



A

MODERN APPRENTICESHIP

IN

Trees and Timber level 3

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

Lantra

October 2012

Lantra
Lantra House
Stoneleigh Park
Coventry
CV8 2LG

LANTRA
Land-based and environmental skills

Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeship in Trees and Timber	4
Summary of Framework	6
The Framework	7
Registration and certification	11
Recruitment and selection	12
Equal opportunities	13
Health and safety	13
Contracts	13
Employment status of Modern Apprentices	13
Terms and conditions of employment	13
Training and development	14
Consultation	15
Career progression	16

Appendices

Appendix 1	Stakeholder Responsibilities	18
Appendix 2	Modern Apprenticeship Centres (MACs)	21
Appendix 3	Training Agreement and Training Plan	22

Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

Modern Apprenticeship in Trees and Timber

Trees and timber plays an important role in the sector with two main streams of work arboriculture and forestry. Forestry can be broken down further with forestry establishment and forestry harvesting. The forestry stream of the industry within the UK is estimated to represent 1.1% of businesses within the sector with a total estimated workforce of 11,716 and 1528 estimated businesses. The arboriculture stream of the industry within the UK is estimated to represent 3.1% of businesses within the sector, with a total estimated workforce of 23,766 and 4548 estimated businesses.

Forestry is defined as the science and practice of all tree management, including forest and woodland management, arboriculture, urban forestry, environmental forestry and research, education and training in all these fields.

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. A wide range of skills and knowledge is therefore required as there is a significant variety of jobs and tasks involved.

The technical levels of the industry's workforce are vital for the delivery of national forest and green space strategies and are therefore fundamental to the sector's health. Working for government, management companies and individuals alike, those in the industry may work alone or in small teams, thereby requiring a good knowledge of health and safety legislation and lone working policies. In addition to the technical skills and knowledge gained, those completing a Trees and Timber Modern Apprenticeship will also increase their knowledge and understanding of these important aspects of the working environment.

A small number of trees and timber businesses employ ten or more staff but it is micro-businesses which dominate the sector in Scotland, with 41% of the sector employing 0-4 people. The fact that they are often remote micro-businesses means that there is a reliance on staff being qualified with up to date technology.

The review of the Modern Apprenticeship framework has taken place following the review of the National Occupational Standards. The industry has requested that the SVQs remain flexible and continue to include only a small number of mandatory units but a wider choice of optional units. This flexibility should result in an increase in the rate of both starters and completers, both of whom are considered in the objectives set out below.

1. To increase the skills of the trees and timber industry in Scotland by:

- Increasing the overall (both private and public funded) number of Level 3 starts by 75% over the next three years

This will be addressed through:

- SVQs which are fit for purpose, current and meeting industry's needs, which allows learners to complete a qualification that is relevant to them in their employment, which will in turn lead to employers willing to support the framework.

2. To encourage new entrants into the sector.

This will be addressed through:

- Overcoming funding issues
- Increasing awareness and promotion of the Modern Apprenticeship
- Increasing marketing and communications
- Highlighting the benefits of Apprenticeships to employers
- Using careers events to inform careers advisers of the opportunities within the sector.

3. To work with industry and training providers to promote this framework to non-traditional entrants.

This will be addressed through:

- Increasing awareness and promotion of the Modern Apprenticeship through the use of case studies
- Increasing marketing and communications
- Promoting the benefits of and progression opportunities afforded through Modern Apprenticeships to those on National Progression Awards and other full-time programmes.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Trees and Timber

Mandatory outcomes

SVQ or alternative competency based qualification

- The following must be achieved:

One of the following Level 3 SVQ's must be achieved

- Arboriculture – GG0R 23
- General Woodland and Forestry Treework – GG0P 23

Core Skills

- Communication (SCQF level5)
- Working With Others (SCQF level5)
- Problem Solving (SCQF level5)
- Information and Communication Technology (SCQF level5)
- Numeracy (SCQF level5)

All core skills are mapped to the SVQ Qualifications and therefore do not require separate certification.

