

LANTRA

LANTRA

Employee Rights and
Responsibilities (ERR)
Workbook

Trees and Timber

March 2013

This page has been intentionally left blank

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 Level 2 Intermediate Apprenticeship/Foundation Apprenticeship or Level 3 Advanced Apprenticeship/Apprenticeship.

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 new 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 workbook is signed by you and your employer and assessor.

Good luck with your programme.

The Lantra Apprenticeship Team

Employee Rights and Responsibilities Workbook for Trees and Timber Apprenticeships March 2013

Contents

Section 1 – Introduction	1
What is an Apprenticeship?	1
What will you have to do to complete your Apprenticeship?	1
What do you know about your apprenticeship?	3
What is expected of you?	4
What if I need extra help and support?.....	4
Do you have any questions?	5
Who is Lantra?.....	5
What is the land-based and environmental sector?	5
Did you know?	6
Section 2 – the company	7
Contracts of Employment	7
Task 1	9
Section 3 – you and the law	11
Employment and other associated legislation	11
Health and safety legislation (responsibility and duty of employers).....	13
Task 2	17
Section 4 – your industry	19
The trees and timber industry.....	19
Facts and figures.....	19
Did you know?	19
Job roles	20
Career information and advice	23
Key industry contacts.....	23
Training and qualifications.....	24
Task 3	25
Section 5 – Employee Rights and Responsibilities (ERR) completion sheet	27

This page has been intentionally left blank

Section 1 – Introduction

What is an 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.

Apprenticeships are available to anyone from the age of 16 who is not in full-time education. However, some Apprenticeships may be subject to minimum entry requirements.

What will you have to do to complete your Apprenticeship?

There are two levels of Apprenticeship within the trees and timber industry Level 2 and Level 3.

Intermediate Apprenticeship (England)/Foundation Apprenticeship (Wales)

If you are doing an Intermediate Apprenticeship/Foundation Apprenticeship you will need to complete the following qualifications and training:

Competence qualification: you will be completing the qualifications below:

- **Level 2 Diploma in Work-based Tree and Timber with pathways in:**

Coppicing and Green Wood Trades
Arboriculture

OR

General Woodland and Forestry Tree Work.

- **Knowledge qualification** – you will be completing the qualification below:
 - Edexcel BTEC Level 2 Award in Environmental and Land-based Business
 - City & Guilds Level 2 Award in Business for the Environment and Land-based Sector
 - City & Guilds Level 2 Certificate in Forestry and Arboriculture

- **Essential skills (Wales and Northern Ireland):**

Application of Number Level 1
Communication Level 1

OR

- **Functional skills (England):**

Maths Level 1
English Level 1

- **Personal Learning and Thinking Skills (PLTS England only)**
- Record of Achievement

Your employer may ask you to do some other training as well depending on what tasks you need to do. These will be specific to the industry you are working in and will help you progress in your career.

If you are successful in completing the Intermediate Apprenticeship/Foundation Apprenticeship, you may then want to go on to do further training such as specialist technical training or the Level 3 Diploma in Work-based Trees and Timber, Advanced Apprenticeship/Apprenticeship.

Advanced Apprenticeship (England)/Apprenticeship (Wales)

If you are doing an Advanced Apprenticeship/Apprenticeship you will need to complete the following qualifications and training:

- **Competence qualification:** you will be completing the qualification below:

- **Level 3 Diploma in Work-based Trees and Timber with pathways in:**

General Woodland and Forestry Tree work
Arboriculture

OR

Coppicing and Green Wood Trades

- **Knowledge qualification** – you will be completing the qualification below:

- Edexcel BTEC Level 3 Award in Business Management in the Land-based Sector
- City & Guilds Level 3 Certificate in Forestry and Arboriculture
- Edexcel BTEC Level 3 Certificate in Forestry and Arboriculture

- **Essential skills (Wales and Northern Ireland):**

Application of Number Level 2
Communication Level 2

OR

- **Functional skills (England):**

Maths Level 2
English Level 2

- **Personal Learning and Thinking Skills (PLTS England only)**
- Record of Achievement

Your employer may ask you to do some other training as well depending on what tasks you need to do.

