



A

MODERN APPRENTICESHIP

IN

Trees and Timber at SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Lantra

December 2017
(Amended October 2019)

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Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	25/02/2019	<p>Mandatory Unit CFAM&LDB4, Manage people’s performance at work, has been replaced with LANCS5 Maintain and store records within the workplace. CFAM&LDB4 is now an Optional Unit.</p> <p>LANTw2, Control pollution incidents, has been added as an additional Optional Unit for candidates who are coming straight in at level 6 and have not already achieved this at level 5.</p> <p>LANTw79, Prepare and operate a base machine with attachments, has been added as an additional Optional Unit for candidates who are coming straight in at level 6 and have not already achieved this at level 5.</p> <p>LANLEO8, Apply core land-based engineering principles: servicing and maintenance, has been added as an additional Optional Unit.</p> <p>LANLEO18, Service and repair land-based harvesting and processing equipment, has been added as an additional Optional Unit.</p>	Updated by GW (SDS) on behalf of Lantra.

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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. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

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, SCQF 6/7, SCQF 8/9 and SCQF 10. 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 Apprenticeships in Tree and Timber

The land-based and environmental sector currently accounts for approximately 115,700 employees and 24,500 businesses in Scotland. The Trees and timber industry 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 in 2017 took place following the review of the National Occupational Standards. Industry fed back that rather than having two at SCQF Level 5 (Arboriculture and General Woodland and Forestry Treework), that there should just be one SVQ at SCQF Level 5 called Treework. Once a candidate has completed the SCQF Level 5, they can progress to SCQF Level 6 and specialise in either Arboriculture or General Woodland and Forestry Treework. Following on from this in 2019 the industry requested further changes to the General Woodland and Forestry Treework SVQ at SCQF level 6. The changes requested were as follows:

- Remove unit CFAM&LDB4, Manage people's performance at work, as a Mandatory Unit and replace it with something that all candidates would be able to achieve as not all candidates have the opportunity of managing other people. It was agreed that it would be replaced with LANCS5 Maintain and store records within the workplace.
- Add LANTw2, Control pollution incidents, as an additional Optional Unit for candidates who are coming straight in at level 6 and have not already achieved this at level 5. The industry felt very strongly that this is an important skill that candidates should be encouraged to achieve.

- Add LANTw79, Prepare and operate a base machine with attachments, as an additional Optional Unit for candidates who are coming straight in at level 6 and have not already achieved this at level 5. The industry felt very strongly that this is an important skill that candidates should be encouraged to achieve.

- Add LANLEO8, Apply core land-based engineering principles: servicing and maintenance, as an additional Optional Unit.

- Add LANLEO18, Service and repair land-based harvesting and processing equipment, as an additional Optional Unit.

As no candidates had been signed up to do this qualification as yet SQA agreed that there will be no need to revise the qualification number and it will remain the same.

Due to changes within the Mandatory Units the Core Skill Mapping has been revised.

The aim of this MA is:

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

- Upskilling those already working in trees and timber jobs to ensure that they attain the skills required to be competent in their chosen profession.

This will be addressed through:

- The update of the SCQF Level 6 Modern Apprenticeship, to include the revised SCQF Level 6 SVQ in General Woodland and Forestry Treework, which has been updated to make the Mandatory Units more appropriate to the learners and to add further Optional Units. This will allow more flexibility, allowing 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:

- Increasing awareness and promotion of the revised Modern Apprenticeship
- Increasing marketing and communications
- Highlighting the benefits of Apprenticeships to employers

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

Duration

Industry has agreed that the Trees and Timber MA at SCQF 6 framework duration is on average 18 months depending on the candidate’s previous experience.

Mandatory outcomes

SVQ or alternative competency-based qualification
 - One of the following must be achieved:

- Arboriculture at SCQF Level 6 – GN8T23
- General Woodland and Forestry Treework at SCQF Level 6 – GN8V23

Core Skills

- Communication SCQF Level 5
- Working With Others SCQF Level 5
- Problem Solving SCQF Level 5
- Information and Communication Technology SCQF Level 5
- Numeracy SCQF Level 5

* All core skills are mapped to the mandatory units within the SVQ in Arboriculture at SCQF Level 6 and the SVQ in General Woodland and Forestry Treework at SCQF Level 6 and so do not require separate certification.

