

**LANTRA**

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Employee Rights and  
Responsibilities (ERR)  
Workbook

**Higher Level Apprenticeship**

**Horticulture**

**January 2015**

January 2015

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Dear Apprentice

Welcome to your Employee Rights and Responsibilities Workbook: You can make it your own – start by adding your personal and apprenticeship details below.

Name	
Job title	
Apprenticeship title and pathway you are choosing	
Date started	
Employer name	
Employer address	
Centre name (College or training provider)	
Centre address	
Tutors name	

Now you have enrolled on an apprenticeship programme, you will be learning new skills and gaining knowledge that will lead you towards successful completion of the apprenticeship framework.

One of the first parts of your apprenticeship programme will be an induction programme organised by your employer or training provider. This will help to explain what your employer's expectations are, what the apprenticeship covers, as well as finding out about what is expected of you during your apprenticeship.

This workbook will help you during the early days of your apprenticeship. It outlines some of the work-related things you should be aware of, such as:

- What the employment law says and how it affects you in your job
- Where you can go for help and advice during the apprenticeship
- How you can move on within your career

This workbook is an important part of your apprenticeship and must be completed before your apprenticeship finishes and you apply for your completion certificate.

In some cases, information will be given in the workbook. In other cases you will be given a website address or other contact for where you can find more detailed information.

You might want to go through this workbook by yourself, but you will probably want to talk about some of the things with a friend, colleague, supervisor, manager or your training provider.

You will also be asked a number of questions throughout the workbook. It is important that you answer these questions correctly. Your assessor or manager will check your answers. Once finished make sure the completion sheet at the back of the work book is signed by you and your employer and assessor.

Good luck with your programme.

***The Lantra Apprenticeship Team***

# Employee Rights and Responsibilities Workbook for Higher Level Horticulture Apprenticeships

January 2015

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# Section 1 –Introduction

## What is a Higher Level Apprenticeship?

Apprenticeships are nationally recognised training schemes which combine practical work experience through employment with learning and training, both on and off-the-job.

Apprenticeships involve a partnership approach between apprentices, employers and training providers. They are designed by industry, developed by businesses, training providers and Sector Skills Councils, and are therefore tailored to meet the needs of each specific sector.

Higher Level Apprenticeships are available to anyone from the age of 18 who is in appropriate employment and meets the minimum entry requirement for the work based Certificate or Diploma

## What will you have to do to complete your Higher Level Apprenticeship?

### Summary of Mandatory Outcomes

❖ **Combined qualification:** – there will be one pathway:

1. Level 4 Diploma in Work-based Horticulture (30 months)

❖ **Transferrable Skills**

#### Essential Skills – Wales

Level 2 Application of Numbers, Communication and ICT

❖ **Employee Rights and Responsibilities Workbook**

❖ **On and off the job training – Wales**

❖ **Additional Employer Requirements**

A list of options to be decided – these will not be mandatory, just recommended

Your employer may ask you to do some other training as well depending on what tasks you need to perform in your particular place of work. If you are successful in completing the Higher Level Apprenticeship you may then want to go on to Higher Education or other vocational/specialist training.

## **What is expected of you?**

You will be expected among other things to:

- Show commitment and professionalism
- Understand and comply with the company's policies and procedures
- Undertake the work as requested by your employer
- Take an active interest and where appropriate become involved in the management of the unit/business
- Complete assessments/training as required
- Attend college or training centre
- Look after the health and safety of yourself and your colleagues
- Respect the personal dignity of others.



## What if I need extra help and support?

If you need extra support to complete your Apprenticeship then you must speak to your training provider who will give you advice and support about:

- **Access to Work**

The Access to Work (ATW) Scheme is a Government scheme designed to provide practical help to overcome the barriers that people with a disability or health condition experience in the workplace. Through this scheme the Government will either pay for, or make a substantial grant towards, the costs of additional support needed as a result of a disability or health condition. This is essential to enable many people to find or stay in employment.

- **Additional Learning Support**

For those individuals who are dyslexic and/or disabled, your training provider should give you access to confidential learning support information, advice and support. This may include referrals for dyslexia assessments and/or access to supportive technology.

