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# MODERN APPRENTICESHIP

IN

Rural Skills at SCQF Level 6 & 7

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Lantra

January 2016

Lantra,  
Lantra House,  
Stoneleigh Park,  
CV8 2LG



## Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeships in Rural Skills at SCQF Levels 6 & 7	4
Summary of Framework	7
The Framework	8
Registration and certification	11
Recruitment and selection	11
Equal opportunities	12
Health and safety	12
Contracts	13
Employment status of Modern Apprentices	13
Terms and conditions of employment	13
Training and development	13
Consultation	18
Career progression	20

## Appendices

Appendix 1	Stakeholder Responsibilities	22
Appendix 2	Modern Apprenticeship Centres (MACs)	25
Appendix 3	Training Agreement and Training Plan	26

## 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 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

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

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

## Modern Apprenticeships in Rural Skills

### Overview of the Sector

The management of land and estates contributes an estimated £760 million to Scotland's economic output and maintains approximately 10,445 full-time equivalent jobs (Scottish Land & Estates, April 2014). Estate maintenance and estate management roles are integral to driving this economic performance, which embraces activities associated with agriculture (including farm and croft tenancies), forestry and woodland management, sporting use of land, renewable energies, tourism and leisure activities, residential and commercial property, and conservation management.

Organisations and businesses delivering environmental conservation objectives complement the work of land and estate managers, directly employing staff and also supporting a significant number of volunteers. Environmental conservation embraces the management of landscapes, habitats and species (in urban, rural, coastal and marine environments) alongside countryside and coastal access; recreation and interpretation to promote awareness, understanding and enjoyment of the countryside. There are some overlaps with wider environmental management activities including recycling, flood risk management, energy production from waste and pollution reduction. It is estimated that there are 2,600 organisations and businesses in Scotland, employing a workforce of approximately 11,109 employees<sup>1</sup> who deliver environmental conservation activities. It is predicted that between 2010 and 2020 a further 12,000 people will be required in Scotland across the Environmental and Landbased sector which includes Environmental Conservation and Rural Estates. Half of these will be required to be trained to SCQF Level 5, 6 & 7 (levels 2 and 3).

Together, estate management and environmental conservation help to enhance the quality of life for everyone in Scotland, conserving our iconic landscapes, enriching the rural environment and urban green spaces, supporting tourism and leisure activities, protecting our natural heritage, retaining traditional rural skills and supporting some of the country's most remote and fragile communities.

Micro-businesses dominate the environmental and land-based sector in Scotland, with 96%<sup>2</sup> of the sector employing less than 10 people. Environmental organisations and rural estates generally employ just above 10 employees, requiring an ability to work safely with minimum supervision.

Over recent years several Acts of Parliament and Government strategies have affected the industry, (for example the Wildlife and Natural Environment (Scotland) Act 2011). As a result, the sector is coming under more scrutiny politically and the environmental and ecological arguments are being brought into economic decisions, hence the importance of the sector is increasing.

### Need for a Modern Apprenticeship

The industry have requested the development of the Modern Apprenticeship in "Rural Skills" to help address skills needs and gaps in the industry and to provide a progression route and skills development for both new and existing employees ensuring Scottish businesses have the workforce to be competitive and successful within the UK, nationally and globally.

The development of the Modern Apprenticeship for Rural Skills at SQCF Level 5, 6 & 7 took into account the major revisions to the Environmental Conservation National Occupational Standards and SVQ's, as well as the development of the new Estate Maintenance and Estate Management SVQ's. Through the revisions of existing qualifications and the development of new qualifications to sit within a new Modern Apprenticeship, industry are certain that new learners will have the opportunity to develop work-based technical skills, with a progression route within the industry.

<sup>1</sup> The Environmental Conservation Industry: Size, Structure and Skills (2011)

<sup>2</sup> Inter-departmental Business Register 2010

The development of the new Modern Apprenticeships will:

Provide a recognised entry route into the industry, which is supported by employers and giving those entering the industry the added value of combining on the job practical experience with off the job technical training. The apprentices have the opportunity to work alongside qualified, experienced colleagues carrying out real work for customers, with all of the issues, time constraints etc. that go with this. This experience, combined with attendance at college to undertake the SVQ, provides the ideal combination for both the apprentice and for the employer.