Enhancements

The apprentice must achieve two accredited, legislative or nationally recognised occupational tests relevant to the industry. Courses should be at least ten hours of training (a suggested list is on page 9).

If the apprentice is undertaking the Level 3 MA following completion of the Level 2 MA in Trees and Timber then they will need to complete two different enhancements to those already achieved within the Level 2 MA.

If the learner is undertaking the Level 3 MA without first completing the Level 2 MA in Trees and Timber, they will need to complete the following enhancements:

Emergency First Aid

Plus

A Pollution control course.

Where a certificate has an expiry date, it must be current at the time of completion of the Apprenticeship.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

N/A

NOTES:

The SSC should include a relevant VQ and Core Skills dependant on the MA level. The following provides a guide against each MA.

MA level	VQ level	Core Skills level
2	2	SCQF 4
3	3	SCQF 5
4	4	SCQF 6
5	5	SCQF 6

Please remove any boxes that are not required within the mandatory component.

All Scottish MA Frameworks must contain a relevant SVQ or equivalent competency based qualification.

All Scottish MA Frameworks must contain all 5 Core Skills. Where these can be demonstrated (via a detailed mapping at performance criteria to performance criteria level) to be embedded within the mandatory units of the SVQ/ CBQ, they should NOT require to be separately certificated.

Please make it clear in this section which Core Skills need to be separately certificated and which do not. You should also provide a Core Skills signposting for all Core Skills that are not embedded.

The Scottish Government is keen to see language qualifications included in all MA Frameworks and SSCs are encouraged to include these where appropriate.

If no 'enhancements' are required, remove this box.

All sectors should encourage the achievement of additional awards, qualifications and training.

The Framework

The mandatory and optional content of the Modern Apprenticeship in Trees and Timber is as follows:

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the one of the following Qualification:

- Arboriculture Level 3 SVQ – GG0R 23
- General Woodland and Forestry Treework Level 3 SVQ – GG0P 23

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on National Occupational Standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kinds of activities of a job. SVQs are available at five levels – although most are at level 2 and level 3. When someone has achieved an SVQ, there is a guarantee that they have the skills and knowledge needed to do their job. All Scottish Modern Apprenticeships must contain a relevant SVQ or equivalent qualification.

Arboriculture Level 3 SVQ

The Candidate must achieve all mandatory units (4) and a maximum of 6 units from the optional list.

Mandatory – All units

LANTw28	Carry out aerial rescue operations
LANTw29	Carry out aerial pruning of a tree
LANCS3	Promote, monitor and maintain health, safety and security
CFAMLD6	Allocate and monitor the progress and quality of work in your area of responsibility

Optional – 6 units from the list

LANTw9	Transplant large root-balled trees
LANTw10	Carry out post-planting tree protection and maintenance
LANTw17	Prepare for, and agree, emergency treework operations
LANTw18	Carry out emergency treework operations
LANTw20	Fell trees using a chainsaw
LANTw24	Sever uprooted or windblown trees using a chainsaw
LANTw25	Carry out assisted fell operations
LANTw30	Carry out aerial cutting of trees using free-fall techniques
LANTw31	Carry out aerial tree rigging
LANTw32	Aerial cutting of trees using a crane
LANTw33	Install and maintain structural supports for trees
LANTw35	Supervise utility arboriculture operations in proximity to above ground utilities
LANTw36	Survey vegetation adjacent to above ground utilities to identify required management
LANTw41	Process timber using large loader-fed machinery
LANTw42	Use mechanically powered winches in timber work
LANTw43	Extract wood and wood products using small motorised equipment
LANTw47	Operate grapple loader
LANTw61	Lay a hedge
LANTw63	Develop a woodland management plan
LANTw64	Carry out site surveys and communicate on your findings
LANTw65	Survey and inspect the condition of trees
LANEnC1	Promote responsible public use of outdoor sites
LANEnC2	Consult and work with the local community

