

apprenticeship FRAMEWORK

Upholstery and Soft Furnishings

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/framework_library

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Upholstery and Soft Furnishings

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Framework information

Information on the Issuing 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: [1]	This framework includes:
Framework ID: [FR02877]	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: [02/01/2017]	This framework is for use in: Wales

Short description

This framework has designed for and in conjunction with the Upholstery and Soft Furnishings industry. These Level 2 and 3 Apprenticeships have 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 economic, environmental and technological changes within the industry.

Job roles relevant to these frameworks are:

- Soft Furnisher
- Upholsterer

Contact information

Proposer of this framework

Proskills worked with the following organisations to develop this framework; Hypnos, GGI Office Furniture, Silentnight Ltd, NEJ Stevenson, Havelock Europa, Barton Furniture, Axiom Displays, Sally Clarke Furniture, Wendy Shorter Interiors, British Contract Furnishing and Design Association, KBBNTG, AMUSF, British Furniture Manufacturers Association, British Furniture Confederation and the Worshipful Company of Furniture Makers. 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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Your organisation [Organisation Name]

Your email address: [Email address]

Revising a framework

Why this framework is being revised

[Framework Developer to complete with relevant info]

Summary of changes made to this framework

[Framework Developer to complete with relevant info]

Qualifications removed

[Framework Developer to complete with relevant info]

Qualifications added

[Framework Developer to complete with relevant info]

Qualifications that have been extended

[Framework Developer to complete with relevant info]

Purpose of this framework

Summary of the purpose of the framework

The Upholstery and Soft Furnishing industry is of significant importance to the UK economy, particularly in the supply of end products for residential and commercial living and workplaces. Sales in the sector have improved steadily since 2011 to reach an estimated value of £2.26bn at MSP in 2013.

The Upholstery and Soft Furnishing industry are traditionally segmented into three main sectors which cover:

- Traditional Upholstery
- Modern Upholstery
- Soft Furnishings (including Curtain Making)

Proskills estimates that the total size of the Upholstery and Soft Furnishing Manufacturing sector in the UK is There are around 20,000 Upholsterers in the UK, with around another 10,000 people in support and management roles in the industry. The upholstered furniture and beds market has moved in a volatile pattern in recent years. Following years of slow growth there was a modest upturn in 2010, though this was followed by a further decline in 2011. However, sales have improved steadily since then to reach an estimated value of £2.26bn at MSP in 2013. Around 80% of manufacturers in the sector are micro companies operating with less than 10 employees. Around 90% of the companies in the industry employ fewer than 50 people.

Although there is likely to be a drop in the overall size of the Welsh workforce in the sector during the coming decade, industries in Wales will still require additional workers in this period. There is predicted to be a fall in lower level occupations but a rise in the demand for higher level skills due to a) continuing automation of processes requires more highly skilled workers and b) ongoing requirements for craft and bespoke skills at a higher level. This pattern matches the general patterns identified across Wales in the National Strategic Skills Audit published by the Welsh Government in February 2013.

The production of Upholstery and Soft Furnishings has traditionally been a skilled craft and, although becoming increasingly automated, the Upholstery and Soft Furnishing industry still classes around a third of its workforce as being "skilled trades". Plant/Process Machine Operatives are also prominent, accounting for around a fifth of the total workforce, although the proportion of these roles is expected to decline over the coming decade. The proportion of managers of managers in the workforce is currently around the same level as operatives, but is expected to grow over the next ten years.

Data from the Labour Force Survey shows that 88% of the Furniture industry workforce is full time and 71% are male. Many companies report issues with skills gaps with skills shortages

particularly prevalent amongst front line staff, technical staff and at managerial and supervisory level. These skills gaps have a significant impact on company profitability.

As well as increasing operating costs, skills gap issues in the Upholstery and Soft Furnishing industry also increase the workload for other staff and create difficulties in meeting required quality standards. Around a fifth of companies believe that the skills gaps they are experiencing are due to a lack of training. Over half of employers with identified skills gaps are currently increasing their training activity to address these problems.