Encourage new and non-traditional entrants into the sector, by:

- Promotion and marketing activities through Modern Apprenticeship week and case studies
- Highlighting the benefits of the Modern Apprenticeships to employers
- Using careers events to inform careers' advisors of the opportunities within the sector.
- Ensuring Lantra's on-line website is kept up-to-date, promoting the Modern Apprenticeships
- Promoting the benefits of and progression opportunities offered through Modern Apprenticeships to those on National Progression Awards and other full-time programmes.

#### **Specific concerns or issues that the sector wishes to address through the MA programme**

With the predicted cuts in the public sector, the aging workforce and the technological advances within industry, there is an even greater need for well trained, highly skilled practitioners, which is why it is crucial that the industry ensures that the Modern Apprenticeship frameworks are fit for purpose. In doing so the industry can ensure that they will, in future, have a competent and skilled workforce.

Lantra will work with current and potential Scottish training providers to ensure that the delivery of the Modern Apprenticeships meets industry requirements.

Increased marketing outlining the benefits to employers will raise awareness of the qualifications.

#### **Data on the take-up of the Modern Apprenticeships**

As these are new Modern Apprenticeships, we are unable to provide existing data on take-up. However the industry has predicted the following take-up.

	Expected take up in year 1	Expected take up in year 2	Expected take up in year 3
SCQF Level 5	30	60	90
SCQF Level 6/7	20	40	60

The new frameworks will offer businesses from country estates to companies working on waterways the opportunity to boost skills without sacrificing productivity levels. The Modern Apprenticeships offer an entry route into the sector with the SCQF Level 5 Modern Apprenticeship offering school leavers or career changers an opportunity to learn skills they need and then to progress and build on those skills on the SCQF Level 6/7 Modern Apprenticeship.

Industry needs people who can learn on the job, enhancing their skills with off the job development of knowledge and understanding. These Modern Apprentices will be employed as valuable employees so businesses are able to grow their workforce to replace those who are retiring.

#### **Challenges for the sector within Scotland**

With challenges to the environment and a need for new measures to maintain the land, rivers, coasts and waterways, there is a requirement for technical proficiency, business acumen and environmental awareness. Employees within the sector are often highly skilled and experienced but lack qualifications. With the changing skills needs towards higher level skills there is a need to ensure new entrants and the existing workforce have the opportunity to progress

and build up their skills levels.

Both employers and training providers were asked if there were any factors which may stop them from offering Modern Apprentice places on the new frameworks in the next 12 months.

The factors identified from the survey are as follows:

- Not aware of/ don't fully understand the Modern Apprenticeship delivery across Scotland
- Existing contracts for WBL for providers is limited and not sufficient for the demand.

Lantra realise that there is a need to work on promoting the Modern Apprenticeships within the industry and the sector as a whole. Lantra's Scottish team will be continuing to work closely with training providers to build their delivery capacity and employers to increase their knowledge and awareness of the opportunities available to the industry. Lantra have also developed marketing information to encourage uptake. The Modern Apprenticeship pages of Lantra's website are undergoing review to ensure there is clearer information for employers and apprentices.

## Summary of Framework

### Diagram showing the contents of the Modern Apprenticeship in Rural Skills

#### Duration

- Modern Apprenticeship in Rural Skills at SCQF Levels 6 & 7 will take an average of 18 months to complete.

#### Mandatory outcomes

**SVQ or alternative competency based qualification**

- One of the following SVQ's must be achieved:

- SVQ 3 Environmental Conservation at SCQF 7 (GL0L 23)
- SVQ 3 Estate Management at SCQF 6 (GJ5C 23)

**Core Skills**

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

For the Estate Management SVQ, Numeracy core skills will require separate certification.

**Enhancements**

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

**Plus:**

One further accredited, legislative and nationally recognised occupational test which is relevant to the industry.

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

#### Optional Outcomes

**Additional SVQ Units/Qualifications/Training**

(Detail other awards, qualifications or training programmes which are relevant and desirable.)

None.

**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 certified.*

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

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

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

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

## The Framework

### Duration

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

### Mandatory Outcomes

#### SVQ(s)/ CBQs

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

- SVQ 3 Estate Management at SCQF 6 – GJ5C 23
- SVQ 3 Environmental Conservation at SCQF 7 – GL0L 23

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 (SVQ Level 2 and 3). 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)

For the Estate Management SVQ, the Numeracy core skills will 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 sector feels that those entering the industry via the SCQF Level 6 & 7 Modern Apprenticeship should have an Emergency First Aid qualification (one day course).

