMEWORK

## Wood and Timber Industry (Wales)

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Issue date: 30 July 2014

Published by  
Proskills

apprenticeship  
FRAMEWORKS ONLINE  
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# Wood and Timber Industry (Wales)

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# Framework summary

## Wood and Timber Industry

## Wood and Timber Industry

### Pathways for this framework at level 2 include:

#### Pathway 1: Sawmilling

**Competence qualifications available to this pathway:**

C1 - Level 2 NVQ Diploma in Sawmilling (QCF)

**Knowledge qualifications available to this pathway:**

K1 - Level 2 Award in Timber and Panel Products and their Uses (QCF)

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

#### Pathway 2: Timber Merchancing

**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 NVQ Diploma in Merchant Supplies - Timber

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

#### Pathway 3: Tooling Technology (Saw Doctoring)

**Competence qualifications available to this pathway:**

C1 - Level 2 NVQ Certificate in Tooling Technology - Saw Doctoring

**Knowledge qualifications available to this pathway:**

K1 - Level 2 Award in Tooling Technology Materials and Processes

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

#### Pathway 4: Engineered Wood

**Competence qualifications available to this pathway:**

C1 - Level 2 NVQ Certificate in Engineered Wood

**Knowledge qualifications available to this pathway:**

K1 - Level 2 Award in Timber and panel products and their uses

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

### Pathway 5: Wood Products Manufacturing

**Competence qualifications available to this pathway:**

C1 - Level 2 NVQ Diploma Wood Products Manufacturing

**Knowledge qualifications available to this pathway:**

K1 - Level 2 Award in Timber and panel products and their uses

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

## Wood and Timber Industry

## Wood and Timber Industry

### Pathways for this framework at level 3 include:

#### Pathway 1: Engineered Wood

**Competence qualifications available to this pathway:**

C1 - Level 3 NVQ Certificate in Engineered Wood

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Certificate in Understanding the Wood and Timber Industries

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

#### Pathway 2: Timber Merchanting

**Competence qualifications available to this pathway:**

C1 - Level 3 NVQ Certificate in Merchant Supplies - Timber

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Certificate in Understanding the Wood and Timber Industries

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

# Framework information

## Information on the Publishing Authority for this framework:

### Proskills

The Apprenticeship sector for occupations in printing, mineral extraction and processing, health and safety and process and manufacturing of furniture, glass, ceramics, coatings and paper (also includes glazing, building products, wood and mining).

Issue number: 4	<b>This framework includes:</b>
Framework ID: FR02803	Level 2 Level 3
Date this framework is to be reviewed by: 31/07/2019	This framework is for use in: <b>Wales</b>

## Short description

The Wood Industry framework provides work based training for young people and adults to undertake key technical and practical roles in the Wood and Timber industry.

There are two levels of Apprenticeship contained in this framework:

The Level 2 Foundation Apprenticeship in the Wood and Timber Industry takes a minimum duration of 18 months but can take up to 24 months to complete.

The Level 3 Apprenticeship in Wood and Timber Industry (usually takes 24-36 months to complete).

The framework contains details of the vocational qualifications, knowledge based technical qualifications, Essential Skills Wales (Communication and Application of Number) and employee rights and responsibilities that are required for an Apprenticeship in the wood industry.

Apprentices undertake training both on and off-the-job at their workplace and some training can also be undertaken away from the workplace, delivered by a local training provider or a further education college.



# Contact information

## Proposer of this framework

Proskills worked with the following organisations to develop this framework; li

Arbor Forest Products Ltd, Arnold Laver Group Ltd, Associated Timber Services Ltd, E A Higginson and Co Ltd, Metsa Wood, Haldane Fisher Ltd, James Donaldson and Sons Ltd, James Latham PLC, Rural Development Initiatives Ltd, SCA Timber Supply Limited, SCM Group UK Ltd, T Brewer And Co Ltd, The Building Centre, Timbmet Ltd, Tompkins Ltd, John Brash & Co Ltd, Howarth Windows and Doors, Osmose Lt, Oakwrights Joinery Ltd, Sharpening and Supply Midlands, Knauf Installation.

These employers and members of trade organisations have an aging workforce and are seeking ways of attracting good quality new entrants, who will make a career in the sector. The structure that an apprenticeship framework provides will enable these sectors to meet those needs.

## Developer of this framework

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# Revising a framework

## Contact details

Who is making this revision: Claire Cousins  
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## Why this framework is being revised

We have added the following pathways to the Level 2 framework:

- Pathway 3 - Tooling Technology (Saw Doctoring)
- Pathway 4 - Engineered Wood
- Pathway 5 - Wood Products Manufacturing

We have also developed a Level 3 Framework which includes the following pathways:

- Pathway 1 - Engineered Wood
- Pathway 2 - Timber Merchanting

## Summary of changes made to this framework

We have added the following pathways to the Level 2 framework:

- Pathway 3 - Tooling Technology (Saw Doctoring)
- Pathway 4 - Engineered Wood
- Pathway 5 - Wood Products Manufacturing

We have also developed a Level 3 Framework which includes the following pathways:

- Pathway 1 - Engineered Wood
- Pathway 2 - Timber Merchanting

## Qualifications removed

N/A

## Qualifications added

- Level 3 NVQ Certificate in Merchant Supplies - Timber - 601/4021/5
- Level 3 Certificate in Understanding the Wood and Timber Industries - 601/4136/0
- Level 2 NVQ Diploma in Wood Products Manufacturing - 601/4071/9
- Level 3 NVQ Certificate in Engineered Wood - 601/3941/9
- Level 2 NVQ Certificate in Engineered Wood - 601/3940/7
- Level 2 NVQ Certificate in Tooling Technology - 600/5228/4
- Level 2 Award in Tooling Technology Materials and Processes - 600/8019/X

## Qualifications that have been extended

N/A

# Purpose of this framework

## Summary of the purpose of the framework

The Wood industry is of significant importance to the UK economy, particularly in the supply of end products for residential and commercial living and work places. The industry has an annual turnover well in excess of £7.3 billion.