## Do you have any questions?

If you are unsure of anything about your Apprenticeship you should first speak to your employer or training provider/college. If they are unable to help you then you can always contact the National Apprenticeship service [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) or Lantra's helpline on 0845 707 8007 between 9am – 5pm Monday to Friday or email [apprenticeships@lantra.co.uk](mailto:apprenticeships@lantra.co.uk).

## Who is Lantra?

Lantra is the Sector Skills Council for the land-based and environmental sector. To find out more about what we do, go to our website where you will find lots of useful information: [www.lantra.co.uk](http://www.lantra.co.uk).

Lantra is the organisation that is responsible for this apprenticeship.

## What is the land-based and environmental sector?

The industry you will be working in sits within what is called the land-based and environmental sector. The other industries are listed below and are grouped in to three categories:

<b>Land management and production</b>	<b>Animal health and welfare</b>	<b>Environmental industries</b>
<ul style="list-style-type: none"><li>• Agriculture</li><li>• Aquaculture</li><li>• Fencing</li><li>• Floristry</li><li>• Land-based engineering</li><li>• Production horticulture</li><li>• Trees and timber.</li></ul>	<ul style="list-style-type: none"><li>• Animal care</li><li>• Animal technology</li><li>• Equine</li><li>• Farriery</li><li>• Veterinary nursing.</li></ul>	<ul style="list-style-type: none"><li>• Environmental conservation</li><li>• Fisheries management</li><li>• Game and wildlife management</li><li>• Horticulture, Landscaping and Sports Turf</li></ul>

## Did you know?

- The industries within the sector look after around 85% of all the land within the United Kingdom
- There are approximately 1,126,660 people who work within the land-based and environmental industries, with another 500,000 people who volunteer
- There are around 230,000 businesses within the sector which equates to approximately 9% of all UK businesses
- Many of these businesses are called micro-businesses as they employ fewer than ten workers each.

To find out more about the industry you will be working in, check out Section 4.

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## Section 2 - The Business You Work For

This section is about your job role, what your employer expects from you and what you can expect from your employer.

### Contracts of Employment

When you start work for an employer, you will receive written information about what is expected of you, and what you can expect from your employer. This information is your Contract of Employment and should be explained to you at your induction. Some of the areas usually covered within a Contract of Employment are included in the table below.

Area	Description
Job description	What your job is and the tasks you will be expected to do.
Pay	How much you will be paid (e.g. per hour, per week, per month or per year). When you will be paid.
Hours of work	How many hours a day or a week you are expected to work. Flexible working hours, if applicable. Overtime arrangements.
Holiday	How many hours, days or weeks you may take as time off for holiday.
Sickness	How much time you may take off for sickness. Reporting sickness. When to get a sick note from the doctor. How much you will be paid when off sick.
Code of conduct	Your employer may ask you to wear a uniform or to dress in a certain way. You may also be expected to behave in a certain way, for example being polite to customers or other staff, turning up for work on time. Whether or not you are allowed to smoke on the premises.
Maternity and paternity leave	If you are about to have a baby, you will be allowed time off when the baby is born.
Grievance procedure	If you are unhappy about something that has happened to you at work, your employer should have a system for dealing with this.

Disciplinary procedure	Your employer will have a system for dealing with any member of staff who misbehaves. For example, the employer may issue a verbal warning, followed by a written warning, followed by dismissal. This will depend on the nature of the offence and on the behaviour of the person who has committed the offence. Everyone has a right to representation at a disciplinary meeting.
Harassment or bullying	Your employer may have a system in place for dealing with harassment or bullying among the staff.
Health and safety	Your employer should have a health and safety policy, and this may well be presented within the Contract of Employment.
Equal opportunities	Your employer should have an equality and diversity policy, and this may well be presented within the Contract of Employment.

## Task 1

You now need to answer all of the following questions:

1. Establish the procedures for notification of sickness in your organisation. State the possible consequences if these are not followed

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(Notes for assessors: can describe and work within their organisation's principles and codes of practice. Knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer. Is aware of possible consequences through failure to comply)

2. What is the purpose of a Contract of Employment? Does your own Contract meet legal requirements?

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(Notes for assessors: knows and understands the employment legislation pertaining to contracts of employment. Is able to apply this in a practical context)

3. What is the maximum number of hours per week that an employee can be asked to work. Assess the impact of this legislation on your own role within the horticulture industry.