Suggested courses are:



GG24 45	SQA	Emergency First Aid at Work at SCQF Level 5
R266 04	Lantra Awards	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
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

Plus:

One other accredited, legislative and nationally recognised short courses at a suitable level, relevant to the industry (the list below is a suggestive list).

- Safe Use of Pesticides (PA1)
- Application as appropriate (PA2 or PA6)\*
- Safe Use of Abrasive Wheel Machines
- Integrated Pollution Prevention Control Certificate
- Practical Manual Handling for Managers and Supervisors
- Tractor Driving and Related Operations
- Tractor Driving on Slopes
- Materials Handler training
- On road trailer handling
- Off road trailer handling
- Chainsaw and Related Operations
- Brushwood Chipper Operations
- All Terrain Vehicle Handling
- Lift Truck Operations
- Deer Stalking certificate
- Rabbit and Mole Control - Trapping Techniques
- Strimmer training
- Brushcutter/trimmer maintenance and operations
- Phase 2 Survey course
- Electro Fishing Training
- Managing public access
- Managing woodland
- Practical drystone walling
- Practical Hedge Laying
- Hedgerow Planting And Management
- Headlands And Field Margins
- Farm Conservation
- Historic Landscapes
- Grassland Management
- Moorland Management
- Watercourse Management
- Conservation Of Traditional Rural Buildings
- Designing, Planting And Managing A New Woodland
- Team leader training (Leading and Managing course)
- Health & Safety and Practical Risk Assessment
- Basic tree survey and inspection
- Customer service

\*If choosing pesticides please note that PA1 plus one other must be completed, i.e. PA6, PA2 and will only be accepted

as meeting this requirement if both the knowledge and competence components are achieved.

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

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

### Optional Outcomes

N/A

## Registration and certification

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

Lantra  
Lantra House  
Stoneleigh Park  
Coventry  
Warwickshire  
CV8 2LG

Telephone: 02476 696996  
Fax: 02476 696732

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

Registration can be made by completing and uploading the Modern Apprenticeship Training Agreement and Training Plan in Appendix 3 to the online registration system (MA Online, [www.maonline.org.uk](http://www.maonline.org.uk)).

In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

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

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

### SSC Service level

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

## Recruitment and selection

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

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.

- The following factors may also influence the selection process:
  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

An Apprentice should:

- Be prepared to attend off-the-job training
- Be able to acquire the broad range of skills, knowledge and understanding required in the Modern Apprenticeship
- Be competent to complete the Level 3 SVQ
- Enjoy working with wildlife
- Enjoy working outside
- Have a positive attitude towards learning

## 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

The following training providers are planning to offer the SVQs and Modern Apprenticeship framework:

- Argyll College UHI
- Cairngorm Outdoor Access Trust
- Rural Skills Scotland
- SRUC
- South Lanarkshire College

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

## Delivery of Training for the Modern Apprenticeship in Rural Skills

### 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 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 Environmental Conservation 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:

L&D9D or L&D9DI

A1 or A2 plus CPD (in line with the current L&D9 Standard)  
 TQFE plus CPD (in line with the current L&D9 Standard)  
 D32 and/or D33 plus CPD (in line with current L&D9 Standard)  
 QCF Level 3 Award in Assessing  
 Competence in the Work Environment  
 QCF Level 3 Certificate in Assessing Vocational Achievement  
 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 issued September 2015 which can be found at the following 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 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.

Assessors should also check the Lantra Assessment Strategy for guidance.

Appropriate occupational competence is also required for the specified qualifications and staff involved in delivery and assessment should:

- 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 & 7 Modern Apprenticeship framework, this includes 414 hours of off-the-job training

#### **Delivery and assessment method**

- 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 Estate Management and Environmental Conservation 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 18 months to achieve the SVQ 3 in Estate Management or Environmental Conservation, 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 2014

In 2012 the Scottish Land & Estates commenced work on a project called the Rural Skills Learning Ladder, which aimed to support skills development and progressive and meaningful career paths in the rural sector.