If you are successful in completing the Advanced Apprenticeship/Apprenticeship you may then want to go on to Higher Education completing Foundation Degrees, Degrees or other vocational/specialist training.

What do you know about your apprenticeship?

If someone asks you about your apprenticeship, could you give them a description? Use the space below to outline what you know and what you need to find out.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

What is expected of you?

You will be expected among other things to:

- Turn up on time
- Comply with the company’s policies and procedures
- Undertake the work as requested by your employer
- Complete assessments/training as required
- Attend college or training centre
- Look after the health and safety of yourself and colleagues
- Respect the personal dignity of others.

Make a list of other things you will be expected to do which are relevant to your particular job.

.....

.....

.....

.....

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 disabled people 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 disability. This is essential to enable many disabled people to find or stay in employment.
- **Additional Learning Support**
For those individuals who are dyslexic and/or have a disability, 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 or Lantra's helpline on 0845 707 8007 between 9am – 5pm Monday to Friday or email 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.

Lantra is the organisation that has worked with industry to develop 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 into three categories:

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

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 trees and timber industry, which you will be working in, check out Section 4.

Section 2 - the company

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

	<p>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.</p>
<p>Harassment or bullying</p>	<p>Your employer may have a system in place for dealing with harassment or bullying among the staff.</p>
<p>Health and safety</p>	<p>Your employer should have a health and safety policy, and this may well be presented within the Contract of Employment.</p>
<p>Equal opportunities</p>	<p>Your employer should have an equality and diversity policy, and this may well be presented within the Contract of Employment.</p>

Task 1

You now need to answer all of the following questions:

1. What do you do if you are unable to go to work because you are unwell?

.....
.....
.....

(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)

2. What is the maximum number of hours per week you can be asked to work?

.....
.....

(Notes for assessors: knows and understands the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be covered by other legislation as well. This should cover apprentice's rights and responsibilities under the Equality Act 2010 and health and safety, together with the responsibilities and duties of employers)

3. Where can you find out information on your employment rights?

.....
.....
.....

(Notes for assessors: knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities)

4. Describe how the company's grievance procedure works?

.....
.....
.....

.....
(Notes for assessors: can describe and work within their organisation's principles and codes of practice)

5. Explain why it is important to inform your employer of any changes to your personal information?

.....
.....
.....

.....
(Notes for assessors: knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer)

6. Where can you find out information about Access to Work?

.....
.....
.....

.....
(Notes for assessors: 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)

7. Who might you approach to find out more about Additional Learning Support?

.....
.....
.....

.....
(Notes for assessors: 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)

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 UK Government but there may be some differences in the legislation depending on 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"> • Maternity leave • Unpaid time off to care for a dependant • A statement of employment particulars • An itemised pay statement • A minimum period of notice on termination

Legislation	Key points
	<p>of employment</p> <ul style="list-style-type: none"> • Redundancy payment • Written statement of reasons for dismissal.
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.
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"> • Maximum average of 48 hours per week (with exceptions) • Daily and weekly rest breaks • Special provisions relating to night work.

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
- Advice and guidance on employment rights can be found at: www.direct.gov.uk
- Details of information relating to equal opportunities: www.eoc.org.uk or telephone 0845 604 6610
- Citizens Advice: www.citizensadvice.org.uk
- Full current details on all aspects of entitlements for citizens: www.direct.gov.uk/en/index.htm.

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 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 and 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. 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.

This page has been intentionally left blank

Task 2

You now need to answer the following questions:

1. Give one example of a health and safety regulation which applies to your workplace:

.....
.....