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(Notes for assessors: knows and understands the Working Time (amendment) Regulations 2003 and is able to evaluate the effect of this legislation on the working practises of the horticulture industry and their own role within it.

4. Using your pay slip and information sourced from your employer on “employer overheads”, calculate what you cost the business in a year. How many days in a year would you expect to work (assuming days off through sickness are around the norm) in order to earn this money?

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(Notes for assessors: is able to understand the information presented on a payslip and knows contracted hours/days of work. Is able to request information from employer and research information on web site )

5. Summarise the key aspects of the code of conduct (written or verbal) that relates to your work place. Critically appraise how well this is managed.

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(Notes for assessors: knows and understands the content and management of the organisation’s code of conduct)

6. Does your organisation have a grievance procedure? If so how well is this publicised, do you feel the procedure is “fit for purpose” and would it give you protection if you needed it?

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(Notes for assessors: is aware of the existence and content of the organisation's grievance procedure. Is able to critically evaluate the implementation of this)

7. Does your organisation have a health and safety policy? Assess how effective this is in raising awareness and generating good practice in your work place.

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(Notes for assessors: is aware of the existence and content of the organisation's health and safety policy. Is able to critically evaluate the adequacy and sufficiency of this)



## Section 3 – You and the Law

There are laws that exist to protect you and all employees from unfair treatment at work. Some of them are summarised below. Please be aware that the below were applicable at the time of the workbook development. However, legislation is updated and so there may be more up-to-date amendments/legislation available.

### Employment and other associated legislation

Please note: The legislation listed in this section is set by the U.K. Government but there may be some differences in the legislation depending upon national rules for England, Northern Ireland, Scotland and Wales.

Legislation	Key points
Equality Act 2010	It is unlawful to directly or indirectly discriminate against anyone, harass them or insult their personal dignity. This Act brings together and strengthens nine previous pieces of legislation including those on disability, sex (gender), race and other grounds of discrimination, including: age, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership.
Data Protection (Amendment) Act 2003	This Act covers all information held about individuals by an employer. The Act covers both computerised and manual records. The information must be held in a secure place and should not be available to unauthorised people.
Employment Act 2008 (Flexible Working Regulations)	This makes changes to maternity, paternity and adoption rights in the Employment Rights Act 1996. For example, employees who are parents are allowed to request flexible working arrangements.
Employment Relations Act 2004	This enables employees to be accompanied by a trade union official or colleague at a disciplinary or grievance hearing.
Employment Act 2002	This entitles employees to certain rights including: <ul style="list-style-type: none"> <li>• Maternity leave</li> <li>• Unpaid time off to care for a dependant</li> <li>• A statement of employment particulars</li> <li>• An itemised pay statement</li> <li>• A minimum period of notice on termination</li> </ul>

Legislation	Key points
	<p>of employment</p> <ul style="list-style-type: none"> <li>• Redundancy payment</li> <li>• Written statement of reasons for dismissal.</li> </ul>
Human Rights Act 1998	This incorporates rights under the European Convention of Human Rights into domestic law. Individuals can bring claims under the Human Rights Act against public authorities for breaches of Convention rights. UK courts and tribunals are required to interpret domestic law, as far as possible, in accordance with Convention rights.
National Minimum Wage Act 1998	Workers must not be paid less than a designated minimum rate per hour.
National Minimum Wage Regulations 1999	These contain detailed rules as to who qualifies for the national minimum wage.
Part-time Workers Regulations 2000	These give part-time workers the right not to be treated less favourably than comparable full-time workers unless the difference in treatment is objectively justifiable
The Agricultural Wages (England and Wales) Order 2012	The order sets out minimum rates of pay and related conditions for agricultural workers. The minimum rates are higher than those stipulated through the National Minimum Wage Act. The Order is reviewed annually
Protection from Harassment Act 1997	It is unlawful to harass someone. Individuals can claim damages and/or seek a court order to stop the harasser from continuing the harassment. In certain circumstances under this law bullying becomes an offence of harassment.
Working Time (Amendment) Regulations 2003	<p>These include:</p> <ul style="list-style-type: none"> <li>• Maximum average of 48 hours per week (with exceptions)</li> <li>• Daily and weekly rest breaks</li> <li>• Special provisions relating to night work.</li> </ul>

