

## Trees and Timber (Wales)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/frameworks-library](http://www.acwcerts.co.uk/frameworks-library)

Issue date: 31/03/2020

Published By

The Welsh Government

Apprenticeship Certification  
Wales

[-https://acwcerts.co.uk/web/](https://acwcerts.co.uk/web/)

Document Status:  
Issued

# Trees and Timber (Wales)

## Contents

### Contents

Framework information.....	3
Contact information .....	4
Purpose of this framework.....	6
Entry conditions .....	9
Level 2: Trees and Timber.....	13
Pathway 1: Trees and Timber.....	14
Level 3: Trees and Timber.....	25
Pathway 1: Trees and Timber.....	26
Equality and Diversity.....	36
On and off the job training .....	38
Wider key skills .....	43
Additional Employer Requirements.....	44

# Framework information

## Information on the Issuing Authority for this framework:

The Welsh Government

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

Issue number: 6

### This framework includes:

Framework ID:

FR05038

Level 2

Level 3

Level 4-7

Date this framework is to be reviewed by: 31/03/2025

This framework is for use in: Wales

## Short description

The framework offers a Level 2 and Level 3 Apprenticeship entry route into the land-based and environmental sector which includes the trees and timber industry, providing learners entering the profession with the skills and knowledge to work in the industry. The duration for the Foundation Apprenticeship is 18 - 24 months (flex) and the Apprenticeship is 18 - 24 months (flex).

This framework may lead to job opportunities within the trees and timber industry such as: Arborist, a Forest Worker, Forest Machine Operator, Tree Surgeon, , Assistant Arboricultural Officer or Social Forester.

Following the successful completion of the Apprenticeship, there are many opportunities available, which could include specialising within the industry, completing other vocational courses or progressing into Further and/or Higher Education.

# Contact information

## Proposer of this framework

The Lantra's trees and timber industry group, which includes employers and organisations such as Forestry Commission, Country Land and Business Association, Arboricultural Association, Royal Forestry Society and many other small businesses.

## Developer of this framework

Organisation: The Welsh Government

Organisation: The Welsh Government

Email: [dfes-apprenticeshipunit@gov.wales](mailto:dfes-apprenticeshipunit@gov.wales)

# Revising a framework

## Why this framework is being revised

The Foundation Apprenticeship and Apprenticeship have undergone an industry review and have been revised.

## Summary of changes made to this framework

There have been amendments to the following: Duration; Entry requirements; Qualifications; Essential Skills; On and Off the Job Training; Additional Employment Requirements; Job Roles and Progression

### Qualifications removed

City & Guilds Level 3 Certificate in Forestry and Arboriculture - 500/8719/8

Edexcel BTEC Level 3 Certificate in Forestry and Arboriculture - 500/9450/6

### Qualifications added

N/A

### Qualifications that have been extended

Lantra Awards Level 3 Award in Principles of Developing Environmental and Land-Based Projects - 500/9352/6

# Purpose of this framework

## Summary of the purpose of the framework

### Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme. It allows the apprentice to gain technical knowledge and real practical experience, along with essential and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

### The Trees and Timber Industry

The purpose of the Trees and Timber Apprenticeship framework is to encourage entry into and progression within the industry.

The trees and timber industry plays an important role in the land-based and environmental sector and can be split into the following main work streams; arboriculture and forestry.

Arboriculture and forestry both involve working with and around trees. Forests and woodland are an important resource for timber, amenity and recreation, tourism and biodiversity. Forestry focuses on the management of forests and woodland, whereas arboriculture centres on the cultivation, management and care for individual trees, or groups of trees, with the primary aim of maintaining them for amenity purposes. Although both areas of work include working with individual and groups of trees they have a different outcome and this means that the process and equipment used is different from one another.

The industry is highly specialised and can involve working with a vast array of machines, materials and equipment; from planting stock, using chemicals to treat pests and disease through to chainsaws, harvesters and computer software. A wide range of skills and knowledge is therefore required as there is a significant variety of jobs and tasks involved.