The Wood and Timber industries are traditionally segmented into the following:

- Sawmilling and planning of wood, impregnation of wood
- Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board, fibre board and other panels and boards
- Manufacture of builders carpentry and joinery
- Manufacture of wooden containers
- Manufacture of other products of wood
- Manufacture of articles of cork, straw and plaiting materials
- Wholesale of wood, construction materials and sanitary equipment.

Proskills identifies that the total size of the Wood sector in the UK is currently around 75,000 people in 7,500 companies. Approximately 85% of the industry is made up of micro companies operating with less than 10 employees. Around 98% of the industry employ fewer than 50 people.

The production of wood products has traditionally involved skilled crafts and, although becoming increasingly automated, the industry still classes more than a quarter (26%) of its workforce as being employed in “skilled trades”. Plant/Process Machine Operatives and Managers are the next largest occupational groups, each accounting for around 21% of the total industry workforce.

Recent Labour Force Survey data shows that 94% of the wood industry workforce is full time and 86% are male. Skill gaps within the existing workforce are reported by around 16% of companies and are having an adverse impact on business. The gaps are most highly concentrated in skilled trades, process operatives and elementary occupations – the frontline and technical roles.

Over half of employers with skills gaps say that these gaps have a negative impact on their businesses, mainly in increased workloads for other staff. These lead to inefficient working practices (54%), increased operating costs (41%) and difficulties meeting quality standards (15%). The most common response to dealing with skill gaps is training - of companies in the Wood industry who reported having skill gaps, 58% are increasing training activity to overcome the problem. Around a fifth of companies in the sector (20%) recognise that the

need to increase workforce skills will be a key issue over the coming three years.

Successful companies in the Wood industry rely heavily on the skills within their workforce to meet the highest of quality standards. It is vital to ensure the presence of appropriate training for the Wood industry to help them prepare their employees for the future and to maintain and improve their productivity, competitiveness and sustainability - only by doing this can the required high standards be achieved and maintained.

The industry also needs to improve efficiencies by tightening up processes to tackle the issue of rising energy costs and the need for more energy efficient machinery and processes. Legislative compliance and Health & Safety and Environmental Management also presents challenges and place legal responsibilities upon the industry. Global competition has had an impact on Wood manufacturing companies in the UK and the need for raising skill levels across the whole sector will be necessary to maintain and improve productivity and competitiveness. Low carbon and sustainability will also continue to be key drivers in terms of process and product improvement, renewable and recyclable materials and end-of-life procedures.

The Wood industry is currently not attracting, in sufficient numbers, applicants from females, black and minority ethnic groups or those with a difficulty or disability. The Wood industry recognises that it is not making the most of the pool of talent that is available – this is untapped talent which could help to meet their skills gaps and shortages, thereby contributing to increased productivity and competitiveness. The industry employs a relatively high proportion of young people but needs formal qualifications and frameworks to ensure they get the training they need.

The Level 2 Foundation Apprenticeship has been designed to help fill skills gaps and shortages, and to attract younger people into the industry and provide them with the skills, knowledge and experience which employers are seeking to recruit and retain. In addition, the framework provides a progression route which will help to upskill the existing workforce to meet future economical, environmental and technological changes within the Wood industry.

This Apprenticeship framework provides a suitable structure that will ensure that training and assessment is carried out systematically and meets with the requirements of both the employer and the Apprentice. It may also, where appropriate, provide positive progression from an Foundation Level 2 Apprenticeship to an Level 3 Apprenticeship or to higher-level work within the industry.

The component parts of this framework will help meet the current and future needs of the industry: essentially a sound understanding of the complexities of all the manufacturing processes including the relevant knowledge that is fundamental to the wood industry. This is underpinned by the appropriate skills, competencies and principles in the framework that industry need. Apprenticeships in the Wood and Timber Industry provide and nurture an environment in which individuals are able to develop a host of skills and personal attributes – all of which will contribute to the success of the industry and to the wider UK economy.

This Apprenticeship framework can help offer solutions to the current and future economical, environmental and technological challenges highlighted above and will help to create stability in the demography of the industry. Apprenticeships will help fill the current skills gaps and shortages and provide a sound preparation to help fill more senior positions in the near future.

The proposed framework offers not just young people, but also older workers the opportunity to upskill and undertake continual professional development as they progress in their careers. Training alone will not deliver the learning required by the current workforce and timely succession planning, for workforce development and replacement, is necessary.

Apprenticeships will form a vital component of any succession planning action plan. The following shows job roles that are relevant to the industry where the proposed apprenticeship framework can add value to any employer.

### **Process, plant and machine operatives**

Assemblers and routine operatives, Plant and machine operatives, Production/productivity, Job specific, , Process operatives, Technical, Non job-specific, , Supervisory, Customer service, Mobile machine drivers and operatives

### **Skilled trades**

Production related, Job specific, Supervisory, Speed of work/meeting deadlines, Technical, Engineering, Motivation, Quality and customer care, Sales

The training and assessment described by this Apprenticeship framework are acknowledged as a mechanism to help provide a workforce that is able to take forward innovation and change and to help industries to drive business performance improvements to increase national and global competitiveness.

For more information about the Wood Industry, please visit [www.proskills-academy.co.uk/wood/](http://www.proskills-academy.co.uk/wood/). This website shows information on careers available, new emerging jobs, transferability of skills career paths and opportunities for progression. There is information on pay scales, how to enter the industry and what qualifications are available.

## **Aims and objectives of this framework (Wales)**

The aim of this framework is to continue to meet the current skills gaps and changing skills needs of employers in the wood industries by attracting new recruits from a range of diverse backgrounds and to upskill the existing workforce to ensure that they have the required skills, knowledge and experience to help businesses to remain competitive, profitable and responsive to change.