Enhancements

The apprentice must achieve Emergency First Aid (one day course).

Plus:

One other industry specific certificate appropriate to the apprentice and the business in which he/she works for.

Suitable courses include:

Ref. no.	Awarding Body	Title
GG2445	SQA	Emergency First Aid at Work at SCQF Level 5
R26804	FAQ	Emergency First Aid at Work at SCQF Level 5

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.

R263 04	ITC	ITC Certificate in Emergency First Aid at Work at SCQF Level 5
R270 04	FAAL	Award in Emergency First Aid at Work at SCQF Level 5
R272 04	STA	STA Award in Emergency First Aid at Work at SCQF Level 5
R282 04	HABC	HABC Award in Emergency First Aid at Work at SCQF Level 5
R309 04	SafeCert	SafeCert SCQF level 5 Award in Emergency First Aid at Work
R320 04	IQ	IQ Emergency First Aid at Work at SCQF Level 5
R263 04	ITC	ITC Certificate in Emergency First Aid at Work at SCQF Level 5
R270 04	FAAL	Award in Emergency First Aid at Work at SCQF Level 5
R272 04	STA	STA Award in Emergency First Aid at Work at SCQF Level 5
R282 04	HABC	HABC Award in Emergency First Aid at Work at SCQF Level 5
R309 04	SafeCert	SafeCert SCQF level 5 Award in Emergency First Aid at Work
R320 04	IQ	IQ Emergency First Aid at Work at SCQF Level 5
R204 04	NEBOSH	Award in Health and safety at work at SCQF Level 5
R449 04	ITC	Award in Health and safety in the workplace at SCQF Level 5
Training		Emergency First Aid at Work+F
Training		Abrasive wheel machines
Training		Driving with a trailer
Training		Brushwood chipper
Training		Ride on mower
Training		Safe use of pesticides*
Training		Integrated pollution prevention control certificate (Lantra Awards only)
Training		Excavator training
Training		Chainsaw maintenance
Training		Chainsaw Maintenance and Cross-cutting,
Training		Cross cut timber using a chainsaw
Training		Aerial tree pruning
Training		Access a tree using a rope and harness
Training		Award in aerial tree rigging
Training		Award in aerial tree rescue
Training		Assisted fell operations
Training		Use a powered pole pruner
Training		Manual handling
Training		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.

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

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

N/A

The Framework

Duration

It is expected that apprentices following this framework will take 18 months to complete. This includes 351 hours for off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- Arboriculture at SCQF Level 6 (SQA accreditation code and SCQF credit points to follow, currently being approved by ACG)
- General Woodland and Forestry Treework at SCQF Level 6 (SQA accreditation code and SCQF credit points to follow, currently being approved by ACG)

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7. When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

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)

All core skills are mapped to the mandatory units within the SVQ in Arboriculture at SCQF Level 6 and the SVQ in General Woodland and Forestry Treework at SCQF Level 6 and so do not require separate certification.

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

The apprentice must achieve Emergency First Aid (one day course).

Plus:

One other industry specific certificate appropriate to the apprentice and the business in which he/she works for.

Suitable courses include:

Ref. no.	Awarding Body	Title
GG24 45	SQA	Emergency First Aid at Work at SCQF Level 5
R268 04	FAQ	Emergency First Aid at Work at SCQF Level 5
R263 04	ITC	ITC Certificate in Emergency First Aid at Work at SCQF Level 5
R270 04	FAAL	Award in Emergency First Aid at Work at SCQF Level 5
R272 04	STA	STA Award in Emergency First Aid at Work at SCQF Level 5
R282 04	HABC	HABC Award in Emergency First Aid at Work at SCQF Level 5
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R320 04	IQ	IQ Emergency First Aid at Work at SCQF Level 5
R204 04	NEBOSH	Award in Health and safety at work at SCQF Level 5
R449 04	ITC	Award in Health and safety in the workplace at SCQF Level 5
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Training		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.