There are a number of challenges currently facing the industry and one of these is that commercial and domestic consumers have constantly changing demands and preferences and they expect very high standards in the furnishing of their living and workplace environments.

The industry relies heavily on the skills within its workforce to meet the highest of quality standards. It is vital to ensure the presence of appropriate training for the 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 on Health & Safety and Environmental Management also present challenges and place legal responsibilities upon the industry. Global competition has had an impact on manufacturing industries 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 recent recession has had a major impact on companies in the sector, and despite an upturn in the macroeconomic environment, markets have still not returned to 2008 levels. A major threat to growth in both the upholstery and beds sectors concerns the high level of imports, often from low-cost countries and price competition among the multiple retailers

Other factors that will affect the sector over the next five years include competition, advancing technology, and changing working practices. These are all factors that companies in Wales have identified will have a significant impact on their businesses over the coming years.

It will be vital to ensure the presence of appropriate training for the industry to help them prepare their employees for the future and continue to improve productivity and competitiveness. Proskills will continue to work with employers across Wales to ensure that the right skills platform is in place and the right framework exists to support skills investment.

The Upholstery and Soft Furnishing industry is currently not attracting, in sufficient numbers, applicants from males, black and minority ethnic groups or those with a difficulty or disability. The 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. Another key challenge for the Upholstery and Soft Furnishing Furniture industry is that the current workforce is ageing, with a particular shortfall of employees aged 16-24.

The Level 2 Foundation and Level 3 Apprenticeships for Upholstery & Soft Furnishings have been designed to help fill skills gaps and shortages which are caused by an ageing workforce, by attracting younger people into the industry and providing 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 industry.

The Upholstery and Soft Furnishing industries have a long tradition of skills development and Apprenticeships, from the traditional work of the craft guilds and livery companies, through to the modern integration of high technology and hand skills.

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 a Foundation Level 2 Apprenticeship to a 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 manufacturing processes, underpinned by the appropriate skills, competencies and principles.

Apprenticeships in the Upholstery and Soft Furnishing 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 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 Upholstery and Soft Furnishing Industry, please visit <http://www.upholsterers.co.uk/>.

Aims and objectives of this framework (Wales)

The aim of the framework is to continue to meet the changing skills needs of employers in the Upholstery & Soft Furnishings Industry by attracting new recruits from a range of diverse backgrounds and up skilling the existing workforce to ensure that the workforce has the skills, knowledge and experience to help Welsh businesses to remain competitive and profitable.

The objectives of this framework are:

- To contribute to the tackling of the intermediate skills gaps in Wales, by expanding our Furniture Apprenticeship numbers 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.
- To attract new recruits into the Upholstery & Soft Furnishings Industry from a range of diverse backgrounds to address current skills gaps in the industry and to increase the number of previously unrepresented groups (men, ethnic minorities and those with a disability) It also aims to meet the specific challenges of an ageing workforce.
- To provide opportunities for existing staff in the Upholstery & Soft Furnishings industry 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.
- To provide quality, sector specific skills development for those who wish to attain the highest possible standards within their chosen occupational area and work to their greatest potential.
- To provide career progression into employment at higher levels within the Upholstery & Soft Furnishings industry 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 Upholstery and Soft Furnishings 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, but not exclusive too, Textiles, Manufacturing, or Creative industries or
- Achievement of a 14-19 Diploma in Manufacturing & Product Design or Creative and Media or
- GCSEs in English, Maths and Science

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

The Upholstery and Soft Furnishings sector is varied and a diverse range of careers are available from entry level.

Good hand eye co-ordination is desirable and being able to use tools effectively and working to high levels of accuracy. Experience in craft skills would be useful but not essential. Some soft furnishings and upholstery work can be physically demanding. Some furniture occupational roles will take place in a factory environment and some employers may require workers to undertake shift and/or weekend work.

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.

