

LANTRA

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Employee Rights and
Responsibilities (ERR)
Workbook

Higher Level Apprenticeship

Agricultural Management

January 2013

January 2013

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Dear Apprentice

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

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

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

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

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

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

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

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

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

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

Good luck with your programme.

The Lantra Apprenticeship Team

Employee Rights and Responsibilities Workbook for Agricultural Management Apprenticeships December 2012

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Section 1 –Introduction

What is a Higher Level Apprenticeship?

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

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

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

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

Summary of Mandatory Outcomes

❖ **Competence qualification:** – there will be two pathways:

1. Level 4 Certificate in Agricultural Management (12 months)
2. Level 4 Diploma in Agricultural Business Management (18 months)

❖ **The Knowledge-based element**

Both pathways include the following qualifications. Learners will have a choice from the following list

- | | |
|---|--------------|
| 1. Level 4 Award in Leadership
(ILM – 500/3583/6) | (10 credits) |
| 2. Project Management for Land Based Industries
(Edexcel – K/503/1052) | (15 credits) |
| 3. Level 4 Award in First Line Management
CCQN – 600/3398/8) | (10 credits) |

❖ **Transferrable Skills**

Essential Skills – Wales

Level 2 Application of Number and Communication

OR

Functional Skills - England

Level 2 Maths and English

❖ **Employee Rights and Responsibilities Workbook**

❖ **Personal Learning and Thinking Skills** (England Only)

❖ **On and off the job training – Wales / Guided Learning Hours – England**

❖ **Additional Employer Requirements**

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

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

What is expected of you?

You will be expected among other things to:

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

What if I need extra help and support?

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

- **Access to Work**

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

- **Additional Learning Support**

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

Do you have any questions?

If you are unsure of anything about your Apprenticeship you should first speak to your employer or training provider/college. If they are unable to help you then you can always contact the National Apprenticeship service www.apprenticeships.org.uk 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 sits within what is called the land-based and environmental sector. The other industries are listed below and are grouped in to three categories:

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

Did you know?

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

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

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Section 2 - The Business You Work For

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

Contracts of Employment

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

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

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

Task 1

You now need to answer all of the following questions:

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

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

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

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

3. What is the maximum number of hours per week that an employee can be asked to work. Assess the impact of this legislation on managing a farm/farm enterprise.

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(Notes for assessors: knows and understands the Working Time (amendment) Regulations 2003 and is able to evaluate the effect of this legislation on the working practises and hence operational management of a commercial farm)

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

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

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

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

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

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(Notes for assessors: is aware of the existence and content of the organisation’s grievance procedure. Is

able to critically evaluate the implantation of this)

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

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

Section 3 – You and the Law

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

Employment and other associated legislation

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

Legislation	Key points
Equality Act 2010	It is unlawful to directly or indirectly discriminate against anyone, harass them or insult their personal dignity. This Act brings together and strengthens nine previous pieces of legislation including those on disability, sex (gender), race and other grounds of discrimination, including: age, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership.
Data Protection (Amendment) Act 2003	This Act covers all information held about individuals by an employer. The Act covers both computerised and manual records. The information must be held in a secure place and should not be available to unauthorised people.
Employment Act 2008 (Flexible Working Regulations)	This makes changes to maternity, paternity and adoption rights in the Employment Rights Act 1996. For example, employees who are parents are allowed to request flexible working arrangements.
Employment Relations Act 2004	This enables employees to be accompanied by a trade union official or colleague at a disciplinary or grievance hearing.
Employment Act 2002	This entitles employees to certain rights including: <ul style="list-style-type: none"> • 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
The Agricultural Wages (England and Wales) Order 2012	The order sets out minimum rates of pay and related conditions for agricultural workers. The minimum rates are higher than those stipulated through the National Minimum Wage Act. The Order is reviewed annually
Protection from Harassment Act 1997	It is unlawful to harass someone. Individuals can claim damages and/or seek a court order to stop the harasser from continuing the harassment. In certain circumstances under this law bullying becomes an offence of harassment.
Working Time (Amendment) Regulations 2003	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
- Agricultural Wages: www.defra.gov.uk/food-farm/farm-manage/wages/
- 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
Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 Corporate Manslaughter & Homicide Act 2007 (covers death by neglect at work) Safeguarding Vulnerable Groups Act 2006 (covers those under 18 and vulnerable adults)	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. 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. There must be procedures to be followed in the event of an emergency. 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.
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

Legislation	Key points
	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 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

Legislation	Key points
	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. Where would you access information and advice on each of the following aspects of employment right and responsibilities for someone working on a farm

pay.....

discrimination.....

equal opportunities.....

disability.....