(Notes for assessors: knows and understands the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be covered by other legislation as well. This should cover apprentice's rights and responsibilities under the Equality Act 2010 and health and safety, together with the responsibilities and duties of employers)

2. Give two examples of how your employer can improve your health and safety?

.....
.....
.....

(Notes for assessors: knows and understands the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be covered by other legislation as well. This should cover apprentice's rights and responsibilities under the Equality Act 2010 and health and safety, together with the responsibilities and duties of employers)

3. What do you do if you have an accident?

.....
.....

(Notes for assessors: knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer. Health and safety and equality and diversity training must be an integral part of the apprentice's learning programme)

4. Explain what you would do if a fire was to break out at your work place?

.....
.....

(Notes for assessors: knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer. Health and safety and equality and diversity training must be an integral part of the apprentice's learning programme)

5. Name two pieces of legislation that can affect your employment?

.....
.....

(Notes for assessors: knows and understands the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be covered by other legislation as well)

6. There are many areas of discrimination. List six of them:

.....
.....

(Notes for assessors: knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer. Health and safety and equality and diversity training must be an integral part of the apprentice's learning programme)

7. What do you do if you are the victim of discrimination in the workplace?

.....
.....

(Notes for assessors: knows and understands the procedures and documentation in their organisation which recognises and protects their relationship with their employer. Health and safety and equality and diversity training must be an integral part of the apprentice's learning programme)

8. Give an example of what your employer must do if you have a disability?

.....
.....

(Notes for assessors: knows and understands the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be covered by other legislation as well. This should cover apprentice's rights and responsibilities under the Equality Act 2010 and health and safety, together with the responsibilities and duties of employers)

9. Who can you contact for information and advice on:

Discrimination?.....

Pay?

Employment rights?

Disability?

(Notes for assessors: knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities)

Section 4 – your industry

The trees and timber industry

Arboriculture and forestry both involve working with and around trees and forests and woodland are an important resource for timber, amenity and recreation, tourism and biodiversity. Forestry focuses on the management of forests and woodland, whereas arboriculture centres on the cultivation, management and care for individual trees, or groups of trees, with the primary aim of maintaining them for amenity purposes. The industry is highly specialised and can involve working with a vast array of machines, materials and equipment; from planting stock and chemicals through to chainsaws, harvesters and computer software.

Facts and figures

- There are approximately 3,260 businesses in the trees and timber industry with 21,700 people employees
- The total surface area of the whole of the United Kingdom is just over 24million hectares, and woodland accounts for almost 3 million hectares
- Each year approximately 209,000 tonnes of hardwood and 668,000 tonnes of softwood are produced for the paper industry. In 2001, there were 276 sawmills in the United Kingdom.

Did you know?

- Trees are the longest living organisms on earth
- In one year, an acre of trees can absorb as much carbon as is produced by a car driven up to 8,700 miles
- Trees improve water quality by slowing and filtering rain water as well as protecting aquifers and watersheds
- The 236ft or 72m high Ada Tree of Australia has a 50ft or 15.4m girth and a root system that takes up more than an acre of ground
- The world's tallest tree is a coast redwood in California, measuring more than 360ft or 110m
- The UK is one of the least wooded places in Europe. Only 12% of the UK is woodland, compared to an average of 44% in other parts of Europe
- In the last 100 years, 46 species that live in broadleaved woodland have become extinct in the UK
- The oldest tree in the UK, and perhaps in Europe, is believed to be the Fortingall Yew near Aberfeldy in Scotland, and is thought to be 5,000 years old
- The Bowthorpe Oak is very fat and so hollow that people used to dine inside it – and there is a record of 20 people sitting down inside on one occasion.