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Level 2

Title for this framework at level 2

Upholstery and Soft Furnishings

Pathways for the framework at level 2:

- Pathway 1: Upholstery
- Pathway 2: Traditional Upholstery
- Pathway 3: Modern Upholstery
- Pathway 4: Soft Furnishings and Curtain Making

Level 2, Pathway 1: Upholstery

Description of this pathway

Pathway 1: Upholstery

Credits:

Competence: 37

Knowledge: 72

Essential Skills: 12

Total credits for this pathway: 121

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)
Upholsterer (incl. Cutter and Sewer)	Add padding and soft covers to furniture. Cover or re-cover items with fabric or other materials, occasionally repairing furniture. Apprentices may work in a production environment or a craft workshop. Some may specialise in one aspect, e.g. padding sofa arms, others may complete entire items.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Upholstery and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0524/0	PIABC	37	139-327	N/A
C1b	601/3614/5	FAQ	37	139-327	N/A
C1c	500/9709/X	City & Guilds	37	139-327	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furnishings - Upholstery (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/3685/6	FAQ	72	583	N/A
K1b	600/3194/3	City & Guilds	72	583	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

COMPETENCE:

Learners must achieve a minimum of 37 credits.

Learners have the choice of six pathways. All Learners must successfully complete the mandatory units in Group B plus one of the following pathways which include their own mandatory and optional units:

1. Modern Upholstery - P1
2. Traditional Upholstery - P2
3. Cutting (Upholstery) - P3
4. Cutting (Soft Furnishings) - P4
5. Sewing - P5
6. Soft Furnishings - P6

KNOWLEDGE:

Learners must achieve the knowledge qualification:

Level 2 Diploma in Furnishings - Upholstery - Learners must achieve all mandatory units (72 credits)]

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.

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

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

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

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

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

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Upholstery and Soft Furnishings Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Upholstery and Soft Furniture 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 Upholstery and Soft Furnishings industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Upholstery and Soft Furnishings sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some entry level jobs in the 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 Upholstery and Soft Furnishings or Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Upholstery and Soft Furnishings 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 environment and shift work may be required by some employers. 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 Upholstery 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 Upholstery and Soft Furnishings or Furniture industries - "horizontal progression"
- Progression into higher level jobs within the 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 Level 3 Apprenticeship in Upholstery and Soft Furnishings
- Undertaking a related Furniture or 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.

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

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UCAS points for this pathway:

[

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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

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.co.uk/qualifications/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

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 2: Traditional Upholstery

Description of this pathway

Pathway 2: Traditional Upholstery

Credit Values:

Competence: 37

Knowledge: 65

Essential Skills: 12

Total credit value: 114 credits

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)
Upholsterer (incl. Cutter and Sewer)	Add padding and soft covers to furniture. Cover or re-cover items with fabric or other materials, occasionally repairing furniture. Apprentices may work in a production environment or a craft workshop. Some may specialise in one aspect, e.g. padding sofa arms, others may complete entire items.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Upholstery and Soft Furnishings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0524/0	PIABC	37	139-327	N/A
C1b	601/3614/5	FAQ	37	139-327	N/A
C1c	500/9709/X	City & Guilds	37	139-327	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furnishings - Traditional Upholstery (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/3725/3	FAQ	65	511	N/A
K1b	600/3193/1	City & Guilds	65	511	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

COMPETENCE:

Learners must achieve a minimum of 37 credits.

Learners have the choice of six pathways. All Learners must successfully complete the mandatory units in Group B plus one of the following pathways which include their own mandatory and optional units:

1. Modern Upholstery - P1
2. Traditional Upholstery - P2
3. Cutting (Upholstery) - P3
4. Cutting (Soft Furnishings) - P4
5. Sewing - P5
6. Soft Furnishings - P6

KNOWLEDGE:

Learners must achieve the knowledge qualification:

Level 2 Diploma in Furnishings - Traditional Upholstery (QCF) - Learners must achieve all mandatory units (65 credits)

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.