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

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra.

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:



The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.**

[Registration details and requirements to be added by SSC – set out how training providers register candidates either by post or online. Include details of the documents required (such as Training Agreement, Training Plan etc)].

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 4 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 institution, 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.

An apprentice looking to complete the MA at SCQF 6 will be expected to demonstrate that they are:

- Committed to a career in the Trees and Timber industry
- Competent to complete the SVQ at SCQF Level 6
- 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. A sample SSC Training Agreement is set out in Appendix 3.
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 Sample Training Plan at Appendix 3. 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.**

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

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.

List of Training Providers

Current provision	
SRUC Oatridge College	West Lothian
Rural Training	Scotland Wide
Renfrewshire Council	

Delivery of Training for the Modern Apprenticeship in Trees and Timber

Work-based training

Delivery and assessment method

Work-based or on-the-job training is defined as skills, knowledge and competence gained within normal work duties.

On-the-job training should:

- *Achieve clear and specific outcomes which contribute directly to the successful achievement of the MA framework and this may include accredited and non-accredited elements.*
- *Be planned, reviewed and evaluated jointly between the modern apprentice and a tutor, mentor or manager*
- *Allow access as and when required by the modern apprentice either to a tutor, mentor or manager.*
- *Be delivered during contracted working hours*
- *Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study.*

Assessment is generally carried out in the apprentice's place of work but where this is not possible assessment can be carried out in a training environment, but the situation should reflect a real work environment as far as possible. Lantra provides a guidance document for those delivering and assessing the Trees and Timber, Arboriculture and General Woodland and Forestry Treework SVQs which provides clarification on delivery and assessment and sets out where simulation is allowed. Simulation must be agreed with the External Verifier first.

Regular reviews should take place with the apprentice as well as their employer/mentor/supervisor (whichever is appropriate) to discuss progress. Apprentices keep a record of activities carried out in the workplace using work logs and task sheets.

Skills required by training providers delivering the training

Appropriate qualifications from the following list should be held by those undertaking delivery and assessment depending on whether they are delivering or just assessing in the workplace:

A1/V1/TAQA
L&D9DI
PTLLS/AET
CTLLS/CET
DTLLS/DET
Cert Ed

Those involved in delivery and assessment of SVQs are advised to check with the SQA guidance on assessor and verifier competence requirements and the note issued September 2013. Assessors and verifiers who currently hold D or A and V Units are still considered to be qualified assessors and internal verifiers/external verifiers and are not required to undertake the new Units. However, they must be working to the current NOS and undertaking appropriate continuous professional development. Any new assessors and verifiers, who do not currently hold any of these qualifications, should undertake the qualifications based on the current Learning and Development (L & D) NOS.

The relationship between the current L & D Units and previous Assessor and Verifier qualifications can be found on the attached link.

[http://www.sqa.org.uk/sqa/files_ccc/Choosing Appropriate Assessor and Verifier Qualifications.pdf](http://www.sqa.org.uk/sqa/files_ccc/Choosing_Appropriate_Assessor_and_Verifier_Qualifications.pdf)

Assessors should also check the Lantra Assessment Strategy for guidance.

Appropriate occupational competence is also required for the specified qualifications

Staff involved in delivery and assessment should also:

- Maintain their industry knowledge through CPD activities
- Participate in in-house or awarding body training and workshops / standardisation sessions.

Delivery of underpinning knowledge (if no formal off-the job requirement)

N/A

Off-the-job training

Details of off-the-job training (please state if not applicable)

Off-the-job training is defined as time for learning activities away from normal work duties. Off-the-job training needs to:

- *Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager*
- *Be delivered during contracted working hours*
- *Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.*
- *Lead to the achievement of the SVQ and any other specified awards.*

For completion of the SCQF Level 6 Modern Apprenticeship framework, this includes 351 hours of off-the-job training.

Delivery and assessment method

Delivery of the training may include:

- *Attending day /block release*
- *Distance learning*
- *Using on-line tutorials*
- *Completion of work-based projects*

Underpinning knowledge is delivered as an integral part of the SVQ and will be delivered by the training provider as part of off-the-job training as well as informally as part of on-the-job training with their employer. Modern apprentices may also be required to prepare for lessons by carrying out self-study.