(Notes for assessors: knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Also an awareness of the Agricultural Wages Order and guidance on this)

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

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

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

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(Notes for assessors: knows and understands the purpose of risk assessment as defined in Health and Safety legislation and aspects of Employment Law which relate to employer and employee rights and

responsibilities. Be able to critically evaluate how effectively this is done in own work place))

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

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

5. Explain what you should do if a fire were to break out at your work place?

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

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

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

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

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

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

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

Section 4 – Your industry

The Agriculture industry

Agriculture is the production and management of primary food groups. It includes the environmental management of land for sustainable development. The main production enterprise of a farm will vary according to its geographical location, which will determine the soil type and local weather conditions, both important factors in the animal and plant production business.

The main farm types include dairy, beef, sheep, pigs, poultry, vegetables, cereals, root crops and other cash crops. The industry is also involved in non-food groups and industrial crop developments such as energy crops, crops for paper or materials (e.g. flax, hemp), specialist oils (e.g. lavender) and pharmaceuticals.

Farms vary enormously from remote hill farms with beef cattle and sheep, through to vast mechanised arable farms with no livestock. Other units include mixed farms with crops and livestock and specialist indoor pig and poultry farms with virtually no land. Thus there are plenty of opportunities for people to pursue a particular interest in livestock, crops or machinery.

Facts and figures

Agricultural Crops

- There are 29,813 crops businesses in the UK employing 142,716 people
- 28% of crops businesses employ between two and five people
- 42% of the workforce are self-employed.

Agricultural Livestock

- There are around 94,322 livestock businesses in the UK employing 315,340 people
- 98% of livestock businesses employ fewer than 10 people.

General facts

- 74% of the land surface in the UK is under agricultural production
- 2.2% of the UK's workforce are employed in agriculture
- Agriculture contributes over £8 billion to the UK's economy.

Did you know?

- Farmers are responsible for managing around 75% of the UK's surface area
- There are over 920 different breeds of cow
- Cows were domesticated for the first time approximately 5,000 years ago
- Sheep can be milked just like cows. Sheep's milk is often used to make gourmet cheeses
- Archaeologists have found evidence that people were keeping sheep nearly 11,000 years ago
- Pigs are known to be intelligent animals and have been found to be more trainable than dogs or cats
- A pig's squeal can reach up to 115 decibels, 3 decibels higher than the sound of a supersonic Concorde
- It takes around 350 ears of wheat to make enough flour for one 800 gram loaf of bread
- Over one-third of the UK barley crop is bought by UK brewers who are also major users of English hops

Job roles

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

Related Jobs Level 2	Job Description
Farm Worker	Farm workers are employed to carry out work on arable and/or livestock farms, such as sheep, dairy or beef farms. The type of work they do varies from season to season and involves planting, tending and harvesting a range of crops and may involve maintaining the health and welfare of livestock.
Tractor Driver	A tractor driver will undertake a variety of different jobs including ploughing, drilling, harvesting silage or cleaning out cattle sheds. They may work on an individual arable/livestock farm or for an agricultural contractor.
Stock Person	A stock person is responsible for the livestock on a farm. This will include ensuring they are fed and watered and looked after to meet health and welfare requirements as well as growth targets.
Pig Technician	A pig technician will have skills in carrying out specialist services on the pig farm. These may include applying treatments and vaccinations, detecting and identifying pigs on heat, artificial insemination of sows and gilts (female pigs), and pregnancy diagnosis through scanning.
Hatchery Staff	Hatchery staff may work with various types of poultry, such as chickens, turkeys, ducks and geese. They will deal with areas such as animal welfare, egg quality and handling and machine operation ensuring aspects such as the incubation needs are met.