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**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Upholstery and Soft Furnishings Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Upholstery and Soft Furniture 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 Upholstery and Soft Furnishings industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Upholstery and Soft Furnishings sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some entry level jobs in the 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 Upholstery and Soft Furnishings or Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Upholstery and Soft Furnishings 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 environment and shift work may be required by some employers. 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 Traditional Upholstery 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 Upholstery and Soft Furnishings or Furniture industries - "horizontal progression"
- Progression into higher level jobs within the 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 Level 3 Apprenticeship in Upholstery and Soft Furnishings
- Undertaking a related Furniture or 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.

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

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

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.

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www.proskills.co.uk/qualifications/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

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 3: Modern Upholstery

Description of this pathway

Pathway 3: Modern Upholstery

Credit Values:

Competence: 37

Knowledge: 56

Essential Skills: 12

Total Credit Value: 105 credits

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

There are no additional requirements other than the general conditions

Job title(s)	Job role(s)
Upholsterer (incl. Cutter and Sewer)	Add padding and soft covers to furniture. Cover or re-cover items with fabric or other materials, occasionally repairing furniture. Apprentices may work in a production environment or a craft workshop. Some may specialise in one aspect, e.g. padding sofa arms, others may complete entire items

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Upholstery and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0524/0	PIABC	37	139-327	N/A
C1b	601/3614/5	FAQ	37	139-327	N/A
C1c	500/9709/X	City & Guilds	37	139-327	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furnishings - Modern Upholstery (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/3683/2	FAQ	56	441	N/A
K1b	600/3192/X	City & Guilds	56	441	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

COMPETENCE:

Learners must achieve a minimum of 37 credits.

Learners have the choice of six pathways. All Learners must successfully complete the mandatory units in Group B plus one of the following pathways which include their own mandatory and optional units:

1. Modern Upholstery - P1
2. Traditional Upholstery - P2
3. Cutting (Upholstery) - P3
4. Cutting (Soft Furnishings) - P4
5. Sewing - P5
6. Soft Furnishings - P6

KNOWLEDGE:

Learners must achieve the knowledge qualification:

Level 2 Diploma in Furnishings - Modern Upholstery (QCF) - Learners must achieve all mandatory units (56 credits)

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.

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**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Upholstery and Soft Furnishings Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Upholstery and Soft Furniture 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 Upholstery and Soft Furnishings industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Upholstery and Soft Furnishings sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some entry level jobs in the 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 Upholstery and Soft Furnishings or Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Upholstery and Soft Furnishings 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 environment and shift work may be required by some employers. 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 Modern Upholstery 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 Upholstery and Soft Furnishings or Furniture industries - "horizontal progression"
- Progression into higher level jobs within the 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 Level 3 Apprenticeship in Upholstery and Soft Furnishings
- Undertaking a related Furniture or 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.

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

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

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.co.uk/qualifications/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

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 4: Soft Furnishings and Curtain Making

Description of this pathway

Pathway 4: Soft Furnishings and Curtain Making

Credit Values:

Competence: 37

Knowledge: 11-50

Essential Skills: 12

Total Credit Value: 60-99 depending on knowledge qualification

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)
Soft Furnisher	Measuring, cutting, sewing of fabrics to customer or company requirements usually within a workshop. Items may include cushions, curtains and similar products. Use of hand and power tools, possibly machinery under supervision.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Upholstery and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/0524/0	PIABC	37	139-327	N/A
C1b	601/3614/5	FAQ	37	139-327	N/A
C1c	500/9709/X	City & Guilds	37	139-327	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furnishings - Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/3684/4	FAQ	50	371	N/A
K1b	600/3195/5	City & Guilds	50	371	N/A

K2 – Level 2 Diploma in Skills for Curtain Making and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3431/2	AIM Awards	37	296	N/A

K3 – Level 2 Certificate in Skills for Curtain Making and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/3432/4	AIM Awards	24	192	N/A

K4 – Level 2 Award in Skills for Curtain Making and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/3524/9	AIM Awards	11	88	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1, K2, K3 or K4 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

Learners must achieve a minimum of 37 credits.