LANEnC29	Research and prepare environmental interpretive activities
LANCS29	Identify the presence of pests, diseases and disorders
LANCS30	Co-ordinate the control of pests, diseases and disorders
LANCS37	Plan and oversee habitat management work
CFABAA152	Plan, run and evaluate projects
CFABD3	Plan where your business is going
CFAMLE1	Manage a budget
CFAMLE2	Manage finance for your area of responsibility
CFAMLA2	Manage your own resources and professional development

Additional Section

LANTW73	Administer environmental legislation
---------	--------------------------------------

General Woodland and Forestry Treework Level 3 SVQ

The Candidate must achieve all mandatory units (3) and a maximum of 7 units from the optional list.

Mandatory – All units

LANTw64	Carry out site surveys and communicate on your findings
LANCS3	Promote, monitor and maintain health, safety and security
CFAMLD6	Allocate and monitor the progress and quality of work in your area of responsibility

Optional – 7 units from the list

LANTw9	Transplant large root-balled trees
LANTw10	Carry out post-planting tree protection and maintenance
LANTw17	Prepare for, and agree, emergency treework operations
LANTw18	Carry out emergency treework operations
LANTw20	Fell trees using a chainsaw
LANTw24	Sever uprooted or windblown trees using a chainsaw
LANTw41	Process timber using large loader-fed machinery
LANTw45	Extract wood products by cable crane
LANTw49	Extract wood and wood products using a horse
LANTw51	Plan and evaluate for coppice management
LANTw52	Maintain coppice health and productivity
LANTw58	Construct a green wood product to client specification
LANTw61	Lay a hedge
LANTw62	Evaluate markets for the sale of forest and woodland products and services
LANTw63	Develop a woodland management plan
LANTw65	Survey and inspect the condition of trees
LANTw66	Select mark and assess volume of standing trees
LANTw67	Measure and assess felled timber volume and quality
LANTw68	Compile and maintain a forest or woodland inventory
LANTw69	Forecast production of forest and woodland products and make recommendations
LANTw75	Contribute to the management of forest and moorland fire fighting
LANEnC1	Promote responsible public use of outdoor sites
LANEnC2	Consult and work with the local community
LANEnC29	Research and prepare environmental interpretive activities
LANEnC30	Deliver environmental interpretive activities
LANCS29	Identify the presence of pests, diseases and disorders
LANCS30	Co-ordinate the control of pests, diseases and disorders
LANCS37	Plan and oversee habitat management work
LANCU49	Stalk and cull deer

CFABAA152	Plan, run and evaluate projects
CFABD3	Plan where your business is going
CFAMLE1	Manage a budget
CFAMLE2	Manage finance for your area of responsibility
CFAMLA2	Manage your own resources and professional development
CFAMLD2	Develop productive working relationships with colleagues and stakeholders
CFAMLWB3	Plan how you will sell your products or services

Additional Section

LANTw73	Administer environmental legislation
---------	--------------------------------------

Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	City & Guilds	Edexcel	EDI	SQA
Communication (SCQF level 5)	F451 04	F82M 04	F44C 04	F427 04 (6 credits)
Numeracy (SCQF level 5)	F455 04	F831 04	F44G 04	F42B 04 (6 credits)
Information and Communication Technology (SCQF level 5)	F459 04	F835 04	F44L 04	F42F 04 (6 credits)
Problem Solving (SCQF level 5)	F45D 04	F839 04	F44R 04	F42K 04 (6 credits)
Working with Others (SCQF level 5)	F45H 04	F83E 04	F44W 04	F42P 04 (6 credits)

Please refer to the supplementary mapping documents for further details on the mapping of the mandatory units in level 3 which can be found on Lantra's website link:

<http://www.lantra.co.uk/Downloads/Standards-qualifications/Apprenticeships/Modern-apprenticeships.aspx>

The Level 3 document shows that the mandatory units for the Level 3 SVQ meet all core skills requirements and therefore separate certification is not required.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000; Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

Enhancements

If the apprentice is undertaking the Level 3 MA following completion of the Level 2 MA in Trees and Timber then they will need to complete two different enhancements to those already achieved within the Level 2 MA.