As part of the project an increased skills deficit in the land-based sector was identified coupled with a reduction in the amount of young people seeking employment opportunities in this area. The project also identified a decrease in the employment of people to do a specific task with an increase in the employment of people with specialisms whilst being proficient in other areas. The project also identified a need to formalise existing staff knowledge and expertise and to provide career advancement opportunities.

It was agreed that this would best be addressed through the development of two new qualifications (Estate Maintenance and Estate Management) and Modern Apprenticeship frameworks for Rural Skills at SQCF Levels 5, 6 & 7.

### Development of MA - 2015

The industry were consulted with and agreed that the best qualifications to sit within the new MA frameworks would be Environmental Conservation, Estate Maintenance and Estate Management. To ensure the qualifications within the new MA were current and up to date the Environmental Conservation SVQ's were reviewed to include some additional units which were credit and levelled in 2014.

A meeting took place on the 14<sup>th</sup> May 2015 at Battleby Conference Centre, Redgorton, Perth, to discuss the current Environmental Conservation SVQ structures and potential changes.

A further meeting was held on the 8<sup>th</sup> July 2015 to discuss the development of the Rural Skills MA Framework. The qualifications within the framework were discussed and attendees were asked to feedback on both the on-line SVQ and MA consultation.

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 8<sup>th</sup> June to the 31st July 2015 and the 27<sup>th</sup> July to the 4<sup>th</sup> September.

The industry is unionised, Lantra contacted GMB, Unite and Unison and the information was circulated to all their members for information/comment. We have received confirmation from Pat Rafferty from Unite to say that the relevant organisations have been informed of the development. 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 Environmental Conservation SVQs, as well as confirming that all relevant skills within the sector were covered within the qualifications. The responses also confirmed the need for a Rural Skills MA, as well as confirming the need for flexibility within the framework.

### List of Consultees

Organisation	Type of Organisation	Location
Aberdeenshire Council	Employer	Aberdeen
Aboyne Castle Estate	Employer	Aberdeen
Angus Council	Employer	Angus
Annandale Estates	Employer	Dumfriesshire
Argyll & the Islands Coast and Countryside Trust	Trust	High Lands and Islands
Argyll College UHI	Training Provider	Highlands and Islands

Atholl Estates	Employer	Cairngorms National Park
Borders College	Training Provider	Scotland
Cairngorms National Park Authority	Employer	Cairngorms National Park
Cairngorms Outdoors Access Trust	Training Provider	Cairngorms National Park
Central Scotland Green Network	Trust	Central Scotland
Centrifuge Consulting	Consultant	Glasgow
Clackmannanshire Council	Employer	Clackmannanshire
Community Land Scotland	Association	Scotland
Conservation Volunteers	Trust	UK wide
Countryside Learning Scotland	Charity	Perth
Dry Stone Walling Association	Association	UK Wide
Dundee Council	Employer	Dundee
Five Glens Consultancy	Consultant	Angus
Field Studies Council	Employer	Scotland
Forestry Commission Scotland	Employer	UK Wide
GMB	Union	Scotland
Glasgow City Council	Employer	Glasgow
Highland Environment Network	Charity	Highlands
Highland Hill Associates	Charity	Highlands
Historic Scotland	Association	Scotland
Institute of Public Rights of Way & Access Management	Association	Scotland
John M Lowrie	Employer	Scotland
John Muir Trust	Charity	Perth
Kintyre Way	Employer	Kintyre
Loch Lomond and the Trossachs National Park Authority	Employer	Loch Lomond
Loch Lomond and the Trossachs Community Partnership	Charity	Loch Lomond
National Farmers Union Scotland	Association	Scotland
National Trust for Scotland	Employer	Scotland
North Ayrshire Council	Employer	North Ayrshire
Paths for All	Charity	Scotland
Ramblers Scotland	Charity	Scotland
Remony Estates Partnership	Employer	Perthshire
RSPB	Employer	UK Wide
Rural Skills Scotland	Training Provider	Scotland
Scottish Canals	Charity	Scotland
Scottish Countryside Rangers Association	Association	Scotland
Scottish Crofting Federation	Association	Scotland
Scottish Environment Protection Agency	Employer	Scotland
Scottish Land and Estates	Association	Scotland
Scottish Natural Heritage	Employer	Scotland
Scottish and Southern Energy	Employer	Scotland
Scottish Qualifications Authority	Awarding Body	Scotland
Scottish Wildlife Trust	Charity	Scotland
South Lanarkshire College	Training Provider	South Lanarkshire
Stirling Council	Employer	Stirling
Strathisla Farms	Employer	Perthshire
SRUC	Training Provider	Scotland
The Community Partnership	Charity	Loch Lomond