Learners have the choice of six pathways. All Learners must successfully complete the mandatory units in Group B plus one of the following pathways which include their own mandatory and optional units:

1. Modern Upholstery - P1
2. Traditional Upholstery - P2
3. Cutting (Upholstery) - P3
4. Cutting (Soft Furnishings) - P4
5. Sewing - P5
6. Soft Furnishings - P6

KNOWLEDGE:

Learners must achieve one of the knowledge qualifications

Level 2 Diploma in Furnishings - Soft Furnishings (QCF) - Learners must achieve all mandatory units (50 credits) or

Level 2 Diploma in Skills for Curtain Making and Soft Furnishings (QCF) - Learners must achieve all mandatory units (37 credits) or

Level 2 Certificate in Skills for Curtain Making and Soft Furnishings (QCF) - Learners must achieve all mandatory units (24 credits) or

Level 2 Award in Skills for Curtain Making and Soft Furnishings (QCF) - Learners must achieve all mandatory units (11 credits)

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.

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

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Upholstery and Soft Furnishings Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Upholstery and Soft Furniture 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 Upholstery and Soft Furnishings industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Upholstery and Soft Furnishings sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some entry level jobs in the 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 Upholstery and Soft Furnishings or Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Upholstery and Soft Furnishings 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 environment and shift work may be required by some employers. 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 Soft Furnishings and Curtain Making 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 Upholstery and Soft Furnishings or Furniture industries - "horizontal progression"
- Progression into higher level jobs within the 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 Level 3 Apprenticeship in Upholstery and Soft Furnishings
- Undertaking a related Furniture or 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.

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UCAS points for this pathway:

Framework Developer to complete with relevant info

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

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.co.uk/qualifications/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

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

Upholstery and Soft Furnishings

Pathways for the framework at level 3:

- Pathway 1: Traditional Upholstery
- Pathway 2: Modern Upholstery
- Pathway 3: Soft Furnishings and Curtain Making

Level 3, Pathway 1: Traditional Upholstery

Description of this pathway

Traditional Upholstery

Credit Values:

Competence: 44

Knowledge: 96

Essential Skills: 12

Total Credit Value: 152

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)
Experienced Upholsterer	Add padding and soft covers to furniture. Work with design, texture and colour to cover or re-cover items with fabric or other materials. May also repair furniture. Some may specialise in one aspect, e.g. padding sofa arms, others may complete entire items. Supervise and train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Upholstery and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/995/4	City & Guilds	44	139-327	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furnishings - Traditional Upholstery (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3197/9	City & Guilds	96	723	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

COMPETENCE:

Learners must achieve a minimum of 44 credits.

Learners have three pathways to choose from:

- 1. Upholstery** - pathway C - learners must complete mandatory Groups B & C1 and two units from optional Group C2.
- 2. Fabric Wall Coverings & Tented Ceilings** - pathway D - learners must complete mandatory Groups B & D1 and two units from optional Group D2.
- 3. Soft Furnishings** - pathway E - learners must complete mandatory Groups B & E1 and two units from optional Group E2.

KNOWLEDGE:

Learners must achieve the knowledge qualification:

Level 3 Diploma in Furnishings - Traditional Upholstery (QCF) Learners must complete all mandatory units (96 credits)

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.

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**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

PROGRESSION INTO THIS PATHWAY

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Upholstery and Soft Furnishings 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 and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Upholstery and Soft Furnishings sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Upholstery and Soft Furnishings 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. The principal learning from these qualifications has been incorporated into the Welsh BaccaLaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Upholstery and Soft Furnishings 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 Upholstery and Soft Furnishings or Furniture industries, or a production environment, is also a valuable foundation for entry into this pathway. Many Upholstery and Soft Furnishings 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 and technical skills and experience in Traditional Upholstery 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 Upholstery and Soft Furnishings and Furniture industries - "horizontal progression"
- Progression into higher level jobs within the 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 related Furniture or 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 Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

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

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.