Often when qualified, workers are often required to work alone or in small teams in the field, this requires good knowledge of health and safety legislation and working alone policies. This type of work requires specific skills and knowledge which learners will gain from completing an apprenticeship in trees and timber and the current drive to plant more trees in Wales will lead to more opportunities in the industry

Micro-businesses dominate the workforce within the trees and timber industry. 94% of forestry businesses employ fewer than ten members of staff, compared to 68% of businesses across all sectors. The fact that they are often remote micro-businesses means that there is a reliance on staff being qualified with up to date technology.

The trees and timber workforce is also an ageing workforce with more than half of the employees in the industry aged over 40 and only 11% of the industry are under 25. This is partly due to the nature of the industry with legislation relating to equipment used within the industry, and age restrictions that apply. The Trees and Timber Apprenticeship framework is available at Level 2 and 3 to offer apprentices a progression route into and within the industry.

### **Current qualifications/provision and evidence of continued demand/marketing activity**

During the development of this Apprenticeship, Lantra involved the Welsh members of it's trees and timber industry group, which included employers and organisations such as: Forestry Commission, Confor, Natural Resources Wales, Country Land and Business Association, Arboricultural Association, Royal Forestry Society and many other small businesses.

This Apprenticeship framework has been revised to take into account the the changing needs of the industry. Through the revision, industry have made sure the Apprenticeship offers learners the opportunity to develop basic treework skills and a progression route into the industry by continuing to offer the level 2 and 3 Apprenticeship.

The Level 2 and Level 3 Diplomas in Work-based Trees & Timber include three mainstreams of work within the industry, Arboriculture, General Woodland and Forestry Treework and Coppicing and Greenwood Trades. At level 2, the industry has fed back that within the Arboriculture route, there is a need for chainsaw units to become mandatory, as it is essential for the industry that these skills are gained when entering the industry. However, within the General Woodland and Forestry Treework pathway, the industry has requested that flexibility within the structure is not lost, hence there continues to be a small number of mandatory units but a wider choice of optional units and within the Coppicing and Greenwood Trades pathway there are specific units that this part of the industry requires.

At level 3, all pathways have minimal mandatory units which offer the flexibility to the learner to complete a qualification that is suitable for them.

Previous uptake of the Apprenticeship in Wales has been low over recent years and Lantra is currently working with Welsh providers to look at collaborative approaches to delivery and promotion of the framework. Due to the trees and timber industry being so diverse job roles used within this framework can only be used as a guide as employers will use different job titles for individual's carrying out the same role. Typical jobs available include:

- Foundation Apprenticeship may include: Forest Worker, Base Level Arborist (groundworker), Coppice and (Greenwood) Craft Worker, Tree Feller, Forest Machine Operator, Forest Operative, Arborist

- Apprenticeship may include: Assistant Head Forester, Contractor (harvesting and/or establishment), Social forester, Woodland Supervisor, Coppice and (Greenwood) Craft Supervisor, Assistant Arboriculture Officer, Tree Surgeon

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

- Providing flexible access to a high quality (Level 2 and Level 3) skills programme for trees and timber
  - Incorporating skills to improve the levels of general literacy and numeracy in Wales Using technical and competence qualifications, valued by employers, to help their businesses grow and protect the environment
  - Developing apprentices' employability skills, making them more attractive to all employers whatever career they choose
- Providing a career pathway into jobs and training at intermediate and higher levels, to provide the skills that the economy needs to grow.

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

The aim of the Level 2 and Level 3 Apprenticeship in Trees and Timber is to be flexible and reflective of the skills needs of the industry, attract new entrants into Trees and Timber and provide progression opportunities within the industry and continuing in education.

### **The objectives are to:**

1. To attract new entrants into the industry providing up-to-date industry specific training, especially those from under-represented groups.
2. Increase the professionalism of the industry.
3. Upskill those currently working in Trees and Timber to ensure they have the skills required to be competent in their profession.
4. Increase awareness and benefits of the Level 2 and Level 3 Trees and Timber Apprenticeship with employers and young people.
5. Provide a clear progression route for those wanting to develop their skills and career within trees and timber.