The courses must be accredited, legislatively or nationally recognised occupational tests relevant to the industry and could include the following:

- Driving with a trailer
- Brushwood chipper
- Abrasive wheel machines
- Safe use of pesticides*
- Integrated pollution prevention control certificate (Lantra Awards only)

- Excavator training
- Chainsaw maintenance
- Chainsaw Maintenance and Cross-cutting,
- Cross cut timber using a chainsaw
- Aerial tree pruning
- Award in aerial tree rigging
- Award in aerial tree rescue
- Assisted fell operations
- Access a tree using a rope and harness
- Use a powered pole pruner
- Manual handling
- All-terrain vehicle handling

*Please note that PA1 must be completed plus one other i.e. PA6, PA2 and will only be accepted as meeting this requirement if both the knowledge and competence components are achieved.

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider, learner and Lantra at the beginning of the Apprenticeship. If you are unsure as to whether the course the apprentice wishes to take is accredited, please contact Lantra.

Where a certificate has an expiry date, it must be current at the time of completion of the Apprenticeship.

If the apprentice is undertaking the Level 3 MA without first completing the Level 2 MA in Trees and Timber, then they will need to complete the following enhancements:

Emergency First Aid qualification (one day course) approved by the Health and Safety Executive (HSE).

A suggested course is:

Title: Emergency first aid at work

Reference: G9NN 45

Awarding Organisation: SQA.

Plus:

A pollution control course.

Optional Outcomes

N/A

Registration and certification

This Scottish Modern Apprenticeship is managed by (Lantra). The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

Lantra
Lantra House
Stoneleigh Park
Coventry
Warwickshire
CV8 2LG

Telephone: 02476 696996
Fax: 02476 696732

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 8 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, www.maonline.org.uk). In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to the SSC at the address above.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 8 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Modern Apprentices must either hold:

- The Level 2 Modern Apprenticeship
- SVQ Level 2 in Forestry or Arboriculture
- Or have
- An equivalent qualification
- Or
- Substantial experience

Potential apprentices are expected to demonstrate that they are:

- Committed to a career in the Trees and Timber industry
- Competent to complete the Level 3 SVQ
- Prepared to attend off-the-job training
- Able to acquire the broad range of skills, knowledge and understanding required in the apprenticeship
- Enjoy working with trees and the environment

Some key characteristics of an apprentice would be

- Have a positive attitude towards learning and are to take responsibility for their own learning and development
- Have a good practical and information and communication technology skills
- Ability to be creative and inventive

- Good communication skills to explain technical issues
- Can work without supervision and in a team
- Enjoy diagnosing and solving problems

Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to.

It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed for the duration of the apprenticeship.**

Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

Current Provision

Inverness College
Forestry Commission
Barony College
Borders College

This is a working list – please contact Lantra for an up to date list.

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

Consultation Process

This framework has been identified and reviewed following a series of formal consultative activities across Scotland which has taken place during a 10 month review.

The main purpose of the consultations was to ensure that the SVQs levels 2 and 3 (SCQF levels 5 and 6) contained within this Modern Apprenticeship were updated to reflect the recently revised National Occupational Standards.

During 2011

A full review of the National Occupational Standards took place and included a working group looking at revising all of the units within the trees and timber suite. The outcome of the working group was that the units were made more industry relevant.

April 2012

Following the NOS review an on-line survey was conducted during April 2012 to review the SVQ structures to reflect the recently revised NOS.

