



A

# MODERN APPRENTICESHIP

IN

Horticulture level 2

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Lantra

January 2014

Lantra  
Lantra House  
Stoneleigh Park  
Coventry  
CV8 2LG

**LANTRA**  
Land-based and environmental skills

# Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeship in Horticulture	4
Summary of Framework	6
The Framework	7
Registration and certification	12
Recruitment and selection	13
Equal opportunities	13
Health and safety	14
Contracts	14
Employment status of Modern Apprentices	14
Terms and conditions of employment	14
Training and development	14
Consultation	16
Career progression	18

# Appendices

Appendix 1	Stakeholder Responsibilities	20
Appendix 2	Modern Apprenticeship Centres (MACs)	23
Appendix 3	Training Agreement and Training Plan	24

# Modern Apprenticeships in Scotland

## What are Modern Apprenticeships?

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

## Who develops them?

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

## Who are they for?

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

## What's in a Modern Apprenticeship?

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

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

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

## Modern Apprenticeship in Horticulture

The horticulture industry is a changing industry with increasing use of technology with many diverse aspects to the sector. Lantra have identified four areas which have been reflected in the pathways; production horticulture, sports turf, landscaping and parks, gardens and green space.

There are currently an estimated 1,540 Horticultural businesses in Scotland employing approximately 7,650<sup>1</sup>. With 10.8% of employees the horticulture industry it is the second biggest employer in the land-based industries in Scotland, playing an important role within the Food and Drink sector which includes horticulture (specifically Production Horticulture) supporting the Scottish economy with a GVA of 4.8 billion in 2009<sup>2</sup>.

Over the past year the Scottish government and the BBSRC have invested £3M<sup>3</sup> in research funding for four projects to improve food security for some of the world's most valuable crops. The industry has also seen the expansion of exporting to Asian and Arabic countries of Scottish food and drink products, demonstrating that the food and drink sector is an important sector to the Scottish economy.

The industry has a strong affection for the modern apprenticeship believing it to be a great way for young people and adult career changers to learn the skills and knowledge that they require to work in the industry, whilst having hands on training.

Industry were the driving force for the inclusion of a level 2, as they felt it would provide progression into the sector by giving the opportunity to learn the skills and knowledge for the industry whilst having hands on training. This is evident from the 492 registrations since its introduction in 2009 and the sharp increase of apprentices progressing to the level 3. The level 2 Modern Apprenticeship meets the needs of the Horticulture industry and is well supported by employers and providers with the aim of increasing the amount of successfully completed Modern Apprenticeships to boost the skills of the workforce. The increased flexibility of the framework and clear progression for school leavers is a step forward, industry feel that this will strengthen the modern apprenticeship and will encourage more people to progress into the industry.

The changes to the level 2 should help to increase the registration numbers and give young people and adults the chance to learn basic skills and knowledge in the industry and provide links to Further Education (FE) and progress into Higher Education (HE).

The objectives of the level 2 modern apprenticeship will be to address the following:

1. To increase the skills of the horticulture industry by:
  - Providing a progression route from school to employment.

This will be addressed through:

- Continuing to offer the level 2 modern apprenticeship

2. To increase the number of new entrants in to horticulture

This will be addressed through:

- increasing awareness and promote apprenticeships

<sup>1</sup> The Horticulture, Landscaping & Sport Turf Industry in Great Britain: Size, Structure and Skills (2011) © Lantra

<sup>2</sup> Food and Drink in Scotland Key Facts 2012

<sup>3</sup> BBSRC. (August 2013). Retrieved from: <http://www.bbsrc.ac.uk/news/food-security/2013/130807-pr-bbsrc-scottish-gov-fund-for-crop-research.aspx>

- increasing marketing and communications
- highlighting the benefits of apprenticeships to employers
- using careers events to inform careers advisors of the career opportunities within the sector

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

This will be addressed through:

- Increasing awareness and promotion of the Modern Apprenticeship through the use of case studies
- Increasing marketing and communications
- Promoting the benefits of and progression opportunities offered 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 Horticulture

### Mandatory outcomes

#### SVQ or alternative competency based qualification

- *The following must be achieved:*

One of the following Level 2 SVQ's must be achieved

- Horticulture – GH79 22 (SQA)
- Production Horticulture – GH7F 22 (SQA)
- Production Horticulture - GJ3L 22 (City & Guilds)
- Landscaping – GH7A 22 (SQA)
- Sports Turf (Green keeper) – GH7V 22 (SQA)
- Sports Turf (Grounds man) – GH7W 22 (SQA)
- Parks, Gardens and Green space – GH7D 22 (SQA)

#### Core Skills

- |  |               |
|--|---------------|
| • Communication                            | (SCQF level4) |
| • Working With Others                      | (SCQF level4) |
| • Problem Solving                          | (SCQF level4) |
| • Information and Communication Technology | (SCQF level4) |
| • Numeracy                                 | (SCQF level4) |

For the Horticulture SVQs, all core skills are fully mapped.