Related Jobs Level 3	Job Description
Section Head	A section head on a pig unit is responsible for the management of a particular section of the unit, for example, a pig farrowing section. This will mean responsibility for health, welfare and the performance of the pigs. They will also have responsibility for staff, such as the pig technician.
Dairy Herdsperson	A Herdsperson is responsible for the day to day operational running of a dairy herd. Typically this will include milking, feeding, grazing management, breeding, health & welfare and record keeping. Depending on the size of the unit they may also have responsibility for staff such as an assistant herdsperson or relief milker
Farm Foreperson	A Farm Foreperson is responsible for the day to day operational management of field operations and perhaps beef stock and dairy followers. He/she may have responsibility for certain staff e.g. tractor drivers, stockperson., casual and contract staff. Their role may include performance management and reporting
Agricultural Machinery Operator	An Agricultural Machinery Operator is involved with the harvesting of crops on a farm, which could be cereals, grass or vegetables as well as the operation of other agricultural machinery. Their role will often include maintenance and repair. Often such operators work as contractors providing specialist services to a number of farms
Livestock Technician	There are many variations of a livestock technician, but most offer specialist services to the dairy and beef farms, as well as sheep farms. These may include cattle foot trimming, artificial insemination of female cattle and ewes, and pregnancy diagnosis through scanning.
Hatchery Supervisor/Charge Hand (Poultry)	Hatchery supervisors lead a team of staff working with various types of poultry, such as chickens, turkeys, ducks and geese. They ensure that the team deal with areas such as animal welfare, egg quality, handling and machine operation ensuring aspects such as the incubation parameters are adhered to.

Related Jobs Level 4	Job Description
Enterprise Manager	An Enterprise Manager is responsible for the overall management of an enterprise. This will include planning, implementing, Monitoring and evaluating performance targets (physical and financial), feed rations, grazing systems ,health and breeding programmes. Also reviewing new developments. Managing staff within the unit.
Farm Manager	Farm Managers either run their own business or are employed by a business owner to run the farm efficiently and profitably. A farm manager will typically manage all farm resources and be responsible for marketing of stock/produce and sourcing all supplies. He/she must run the farm to high health & safety and environmental standards He she will continually review new opportunities for the business.
Assistant Farm Manager	Deputises for and supports the Farm Manager. Often going through a development and learning programme en route to full farm manager status. Undertakes all farm manager tasks but with supervision/support
Farm Consultant	Consultants advise others on the running of their enterprises or farm. This may be technical or financial support or a combination of the two. Often involved in both the short term and longer term planning or re -planning and budgeting of a farm or major enterprise

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:

- Association of Independent Crop Consultants: www.aicc.org.uk
- BASIS: www.basis-reg.co.uk
- British Crop Protection Council: www.bcpc.org
- British Institute of Agricultural Consultants: www.biac.co.uk
- British Poultry Council: www.poultry.uk.com
- British Potato Council: www.potato.org.uk
- Country Land and Business Association: www.cla.org.uk
- Environment Agency: www.environment-agency.gov.uk
- Farming and Countryside Education: www.face-online.org.uk
- Farmers Union of Wales: www.fuw.org.uk
- The Health and Safety Executive: www.hse.gov.uk
- HGCA: www.hgca.com
- Milk Development Council: www.mdc.org.uk
- National Beef Association: www.nationalbeefassociation.com
- National Farmers Union: www.nfuonline.com
- National Farmers Union Scotland: www.nfus.org.uk
- National Sheep Association: www.nationalsheep.org.uk
- Royal Association of British Dairy Farmers: www.rabdf.co.uk
- The Soil Association: www.soilassociation.org

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
- City and Guilds: www.cityandguilds.com
- ABC Awards: www.abcawards.co.uk

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

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

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Task 3

You now need to answer all of the following questions:

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

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

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

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.....

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

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

.....

.....

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.....

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

4. Outline two jobs that you may progress to if you complete your Apprenticeship?

.....

.....

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

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

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

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

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

The industry?

Your job?

Training?

Careers?

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

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

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

Complete (in BLOCK CAPITALS) and return:

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

The following tasks have been completed satisfactorily:

Task Number	Assessor’s Name	Assessor’s Signature	Date
1
2
3

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

The Apprentice has completed the following nine national outcomes satisfactorily:

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

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

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

Apprentice's name:

Signature:

Date:

Date of birth:

.....

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.....

Employer's name:

Employer's signature:

Date:

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College/Training Provider's
name:

Provider's signature:

Date:

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Lantra

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

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

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

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

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