The objectives of this framework are:

1. To contribute to the tackling of the intermediate skills gaps in the UK, to create a modern class of technicians. They will have transferable skills, gained as a result of both academic study and practical on-the-job experience.
2. To attract new recruits into the Wood Industries from a range of diverse backgrounds to address current skills gaps in the industry and to increase the number of previously unrepresented groups (females, ethnic minorities and those with a disability) It also aims to meet the specific challenges of an ageing workforce.
3. To provide opportunities for existing staff in the wood industries to upskill to equip them with the necessary skills and knowledge to face the many challenges facing the industry and that they can respond effectively to the changes in developing new products, new markets, technological advances and legal and environmental requirements.
4. To provide quality, sector specific skills development for those who wish to attain the highest possible standards within their chosen occupational area and provide progression opportunities to facilitate them working to their greatest potential.
5. To provide career progression into employment at higher levels within the wood industries or, for those who wish to pursue additional learning, in a Further or Higher Education arena.

# Entry conditions for this framework

The selection process for all wood industry employers is likely to include an interview to ensure that potential Apprentices have selected the right framework to meet both their needs and those of the employer. This process provides an opportunity for employers and Apprentice applicants to consider, discuss and assess an individual's prior learning and experience. An employer can then identify where this may be suitable as an appropriate foundation for undertaking the selected Apprenticeship and the individual's potential to successfully complete the framework. Where appropriate, they can also use this initial interview process as a way of tailoring the programme to meet individual learning and support needs.

Apprenticeship applicants are welcomed from a range of diverse backgrounds and it is anticipated that they may have a range of differing experiences, achievements and/or qualifications. Examples of requirements that will be considered as a suitable basis for entry to the framework include:

- Previous work experience or employment, supported by a portfolio of evidence, or
- Voluntary or community based work, or
- Proof of completion of non accredited courses, or
- Achievement of Awards, Certificates or Diplomas in a related industry such as Manufacturing, Engineering, Construction or Creative industries, or
- Achievement of a 14-19 Diploma in Manufacturing & Product Design or Construction & the Built Environment or Creative and Media, or
- GCSEs in English, Maths and Science, or
- Welsh Baccalaureate - Foundation, Intermediate or Advanced Diploma

Literacy and numeracy skills are highly desirable and this wood industry Apprenticeship framework does facilitate the development of these skills and learning support can be tailored to provide Apprentices with the individual assistance they require.

In all roles, on the job training is available and employers are especially interested in applicants who can demonstrate a positive, "can do" attitude with a willingness to work hard and develop new skills and knowledge.



## Level 2

Title for this framework at level 2

# Wood and Timber Industry

### Pathways for this framework at level 2

- |            |                                    |
|------------|------------------------------------|
| Pathway 1: | Sawmilling                         |
| Pathway 2: | Timber Merchanting                 |
| Pathway 3: | Tooling Technology (Saw Doctoring) |
| Pathway 4: | Engineered Wood                    |
| Pathway 5: | Wood Products Manufacturing        |

## Level 2, Pathway 1: Sawmilling

### Description of this pathway

Total minimum credit value for this pathway is 65 credits:

- Competence Qualification - 43 Credits;
- Knowledge Qualification - 10 Credits;
- Transferable Skills - 12 Credits (English and Maths).

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

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Wood Processor	Responsible for the machining of wood and wood products, identifying the timber for processing, preparing the equipment for processing the timber and setting up and operating the equipment.
Sawyer	Responsible for converting round timber into squared stock
Saw Operator/CNC Machinist	Responsible for operating the CNC machine to produce timber based components
Wood Machinist	Responsible for sawing, planing, moulding, boring and sanding wood

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 2 NVQ Diploma in Sawmilling (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/5676/9	PIABC	43	223	N/A

## Knowledge qualifications available to this pathway

K1 - Level 2 Award in Timber and Panel Products and their Uses (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/5496/7	PIABC	10	40	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1 - the appropriate optional units from the competence qualification should be should be selected so they directly relate to the apprentices job role.

**Competence:** To achieve the Level 2 Diploma in Sawmilling learners must achieve 11 credits in group A; a min of 14 credits in group B and a minimum of 17 credits from group C. The total minimum credit value of this qualification is 43.

**Knowledge:** The Award in Timber and Panel Products and their Uses is a nationally recognised, single unit qualification

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	Not required	n/a

## Progression routes into and from this pathway

### PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Wood Industry Apprenticeship however, work based qualifications such as NVQs/SVQs/AVCEs (Vocational A' Levels) and BTEC Diplomas related to Wood sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Wood sector employers, along with English, Mathematics & IT.

Some entry level jobs in the Wood industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Wood industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Wood industry jobs, require manual skills and involve working with your hands. Good attention to detail is very important as is good hand-eye co-ordination.

### PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in sawmilling and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available

and/or offered.

- Broadening and developing your skill base by progression into other job roles within the Wood industry - "horizontal progression"
- Progression into higher level jobs within the Wood industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking Assessor and Verifier qualifications.

Take a closer look at your career options and progression opportunities in the Wood Industry by visiting : [www.proskills-academy.co.uk/careers-young-people/](http://www.proskills-academy.co.uk/careers-young-people/)

# Employee rights and responsibilities

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

- Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
- Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
- Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
- Knows and understands the role played by their occupation within their organisation and industry.
- Has an informed view of the types of career pathways that are open to them.
- Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
- Knows where and how to get information and advice on their industry, occupation, training and career.
- Can describe and work within their organisation's principles and codes of practice.
- Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Wood Industry is available to download from:  
[www.proskills-academy.co.uk/wood-apprenticeships/](http://www.proskills-academy.co.uk/wood-apprenticeships/)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable



evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

**Time spent on ERR contributes towards meeting the minimum on and off the job learning hours required for completion of this pathway.**

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

## Level 2, Pathway 2: Timber Merchancing

### Description of this pathway

Total minimum credit value for this pathway: 57 credits:

- Combined Competence & Knowledge Qualification - 37 Credits;
- Transferable Skills - 12 Credits (English and Maths)

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

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Trade Counter	Responsible for customer service to Trade and Public on product knowledge and pricing and communicating effectively with customers ensuring their requirements are met
Estimator	Responsible for pricing accurately potential orders making sure the correct products are being used for new and existing customers
Yard/Warehouse Operative	Ensuring safe movement of materials within a timber based workplace, responsible for the selecting and packaging of finished materials and products ready for shipping to customers specifications.
Sales Representative	Promotes/sells/ secures orders from existing and new customers.