Several organisations offer further information, help and advice on matters relating to the legislation listed above. Here are some examples:

- National Minimum Wage helpline: telephone 0800 917 2368
- Agricultural Wages: [www.defra.gov.uk/food-farm/farm-manage/wages/](http://www.defra.gov.uk/food-farm/farm-manage/wages/)
- Advice and guidance on employment rights can be found at [www.direct.gov.uk](http://www.direct.gov.uk)
- Details of information relating to equal opportunities: <http://www.equalityhumanrights.com/> or telephone 0808 800 0082
- Citizens Advice: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

## Health and safety legislation (responsibility and duty of employers)

There are a lot of laws that have been developed in order to protect you and everyone else at your place of work. In some cases, laws have been created as a direct result of accidents that have happened to people.

A very brief overview of many of these laws is given below, but for full details of each law you will need to refer to other sources of information. One of the best sources of information is the Health and Safety Executive, website address [www.hse.gov.uk](http://www.hse.gov.uk) telephone 0845 345 0055.

Legislation	Key points
<p>Health and Safety at Work etc Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Corporate Manslaughter &amp; Homicide Act 2007 (covers death by neglect at work)</p> <p>Safeguarding Vulnerable Groups Act 2006 (covers those under 18 and vulnerable adults)</p>	<p>Employers must ensure, so far as is reasonably practicable, the health, safety and welfare of employees and any other people who may be affected by what they do.</p> <p>In order to do this, employers must be aware of any risks associated with the work, and must remove or control these risks. Staff can help by telling their employers about any aspects of their job that could be dangerous.</p> <p>There must be procedures to be followed in the event of an emergency.</p> <p>When working alone it is the employer's duty to assess risks to lone workers and take steps to avoid or control risks where necessary.</p> <p>Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.</p>
<p>Health and Safety (Consultation with Employees) Regulations 1996</p>	<p>Employers must talk to their staff about health and safety matters, for example about work equipment, procedures and training.</p>
<p>Personal Protective Equipment Regulations 2002</p>	<p>Where risks to health and safety cannot be adequately controlled by other means, suitable personal protective equipment (PPE) must be provided. Any PPE must be appropriate for the risks and maintained properly. Users must be trained in its use.</p>

Legislation	Key points
The Control of Substances Hazardous to Health Regulations 2002	Employers must assess and control the risks from hazardous substances. They must also check that the control measures are effective and tell their staff about the risks and precautions needed.
The Lifting Operations and Lifting Equipment Regulations 1998	All lifting equipment must be thoroughly examined and marked, and all lifting operations must be properly organised.
The Provision and Use of Work Equipment Regulations 1998	All equipment used at work must be suitable for the task, properly maintained, with dangerous parts safeguarded. Staff using the equipment must be adequately instructed. The equipment must be stable, and stop controls, including emergency stops, must be provided.
The Manual Handling Operations Regulations 1992	If manual handling operations cannot be avoided, steps must be taken to reduce the risk of injury.
The Health and Safety (First Aid) Regulations 1981	Adequate arrangements must be in place for first aid.
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Certain accidents, incidents and occupational diseases must be reported to the Health and Safety Executive within specified time limits.
The Control of Noise at Work Regulations 2005	Employers must assess the risks from exposure to noise at work and take action when workers' daily exposure reaches certain levels.
The Electricity at Work Regulations 1989	Precautions must be taken against the risk of death or injury from electricity. Electrical equipment must be safe and properly maintained.
The Health and Safety (Young Persons) Regulations 1997	Employers must make sure that their risk assessment for employed young people under the age of 18 takes full account of their inexperience, immaturity and lack of awareness of relevant risks.

Legislation	Key points
The Confined Spaces Regulations 1997	Avoid working in a confined space. If you have to work in a confined space, follow a safe system of work and make arrangements in case something goes wrong.
The Health and Safety (Safety Signs and Signals) Regulations 1996	Safety signs must be displayed where there is a significant risk to health and safety not controlled by other methods.

Working in the environmental and land-based sector often involves lone working or working with large equipment and machinery, this can lead to accidents and it is therefore essential that you think carefully about the jobs that you do and how you can do them safely. Your employer will instruct you or give you training for some of the jobs you do, but you are also responsible for your own safety and that of your colleagues.