# Entry conditions for this framework

The entry conditions for the framework is the employer's and training provider's confidence in your ability to develop the skills and knowledge required to work within the Trees and Timber industry. Employers are encouraged to get involved in the recruitment and selection stages, to ensure they get to know the apprentice before their employment.

If you are interested in or are already working within the land-based and environmental sector and specifically the trees and timber industry, this Apprenticeship will assist in your progression. There are many types of jobs within the industry, refer to the jobs section for more information.

## Duration of the Apprenticeship

During the review of the Trees and Timber Apprenticeships it has been agreed with the industry that the duration needs to be flexible to accommodate differing learning needs of apprentices. Therefore the duration of the Foundation Apprenticeship is now 18 - 24 months (Flex) and the Apprenticeship is now 18 - 24 months (flex).

## Entry requirements for the Foundation Apprenticeship

There are no specific entry requirements for the Trees and Timber Foundation Apprenticeship, however, there are qualifications and/or experience that will help learners prior to starting:

- Level 1 Certificate in Land-based Operations
- Level 1 Certificate/Diploma in Land-based Studies
- Level 1 Award/Certificate/Diploma in Work-based Land-based Operations
- Have previously worked in, or are currently working within, the industry
- Voluntary experience within the trees and timber industry
- GCSEs

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

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

There may be some sub-sectors of the trees and timber industry that apprentices under 18 are not permitted to work in or use certain equipment due to legislation.

Progression opportunities onto the Trees and Timber Foundation Apprenticeship also exist for

adult learners who have experience within the trees and timber industry or who are looking for a career change or progression.

## **Entry requirements for the Apprenticeship**

The trees and timber industry want the entry requirements for the Apprenticeship to be flexible, which could include the following:

- Foundation Apprenticeship in Trees and Timber
  - Level 2 Diploma in Work-based Trees and Timber
  - NVQ Level 2 in Forestry or Arboriculture
  - Level 2 Award for an Advanced Ground-based Operator (Felling, Individual Uprooted Trees and Multiple Windblown Trees)
  - Level 2 Award in Techniques for Dealing with Damaged Trees
  - Other suitable Level 2 qualification
  - Practical experience within the trees and timber industry
- 3 GCSEs (A\*-C)/A Levels plus relevant practical experience within the Trees and Timber industry

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

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

## **RULES TO AVOID REPEATING QUALIFICATIONS**

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

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

## **Essential Skills Wales**

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

If applicants already have achieved key skills at the relevant level, they will not have to do the relevant essential skills Wales, however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

It is best practice for Essential Skills Qualifications to be assessed in a vocational context

## **Knowledge qualifications**

If applicants already have the Level 2/3 knowledge qualifications before they started their Apprenticeship, (see Levels 2/3 knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within five years of applying for the apprenticeship certificate. For example they may have already achieved the knowledge element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

## **Competence qualifications**

If applicants already have the Level 2/3 competence qualifications for the Apprenticeship they do not have to repeat these qualifications, however, these qualifications must have been achieved within five years of applying for the apprenticeship certificate and they will still have to demonstrate competence in the workplace.

## **Prior experience**

Applicants already working in the sector will be able to have their prior experience recognised by the awarding organisation and this will count towards the competence and the knowledge qualifications in this framework.

## **Initial Assessment**

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

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

# Level 2

## Trees and Timber

Pathways for the framework at level 2:

Pathway 1:            Trees and Timber

# Level 2, Pathway 1: Trees and Timber

## Description of this pathway

Managing and maintaining trees and timber for amenity and commercial purposes. A minimum of 59 credits which is made up as follows:

Competence qualification - 37 credits

Knowledge qualification - 10 credits

Level 1 Essential Skill in Communication - 6 credits

Level 1 Essential Skill in Application of Number - 6 credits.

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

There are no additional pathway requirements.