# 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 NVQ Diploma in Merchant Supplies - Timber					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/5668/X	PIABC	37	178	N/A

## Relationship between competence and knowledge qualifications

B1a provides both the competence and underpinning knowledge required. The underpinning knowledge is separately assessed through unit 'Timber and panel products and their uses'.

**Combined knowledge and competence:** A total of 21 Credits to be achieved from Group A, a minimum of 10 Credits from Group B and a minimum of 6 credits from Group C. The total minimum credit value of this qualification is 37. Giving a total of 10 knowledge credits and 27 competence credits.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	Not required	n/a

## Progression routes into and from this pathway

### PROGRESSION INTO THIS PATHWAY:

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Many Wood industry jobs, require manual skills and involve working with your hands. Good attention to detail is very important as is good hand-eye co-ordination.

### PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Timber Merchanting and striving to "be the best" in your chosen occupational route and have pride in your work.

- Progressing onto the Level 3 Timber Merchanting NVQ or Apprenticeship.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Wood industry - "horizontal progression"
- Progression into higher level jobs within the Wood industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
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- Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
- Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
- Knows and understands the role played by their occupation within their organisation and industry.
- Has an informed view of the types of career pathways that are open to them.
- Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
- Knows where and how to get information and advice on their industry, occupation, training and career.
- Can describe and work within their organisation's principles and codes of practice.
- Recognises and can form a view on issues of public concern that affect their organisation and industry.

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Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Wood and Timber Industry is available to download from: [www.proskills-academy.co.uk/wood-apprenticeships/](http://www.proskills-academy.co.uk/wood-apprenticeships/)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable



evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

**Time spent on ERR contributes towards meeting the minimum on and off the job learning hours required for completion of this pathway.**

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

## Level 2, Pathway 3: Tooling Technology (Saw Doctoring)

### Description of this pathway

Total minimum credit value for this pathway: 47 credits:

- Competence Qualification - 25 Credits;
- Knowledge Qualification - 10 Credits;
- Transferable Skills - 12 Credits (English and Maths)

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

There are no additional entry requirements for this pathway.

Job title(s)	Job role(s)
Wood Processor	Responsible for the machining of wood and wood products. Identifying the timber for processing, preparing the equipment for processing the timber and setting up and operating the equipment.
Sawyer	Responsible for converting round timber into squared stock.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 2 NVQ Certificate in Tooling Technology - Saw Doctoring					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/5228/4	PIABC	25	122	N/A

## Knowledge qualifications available to this pathway

K1 - Level 2 Award in Tooling Technology Materials and Processes					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/8019/X	PIABC	10	88	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1 - the appropriate optional units from the competence qualification should be should be selected so they directly relate to the apprentices job role.

**Competence:** To achieve the Level 2 Certificate in Tooling Technology – Saw Doctoring, learners must achieve 13 credits in group A and a minimum of 12 credits in group B. The total minimum credit value of this qualification is 25.

**Knowledge:** The Level 2 Award in Tooling Technology Materials and Processes (QCF) is a nationally recognised qualification comprising of 2 units. To achieve the qualification, learners need to successfully gain 10 credits.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	Not required	n/a

## Progression routes into and from this pathway

### PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Wood Industry Apprenticeship however, work based qualifications such as NVQs/SVQs/AVCEs (Vocational A' Levels) and BTEC Diplomas related to Wood sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Wood sector employers, along with English, Mathematics & IT.

Some entry level jobs in the Wood industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Wood industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Wood industry jobs, require manual skills and involve working with your hands. Good attention to detail is very important as is good hand-eye co-ordination.

### PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Tooling Technology and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available

and/or offered.

- Broadening and developing your skill base by progression into other job roles within the Wood industry - "horizontal progression"
- Progression into higher level jobs within the Wood industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking Assessor and Verifier qualifications.

Take a closer look at your career options and progression opportunities in the Wood Industry by visiting : [www.proskills-academy.co.uk/careers-young-people/](http://www.proskills-academy.co.uk/careers-young-people/)

# Employee rights and responsibilities

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

- Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
- Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
- Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
- Knows and understands the role played by their occupation within their organisation and industry.
- Has an informed view of the types of career pathways that are open to them.
- Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
- Knows where and how to get information and advice on their industry, occupation, training and career.
- Can describe and work within their organisation's principles and codes of practice.
- Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Wood and Timber Industry is available to download from: [www.proskills.co.uk/qualifications/wood-apprenticeships](http://www.proskills.co.uk/qualifications/wood-apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)



Time spent on ERR contributes towards meeting the minimum on and off the job learning hours required for completion of this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

## Level 2, Pathway 4: Engineered Wood

### Description of this pathway

Total minimum credit value for this pathway: 44 credits:

- Competence Qualification - 22 Credits;
- Knowledge Qualification - 10 Credits;
- Transferable Skills - 12 Credits (English and Maths)

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

There are no additional entry requirements for this pathway.

Job title(s)	Job role(s)
Wood Engineer	You are responsible for selecting and processing engineered wood to manufacture products which can include roof trusses.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 2 NVQ Certificate in Engineered Wood					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/3940/7	PIABC	22	80	N/A

## Knowledge qualifications available to this pathway

K1 - Level 2 Award in Timber and panel products and their uses					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/5496/7	PIABC	10	40	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1 for all related job roles.

### Competence

Learners must achieve a minimum of 17 credits in Group A and a minimum of 5 credits from Group B. The total minimum credit value of this qualification is 22.

### Knowledge

Learners must successfully pass and obtain 10 credits

NOTE: Details above taken from: [register.ofqual.gov.uk/Qualifications](https://register.ofqual.gov.uk/Qualifications)

Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	Not required	n/a

## Progression routes into and from this pathway

### PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Wood Industry Apprenticeship however, work based qualifications such as NVQs/SVQs/AVCEs (Vocational A' Levels) and BTEC Diplomas related to Wood sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Wood sector employers, along with English, Mathematics & IT.