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www.proskills.co.uk/qualifications/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

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) 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: Modern Upholstery

Description of this pathway

Pathway 2 - Modern Upholstery

Credit Values:

Competence: 44

Knowledge: 78

Essential Skills: 12

Total Credit Value: 134

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)
Experienced Upholsterer	Add padding and soft covers to furniture. Work with design, texture and colour to cover or re-cover items with fabric or other materials. May also repair furniture. Some may specialise in one aspect, e.g. padding sofa arms, others may complete entire items. Supervise and train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Upholstery and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/995/4	City & Guilds	44	139-327	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furnishings - Modern Upholstery (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3198/0	City & Guilds	78	563	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

COMPETENCE:

Learners must achieve a minimum of 44 credits.

Learners have three pathways to choose from:

1. Upholstery - pathway C - learners must complete mandatory Groups B & C1 and two units from optional Group C2.
2. Fabric Wall Coverings & Tented Ceilings - pathway D - learners must complete mandatory Groups B & D1 and two units from optional Group D2.
3. Soft Furnishings - pathway E - learners must complete mandatory Groups B & E1 and two units from optional Group E2.

KNOWLEDGE:

Learners must achieve the knowledge qualification:

Level 3 Diploma in Furnishings - Modern Upholstery (QCF) - Learners must achieve all mandatory units (78 credits)

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.

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

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

PROGRESSION INTO THIS PATHWAY:

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

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important as is accurate working and good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Modern Upholstery 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 Upholstery and Soft Furnishings and Furniture industries - "horizontal progression"
- Progression into higher level jobs within the 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 related Furniture or 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.

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UCAS points for this pathway:

(no information)

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

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.co.uk/qualifications/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

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) 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 3: Soft Furnishings and Curtain Making

Description of this pathway

Pathway 3: Soft Furnishings and Curtain Making

Credit Values:

Competence: 37

Knowledge: 9-37

Essential Skills: 12

Total Credit Values: 58 - 86 (depending on qualification)

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)
Experienced Soft Furnisher	Measuring, cutting, sewing of fabrics to customer/company requirements. Items may include cushions, curtains & similar products. Use hand, power tools and machinery. For blinds and curtains - take measurements, provide cost estimates & fit tracks & curtains on site. Supervise and train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Upholstery and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/995/4	City & Guilds	44	139-327	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Skills for Curtain Making and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3506/7	AIM Awards	37	349	N/A

K2 – Level 3 Certificate in Skills for Curtain Making and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3526/2	AIM Awards	25	189	N/A

K3 – Level 3 - Award in Skills for Curtain Making and Soft Furnishings (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/3525/0	AIM Awards	9	66	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1, K2 and K3 provides the underpinning knowledge and understanding for C1

COMPETENCE:

Learners must achieve a minimum of 44 credits.

Learners have three pathways to choose from:

1. Upholstery - pathway C - learners must complete mandatory Groups B & C1 and two units from optional Group C2.
2. Fabric Wall Coverings & Tented Ceilings - pathway D - learners must complete mandatory Groups B & D1 and two units from optional Group D2.
3. Soft Furnishings - pathway E - learners must complete mandatory Groups B & E1 and two units from optional Group E2.

KNOWLEDGE:

Learners must achieve one of the following knowledge qualifications:

Level 3 Diploma in Skills for Curtain Making and Soft Furnishings (QCF) - Learners must achieve all mandatory units (37 credits) **or**

Level 3 Certificate in Skills for Curtain Making and Soft Furnishings (QCF) - Learners must achieve all mandatory units (25 credits) **or**

K3 - Award in Skills for Curtain Making and Soft Furnishings (QCF) - Learners must achieve all mandatory units (9 credits)

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.