Job title(s)	Job role(s)
Forest Worker	Forestry workers care for and manage woodland areas and forests. This involves carrying out practical activities to establish and maintain forested areas, and the harvesting of timber. Some forestry workers may work with contractors specialising in one specific aspect of the work, such as harvesting
Tree Feller	Tree Felling is the process of cutting down individual trees. This is usually done for safety purposes or because the tree is diseased but can also be to create more light in a woodland or forest. Felling is usually done with a chainsaw and requires skill and training.
Base Level Arborist (Ground worker)	Ground Workers support a Climber who is working in the tree. The work includes chainsaw work, clearing of cut timber, operation of chippers and stump grinders. They may also be involved in planting and removal of trees and shrubs as well as their on-going maintenance.
Coppice and (Greenwood) Craft Worker	The coppice craft worker will undertake practical coppice management and add value to the coppice products by producing a range of greenwood crafts.

# Qualifications

## Competence qualifications available to this pathway

### C1 – City & Guilds Level 2 Diploma in Work-based Trees and Timber

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/7616/1	City & Guilds	37	252-310	N/A

## Knowledge qualifications available to this pathway

### K1 – City & Guilds Level 2 Award in Business for the Environment and Land-based Sector

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9311/3	City & Guilds	10	60	N/A

### K2 – City & Guilds Level 2 Certificate in Forestry and Arboriculture

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	500/8552/9	City & Guilds	15	90	N/A

Combined qualifications available to this pathway

**N / A**

---

## Relationship between competence and knowledge qualifications

Apprentices must complete C1 (competence qualification) and one knowledge qualification (K1 or K2 ) from those listed within this pathway.

The knowledge qualifications are externally verified and underpin the competence qualification



# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

It is best practice for Essential Skills Qualifications to be assessed in a vocational context.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?** YES  NO

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?** YES  NO

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? YES  NO

# Progression routes into and from this pathway

The Foundation Apprenticeship in Trees and Timber is valued by the trees and timber industry as an entry route into the industry.

There are no specific entry requirements for the Foundation Apprenticeship in Trees and Timber, however, there are qualifications or experience that will help learners understand the sector prior to starting:

- Voluntary experience within the trees and timber industry
- Have previously worked in, or are currently working within, the industry
- Level 1 Certificate in Land-based Operations
- Level 1 Certificate Diploma in Land-based Studies
- Level 1 Award/Certificate/Diploma in Work-based Land-based Operations GCSEs

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

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

Progression opportunities onto the Trees and Timber Foundation Apprenticeship also exist for adult learners who have experience within the trees and timber industry or who are looking for a career change.

## **Progression from the Foundation Apprenticeship**

Apprentices successfully completing the Foundation Apprenticeship have opportunities to progress within the industry by continuing onto the Apprenticeship in Trees and Timber or other Further Education courses such as:

- Level 3 Certificate/Diploma in Forestry and Arboriculture
- BTEC Level 3 Extended Diploma in Forestry and Arboriculture
- Level 3 Certificate in Environmental Sustainability.

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

---

Typical jobs apprentices will be able to progress onto on completion of the Foundation Apprenticeship will depend on the qualifications and experience gained, but could include: Forest Worker, Base Level Arborist (Ground worker), Coppice and (Greenwood) Craft Worker, Tree Feller, Forest Machine Operator, Forest Operative, Arborist.

There would also be other opportunities available which could include specialising within the profession, moving into other related careers, such as Environmental Conservation, completing other vocational courses or progressing into Further and/or Higher Education.

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

Within the Foundation Apprenticeship in Trees and Timber apprentices will need to complete Lantra's Trees and Timber ERR workbook which contains a number of tasks with short answer questions covering the nine outcomes listed below, which learners can complete at their own pace. The workbook can be found on Lantra's website

<https://www.frameworksandnos.lantra.co.uk/err-workbooks> .