#### Enhancements

The apprentice must achieve Emergency First Aid (one day course) approved by the Health and Safety Executive (HSE).

##### Plus:

One other accredited, legislative and nationally recognised occupational course 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.)

N/A

## The Framework

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

### Mandatory Outcomes

#### SVQ(s)/CBQs

Each apprentice is required to achieve the following qualifications:

- Horticulture – GH79 22 (SQA)
- Production Horticulture – GH7F 22 (SQA)
- Production Horticulture - GJ3L 22 (City & Guilds)
- Landscaping – GH7A 22 (SQA)
- Sports Turf (Green keeper) – GH7V 22 (SQA)
- Sports Turf (Grounds man) – GH7W 22 (SQA)
- Parks, Gardens and Green space – GH7D 22 (SQA)

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

#### Level 2 Horticulture SVQ structures

There are six pathways within Horticulture, each one with a separate SVQ.

- **Horticulture**
- **Production Horticulture**
- **Landscaping**
- **Sports Turf Greenkeeper**
- **Sports Turf Groundsman**
- **Parks, Gardens and Green space**

**All pathways must do the following core mandatory units, plus the mandatory units for the pathway, plus the required optional units for each pathway**

#### Core mandatory

CS2	Monitor and maintain health, safety and security
CS4	Establish and maintain effective working relationships with others
CFABAA625	Agree how to manage and improve own performance in a business environment
H9	Establish crops or plants

**Group A - Horticulture pathway – Candidates must complete H2, plus six additional optional units from Group H.**

H2	Prepare growing media
----	-----------------------

**Group B - Production Horticulture pathway – Candidates must complete H2, CS54, plus five additional optional units from Group H.**

H2	Prepare growing media
CS54	Assist with the control of pests, diseases and disorders

**Group C - Landscaping pathway – Candidates must complete units H2 and CS35, plus five additional optional units from Group H.**

H2	Prepare growing media
CS35	Prepare and use equipment and machines

**Group D - Sports Turf – Green keeping pathway – Candidates must complete CS35, H25, H26, H27, CS7 and one additional unit from Group F.**

CS35	Prepare and use equipment and machines
H25	Maintain the health of sports turf
H26	Maintain the condition of sports turf surfaces
H27	Renovate and repair sport turf surfaces
CS7	Prepare and operate a tractor with attachments

**Group E - Sports Turf – Groundsman pathway – Candidates must complete CS35, H25, H26 and H27, plus one additional unit from Group F and 1 additional optional unit from Group H**

**Mandatory**

CS35	Prepare and use equipment and machines
H25	Maintain the health of sports turf
H26	Maintain the condition of sports turf surfaces
H27	Renovate and repair sport turf surfaces

**Group F – Optional**

H28	Maintain and renovate artificial sports surfaces
CS6	Transport physical resources within the work area
CS7	Prepare and operate a tractor with attachments
CS25	Carry out maintenance and repair of equipment and machinery

**Group G - Parks, Gardens and Green Space pathway – Candidates must complete H2, H24, CS29 and CS54, plus three additional optional units from Group H.**

H2	Prepare growing media
H24	Maintain grass surfaces
CS29	Identify the presence of pests, diseases and disorders
CS54	Assist with the control of pests, diseases and disorders

**Group H - OPTIONAL UNITS**

H2	Prepare growing media
H3	Collect and store propagation materials
H5	Prepare and establish propagation materials
H7	Propagate plants from seed
H11	Maintain the growth of crops or plants
H17	Create plant displays
H18	Maintain plant displays
H19	Establish and maintain artificial plant displays
H21	Dig graves
H22	Prepare for burials and restore internment plots
H24	Maintain grass surfaces
H25	Maintain the health of sports turf
H26	Maintain the condition of sports turf surfaces
H27	Renovate and repair sport turf surfaces
H28	Maintain and renovate artificial sports surfaces
H31	Install land drainage systems