Communication

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

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

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

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Upholstery and Soft Furnishings 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 and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Upholstery and Soft Furnishings sector employers, along with English, Mathematics, IT and Business Studies.

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important as is accurate working and good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Modern Upholstery 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 Upholstery and Soft Furnishings and Furniture industries - "horizontal progression"
- Progression into higher level jobs within the 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 related Furniture or Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design,
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- 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 Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

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

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.co.uk/qualifications/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

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) 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 Upholstery and Soft Furnishings Apprenticeship aims to promote diversity, opportunity and inclusion by offering a high-quality learning opportunity to all who meet the required entry conditions.

ISSUES

A recent Labour Force Survey shows that the majority of the current Furniture workforce is male, full time and directly employed. The largest occupational groups in the industry are skilled trades occupations, machine operatives and managers/senior officials. The Upholstery and Soft Furnishings industry operates an open recruitment policy but is currently not attracting, in sufficient numbers, applicants from female, black and minority ethnic groups or those with a difficulty or disability. The industry recognises that it is not making the most of this pool of untapped talent, which could help the industry to meet their skills gaps and shortages. Another key challenge for the sector 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.

BARRIERS

The reasons for the imbalances in the current make up of Upholstery and Soft Furnishings workforce is 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 sector are not widely known. This is especially so in the case of young seekers or for those considering a career change. This is especially so in the case of young people. However, the Upholstery and Soft Furnishings industry of the 21st Century is very dynamic and

progressive and makes good use of cutting edge technology and processes whilst, at the same time, retaining many of the traditional hand crafted skills and processes. The industry needs to raise awareness of its innovative and diverse nature and to overcome its poor image and current misconceptions.

ACTIONS

Entry to a career in any of the Upholstery and Soft Furnishings 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! Furniture is an industry-based project and competition for schools, mapped to the national curriculum and Diplomas. It familiarises students with how furniture is designed and made in the Furniture, Furnishings and Interiors (FFI) Industry through researching and designing products and investigating the various different aspects of the industry – from sourcing raw materials to producing finished products.

For more information please visit: www.proskills.co.uk/schools-competitions. This schools initiative is seen as being a key contributor to increasing awareness of the complexity and diversity of career opportunities within Furniture, Furnishings and Interiors and attracting greater numbers of school leavers into the industry.

The Proskills career website www.prospect4u.co.uk 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 Upholstery and Soft Furnishings, 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 Upholstery and Soft Furnishings 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

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:

-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 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** Upholstery and Soft Furnishings industry framework are:

Pathway 1 Upholstery = **996**

Pathway 2 Traditional Upholstery = **906**

Pathway 3 Modern Upholstery = **834**

Pathway 4 Soft Furnishings and Curtain Making = **481**

The **minimum** recommended total learning hours (includes both on and off the job learning) per year for the pathways in the **Level 3** Upholstery and Soft Furnishings industry framework are:

Pathway 1 Traditional Upholstery = **1114**

Pathway 2 Modern Upholstery = **954**

Pathway 3 Soft Furnishings and Curtain Making = **523**

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 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 Upholstery and Soft Furnishings Framework the **minimum** required amount of off the job training hours for each follows:

Pathway 1 Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of **797 LH** off the job, over 12 months.

Pathway 2 Traditional Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of **725 LH** off the job, over 12 months.

Pathway 3 Modern Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of **655 LH** off the job, over 12 months.

Pathway 4 Soft Furnishings and Curtain Making: For this pathway, an Apprentice will need to complete a recommended minimum of **302 LH** off the job, over 12 months.

For the **Level 3** Upholstery and Soft Furnishings Framework the **minimum** required amount of off the job training hours for each **Level 3** pathway are as follows:

Pathway 1 Traditional Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of **915 LH** off the job, over 12 months.

Pathway 2 Modern Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of **755 LH** off the job, over 12 months

Pathway 3 Soft Furnishings and Curtain Making: For this pathway, an Apprentice will need to complete a recommended minimum of **324 LH** off the job, over 12 months.