Job roles

There are many types of jobs available in the trees and timber industry. Here are a few examples:

Related Jobs Level 2	Job Description
General Arboriculture Worker	The role may include clearing of cut timber, operation of chippers, the planting and maintenance of young trees and shrubs, tidying of site after pruning operations or other tree work.
Ground Worker	The role may include clearing of cut timber, operation of chippers and stump grinders. The planting and removal of trees and shrubs as well as their ongoing maintenance. Supporting climbers by preparation of tools and equipment. Aerial rescue.
Climber	The work includes tree climbing and pruning; use of chainsaws, chippers and stump grinders. The planting and removal of trees and shrubs as well as their ongoing maintenance.
General Forest worker	Forest workers care for and manage woodland areas and forests. They play an important part in protecting ecological and animal habitats and enhancing the future landscape of the UK.
Forestry Craftsman	The role is centred around the growth of a forest and could include jobs such as planting, pest control and thinning.
Forestry Establishment contract worker	Working for an establishment contractor the role involves the site preparation, planting and initial maintenance of trees in a forest environment.
Forestry Harvesting contract worker	Working for a harvesting contractor this role involves felling of trees and the initial preparation of felled timber for transportation to a site for processing. It will include chainsaw use and may include the use of equipment such as forwarders.
Greenwood forest workers	Greenwood forest workers care for and manage woodland areas. They will be involved in the planting, maintenance and harvesting of timber, including coppice wood, and the production of coppice products including charcoal (wood fuel).

Related Jobs Level 3	Job Description
Lead Ground Worker	In addition to the usual tasks undertaken by a ground worker, this role will require the management of the job and staff on the site, undertaking site-specific risk assessments and managing on site safety. Dealing with on site enquiries from client, members of the public etc. Planning schedule of operations at site. The lead ground worker will usually be expected to have a broad range of experience in tree work.
Lead Climber	In addition to the usual work undertaken by the climber this role will involve managing the job and staff on the site, undertaking site-specific risk assessments and manage on site safety. Deal with on

	site enquiries from clients, members of the public etc. Plan schedule of operations at site. The leading climber is often expected to be competent in a broader range of tree work activities.
Arboricultural Foreman/Supervisor	An arboricultural supervisor may oversee the work of several teams of arborists. The role may include allocating staff for the completion of specific jobs, undertaking risk assessments, visiting work sites to assess progress and check site safety. Deal with enquiries from clients, members of the public etc. Managing the maintenance and repair of tools and equipment.
Arboricultural Surveyor	The role could include conducting practical tree surveying and consultancy. You may be required to carry out risk and hazard assessments, tree identification, vegetation assessments, visual tree assessment (VTA) and tree health surveys. Preparing clear work specifications. Liaise with clients, members of the public and other stakeholders. Prepare reports.
Tree Preservation Officer	Within the tree preservation officer role you will be required to deal with planning applications relevant to trees covered by Tree Preservation Orders (TPOs) and Section 211 notifications (trees in Conservation Areas). Making new or emergency TPOs. Dealing with enquiries about trees the public and other stakeholders. Provide advice on tree work. Maintaining records relating to tree work.
Forest Foreman/Supervisor	This role could entail planning the growth of a forest, assessing individual trees, everyday activities and supervising other workers, measuring work output, complete timesheets, control the use of resources (including equipment, materials, labour and specific expertise) and ensure compliance with safety standards.
Harvest Contractor	This role is a specialised role which involves working with machines to fell selected trees and carry out initial, on site, processing so that the felled timber is ready to be taken to the sawmill. This role may include the supervision of other staff and the planning of operations at site.
Forestry Establishment contractor	A specialised role involving the site preparation, planting and initial maintenance of trees in a forest environment. This role may include the supervision of other staff and the planning of operations at site.
Community Forester	This is broadly an educational role and involves the planning and preparation of activities, including risk assessment, then working with community groups, schools groups etc to establish new tree plantings and carry out tree maintenance.
Woodland Manager	The role could entail planning the growth of a forest, assessing individual trees, everyday activities and supervising other workers and volunteers. Planning production of coppice. Planning, production and marketing of wood products including charcoal production.