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## Task 2

You now need to answer the following questions:

1. Where would you access information and advice on each of the following aspects of employment right and responsibilities for someone working in horticulture?

pay.....

discrimination.....

equal opportunities.....

disability.....

(Notes for assessors: knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Health and Safety and Equality and Diversity training must be an integral part of the apprentice's learning programme)

2. Take any one piece of H&S legislation and briefly make a judgement on how effective this is in preventing accidents in horticulture.

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(Notes for assessors: knows and understands the legislation pertaining to Health and Safety in horticulture and is able to critically appraise the effectiveness of this in general)

3. Briefly explain the purpose of H&S risk assessment in a business and evaluate how effectively this is carried out in your own organisation.

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(Notes for assessors: knows and understands the purpose of risk assessment as defined in Health and Safety legislation. Be able to critically evaluate how effectively this is done in own work place)

4. Explain the procedure that should be carried out if someone has an accident at work. How effectively is this followed in your own organisation?

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(Notes for assessors: knows and understands the procedures/documentation that should be followed to comply with Health and Safety legislation. Be able to critically assess how effectively this is followed in own work place)

5. Explain what you should do if a fire were to break out at your work place? What other emergencies could occur in your workplace?

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(Notes for assessors: knows and understands the emergency procedures in the organisation and what action they need to take in the event of an emergency.)

6. What are the key aspects of legislation that an employer must follow with regard to Data Protection? How well is this followed in your own organisation?

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(Notes for assessors: knows and understands the key aspects of the law relating to data protection, particularly the Data Protection (Amendment) Act 2003. The apprentice is able to critically appraise how effectively this is practised in own work place)



7. What legislation exists to protect against harassment and bullying in the workplace. How effectively is this deployed in your own place of work?

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(Notes for assessors: knows and understands the legislation to protect individuals in the work place in particular, the Equality Act 2010, Employment Relations Act 2004, Protection from Harassment Act 2004 and the Human Rights Act 1998. Be able to critically comment on the situation in own work place)

8. Briefly assess the purpose of the Employment Act 2002 and state 3 ways in which this impacts on employment in your own organisation

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(Notes for assessors: knows and understands the rights and employment entitlements defined in the Employment Act 2002 and is able to evaluate the impact of these on own organisation)

# Section 4 – Your industry

## The Horticulture industry

The horticulture industry includes landscaping, parks, gardens and green spaces, sports turf and production (or commercial) horticulture.

### Landscaping

This includes hard, soft and interior landscaping and encompasses the design, creation and maintenance of planted areas and other features such as paths, paved areas, statues, rock gardens, pools and water features.

### Parks, gardens and green spaces

This includes creating and maintaining private gardens, commercial grounds, cemeteries, public parks and other green spaces. It also includes heritage and botanic gardens. Many parks and gardens are open to the public and gardeners may be involved in visitor engagement.

### Sports turf

The sports turf industry covers the maintenance of all outdoor sporting surfaces (natural and artificial) including football, cricket, tennis courts, bowling greens and horse racing courses. It also includes maintaining the playing surfaces and surrounding areas on golf courses.

### Production Horticulture

Some crops are grown in the field and some produced in protected conditions such as glasshouses or poly tunnels. Production Horticulture includes:

- Growing crops for food - such as top fruit, soft fruit, field vegetables, mushrooms, fresh salads and herbs
- Growing ornamental crops - flowers, plants, shrubs or trees
- Retail nursery outlets - some growers also have retail outlets selling the plants that they grow and other garden supplies

## Facts and figures

- There are currently just over 33,000 businesses in the UK employing 293,300 people
- The industry also has more than 39,000 volunteers
- Businesses growing fruit and vegetables employ over 50,000 people, while ornamental plant nurseries and garden centres produce and sell millions of plants, generating thousands more jobs
- UK production of fruit increased by 2 per cent in 2009 to 417,000 tonnes, continuing the rising trend of a 20 per cent increase over the previous ten years.
- There are some 27,000 public parks covering 143,000 hectares with around £630 million being spent on their upkeep annually (May 2001)

- Less than 25% of people employed in Horticulture are qualified to level 4 compared to a UK average of 36%