The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Wood sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Wood industry. Experience of working with Computer Aided Design (CAD) could be an advantage.

Some entry level jobs in the Wood industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Wood industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Wood industry jobs, require manual skills and involve working with your hands. Good attention to detail is very important as is good hand-eye co-ordination.

## PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Engineered Wood and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Wood industry - "horizontal progression"
- Progression into higher level jobs within the Wood industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media
- Undertaking Assessor and Verifier qualifications.
- Undertaking an Level 3 Apprenticeship in Engineered Wood

Take a closer look at your career options and progression opportunities in the Wood Industry by visiting : [www.proskills-academy.co.uk/careers-young-people/](http://www.proskills-academy.co.uk/careers-young-people/)

# Employee rights and responsibilities

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

- Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
- Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
- Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
- Knows and understands the role played by their occupation within their organisation and industry.
- Has an informed view of the types of career pathways that are open to them.
- Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
- Knows where and how to get information and advice on their industry, occupation, training and career.
- Can describe and work within their organisation's principles and codes of practice.
- Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Wood Industry is available to download from:  
[www.proskills-academy.co.uk/wood-apprenticeships/](http://www.proskills-academy.co.uk/wood-apprenticeships/)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)



Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

## Level 2, Pathway 5: Wood Products Manufacturing

### Description of this pathway

Total minimum credit value for this pathway: 70 credits:

- Competence Qualification - 48 Credits;
- Knowledge Qualification - 10 Credits;
- Transferable Skills - 12 Credits (English and Maths)

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

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Wood Product Manufacturer	Manufacturing of wood products, including doors, windows, stairs and other routine products. You will identify and use a range of timber and timber based materials and manufacture them using a range of processes and equipment into components to be assembled into a finish product

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 2 NVQ Diploma Wood Products Manufacturing					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/4071/9	PIABC	48	269	N/A

## Knowledge qualifications available to this pathway

K1 - Level 2 Award in Timber and panel products and their uses					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/5496/7	PIABC	10	40	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1 for all related job roles.

### Competence

Learners must achieve a minimum of 48 credits: 27 credits from the Mandatory Units (Group A); a minimum of 13 credits from the Prepare for the Manufacturing Process (Group B); and a minimum of 8 credits from Manufacturing Pathway (Group C)

### Knowledge

Learners must successfully pass and obtain 10 credits

NOTE: Details above taken from: [register.ofqual.gov.uk/Qualification](https://register.ofqual.gov.uk/Qualification)

Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	Not required	n/a

## Progression routes into and from this pathway

### PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Wood Industry Apprenticeship however, work based qualifications such as NVQs/SVQs/AVCEs (Vocational A' Levels) and BTEC Diplomas related to Wood sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Wood sector employers, along with English, Mathematics & IT.

The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Wood sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Wood industry. Experience of working with Computer Aided Design (CAD) could be an advantage.

Some entry level jobs in the Wood industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Wood industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Wood industry jobs, require manual skills and involve working with your hands. Good attention to detail is very important as is good hand-eye co-ordination.

### PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Wood industry - "horizontal progression"
- Progression into higher level jobs within the Wood industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media
- Undertaking Assessor and Verifier qualifications.
- Undertaking an Level 3 Apprenticeship in Wood

Take a closer look at your career options and progression opportunities in the Wood Industry by visiting : [www.proskills-academy.co.uk/careers-young-people/](http://www.proskills-academy.co.uk/careers-young-people/)

# Employee rights and responsibilities

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and 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 relevant to their industry and organisation, 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 and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Wood Industry is available to download from:  
[www.proskills-academy.co.uk/wood-apprenticeships/](http://www.proskills-academy.co.uk/wood-apprenticeships/)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)



Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

## Level 3

Title for this framework at level 3

# Wood and Timber Industry

### Pathways for this framework at level 3

- |            |                    |
|------------|--------------------|
| Pathway 1: | Engineered Wood    |
| Pathway 2: | Timber Merchanting |

## Level 3, Pathway 1: Engineered Wood

### Description of this pathway

Total minimum credit value for this pathway: 70 credits:

- Competence Qualification - 30 Credits;
- Knowledge Qualification - 28 Credits;
- Transferable Skills - 12 Credits (English and Maths)

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

There are no additional entry requirements for this pathway.

Job title(s)	Job role(s)
Advanced Wood Engineer	You are responsible for selecting and processing advanced and complex engineered wood to manufacture products which can include roof trusses

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 NVQ Certificate in Engineered Wood					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/3941/9	PIABC	30	97	UCASValue

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Understanding the Wood and Timber Industries					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/4136/0	PIABC	28	154	n/a

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1 for all related job roles.

### Competence

Candidates must achieve a minimum of 24 credits in Group A and a minimum of 6 credits from Group B. The total minimum credit value of this qualification is 30.

### Knowledge

Learners must achieve 28 credits from the five mandatory units.

NOTE: Details above taken from: [Qualification](#)

Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	Not required	n/a

# Progression routes into and from this pathway

## Progression into this pathway

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to wood sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs and A Levels also provide a solid base to build on, with subjects such as Science and Design and Technology all seen as useful by wood sector employers, along with English, Mathematics, IT and Business Studies.

Applicants who have successfully completed a Level 2 Apprenticeship in Wood & Timber Industry would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Wood industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the wood industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Wood industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many

job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye co-ordination.

**Progression from this pathway includes:**

- Continuing to develop your craft, technical and supervisory skills and experience in engineered wood and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the wood industry - "horizontal progression"
- Progression into higher level jobs within the industry such as Production Manager, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. Entry may require additional training/learning.

Take a closer look at your career options and progression opportunities in the Wood Industry by visiting: [www.proskills-academy.co.uk/careers-young-people/](http://www.proskills-academy.co.uk/careers-young-people/)

**UCAS points for this pathway: n/a**



# Employee rights and responsibilities

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and 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 relevant to their industry and organisation, 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 and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from: [www.proskills-academy.co.uk/wood-apprenticeships/](http://www.proskills-academy.co.uk/wood-apprenticeships/)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

## Level 3, Pathway 2: Timber Merchancing

### Description of this pathway

Total minimum credit value for this pathway: 71 credits:

- Competence Qualification - 31 Credits;
- Knowledge Qualification - 28 Credits;
- Transferable Skills - 12 Credits (English and Maths).

