

LANTRA

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Employee Rights and
Responsibilities (ERR)
Workbook

Veterinary Nursing

April 2011

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Dear Apprentice

Congratulations on starting your new Advanced Apprenticeship programme. As an Apprentice, you will be learning new skills and gaining knowledge that will lead you towards successful completion of the Level 3 Advanced Apprenticeship.

To help you to settle into your Apprenticeship programme, you will take part in an induction programme which will be organised by your employer or training provider. This will help to explain what your new employer's expectations are, what the programme entails, as well as finding out about your employer, its people, services and the legal framework within which it operates.

This workbook will help you find out about the sort of things you need to know when starting your Apprenticeship including for example:

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

All of these things, plus many more besides, are covered within this workbook.

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 as you will not be able to complete your Apprenticeship unless you do. 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

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Employee Rights and Responsibilities Workbook for Veterinary Nursing Advanced Apprenticeships

April 2011

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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 is only one level of Apprenticeship within the Veterinary Nursing industry it is at Level 3.

Advanced Apprenticeship(England)/Apprenticeship(Wales)

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

- **The Level 3 Diploma in Veterinary Nursing in:**

Small animal

OR

Equine.

- **The knowledge** aspect of the following units of the Diploma in Veterinary Nursing must be independently assessed:

- Understanding the operational requirements of a veterinary practice
- Comparative functional anatomy for veterinary nursing practice
- Applied animal welfare, health and husbandry for veterinary nurses
- Infection control in veterinary practice
- Understanding the essentials of veterinary nursing care for hospitalised animals
- Supporting the supply of veterinary medicines
- Veterinary nursing support of diagnostic imaging

- Veterinary nursing support of laboratory diagnostics
 - Supporting veterinary operating theatre practice
 - Principles of supporting veterinary anaesthesia
- **Key Skills (England)/Key or Essential Skills (Wales and Northern Ireland):**

Application of Numbers Level 2
Communication Level 2.

OR

- **Functional Skills (England)**

Maths Level 2
English Level 2.

- **Personal Learning and Thinking Skills (PLTS)**
- 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 and meeting the requirements to qualify and register as a Veterinary Nurse, you will be required to undertake 15 hours of Continual Professional Development (CPD) each year.

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 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 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 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 or Lantra 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 is responsible for this Apprenticeship.

What is the land-based and environmental sector?

The industry you will be working in is one of 17 within what is called the land-based and environmental sector. Others include:

| 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• Landscaping (including 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 industry 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. In the table below are some of the areas usually covered within a Contract of Employment.

| 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 & 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. 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.

As a student veterinary nurse there are additional legal responsibilities that apply to you, your employer and the team you work with and so it is extremely important that you are fully aware of these.

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 9 previous pieces of legislation including those on disability, sex (gender), race and other grounds of discrimination, including: age, religion & belief, sexual orientation, gender reassignment, pregnancy & 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. |

| Legislation | Key points |
|---|---|
| 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 of employment • 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 | These include: <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: <http://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 |
|---|---|
| Health and Safety at Work etc. Act 1974 | 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. |
| Management of Health and Safety at Work Regulations 1999 | 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. |
| Corporate Manslaughter & Homicide Act 2007 (covers death by neglect at work) | There must be procedures to be followed in the event of an emergency. |
| Safeguarding Vulnerable Groups Act 2006 (covers those under 18 and vulnerable adults) | 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. |

| Legislation | Key points |
|--|---|
| Health and Safety (Consultation with Employees) Regulations 1996 | Employers must talk to their staff about health and safety matters, for example about work equipment, procedures and training. |
| Personal Protective Equipment Regulations 2002 | 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. |
| 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 | Precautions must be taken against the risk of |

| Legislation | Key points |
|---|---|
| 1989 | 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. |
| 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. 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 Disability Discrimination Act, other relevant equalities legislation 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 Disability Discrimination Act, other relevant equalities legislation 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. 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)

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 Disability Discrimination Act, other relevant equalities legislation 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 veterinary nursing industry

Veterinary nursing is the care of animals receiving treatment from a veterinary surgeon. A Veterinary nurse is a skilled individual who supports a Veterinary Surgeon in providing expert supportive care for animals. In addition, Veterinary Nurses undertake a range of diagnostic tests, medical treatments and minor surgical procedures under veterinary supervision. They also play a significant role in the education of owners about maintaining the health and welfare of their animals.