## Did you know?

- Landscaping is both science and art, and requires good observation and design skills. A good landscaper understands the elements of nature and construction and blends them accordingly
- Visitor numbers to heritage and botanic gardens have increased more than 3% each year since 2005.
- In overcrowded Victorian cities, parks were seen as a way of improving health and reducing discontent, and were provided by the new municipalities and rich philanthropists
- The UK has seen a rise in green (living) roofs and walls over the past decade and some councils now have requirements for incorporating these into new buildings
- The efforts of groundsmen and greenkeepers are crucial to the success of major sporting events
- Some large production horticulture businesses have operations all over the world, so there may be the opportunity to work abroad
- With the world population ever increasing, the ability to feed everyone is a major concern and ways of improving crop production are of vital importance
- More people nowadays are looking to buy food that is locally produced

## Job roles

There are many types of jobs available in the Horticulture industry. Here are a few examples presented at Levels 2, 3 and 4.

<b>Related jobs at Level 2</b>	<b>Brief description of responsibilities:</b>
Gardener	Gardeners grow and maintain plants in a variety of different settings. These include public and historical parks, private and botanical gardens, plant nurseries, sports facilities, roadside verges and open green spaces.
Landscaper	Landscapers undertake similar work to a gardener, working on areas such as commercial premises or private households. Landscapers plant and manage borders and green spaces, build ponds and water features and undertake hard landscaping work such as driveways.
Nursery worker	Garden centre workers work in garden centres that sell plants and flowers to the public that they buy in though others may grow their own to sell. Recently, garden centres have branched out further into garden tools/machinery, conservatory/garden furniture, as well as protective clothing.

Fruit and vegetable production worker	This work could be within glasshouses or on large farms and varies from season to season. Some sites may specialise in certain fruit or vegetables but most will be involved in planting, tending, harvesting and storing all types of fruit or vegetables.
Machinery operator	A machinery operator will use a variety of different machinery to undertake a range of different jobs. These could include using a tractor to plough or drill or other machinery for harvesting crops. The role may also include the maintaining and cleaning of the machinery.
Greenkeeper	A greenkeeper is responsible for the maintenance, care and overall appearance of a golf course. It is their job to maintain a good and safe playing surface and ensure the course offers a consistent challenge and an enjoyable experience to golfers.
Groundsman	Groundsmen/women maintain a range of sports surfaces such as football, cricket and rugby pitches, tennis courts, bowling greens and horse racing courses.

<b>Related jobs at Level 3</b>	<b>Brief description of responsibilities:</b>
Horticultural technician	Horticultural technicians grow and care for plants, which may be for commercial, educational or research purposes. Horticultural technicians may focus on specific areas, such as tree disease or exotic flowers. Others may act as technical advisors to farmers, giving advice about plants and plant care.
Deputy head greenkeeper	A deputy head greenkeeper will report directly to the head greenkeeper and is responsible for ensuring the team of greenkeepers carry out the maintenance, care and overall appearance of a golf course whilst maintaining a good playing surface.
Deputy head groundsman	Work with the head groundsman to ensure that the playing surface is maintained in a good and safe condition. Groundsmen work with a range of sports surfaces such as football, cricket and rugby pitches and horse racing courses which may be made of either natural or synthetic turf or a combination.
Garden designer	Garden designers are experienced in dealing with all aspects of garden and landscape design. They generally provide a complete design service to clients enabling garden owners to enhance and make the most of their gardens.
Senior gardener	A senior gardener will manage a small team to maintain and improve parks and gardens in a variety of situations. It will be the responsibility of the senior gardener to ensure that the work is completed on schedule and to the correct standard.
Gardener (historic and botanic)	Gardeners grow and look after plants in various historical parks, private and botanical gardens. Many gardens are open to the public, so the gardener may engage in visitor management. Gardeners work to

	maximise visitor enjoyment by maintaining excellent standards of presentation within the environment.
Parks officer	Parks officers work for local councils and private companies managing parks and open and green spaces for the benefit of local residents and visitors. They supervise and allocate work to teams of gardeners and landscaping staff.