For more details about these, progression opportunities and other jobs in the industry go to 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:

- National Careers Service: <https://nationalcareersservice.direct.gov.uk>
- Careers Wales: www.careerswales.com
- Northern Ireland Careers service: www.careersservice.ni.com.

Key industry contacts

For further information about the industry you can check out:

- The Arboricultural Association: www.trees.org.uk
- The Commonwealth Forestry Association: www.cfa-international.org
- Confederation of Forest Industries (UK) Ltd: www.confor.org.uk
- The Countryside Agency: www.countryside.gov.uk
- The Forestry Commission: www.forestry.gov.uk
- The Forestry Contracting Association: www.fcauk.com
- Forest Machine Journal: www.forestmachinejournal.com
- The Green Wood Trust: www.greenwoodtrust.org.uk
- The Health and Safety Executive: www.hse.gov.uk
- The Institute of Chartered Foresters: www.charteredforesters.org
- The Royal Forestry Society: www.rfs.org.uk
- The Small Woods Association: www.smallwoods.org.uk
- The Tree Council: www.treecouncil.org.uk
- The Timber Research and Development Association: www.trada.co.uk
- Timber Trades Federation: www.ttf.co.uk
- Timber Trades Journal: www.ttjonline.com
- The Woodland Trust: www.woodland-trust.org.uk
- United Kingdom Forest Products Association: www.ukfpa.co.uk
- United Kingdom Tropical Forest Forum: www.forestforum.org.uk
- British Association of Landscape Industries: www.bali.co.uk
- England Forest Industry Partnership: www.efip.org.uk
- Horticulture Week: <http://hortweek.com>

Training and qualifications

It is possible to enter the Trees and Timber industry by undertaking full or part time qualifications at college, or through an Apprenticeship. For further details of appropriate courses see the careers pages on the Lantra website www.lantra.co.uk/careers. Previous work experience on the land is useful.

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
- Lantra Coursefinder: www.lantracoursefinder.co.uk
- Lantra Awards: www.lantra-awards.co.uk
- Land-based colleges: www.landex.org.uk
- City and Guilds land-based services (Previously NPTC): www.nptc.org.uk
- City and Guilds: www.cityandguilds.com
- ABC Awards: www.abcawards.co.uk

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
- UCAS: www.ucas.ac.uk

Task 3

You now need to answer all of the following questions:

1. Draw a structure chart of your organisation, workplace or department, include your name and job title

(Notes for assessors: understands the role played by their occupation within their organisation and industry)

2. Describe two things you have to do as part of your job and explain why they are important?

.....

(Notes for assessors: understands the role played by their occupation within their organisation and industry)

3. Give an example of how your work can cause concern to the public?

.....

(Notes for assessors: recognises and can form a view on issues of public concern that affect their organisation and industry)

4. Name two jobs that might be open to you if you complete your Apprenticeship?

.....

.....

5. What other related training/qualifications could you do when you have completed your Apprenticeship?

.....

.....

(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 and why they are important?

.....

.....

.....

(Notes for assessors: knows the types of representative bodies and understands their relevance to their industry and organisation, and their main 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 to 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"/> Trees and Timber Intermediate Apprenticeship/Foundation Apprenticeship/Level 2 <input type="checkbox"/> Trees and Timber Advanced Apprenticeship/Apprenticeship/Level 3	

The following tasks have been completed satisfactorily:

Task number	Assessor's name	Assessor's signature	Date
1
2
3

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 and 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 and safety and

equality and 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:

.....

.....

.....

.....

Employer's name:

Employer's signature:

Date:

.....

.....

.....

College/training provider's
name:

Provider's signature:

Date:

.....

.....

.....

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
024 7669 6996

LANTRA Environmental and land-based skills

Telephone: 024 7669 6996 Facsimile: 024 7669 6732 Email: connect@lantra.co.uk
© Lantra Registered no: 2823181 Charity no: 1022991
Registered office: Lantra House, Stoneleigh Park, Nr Coventry CV8 2LG



INVESTOR IN PEOPLE