The Heather Trust	Charity	Scotland
The MacRobert Trust	Charity	Aberdeenshire
Tweed Forum Ltd	Charity	Roxburghshire
Unite	Union	Scotland
Unison	Union	Scotland
University of Highlands and Islands	Training Provider	Highland and Islands
West Lothian Council	Employer	West Lothian

**Feedback from the Consultation**

Lantra received 33 responses from a variety of organisations listed above. The results of the consultation exercises indicated that:

- Additional Enhancements for the SCQF Level 6 & 7 Modern Apprenticeship - learners should complete a emergency first aid at work course plus two others from a list of enhancements of which was mentioned ATV’s, Pesticide application, manual handling, deer stalking certificate, electrofishing, snaring, Phase 2 survey etc
- 80% of responds were in favour of a 18 month duration for the Modern Apprenticeship in Rural Skills at SCQF Level 6 & 7
- 15% of organisations which consulted on the MA development noted that they support vocational learning and currently have staff going through various SVQs.
- 38% of the organisations who consulted stated that they will put people through the new MA.

Lantra’s industry engagement over the past year in Scotland suggests an increasing awareness of the value of vocational learning and Modern Apprenticeships among conservation and other rural employers. Examples include the Argyll and the Isles Countryside Trust, the Kintyre Way and Loch Lomond and the Trossachs National Park Authority’s skills partnership. This will provide a flexible route for those working on estates and in other areas to cover all aspects of environmental conservation, public access and recreation, and estate management. The NOS and qualifications are already in place for this, so the principal work required is the design of the framework and core skill mapping.

## Career progression

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

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

Related jobs at Level 3	Brief description of responsibilities
Access/Recreation Officer	Access officers are responsible for managing public access, often in a defined geographical area or along a defined route. Their work may include undertaking surveys, negotiating improvements and employing enforcement action.
Environmental Management/Officer	EMOs carry out environmental monitoring, comment on the environmental impact of proposed developments & investigate & enforce environmental legislation in relation to air and water quality, flood or land management or contaminated land.
Senior Ranger	Senior Rangers manage activities benefiting the environment & public access & recreation. They lead on encouraging visitors to the countryside, promoting awareness and enjoyment, and protecting and conserving the countryside.
Estate Supervisor	Responsible for maintaining resources and budgets and planning work on estates. Including

	the management of field staff and/or volunteers working. Work may also involve practical conservation activities and the maintenance of facilities for public access and recreation.
Wildlife Manager	Wildlife Managers manage teams, resources and budgets on estates and report on the wildlife and habitat on the estates through wildlife and habitat management plans.
Reserve Manager	Reserve Manager manages a team(s), projects, resources and budgets.

Apprentices completing the Modern Apprenticeship in Rural Skills at SCQF Level 6 & 7 will be able to progress in Further Education (FE) and have the potential to also move onto Higher Education (HE). Some courses could include:

FE:

- Environmental Conservation Management
- Environmental Management and Sustainability
- Environmental Science

HE:

- Environmental science
- Ecology
- Rural Land Management

There are courses which range from HNC to Degree (BSc or BA dependent upon the chosen course) further qualifications such as MSc or PhD may also be available. A useful website to visit regarding higher education is [www.ucas.co.uk](http://www.ucas.co.uk); [www.landex.org.uk](http://www.landex.org.uk) or [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk). Information about courses, providers and further information on specific entry requirements can also be found on these websites. Apprentices may also wish to continue their professional development through industry specific training, Professional Development Awards or Membership of a Professional Institution (eg. Royal Institution of Chartered Surveyors or Chartered Institute of Ecology and Environmental Management).

# 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://fisss.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:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

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:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



**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**

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

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

**Optional outcomes**

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

**Summary of Modern Apprentice’s accredited prior learning:**

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

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

Telephone: 02476 696996  
Fax: 02476 696732