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

- Knows and understands the range of employer and employee statutory rights and responsibilities under employment law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and health and safety legislation, together with the responsibilities and duties of employers
- Knows and understands the procedures and documentation in their organisation, which recognise and protect their relationship with their employer. Health and safety and equality and diversity training must be an integral part of the apprentice's learning programme
- Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning - Support must be included in the programme
- 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 and understands their relevance to their skill, trade or occupation, 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 of conduct and codes of practice
- Recognises and can form a view on issues of public concern that affect their organisation and industry.

## Certification Requirements for ERR

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

# Level 3

## Trees and Timber

Pathways for the framework at level 3:

Pathway 1:           Trees and Timber

# Level 3, Pathway 1: Trees and Timber

## Description of this pathway

Managing and maintaining trees and timber for amenity and commercial purposes. A minimum of 60 credits which is made up as follows:

Competence qualification - 38 credits

Knowledge qualification - 10 credits

Level 2 Essential Skill in Communication - 6 credits

Level 2 Essential Skill in Application of Number - 6 credits.

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

There are no additional pathway entry requirements.

Job title(s)	Job role(s)
Assistant Head Forester	An assistant head forester may have progressed from a working role in the woodland. In addition to being responsible for the management of forestry workers they will also undertake the planning of planting and harvesting activities and the monitoring and management of planted areas.
Contractor (Harvesting and/or Establishment)	There are two main areas of contracting, harvesting contractors and establishment contractors. Harvesting contractors deal specifically with the felling and preparation of timber for marketing. Establishment contractors prepare sites and re-plant cleared areas to re-establish woodlands
Social Forester	Social foresters work with trees and woodland to deliver social benefits to groups within society. Social foresters work with people to promote improved well being and mental health. A social forester needs to have a range of practical forestry skills and skills to work with diverse groups of people
Woodland Supervisor	The role could entail assisting with planning the growth of a forest, assessing individual trees, everyday activities and supervising other workers and volunteers and planning production of coppice. Planning, production and marketing of wood products including charcoal production.
Coppice and (Greenwood) Craft Supervisor	The coppice and craft supervisor will plan, implement and monitor activities which promote achieve sustainable coppice management and greenwood craft production.
Assistant Arboricultural Officer	The arboricultural officer may be based in the planning, grounds maintenance or environmental services section within local authorities. They will have overall responsibility for the management of the tree stock within the authority and of the work of tree maintenance staff, including contractors.

# Qualifications

## Competence qualifications available to this pathway

### C1 – City & Guilds Level 3 Diploma in Work-based Trees and Timber

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/6970/1	City & Guilds	37	252-310	N/A

## Knowledge qualifications available to this pathway

### K1 – City & Guilds Level 2 Award in Business for the Environment and Land-based Sector

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9232/7	City & Guilds	10	60	N/A

### K2 – LANTRA Awards Levels 3 Award in Principles of Developing Environmental and Land-Based Projects

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	500/9352/6	Lantra Awards	10	65	N/A

## Combined qualifications available to this pathway

**N/A**



## Relationship between competence and knowledge qualification

K1 and K2 provide the underpinning knowledge for learners to complete C1. Apprentices must complete either K1 or K2

When apprentices complete C1 and either K1 or K2, the minimum number of credits achieved will be 48.

/Contractors, Supervisors/Team Leaders within the tree industry at this level may run a department or small business - eg. a Forestry Contractor or Woodland Supervisor so therefore would benefit from taking the Award in Business Management.

## Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

It is best practice for Essential Skills Qualifications to be assessed in a vocational context.

### Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?** YES  NO

### Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?** YES  NO

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? YES  NO

# Progression routes into and from this pathway

The trees and timber industry values the Apprenticeship as an entry/progression route into the industry. From the Foundation Apprenticeship there is direct progression onto Level 3, or learners may progress straight onto the Apprenticeship from another programme.

