

LANTRA

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Employee Rights and Responsibilities (ERR) Workbook

Animal Care

April 2011

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Dear Apprentice

Congratulations on starting your new Apprenticeship programme. As an apprentice, 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.

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 Animal Care 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 are two levels of Apprenticeship within the Animal Care 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 Animal Care**
- **The knowledge aspect** of the following units of the Diploma in Animal Care must be independently assessed:
 - Ensure your own actions reduce risks to health and safety
 - Promote and maintain the health and well-being of animals
 - Maintain animal accommodation
- **Key Skills (England)/Essential Skills (Wales and Northern Ireland):**

Application of Number Level 1
Communication Level 1

OR

- **Functional Skills (England)**

Maths Level 1
English Level 1

- **Employee Rights and Responsibilities Workbook.**

- **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 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 Animal Care, 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 Animal Care**
- **The knowledge aspect** of the following units of the Diploma in Animal Care must be independently assessed:
 - Promote, monitor and maintain health and safety and security
 - Plan the handling and restraint of animals
 - Plan, supervise and control the movement of animals

- **Key Skills (England)/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)**
- Record of Achievement
- **Employment Rights and Responsibilities Workbook** (if not previously completed at Level 2).

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 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 people with a disability or health condition experience in the workplace. Through this scheme the Government will either pay for, or make a substantial grant towards, the costs of additional support needed as a result of a disability or health condition. This is essential to enable many people to find or stay in employment.

- **Additional Learning Support**

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

Do you have any questions?

If you are unsure of anything about your Apprenticeship you should first speak to your employer or training provider/college. If they are unable to help you then you can always contact the National Apprenticeship service www.apprenticeships.org.uk 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 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.

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

Task 1

You now need to answer all of the following questions:

1. 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 upon national rules for England, Northern Ireland, Scotland and Wales.

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

Legislation	Key points
	<ul style="list-style-type: none"> • 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: 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 follow 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, which 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 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 animal care industry

The animal care industry is perhaps one of the more diverse industries within the environmental and land-based sector offering an array of opportunities including animal training (animals in entertainment and education as well as working animals such as uniformed/security dogs), zoos and wildlife establishments (including wildlife rehabilitation), pet styling and grooming and animal breeding. In general, all areas of the work in this industry cover the welfare, supervision and protection of animals. With the change in the Animal Welfare Act there is now an even greater need for everyone working in animal care to continue to train in animal health and welfare. People working in animal care will need to keep up-to-date with codes of practice, duty of care as well as potential areas of secondary legislation.

Facts and figures

- There are 13,000 animal care businesses in the UK employing 78,000 people and lots of volunteers
- 86% of animal care businesses employ five or fewer people
- Almost three quarters of the animal care industry accounts for pet shops and pet supplies, boarding establishments, and dog clipping and grooming businesses
- Over one fifth of the workforce began their career through voluntary work.

Did you know?

- 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
- The smartest dogs are said to be the border collie followed by the poodle and the golden retriever
- Dogs have about 100 different facial expressions, most of them made with the ears. Unfortunately, the likes of bulldogs and pitbulls only have ten due to their breeding. Therefore, these dogs easily get misinterpreted by other dogs and often get into fights
- Giving dogs chocolate could be fatal for them, because theobromine, an ingredient in chocolate, stimulates the central nervous system and cardiac muscle. About 1.1kg of milk chocolate or just 146 g of cooking chocolate (which has more theobromine per gram) could kill a 22kg dog
- A cat (230) has more bones than a human (206)
- Cats eat grass to aid digestion and help them get rid of fur in their stomachs
- Cats have the largest eyes of any mammal relative to their body size
- A guinea pig's teeth constantly grow, so they need an appropriate chew toy to keep teeth properly worn down.

Job roles

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

Related jobs at Level 2	Brief description of responsibilities:
Pet shop assistant/retail assistant	Work in retail outlets caring for and selling live animals. The work may include: dealing with a range of customer enquiries; helping with deliveries and shelf-filling; feeding and providing water to the animals and cleaning out cages; changing substrate and bedding; removing faeces.
Animal/dog groomer	Animal grooming involves the care of dogs, cats and rabbits. This role includes assisting with shampooing, trimming and checking the animals' skin, eyes, ears, mouth, nose, feet and nails for any problems.
Animal care assistant	Animal care assistants look after the day-to-day care of animals in a variety of different settings under supervision. The work is carried out in places such as kennels and catteries, animal welfare centres, farm parks and grooming establishments and veterinary hospitals.
Dog handler (uniformed Forces)	Dog handlers work with their dogs to help prevent and detect crime or to find lost and missing people. A dog handler and their dog train for a specific purpose. Various organisations use working dogs, such as the police, HM Revenue and Customs, the armed forces, fire and rescue services, prisons and private security firms
Animal boarding assistant	Animal boarding workers care for animals staying in boarding or quarantine establishments usually while their owners are away. The majority of boarding establishments are provided for dogs and cats. However, there are also boarding facilities available for other animals such as rabbits, guinea pigs, ferrets and parrots in addition to smaller caged animals including hamsters, mice, rats and budgies.

Related jobs at Level 3	Brief description of responsibilities:
Zoo/animal keeper	Zoo keepers are responsible for the day-to-day care and welfare of animals in a zoo, wildlife/safari park, aquarium or special collection. Keepers may work with a wide range of animals from mammals and birds to reptiles and amphibians to fish and invertebrates.
Dog groomer	Although the majority of animal grooming involves the care of dogs, the industry has grown and become much more diverse. It now also includes grooming services for other animals such as cats and rabbits. Working as an animal groomer can be very rewarding as grooming can prevent and alleviate suffering.
Animal/dog trainer	There are many types of animal trainer jobs each requiring its own training and skills. The majority of animal training focuses on the training of dogs. However, there are other types of animal training including horses trained to perform in horse shows or wild animal training involving work with animals such as lions, elephants, dolphins or sea lions.
Dog warden	A dog warden will work with a variety of people to raise awareness of the Animal Welfare Act and encourage responsible animal ownership. Dog wardens work with a range of companion animals but most commonly with dogs and dog owners. Dog wardens will work with other welfare organisations to improve the standards of care and welfare for companion animals.
Animal management instructor	Animal management instructors look after the day-to-day care of animals in colleges, schools and universities. The role involves working with a wide range of animals, students, teaching staff and external visitors/agencies. Involvement with holiday/weekend clubs for children could also form part of the role.

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:

- Royal Society for the Protection against Cruelty to Animals (RSPCA): www.rscpa.org.uk
- Blue Cross: www.bluecross.org.uk
- Cats Protection: www.cats.org.uk
- The Guide Dogs for the Blind Association: www.guidedogs.org.uk
- Hearing Dogs for the Deaf: www.hearingdogs.org.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
- Edexcel: www.edexcel.com.

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

- Foundation Degrees: <http://www.direct.gov.uk>
- Land-based colleges: www.landex.org.uk
- 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 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"/> Animal Care Intermediate Apprenticeship/Foundation Apprenticeship/Level 2 <input type="checkbox"/> Animal Care 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 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 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 Provider's signature: Date:
 name:

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.

www.lantra.co.uk
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LANTRA Environmental and land-based skills

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