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

There are no additional requirements other than the general entry conditions

Job title(s)	Job role(s)
Trade Counter	Responsible for customer service to Trade and Public on product knowledge and pricing and communicating effectively with customers ensuring their requirements are met
Estimator	Responsible for pricing accurately potential orders making sure the correct products are being used for new and existing customers
Yard/Warehouse Operative	Ensuring safe movement of materials within a timber based workplace, responsible for the selecting and packaging of finished materials and products ready for shipping to customers specifications.
Sales Representative	Promotes/sells/ secures orders from existing and new customers.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 NVQ Certificate in Merchant Supplies - Timber					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/4021/5	PIABC	31	114	n/a

## Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Understanding the Wood and Timber Industries					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/4136/0	PIABC	28	154	n/a

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge for C1

### **Competence Qualification:**

Learners must achieve a minimum of 17 credits in Group A and a minimum of 14 credits from Group B. The total minimum credit value of this qualification is 31.

### **Knowledge Qualification:**

Learners must achieve 28 credits from the five mandatory units.

Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	Not required	n/a

## Progression routes into and from this pathway

### Progression into this pathway

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to wood sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs and A Levels also provide a solid base to build on, with subjects such as Science and Design and Technology all seen as useful by wood sector employers, along with English, Mathematics, IT and Business Studies.

Applicants who have successfully completed a Level 2 Apprenticeship in Wood & Timber Industry would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Wood industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the wood industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Wood industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many

job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye co-ordination.

**Progression from this pathway includes:**

- Continuing to develop your craft, technical and supervisory skills and experience in wood and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the wood industry - "horizontal progression"
- Progression into higher level jobs within the industry such as Production Manager, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. Entry may require additional training/learning.

Take a closer look at your career options and progression opportunities in the Wood Industry by visiting: [www.proskills-academy.co.uk/careers-young-people/](http://www.proskills-academy.co.uk/careers-young-people/)

**UCAS points for this pathway: n/a**



# Employee rights and responsibilities

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and 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 relevant to their industry and organisation, 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 and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from: [www.proskills-academy.co.uk/wood-apprenticeships/](http://www.proskills-academy.co.uk/wood-apprenticeships/)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

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

# How equality and diversity will be met

## OVERVIEW

The delivery of an Apprenticeship framework must be in environments that are free from prejudice and discrimination where all learners can contribute fully and feel that their contribution to the industry is valued. There must be no discriminatory practices in the selection and recruitment of Apprentices to this programme. It is available to all people, regardless of age, gender, ethnic origin, religion/belief, sexual orientation or disability, who meet the stated selection criteria. This Wood Industry Apprenticeship aims to promote diversity, opportunity and inclusion by offering a high-quality learning opportunity to all who meet the required entry conditions.

## ISSUES

Another key challenge for the Wood Industry is that their current workforce is ageing, with a particular shortfall of employees aged 16-24 (currently only 8% of workforce). Effective succession planning needs to start now in order to meet future gaps in the workforce as older workers leave the industry - attracting younger people into the industry will be key to addressing this issue.

The "Skills That Work For Wales" strategy identifies that there is further work to be done to address the needs of young people not in education, employment or training, people with complex needs (such as offenders and ex-offenders) and adults who are unemployed or economically inactive. Apprenticeships continue to be the Welsh Assembly Government's preferred work based learning route and employers who do not appreciate the business benefits of diversity are missing out on a large pool of talented recruits.

## BARRIERS

The reasons for the imbalances in the current make up of the Wood Industry workforces are largely down to its historical poor image and a misconception that jobs in process manufacturing industries involve heavy, dirty, dangerous and manual work. The wide range of challenging and varied career opportunities within the Wood Industry are not widely known. It is not currently a career of choice for many first time job seekers or for those considering a career change. This is especially so in the case of young people.

However, the wood industry of the 21st Century is very dynamic and progressive and makes good use of cutting edge technology and processes. The industry needs to raise awareness of its innovativeness and diversity and to overcome its poor image and current misconceptions.

## ACTIONS

Entry to a career in any of the wood industries is non-exclusive and there are no significant barriers to entry and progression within any of its occupational roles. As a way of addressing the issue of attracting young people into the industry, Proskills has developed a number of Schools Into Industry Programmes. These are industry-backed programmes designed to educate and engage young people in the world of process manufacturing and to raise awareness of the exciting and challenging career opportunities available within these industries.

MakeIT! Wood is an industry-based project and competition for schools, mapped to the national curriculum. The project asks school students to research engineered timber and construct a model of a laminated wooden beam. Students will develop design proposals for a landscape structure using glulam, research the production processes involved, and understand the environmental issues in the Wood Industry.

For more information please visit: [www.proskills-academy.co.uk/schools-into-industry/](http://www.proskills-academy.co.uk/schools-into-industry/) This schools initiative is seen as being a key contributor to increasing awareness of the complexity and diversity of career opportunities within the wood industry and attracting greater numbers of school leavers into the industry.

The Proskills career website [www.proskills-academy.co.uk/careers-young-people/](http://www.proskills-academy.co.uk/careers-young-people/) has been developed to help raise the profile and set the skills standards and qualifications for the process and manufacturing sector and ensures that the skills system delivers against the current and future needs of the industries it represents.

The process and manufacturing sector, which includes the wood industry, is full of exciting and rewarding career opportunities and this website helps individuals to find all the information they need about getting started in any of these innovative industries.

Proskills regularly attend regional and national careers fairs and skills events to promote Apprenticeships. This provides an ideal opportunity to actively address equality and diversity issues within all of their industries.