## Progression onto the Apprenticeship

The trees and timber industry wants the entry requirements for the Apprenticeship to be flexible, so therefore has suggested that one of the following must be completed:

- NVQ Level 2 in Forestry or Arboriculture
- Level 2 Diploma in Work-based Trees and Timber
- Level 2 Award for an Advanced Ground-based Operator (Felling, Individual Uprooted Trees and Multiple Windblown Trees)
- Level 2 Award in Techniques for Dealing with Damaged Trees
- Other suitable Level 2 qualification
- Practical experience within the trees and timber industry

3 GCSEs (A\*-C)/A Levels plus relevant practical experience within the Trees and Timber industry

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

Learners who have completed the Welsh Baccalaureate may have completed units within this, which could provide underpinning knowledge and will be assessed during an initial assessment so that Recognition of Prior Learning (RPL) can be applied if appropriate.

Progression opportunities onto the Trees and Timber Apprenticeship also exist for adult learners who have experience within the trees and timber industry or who are looking for a career change.

Progression from the Apprenticeship:

Apprentices successfully completing the Apprenticeship have opportunities to progress within the industry by progressing to other Higher Education courses such as a HNC/D. . Examples of courses available across the UK include:

- Forest Sciences
- Conservation and Forest Ecosystems
- Forestry and Woodland Management
- Forestry and Woodland Conservation
- Ecological Science (Forestry)
- Sustainable Forest Management
- Arboriculture and Urban Forestry
- Lowland Woodland Management
- Level 4 Technician Certificate in Arboriculture.

Apprentices looking to progress in their employment from the Apprenticeship may be able to work towards managerial positions such as arboricultural officer, head forester or forestry consultant. Progression will be dependent on the qualification and experience an individual possesses, as achievement alone of the Level 3 Apprenticeship does not guarantee entry to these opportunities.

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

Within the Apprenticeship in Trees and Timber apprentices will need to complete Lantra's Trees and Timber ERR workbook which contains a number of tasks with short answer questions covering the nine outcomes listed below, which learners can complete at their own pace. The workbook can be found on Lantra's website <https://www.frameworksandnos.lantra.co.uk/err-workbooks> .

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

- Knows and understands the range of employer and employee statutory rights and responsibilities under employment law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and health and safety legislation, together with the responsibilities and duties of employers
- Knows and understands the procedures and documentation in their organisation, which recognise and protect their relationship with their employer. Health and safety and equality and diversity training must be an integral part of the apprentice's learning programme
- Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
- 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 and understands their relevance to their skill, trade or occupation, 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 of conduct and codes of practice
- Recognises and can form a view on issues of public concern that affect their organisation and industry.

### **Certification Requirements for ERR**

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

Apprentices who have undertaken a Foundation Apprenticeship at Level 2 may have already completed the ERR workbook or they may have undertaken an accredited unit. These apprentices will not be required to repeat this section but they will be required to provide evidence of completion at the time of certification of the Apprenticeship.

# How equality and diversity will be met

## Trees and timber industry

The trees and timber industry employees are mainly males (93%), which is significantly higher than the sector average of 68% (UK) male employees and Wales' average at 71%. Whilst the industry doesn't preclude females from working in the sector, it is suggested that the imbalance is due to an out-dated perception of trees and timber employment as traditionally a male dominated industry despite many roles in trees and timber being carried out by females. It is interesting to note that Further Education enrolments onto Trees and Timber related learning programmes are also mainly male at an average of 92% compared with work-based learning enrolments 100%.

There are wide range of hands-on roles for people of all ages and abilities together with an increasing need for skilled managerial, high-tech and specialist people.

There are no actual barriers to recruitment into the industry. There may be some physical restrictions in parts of the trees and timber industry especially if climbing trees and working with heavy equipment and machines. This should not rule anyone out as there may be opportunities elsewhere in the industry.

Care should be taken by providers and employers that unfair discrimination does not occur.

Apprenticeships are seen as an important route to encourage and facilitate a greater diversity of individuals into the industry. Training providers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to the industry, using the nine legally protected characteristics of:

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnerships
6. Pregnancy and maternity
7. Race
8. Religion and Belief
9. Sexual Orientation

## Resolutions and further work

The units within the Diploma in Work-based Trees and Timber have been written in collaboration with partner awarding organisations to ensure that they are free from bias, accessible to all apprentices and are applicable to a wide range of roles and businesses within trees and timber. Because of the diverse nature of the trees and timber sector the Diploma in Work-based Trees and Timber has been developed from these units to allow maximum flexibility and choice within the rules of combination.