Underpinning knowledge will be assessed through methods such as:

- *Questioning during observation*
- *Structured oral and written questioning*
- *Set tasks and scenarios*
- *Task based work activity*

Assessment is generally carried out in the candidate's place of work but where this is not possible assessment can be carried out in a training environment but the situation should reflect a real work environment as far as possible. Lantra provides a guidance document for those delivering and assessing the Trees and Timber, Arboriculture and General Woodland and Forestry Treework SVQs which provides clarification on delivery and assessment and sets out where simulation is allowed. Simulation must be agreed with the External Verifier first.

It will take Modern Apprentices an average of 18 months to achieve the SVQ in Trees and Timber at SCQF Level 6, enhancements and relevant core skills.

Exemptions

N/A

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

During 2016

Lantra reviewed and updated the Treework NOS during 2016. The industry across the UK highlighted that the NOS were missing key skills and knowledge required by the sector it was also requested that the Chainsaw NOS should be split into two, one for using a chainsaw to fell a small tree and one for using a chainsaw to fell a large tree, the industry agreed that the skills were very different. The providers in Scotland also highlighted that a number of the NOS were at the wrong SCQF level and had been allocated incorrect credit values.

In light of these changes and updates to the current Treework NOS Lantra updated the current Treework SVQ and Arboriculture and General Woodland and Forestry Treework SVQ's, to ensure the changes to the NOS were incorporated into the SVQ's.

Development of MA – 2017

In light of the updates and changes to the Treework NOS and SVQ's Lantra worked with industry experts in Scotland to review the current SCQF Level 5 and 6 MA for Treework to ensure all core skills mapping were up to date, that enhancements were correct and to include the updated SVQ's.

The equine industry were consulted with and agreed that the best qualifications to sit within the updated MA frameworks would be the Horse Care SCQF Level 5 SVQ.

A meeting took place on the 16th June 2017 at Inveralmond Business Centre, Perth, to discuss the current Horse Care and Horse Care and Management SVQ structures, MA's and potential changes. The qualifications within the framework were discussed and attendees were asked to feedback on-line using Survey Monkey, both the SVQ's and MA's.

Training Providers offering the current SVQ's, employers and employees working within the sector were asked to feedback on the proposed SVQ's and MA. The consultations ran from 3rd August 2017 to the 24th September and the 19th October to the 16th November.

The industry is unionised, Lantra contacted GMB and Unite and the information was circulated to all their members for information/comment. To date Lantra has not received any feedback on the content of the Modern Apprenticeships from any members of the three unions.

The responses were positive and provided useful feedback on changes to the mandatory units and additions to optional units within the Trees and Timber, Arboriculture and General Woodland and Forestry Treework SVQs, as well as confirming that all relevant skills within the sector were covered within the qualifications. The responses also confirmed the need for an updated Treework MA, as well as confirming the need for flexibility within the framework, which is one of the reasons why we have merged the original SCQF Level 5 SVQ's into one SVQ to allow candidates to generalise at SCQF Level 5 and specialise at SCQF Level 6.

List of Consultees

Scottish School of Forestry (UHI Inverness)
James Brown & Son
Glentanar Estate
Scottish Woodlands Ltd
Chartered Foresters
Forestry Commission Scotland
SD Health Safety & Environment Ltd
Confederation of Forest Industries Limited
SRUC (Barony Campus)

Glasgow City Council
 GR Forestry Consultancy
 Euroforest
 Renfrewshire Council
 Bidwells
 UPM TilHill
 Scottish Woodlands
 Scottish Land and Estates
 BSW Timber Ltd (Carlisle)
 Mid Scotland Forest Industries Cluster
 Forestry Contracting Association Ltd
 Perth and Argyll Conservancy
 North Highland Forest District
 North Lanarkshire Council
 The Royal Scottish Forestry Society
 Tree surgeon
 SRUC (Oatridge Campus)
 Borders College
 Edinburgh Council
 Elliot Henderson Ltd (Timber Harvesting)
 National Trust for Scotland
 Scottish Forest and Timber Technologies Regional Groups
 Gordon Timber
 UK Forest Products Association
 Tree Logic
 Bidwells
 Instructus
 Health & Safety Executive
 Confor
 Glendale
 Institute of Chartered Foresters
 Arb Association
 BSW Timber
 School of Forestry
 Highfield Forestry
 Tree wise
 Forest Enterprise
 Fountain Forestry