The Wood Industry Apprenticeship is seen as a vital route to encourage and facilitate a greater diversity of individuals into the industry and a current marketing plan is in place to widely promote Apprenticeships and to increase take-up figures by raising awareness of the opportunities available within this exciting and developing industry. It is also suitable for those already working in the industry and offers an opportunity for individuals to develop and expand their skills and knowledge, facilitate and encourage their progression within the industry and to contribute to workforce retention and succession planning.

# On and off the job training (Wales)

## Summary of on- and off-the-job training

### LEGAL REQUIREMENT

The Specification of Apprenticeship Standards for Wales (SASW) states that an Apprenticeship framework must specify the minimum number of on-the-job training hours and the minimum number of off-the-job training hours an Apprentice must receive to complete the framework and how these are to be evidenced.

An Apprenticeship framework must specify that on-and off-the-job training must either have been received:

a. Whilst working under an Apprenticeship Agreement;

or

b. 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 timescale than five years as the qualifying period.

Within Wales no distinction is made between whether the on-the-job or off-the-job training hours relate to the competencies qualification or the technical knowledge qualification: what is important is that a framework gives both the prospective Apprentice and the employer an accurate indication of the nature of the learning commitment required to complete the framework and become fully competent.

All On and Off The Job training should:

- Be planned, reviewed and evaluated jointly between the Apprentice and a tutor, teacher, workplace supervisor or manager and, where relevant, the Apprentice's coach or mentor.
- Allow the Apprentice access to support from a tutor, teacher, mentor or manager, as and when required by the Apprentice.
- Be completed while working under an Apprenticeship Agreement and delivered during contracted working hours.
- Be delivered through one or more of the following methods: individual and group

teaching, distance learning, e-learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers and guided study.

- Be systematically and formally recorded. For example, in a log book or diary, completed attendance records or on an electronic/online recording system, witness testimonies or video recordings.

The minimum recommended total learning hours (includes both on and off the job learning) per year for the pathways in the Foundation Level 2 Wood and Timber Industry framework are:

Pathway 1 - Sawmilling: 517

Pathway 2 - Timber Merchanting: 432

Pathway 3 - Tootling Technology (Saw Doctoring): 464

Pathway 4 - Engineered Wood: 374

Pathway 5 - Wood Products Manufacturing: 563

The minimum recommended total learning hours (includes both on and off the job learning) per year for the pathways in the Level 3 Wood and Timber Industry framework are:

Pathway 1 - Engineered Wood: 563

Pathway 2 - Timber Merchant: 580

***Please note that these totals include both on and off the job learning and that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hour requirements may need to be altered to take account of prior learning, existing qualifications and an individual's experience.***

## Off-the-job training

### OFF THE JOB TRAINING HOURS

**OFF THE JOB** training is defined as time for learning activities which take place outside of normal work duties. Off-the-job training may include any activity where an Apprentice receives any form of instruction, tuition, assessment or progress reviews. For example, (but not exclusively) private study, coaching, mentoring, e-learning, distance learning or classroom training may count as off-the-job training.

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.

For the **Level 2** Foundation Wood and Timber Industry Framework the minimum required amount of off the job training hours for each Foundation Level 2 pathway are as follows:

**Pathway 1 Sawmilling:** For this pathway, an Apprentice will need to complete a recommended minimum of 254 LH off the job, over 12 months.

**Pathway 2 Timber Merchanting:** For this pathway, an Apprentice will need to complete a recommended minimum of 254 LH off the job, over 12 months.

**Pathway 3 Tooling Technology (Saw Doctoring):** For this pathway, an Apprentice will need to complete a recommended minimum of 302 LH off the job, over 12 months.

**Pathway 4 Engineered Wood:** For this pathway, an Apprentice will need to complete a recommended minimum of 254 LH off the job, over 12 months.

**Pathway 5 Wood Products Manufacturing:** For this pathway, an Apprentice will need to complete a recommended minimum of 254 LH off the job

For the **Level 3** Wood & Timber Industry Framework the minimum required amount of off the job training hours for each Level 3 pathway are as follows:

**Pathway 1 Engineered Wood:** For this pathway, an Apprentice will need to complete a recommended minimum of 406 LH off the job.

**Pathway 2 Timber Merchants:** For this pathway, an Apprentice will need to complete a recommended minimum of 406 LH off the job.

## How this requirement will be met

**OFF THE JOB** training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the individual Apprentice. As such, the stated minimum requirement of hours for off the job learning may be reduced accordingly. However, the minimum hours required in total for off the job training for this framework must still be able to be verified as part of the certification process.

## PREVIOUS ATTAINMENT

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. For example, Principal Learning qualifications. For learners that have previously achieved the relevant qualifications, they must have attained these within

3 years of applying for the Level 2 Foundation Certificate. This is to ensure the continued relevance and currency of their previous attainment.

## PREVIOUS EXPERIENCE

If a learner enters an Apprenticeship Agreement with previous work-related experience, this prior learning needs to be recognised but, in order to count towards an Apprenticeship certification, it does need to be recorded using the correct procedures. Please contact the appropriate Awarding Body for details of their "Recognition of Prior Learning" procedures. For more information on QCF Guidance on Claiming Credit please visit :

[www.qcda.gov.uk/resources/4374.aspx](http://www.qcda.gov.uk/resources/4374.aspx) For learners with prior uncertificated learning experience, the off the job learning must have been attained within 3 years of applying for the Level 2 Foundation Apprenticeship Certificate. Alternatively, they should have been continuously employed in the relevant job role in the industry for 3 years duration.

The OFF THE JOB learning for all the pathways in the Level 2 Foundation framework will consist of the following:

The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to accommodate prior learning, qualifications and experience.

- Level 2 NVQ Diploma in Merchant Supplies - Timber or Level 2 Award in Timber and Panel Products and their Uses or Level 2 Award in Tooling Technology Materials and Processes
- ERR (18 LH)
- Level 1 or Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 1 or Level 2 Communication)\* (60 LH)
- Level 1 or Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 1 or Level 2 Application of Number)\* (60 LH)
- Company training - this will include induction, ERR, Health & Safety and any relevant practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (30 LH)
- Mentoring (approx 1 hour per week for the duration of the framework). (40 LH)
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2 hrs quarterly, dependent on individual support needs) (6 LH)

\* NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.