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

- Increasing the awareness of the Trees and Timber Level 2 and 3 Apprenticeship with specific promotions, in particular focusing on under-represented groups such as females
- Increasing marketing and communications highlighting the opportunities to a wide range of careers within and related to the sector
- Using Lantra's careers web pages to inform careers advisors and apprentices of the opportunities available in the industry.



# On and off the job training

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

### Legal Requirement

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

- Whilst working under an apprenticeship agreement; or
- During a qualifying period ending on the date of application for an apprenticeship certificate. A qualifying period of five years is recommended, but to meet the needs of their sector, frameworks may set a shorter or longer SASW timescale than five years as the qualifying period.
- An apprenticeship framework may specify that off-the-job training undertaken before the apprentice started their apprenticeship may count towards the off-the-job training required for the apprenticeship if it was undertaken in relation to an accredited qualification contained in the framework for which an apprenticeship certificate is to be applied for.

### Definition:

**ON THE JOB** = Learning which encourages and enables the apprentice to demonstrate practical job-related skills and to practice and apply these skills in the context of the job. This type of learning will be delivered in the workplace and through practical experience of doing the job.

**OFF THE JOB** = Learning which encourages and enables the apprentice to develop the technical skills of the job and to develop their knowledge of theoretical concepts across a range of contexts and the wider market. This type of learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises.

### Total learning hours

#### Foundation Apprenticeship (Level 2)

As the duration of the Foundation Apprenticeship is flexible the total amount of learning hours, which includes both on and off-the-job training, will also vary. This will be between 2422 hours for 18 months and 3230 hours for 24 months.

#### Apprenticeship (Level 3)

As the duration of the Apprenticeship is flexible the total amount of learning hours, which includes both on and off-the-job training, will also vary. This will be between 2422 hours for 18 months and 3230 hours for 24 months.

-

## Off-the-job training

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

### Foundation Apprenticeship (Level 2)

As the duration of the Foundation Apprenticeship is flexible the amount of off-job training will also vary. It is recommended that this follows the current accepted ratio of 20%. This will be 323 hours per year off the job training, including mandatory attendance at an off the job training establishment or college during the training period.

### Apprenticeship (Level 3)

As the duration of the Apprenticeship is flexible the amount of off-job training will also vary. It is recommended that this follows the current accepted ratio of 20%. This will be 323 hours per year off the job training, including mandatory attendance at an off the job training establishment or college during the training period.

### How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

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

### Previous attainment

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

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

### Previous experience

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

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

### Off-the-job training needs to:

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

### **Examples of off-the-job training for the Trees and Timber Apprenticeship are:**

- Tree and plant species and their characteristics
- Timber mensuration and measurement
- Health and safety and working alone legislation/policies
- The study of Communication/English and Application of Number/Maths
- Emergency first aid training
- Taught sessions contributing to employee rights and responsibility knowledge
- Induction where activities are covered away from normal work duties
- Manual handling training.

### **Evidence of off-the-job training**

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

### **Foundation Apprenticeship/Apprenticeship**

Essential Digital Literacy Skills has not been included within the Foundation Apprenticeship/Apprenticeship. following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for both levels of apprenticeship because ICT in trees and timber is limited, although it is recognised that ICT systems may be used in some parts of the industry.

Essential Digital Literacy Skills is not mandatory within both levels of apprenticeship, however the apprentice should be encouraged to undertake this as it provides valuable skills. This will be monitored and reviewed in the future.

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

### **On-the-job training**

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

#### **Foundation Apprenticeship**

- Trees and Timber Foundation Apprenticeship – a minimum of 1292 on-the-job training hours per year must be delivered throughout the 18 - 24 month duration of the programme.