Veterinary nurses work mainly with domestic animals such as dogs, cats, rabbits and caged birds, although they may also work with horses, farm animals or exotic species such as snakes, which are becoming increasingly popular as pets.

Facts and figures

- There are 2,400 veterinary practices and other organisation currently employing 4,100 veterinary nurses listed with the Royal College of Veterinary Surgeons
- England accounts for 88% of UK veterinary nurse employment
- 92% of veterinary practices have five or fewer employees
- 90% of the workforce are aged between 16 and 34 years of age.

Did you know?

- Cats have the largest eyes of any mammal relative to their body size
- A full grown horse weighing 1000 pounds (455kg) contains approximately 13.2 gallons of blood
- Most of the time, a horse has monocular vision. This means a different image is seen by each eye so that a horse is seeing two different pictures at the same time
- A dog's heart beats between 70 and 120 times a minute, compared with a human heart which beats 70 to 80 times a minute.

Job roles

There are many types of jobs available in the veterinary nursing industry. Here are a few examples:

| Related jobs at Level 3 | Brief description of responsibilities: | Suitable pathways |
|---------------------------------|--|-------------------|
| Veterinary nurse - small animal | Registered Small Animal Veterinary Nurses provide expert care, support and treatment to small animals in a veterinary practice under veterinary direction. They also play a key role in promoting animal health and welfare through the support and education of veterinary clients. | Small animal |
| Head veterinary nurse | Supervises a team of Veterinary Nurses and/or nursing assistants and support staff within a veterinary practice. They also play a key role in promoting animal health and welfare through the support and education of veterinary clients. | |
| Veterinary nurse equine | Registered Equine Veterinary Nurses provide expert care, support and treatment to horses under veterinary direction. They also play a key role in promoting animal health and welfare through the support and education of veterinary clients. | Equine |
| Head equine veterinary nurse | Supervises a team of Veterinary Nurses and/or nursing assistants and support staff within a veterinary practice. | |

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:

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

Key industry contacts

For further information about the industry you can check out:

- The British Veterinary Nursing Association (BVNA): www.bvna.org.uk
- British Small Animal Veterinary Association (BSAVA): www.bsava.com
- British Equine Veterinary Association (BEVA): www.beva.org.uk
- British Veterinary Association (BVA): www.bva.co.uk
- Royal College of Veterinary Surgeons (RCVS): www.rcvs.org.uk
- The Health and Safety Executive: www.hse.gov.uk
- Lantra: www.lantra.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
- 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
- ABC Awards: www.abcawards.co.uk
- Central Qualifications: <http://centralqualifications.org>

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

- Royal College of Veterinary Surgeons – www.rcvs.org.uk
- Foundation Degrees: <http://www.direct.gov.uk>
- Land-based colleges – www.landex.org.uk
- UCAS – www.ucas.ac.uk

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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 – veterinary nursing

Employee Rights and Responsibilities is a mandatory component of all Apprenticeship frameworks. A copy of Section 5 should be kept in the apprentice's portfolio and then submitted to Lantra on the Apprenticeship Certificates England (ACE) system when applying for an Apprenticeship Framework Completion Certificate (please complete all sections in BLOCK CAPITALS). If you have not yet registered for ACE please contact Lantra at apprenticeships@lantra.co.uk.

Complete and return:

| | |
|--|------------------------------------|
| Name of Apprentice | Name of Training Provider/Employer |
| | |
| Apprenticeship Framework: | |
| <input type="checkbox"/> Advanced Apprenticeship/Modern 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 employment 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:
.....

Employer's name: Employer's signature: Date:
.....

College/Training Provider's name: Provider's signature: Date:
.....

Lantra will issue a completion certificate for this apprentice when the signed completion statement together with copies of all the evidence required are submitted to Lantra on ACE (please refer to the relevant Framework document).

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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.

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LANTRA Environmental and land-based skills

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