## EVIDENCE FOR OFF THE JOB LEARNING - LEVEL 2



- Copy of relevant Level 2 knowledge qualification
- Copies of certificates for Essential Skills Wales Communication and Application of Number (or qualifying Key Skills certification)
- Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job learning opportunities and/or activities have been met.
- Course attendance records for both on-site and off site training/learning interventions (records may be held electronically)
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.
- Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment , off workstation instruction etc).

The OFF THE JOB learning for all the pathways in the Level 3 framework will consist of the following:

The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to accommodate prior learning, qualifications and experience.

- Level 3 Certificate in Understanding the Wood and Timber Industries (154 LH)
- ERR - (18 LH)
- Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 2 Communication)\* (60 LH)
- Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 2 Application of Number)\* (60 LH)
- Company training - this will include induction, ERR, Health & Safety and any relevant practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (45 LH)
- Mentoring (approx 1 hour per week for the duration of the framework) (60 LH)
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2hrs quarterly, dependent on individual support needs) (9 LH)

\* NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.

### EVIDENCE FOR OFF THE JOB LEARNING - LEVEL 3

- Copy of relevant Level 3 knowledge qualification
- Copies of certificates for Essential Skills Wales Communication and Application of Number (or qualifying Key Skills certification)
- Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job learning opportunities and/or activities have been met.
- Course attendance records for both on-site and off site training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.
- Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment, off workstation instruction etc).

All Off the Job learning must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an electronic recording system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, the Provider and Assessor. It can also be checked by the External Verifier.

***Evidence of the off the job learning hours may be requested when applying for an Apprenticeship Completion Certificate.***

## On-the-job training

**ON THE JOB** training includes workplace activity where skills, knowledge and competencies are being gained and applied in the course of an Apprentice's normal work duties. For this Wood and Timber Industry framework the annual minimum required amount of on the job learning hours are:

### LEVEL 2 Foundation Apprenticeship Pathways:

**Pathway 1 Sawmilling:** For this pathway, an Apprentice will need to complete a recommended minimum of 263 LH on the job, over 12 months made up of the Level 2 NVQ Diploma in Sawmilling (QCF) 223-308 LH and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 2 Timber Merchanting:** For this pathway, an Apprentice will need to complete a recommended minimum of 178 LH on the job, over 12 months made up of the Level 2 NVQ

Diploma in Merchant Supplies - Timber (138-171 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 3 Tooling Technology (Saw Doctoring):** For this pathway, an Apprentice will need to complete a recommended minimum of 162 LH on the job, over 12 months made up of the Level 2 NVQ Certificate in Tooling Technology - Saw Doctoring (122 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 4 Engineered Wood:** For this pathway, an Apprentice will need to complete a recommended minimum of 120 LH on the job, over 12 months made up of the Level 2 NVQ Certificate in Engineered Wood (80 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 5 Wood Products Manufacturing:** For this pathway, an Apprentice will need to complete a recommended minimum of 309 LH on the job, over 12 months made up of the Level 2 NVQ Diploma in Wood Products Manufacturing (269 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

### LEVEL 3 Apprenticeship Pathways:

**Pathway 1 Engineered Wood:** For this pathway, an Apprentice will need to complete a recommended minimum of 157 LH on the job, over 12 months made up of the Level 3 NVQ Certificate in Engineered Wood (97 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

**Pathway 2 Timber Merchants:** For this pathway, an Apprentice will need to complete a recommended minimum of 174 LH on the job, over 12 months made up of the Level 3 NVQ Certificate in Merchant Supplies - Timber (114 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

## How this requirement will be met

### PREVIOUS ATTAINMENT

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning need can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. (Same as above for off the job) For learners that have previously achieved the relevant qualifications, they must have been certified within 3 years of applying for either the Level 2 Foundation or Level 3 Apprenticeship Certificate.

## PREVIOUS EXPERIENCE

Apprentices who commence training under an Apprenticeship Agreement with an employer may bring a range of prior experience with them. When an Apprentice can claim 30% (or more) of the total on the job training hours required for their chosen pathway then their learning programme should be tailored accordingly. Prior learning could have been acquired from previous education, employment or other vocational programmes.

**The ON THE JOB learning for the Level 2 Foundation framework could consist of the following:**

- Level 2 competency qualification that relates to the Apprentice's chosen pathway.
- Regular on the job support, feedback, reviews, mentoring etc

## EVIDENCE FOR ON THE JOB LEARNING - Level 2

- Copy of Certificate for the relevant Level 2 competency qualification that relates to the Apprentice's chosen pathway.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.
- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

**The ON THE JOB learning for the Level 3 framework could consist of the following:**

- Level 3 competency qualification that relates to the Apprentice's chosen pathway.
- Regular on the job support, feedback, reviews, mentoring etc

## EVIDENCE FOR ON THE JOB LEARNING - Level 3

- Copy of Certificate for the relevant Level 3 competency qualification that relates to the Apprentice's chosen pathway.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.

- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

All On the Job learning hours must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an online system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, Provider and Assessor. It can also be checked by the External Verifier.

*Evidence of the on the job learning hours may be requested when applying for an Apprenticeship Completion Certificate.*

In order to facilitate the recording and evidencing of On The Job learning hours an organisation may choose to nominate an "Accountable Manager" (such as the company Training Manager, or someone who is part of the company management team) to take responsibility for regularly checking that an Apprentice has completed at least the recommended minimum number of On The Job learning hours.

# Wider key skills assessment and recognition (Wales)

## Improving own learning and performance

There is currently no requirement for the Wider Key Skill of "Improving own Learning and Performance" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 framework. For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences.

## Working with others

There is currently no requirement for the Wider Key Skill of "Working with Others" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 framework. For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences.

## Problem solving

There is currently no requirement for the Wider Key Skill of "Problem Solving" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 framework. For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences.

# Additional employer requirements

There are no additional employer requirements.

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For more information visit  
[www.afo.sscalliance.org](http://www.afo.sscalliance.org)