#### **Apprenticeship**

- Trees and Timber Apprenticeship – a minimum of 1292 on-the-job training hours per year must be delivered throughout the 18 – 24 month duration of the programme.

## How this requirement will be met

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant method of credit transfer, exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly.

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

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

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

Job roles within trees and timber require a level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

### **Examples of on-the-job activities that a learner will be focusing on within the workplace for the Trees and Timber Apprenticeship are:**

- Identifying different species
- Signs of tree health
- Safe use of equipment
- Environmental awareness
- Employability skills
- Team working and communications
- Task specific workplace instruction or team briefings
- Taught sessions by the workplace line manager/instructor as opposed to formal planned taught sessions off-the-job on employee rights and responsibilities knowledge
- Induction where activities are covered within normal work duties.

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

Level 2/3 Diploma in Work-based Trees and Timber

Level 1/2 Essential Skills in Communication and Application of Number

### **Foundation Apprenticeship/Apprenticeship**

Essential Digital Literacy Skills has not been included within the Foundation Apprenticeship/Apprenticeship. Following consultation with employers in the sector, it has been identified that the qualifications did not fit industry needs for both levels of apprenticeship because ICT in trees and timber is limited, although it is recognised that ICT systems maybe used in some parts of the industry.

Essential Digital Literacy Skills is not mandatory within both levels of apprenticeship, however the apprentice should be encouraged to undertake this as it provides valuable skills. This will be monitored and reviewed in the future.

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

# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the qualifications listed in this document.

## Improving own learning and performance

Industry felt that improving own learning and performance is sufficiently covered by the planning, monitoring and evaluating of the apprentices' progress within the review carried out with their supervisor/tutor.

However, providers and apprentices are encouraged to record where and when these wider key skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future

## Working with others

Industry felt that working with others is sufficiently covered by the whole Apprenticeship programme as apprentices will often be working as part of a team in their job role.

However, providers and apprentices' are encouraged to record where and when these wider key skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future

## Problem solving

Industry felt that problem solving is sufficiently covered by the Diploma in Work-based Trees and Timber qualification as apprentices' will be resolving problems as part of their learning and work.

However, providers and apprentices' are encouraged to record where and when these wider key skills are being used so that evidence can be gathered to allow apprentices to claim RPL for these skills in the future

# Additional employment requirements

## Level 2 Foundation Apprenticeship

For the Foundation Apprenticeship the Trees and Timber industry has requested the completion of **three** of the following Additional Employment Requirements, one Mandatory and two Optional. These additional employment requirements will enhance the Apprenticeship and facilitate employment within the industry. Additional Employment Requirements are not required for certification and may not be funded.

### **Mandatory:**

- **Forestry First Aid** (4 days)

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

- Manual Handling
- Brushwood chipper
- Safe Use of Pesticides - Chainsaw and related operations
- Sustainable Management of Natural Resources (SMNR)

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

- Health & Wellbeing
- Pastoral Care
- Mental Health First Aid (Awareness/Introduction of Mental Health)

## **Apprenticeship**

For the Apprenticeship the Environmental Conservation industry has requested the completion of **three** of the following Additional Employment Requirements, one Mandatory and two Optional. These additional employment requirements will enhance the Apprenticeship and facilitate employment within the industry. Additional Employment Requirements are not required for certification and may not be funded.

### **Mandatory:**

- • **Forestry First Aid** (4 days)

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

- Driving with a trailer (DVLA B and E driving tests)
- Excavator training
- Brushwood chipper
- Chainsaw and related operations
- Abrasive Wheel Machines
- Manual Handling
- Safe Use of Pesticides
- All Terrain Vehicle Handling
- Integrated Pollution Prevention Control Certificate
- Sustainable Management of Natural Resources (SMNR)

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

- • Health & Wellbeing
- • Pastoral Care
- • Mental Health First Aid (Awareness/Introduction of Mental Health)
- • COSHH
- • Supervisors course



# apprenticeship FRAMEWORK

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