Feedback from the Consultation

Lantra received a number of responses from a variety of organisations listed above. The results of the consultation exercises indicated that:

- the list of enhancements for the SCQF Level 6 Modern Apprenticeship should be updated to reflect industry needs
- 100% of respondents were in favour of 18 month duration for the Modern Apprenticeship in Trees and Timber at SCQF Level 6

Amendment to MA – 2019

In 2019 industry requested some changes to the General Woodland and Forestry Treework SVQ at SCQF level 6. Two working group meetings took place to review the structure and potential changes. The first meeting was held on the 11th June 2019 at Inveralmond Business Centre, Perth and concentrated on looking at options available for making changes and the effect these would have. The meeting was attended by 9 people including training providers and industry representatives. The group agreed that CFAM&LDB4, Manage people's performance at

work, should be moved from a Mandatory Unit to an Optional Unit as not all candidates have the opportunity to manage people. They discussed possible replacements for this finally agreeing on LANCS5, Maintain and store records within the workplace, as this is something that all candidates would be required to do as part of their job roles. They also agreed that the following units should be added as additional Optional Units:

- LANTw2, Control pollution incidents
- LANTw79, Prepare and operate a base machine with attachments
- LANLEO8, Apply core land-based engineering principles: servicing and maintenance
- LANLEO18, Service and repair land-based harvesting and processing equipment

The second meeting was held on the 30th August 2019 also in Perth and was attended by 10 people, again representing training providers and the forestry industry as well as SQA Awarding Body. The group discussed the proposals and agreed that the changes would be an improvement and provide more flexibility for candidates and their employers. They stressed the importance that candidates coming on to the level 6 directly without completing the level 5 should complete LANTw2 and LANTw79 and it was agreed with the Awarding Body that this would be recommended.

The group agreed that no changes were required to the amount of Mandatory or Optional Units required to complete the qualification, so they were left at 3 Mandatory and 7 Optional Units.

List of Consultees

Arkle Forestry
 Bidwells
 BSW Timber Ltd
 Chartered Foresters
 CK Forestry
 Confederation of Forest Industries Limited
 Confor
 Elliot Henderson Ltd (Timber Harvesting)
 Environmental Forestry Services
 Euroforest
 FISA
 Forest and Land Scotland
 Forestry Commission
 Forestry Contracting Association Ltd
 Glentinar Estate
 Gordon Timber
 GR Forestry Consultancy
 Highlands and Islands Enterprise
 Houston Forestry
 James Brown & Son
 Jim Wilmer and Sons
 Mech Forestry
 Napier
 North Lanarkshire Council
 P Beattie Forestry Contracting
 Renfrewshire Council
 RTS Forestry
 S Snape
 Scottish Government
 Scottish Land and Estates
 Scottish School of Forestry
 Scottish Woodlands
 SD Health Safety & Environment Ltd
 SDS

SJ Munro Forestry
SQA Awarding Body
SRUC
The Royal Scottish Forestry Society
Tilhill Forestry
Tree Top Forestry
UHI
UKFPA
Woodfellas
Woodland Trust

Career progression

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

Related jobs at SCQF Level 6	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 SCQF Level 6, 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.

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 Federation for Industry Sector Skills and Standards website <http://fiss.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 the 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		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 <i>(if any)</i> <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	<i>(specify unit)</i>			
	<i>(specify unit)</i>			
	<i>(specify unit)</i>			
	<i>(specify unit)</i>			

Summary of Modern Apprentice’s accredited prior learning:

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

*Lantra
Lantra House
Stoneleigh Park
Warwickshire
CV6 7FX
02476 696996
Apprenticeships@lantra.co.uk*