The SVQ structures were also distributed to Lantra's industry, virtual and key stakeholder groups, including employers and training providers. Members of the Scotland Lantra team also took the structures to local meetings and employers for feedback to ensure coverage across Scotland. During the review SQA and Scottish Government were kept informed of progress.

All feedback was collated and analysed and the results were taken to the final working group to ensure that the feedback reviewed was relevant and incorporated where appropriate.

The feedback indicated that all other parts of the framework should remain as in the previous version of the Modern Apprenticeship as this framework is still relatively new.

Although numbers are low on this framework industry were very clear that they want this MA to remain as an entry route into the industry.

Quote from the Forestry Commission Scotland

"The MA in Trees and Timber is critical as we grow new skills within the FC and more importantly the wider forest industry. The SVQ allows us to measure skills developed following training by our in-house Skills Unit and subsequent consolidation of that training. While developing skills and knowledge using the framework it offers the organisation a great platform for succession planning however it is inevitable that Modern Apprentices will leave for the private sector where hopefully they will expand on the learning gained within the FC and this will support the wider industry. Without this framework there is no certified practical means of learning within the industry so therefore without it skills levels will drop and the negative "add ons" associated with poor skill levels will grow."

Career progression

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as:

Following the completion of the Modern Apprenticeship, candidates will be able to maintain positions in areas such as:

Related jobs at Level 3	Brief description of responsibilities
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 those who wish to continue their development of skills and qualifications beyond Level 3, opportunities exist to

progress to HE. Courses could include:

HE:

- Arboriculture
- Arboriculture and Urban Forestry
- Arboriculture and tree care
- Forest Sciences
- Forestry
- Conservation and forest ecosystems
- Forestry and woodland management
- Sustainable forest management.

These courses range from HNCs to degrees (BSc or BA depending upon the chosen course) and further qualifications such as an MSc or PhD may also be available. Useful websites to visit regarding FE and HE include: www.ucas.co.uk or www.landex.org.uk. Information regarding courses, providers and further information on specific entry requirements can also be found via these websites.

Other opportunities may include:

- Progression to supervisory or management positions
- Progression into training/teaching
- Continuing personal development through relevant industry training or certificates. This could include certificates of competence, professional certificates or specific industry updating.

Appendices

APPENDIX 1

Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Alliance of Sector Skills Councils' website <http://www.sscalliance.org>.

Role of Skills Development Scotland (SDS)

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs/ CBQs and SVQ/CBQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of Modern Apprenticeship Group (MAG)

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

MAG is responsible for:

- Approval and re-approval of Modern Apprenticeship Frameworks
- De-approval of Modern Apprenticeship Frameworks
- Encouraging best practice across Modern Apprenticeship Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

Modern Apprentices' responsibilities include:

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

APPENDIX 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ/ CBQ (and Core Skills if these are being separately certificated)

or

- 2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

The SSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer's responsibilities** are to:

- 1 employ the modern apprentice subject to the employer's usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice's responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice's personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice's responsibilities as an individual; and
- 4 promote at all times the employer's best interests.

The **Modern Apprenticeship Centre's responsibilities** are to:

- 1 agree the content of the modern apprentice's personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice's personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan.

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice (or Parent/Guardian, if under 18)		Date:
Modern Apprenticeship Centre		Date:

**MODERN APPRENTICESHIP TRAINING PLAN****The Modern Apprenticeship Centre**

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

Full name:
Home address:
Work address:
Date of birth:

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes**Mandatory outcomes**

SVQ/ CBQ Level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>				
Enhancements				

Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication technology			
5	Problem Solving			

Optional outcomes

Additional units (if any) <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

Summary of Modern Apprentices accredited prior learning:

If you require assistance in completing this form, please contact:

Lantra,
Lantra House,
Stoneleigh Park,
Coventry,
Warwickshire,
CV8 2LG

Telephone: 02476 696996

Fax: 02476 696732