<b>Related Jobs Level 4</b>	<b>Job Description</b>
Horticultural Scientist/Technician	Horticultural Scientists focus on the research that underpins horticultural knowledge, skills, technologies, education and commerce.
Production/Nursery Manager	Horticultural Production Managers oversee the growing and harvesting of crops or plants for sale. This will include fruit and vegetables as well as flowers and ornamental plants. Production may be either field based or under protected conditions in glasshouses or plastic tunnels.
Quality Control Manager	A Quality Control Manager is responsible for ensuring that produce meets required standards. This may be to meet legislation, customer requirements or a Quality Assurance scheme.
Pack House Manager	Pack House Managers oversee the preparation and packing of crops after harvest, ready for dispatch to customer. Work could be by hand or machine.
Garden Centre Manager	Garden Centre Managers work in retail nursery outlets, selling plants and related products such as tools, furniture and machinery. A mix of horticulture and retail skills is required.
Garden Designer	Garden Designers plan and oversee the creation of gardens and landscaped areas.
Head Gardener	Head Gardeners work for local councils and other organisations managing parks, gardens and green spaces for the benefit of local residents and visitors. This will include plenty of 'hands on' work as well as supervising and allocating work to teams of gardeners and landscaping staff.
Landscape Manager	Landscape Managers specialise in planning, designing, supervising and managing projects relating to the development of parks, gardens, and other landscaped areas and green spaces.
Golf Course Manager	General managers of golf courses are responsible for the successful and profitable operation of all aspects of the course and its associated facilities to make sure the course offers a consistent challenge and an enjoyable experience to golfers. This will include the management, maintenance, care and overall appearance of the course.

For more details about these, progression opportunities and other jobs in the industry go to [www.lantra.co.uk/careers](http://www.lantra.co.uk/careers) where you will find information about the skills and qualifications you may need to progress in the company and/or industry.

## Career information and advice

To find out more about possible career and training opportunities you could contact one of the following:

- Connexions – [www.connexions-direct.com](http://www.connexions-direct.com)
- National Careers Service – <https://nationalcareersservice.direct.gov.uk>
- Careers Wales – [www.careerswales.com](http://www.careerswales.com)
- Northern Ireland Careers service - [www.careersserviceni.com](http://www.careersserviceni.com)

## Key industry contacts

For further information about the industry you can check out:

- Arboricultural Association: [www.trees.org.uk](http://www.trees.org.uk)
- British Association of Landscape Industries (BALI): [www.bali.co.uk](http://www.bali.co.uk)
- Greenkeepers Training Committee: [www.the-gtc.co.uk](http://www.the-gtc.co.uk)
- The Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)
- Institute of Groundsmanship: [www.iog.org](http://www.iog.org)
- The National Trust: [www.nationaltrust.org.uk](http://www.nationaltrust.org.uk)
- Royal Horticultural Society: [www.rhs.org.uk](http://www.rhs.org.uk)
- Royal Botanic Gardens, Kew: [www.kew.org](http://www.kew.org)
- British Protected Ornamentals Association: [www.bpoaonline.co.uk](http://www.bpoaonline.co.uk)
- The Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)
- Horticultural Trades Association: [www.the-hta.org.uk](http://www.the-hta.org.uk)
- Institute of Horticulture: [www.horticulture.org.uk](http://www.horticulture.org.uk)
- Mushroom Growers Association: [www.mushroomgrowers.org](http://www.mushroomgrowers.org)
- National Farmers' Union: [www.nfu.org.uk](http://www.nfu.org.uk)
- Soil Association: [www.soilassociation.org](http://www.soilassociation.org)
- Turfgrass Growers Association: [www.turfgrass.co.uk](http://www.turfgrass.co.uk)

## Training and qualifications

For details of all qualifications listed on the qualifications and credit framework: <http://register.ofqual.gov.uk/>

You may also find out more information on other courses and training opportunities through:

- Lantra: [www.lantra.co.uk](http://www.lantra.co.uk)
- Lantra Coursefinder: [www.lantracoursefinder.co.uk](http://www.lantracoursefinder.co.uk)
- Lantra Awards: [www.lantra-awards.co.uk](http://www.lantra-awards.co.uk)
- Land-based colleges: [www.landex.org.uk](http://www.landex.org.uk)
- Land-based colleges: [www.landex.org.uk](http://www.landex.org.uk)
- City and Guilds Land-based Services (Previously NPTC): [www.nptc.org.uk](http://www.nptc.org.uk)

- City and Guilds: [www.cityandguilds.com](http://www.cityandguilds.com)
- ABC Awards: [www.abcawards.co.uk](http://www.abcawards.co.uk)
- Edexcel: [www.edexcel.com](http://www.edexcel.com).