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 either the Level 2 Foundation or Level 3 Apprenticeship 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

For learners with prior uncertificated learning experience, the off the job learning must have been attained within 3 years of applying for either the Level 2 Foundation or Level 3 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 Diploma in Furnishings - Upholstery (GLH 583) or Level 2 Diploma in Furnishings - Traditional Upholstery (GLH 511) or Level 2 Diploma in Furnishings - Modern Upholstery (GLH 441) or Diploma in Furnishings - Soft Furnishings (GLH 371) or Level 2 Diploma in Skills for Curtain Making and Soft Furnishings (GLH 296) or Level 2 Certificate in Skills for Curtain Making and Soft Furnishings (GLH 192) or Level 2 Award for Skills in Curtain Making and Soft Furnishings (GLH 88)

-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 Diploma in Furnishings - Traditional Upholstery (GLH 723) or Level 3 Diploma in Furnishings - Modern Upholstery (GLH 563) or Level 3 Diploma in Skills for Curtain Making and Soft Furnishings (GLH 349) or Level 3 Certificate in Skills for Curtain Making and Soft Furnishings (GLH 189) or Level 3 Award in Skills for Curtain Making and Soft Furnishings (GLH 66)
- 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 Upholstery and Soft Furnishings framework the annual minimum required amount of on the job learning hours are:

LEVEL 2 Foundation Apprenticeship Pathways:

Pathway 1 Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of 179 LH on the job, over 12 months made up of the Level 2 Diploma in Upholstery and Soft Furnishings (139-327LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 2 Traditional Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of 179 LH on the job, over 12 months made up of the Level 2 Diploma in Upholstery and Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 3 Modern Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of 179 LH on the job, over 12 months made up of the Level 2 Diploma

in Upholstery and Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 4 Soft Furnishings and Curtain Making: For this pathway, an Apprentice will need to complete a recommended minimum of 179 LH on the job, over 12 months made up of the Level 2 Diploma in Upholstery and Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

LEVEL 3 Apprenticeship Pathways:

Pathway 1 Traditional Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of 199 LH on the job, over 12 months made up of the Level 3 NVQ Diploma in Upholstery and Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 2 Modern Upholstery: For this pathway, an Apprentice will need to complete a recommended minimum of 199 LH on the job, over 12 months made up of the Level 3 NVQ Diploma in Upholstery and Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 3 Soft Furnishings and Curtain Making: For this pathway, an Apprentice will need to complete a recommended minimum of 199 LH on the job, over 12 months made up of the Level 3 NVQ Diploma in Upholstery and Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

How this requirement will be met

ON THE JOB training may include any activity where an Apprentice receives any form of instruction, tuition, guidance, support or feedback whilst carrying out their day-to-day job role. Typically, it consists of an Apprentice successfully meeting and demonstrating all of the skills and competencies contained in the competency qualification relevant to their chosen pathway and any time spent receiving regular, constructive on the job support, feedback and review on their job related performance.

On 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 on the job learning may be reduced accordingly. However, the minimum hours required in total for on the job training for this framework must still be able to be verified as part of the certification process and an Apprentice's occupational competence demonstrated and evidenced.

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.

Training Providers are encouraged to identify specific on the job training opportunities that customise and contextualise the Apprentice's prior learning to their new workplace and job role. This may include selecting appropriate additional units from QCF qualifications relevant to the workplace or Essential Skills at a higher level than that specified in the framework.

All of the job roles within the various pathways of the Level 2 and 3 Upholstery and Soft Furnishings Apprenticeship framework require a thorough level of technical skills, competence and knowledge and this will be gained through on the job, work based training, practice and experience and reinforced by regular feedback, review and support from an Apprentice's work based mentor or identified support network.

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

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 following qualifications:

[Enter Qualification Names]

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 and 3 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 and 3 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 and 3 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.]

apprenticeship **FRAMEWORK**

For more information visit-
www.acwcerts.co.uk/framework_library