The following sites will provide you with details of other qualifications that you may wish to consider when you have finished your Apprenticeship:

- Foundation Degrees: <http://www.direct.gov.uk>
- Land-based colleges: [www.landex.org.uk](http://www.landex.org.uk)
- UCAS: [www.ucas.ac.uk](http://www.ucas.ac.uk).

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### **Task 3**

You now need to answer all of the following questions:

1. Draw a staff structure chart for your work place, including names and job titles. Denote whether full time or part time. Show both hired and family labour. Include relief cover and any regular casual/voluntary staff

(Notes for assessors: needs to establish names, job titles and reporting lines for of all persons involved in the workplace)

2. Assess how well your own job role complements that of others in your workplace and what changes may be made to improve productivity and/or efficiency

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(Notes for assessors: understands the role played by their own occupation and how this relates to others within their organisation. Be able identify gaps and overlaps and evaluate the consequences of these )

3. Assess how your work impacts on issues of public concern. Give two specific examples and suggest ways in which the impact may be mitigated

.....

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(Notes for assessors: recognises and can form a view on issues of public concern that affect their organisation and industry. Is able to evaluate the influence of change in farm practises on these issues)

4. Outline two jobs that you may progress to when you complete your apprenticeship?

.....

.....

5. What other related training and qualifications could you do when you have completed your apprenticeship?

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.....

.....

(Notes for assessors: has an informed view of the types of career pathways that are open to them)

6. Name two organisations that are associated with your industry and explain what they do. Evaluate the specific effect they have on you personally or your place of work.

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(Notes for assessors: knows the types of representative bodies and understands their relevance to the industry, a business, and individuals in that business. Understands their roles and responsibilities)

7. Where can you go to get information and advice on:

The industry? .....

Your job? .....

Training? .....

Careers? .....

(Notes for assessors: knows where and how to get information and advice on their industry, occupation, training and career)

# Section 5 – Employee Rights and Responsibilities (ERR) completion sheet

Employee Rights and Responsibilities is a mandatory component of all Apprenticeship frameworks. A copy of Section 5 should be kept in your portfolio. Please make sure your tutor/centre takes a copy of this sheet to upload onto the ACE system at the end of your apprenticeship.

Complete (in BLOCK CAPITALS) and return:

Name of Apprentice	Name of Training Provider/Employer
Apprenticeship Framework:	
<input type="checkbox"/> Higher Level Apprenticeship	

The following tasks have been completed satisfactorily:

Task Number	Assessor's Name	Assessor's Signature	Date
<b>1</b>	.....	.....	.....
<b>2</b>	.....	.....	.....
<b>3</b>	.....	.....	.....

I confirm that ..... (Please insert learner's name) has successfully completed the employee rights and responsibilities section of the Apprenticeship which has involved formal assessment.

The Apprentice has completed the following nine national outcomes satisfactorily:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and

Equality & Diversity training must be an integral part of the apprentice's learning programme

3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them
6. Knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities
7. Knows where and how to get information and advice on their industry, occupation, training and career
8. Can describe and work within their organisation's principles of conduct and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

Apprentice's name:

Signature:

Date:

Date of birth:

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Employer's name:

Employer's signature:

Date:

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College/Training Provider's  
name:

Provider's signature:

Date:

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## Lantra

Lantra is the Sector Skills Council supporting skills, training and workforce development for businesses in the environmental and land-based sector. We are committed to helping everyone access the training, qualifications, skills and knowledge they need for business success and to develop their career.

We are an independent, UK-wide organisation that is owned and managed by our industries, which are grouped around land management and production, animal health and welfare and environmental industries.

We lead the way in understanding our industries' future skills and business needs. We work together with trade organisations, unions, training providers, governments and many more to maximise investment in skills.

[www.lantra.co.uk](http://www.lantra.co.uk)  
024 7669 6996

**LANTRA** Environmental and land-based skills

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