H32	Maintain land drainage systems
H33	Maintain irrigation systems
H37	Construct pools and water features
H38	Maintain pools and water features
H39	Install hard standing sub-layers
H40	Install flexible block surfaces
H41	Install rigid block surfaces
H42	Install flexible flag surfaces
H43	Install rigid flag surfaces
H44	Install flexible sett/cobble surfaces
H45	Install rigid sett/cobble surfaces
H46	Install kerbs, channels and edgings
H47	Install combined kerb-drain systems
H48	Install small element kerbs and edge restraints
H50	Harvest crops by hand
H52	Carry out post harvest operations
H54	Identify, collect and prepare plants for sale or dispatch
H56	Merchandise and sell plants and other relevant products
H62	Install hard standing laying courses
H63	Install hard standing bed preparation
CS5	Maintain and store records within the workplace
CS6	Transport physical resources within the work area
CS7	Prepare and operate a tractor with attachments
CS16	Construct paths or surfaces
CS17	Maintain and repair paths or surfaces
CS18	Construct structures
CS19	Maintain and repair structures
CS20	Construct boundaries or access points
CS21	Maintain and repair boundaries or access points
CS25	Carry out maintenance and repair of equipment and machinery
CS29	Identify the presence of pests, diseases and disorders
CS35	Prepare and use equipment and machines
CS54	Assist with the control of pests, diseases and disorders
AgC1	Prepare and cultivate sites for planting
AgC5	Harvest crops by mechanical means
AgC6	Store harvested crops
AgC7	Transport harvested crops
ENC1	Promote responsible public use of outdoor sites
ICSC3	Resolve customer service problems
Unit C.8	Process payments for purchases in a retail environment
WS101	Receive goods from deliveries
WS111	Place goods in storage

### Additional Units

COSVR386	Prepare plant or machinery for operational performance
Unit 9	Give customers a positive impression of yourself and your organisation
Unit C18	Assemble and install purpose made equipment and components for sport/play

## Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	City & Guilds	Edexcel	EDI	SQA
Communication (SCQF level 4)	F450 04	F82L 04	F44B 04	F426 04 (6 credits)
Numeracy (SCQF level 4)	F454 04	F830 04	F44F 04	F42A 04 (6 credits)
Information and Communication Technology (SCQF level 4)	F458 04	F834 04	F44K 04	F42E 04 (6 credits)
Problem Solving (SCQF level 4)	F45C 04	F838 04	F44P 04	F42J 04 (6 credits)
Working with Others (SCQF level 4)	F45G 04	F83D 04	F44V 04	F42N 04 (6 credits)

Please refer to the supplementary mapping documents for further details on the mapping of the mandatory units in level 2 which can be found on Lantra's website link:

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

For the Horticulture SVQs, all core skills are fully mapped.

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 level 2 Modern Apprenticeship should have an Emergency First Aid qualification (one day course) approved by the Health and Safety Executive (HSE).

Suggested courses are:

Title: Emergency First Aid in Workplace at SCQF Level 5

Reference: H30N 04

Awarding Organisation: SQA.

Title: Emergency First Aid at Work at SCQF Level 5

Reference: R266 04

Awarding Organisation: Lantra Awards

### Plus:

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

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

- Safe use of Pesticides (PA1) - Plus one other from any of the remaining PA certificates \*
- Brushwood Chipper Operations
- Basic Food Hygiene
- Wood chipping / Chipper Shredding
- Chainsaw and Related Operations
- Basic inspection (routine work)
- Safe Manual Handling Operator

- Safe Operation of Dumper Trucks
- Forklift Truck Operations
- Tractor Driving
- All Terrain Vehicle Handling
- Safe Use of Powered Cultivators
- Stump Grinding Operations
- Safe Use of Turf Maintenance Equipment
- Ride-on mowers Indoor plants (glasshouses/indoors)
- Safe Use of Pedestrian Controlled Two-Wheeled Tractors
- Cylinder and Rotary Operated Pedestrian Mowers
- CAT Training
- Excavator training
- Operate a street sweeping machine unit
- Driving a vehicle with a trailer
- Pick up lift gear
- Tractor driving licence
- Special collections handling
- Materials handler certificate
- LGV drivers Hazards/Anticipation training
- Hand-held operations
- Integrated Pollution Prevention Control Certificate
- Safe Use of Abrasive Wheel Machines
- Safe Use of Hedge Trimmers Hand-held operations
- Customer care
- Crop Protection Managers Certificate
- Ladder safety / working at heights

\*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 the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, [www.maonline.org.uk](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 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 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 2 SVQ
- 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.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

## Employment status of Modern Apprentices

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

## Terms and conditions of employment

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

## Training and development

### Delivery

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

- private training organisations
- colleges / universities
- other employers

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

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

The SVQs and MA framework contains both competence and underpinning knowledge which can be assessed holistically and/or separately, dependent on the role and workplace the apprentice is working in. The list of organisations below, deliver the competence and underpinning knowledge elements within the qualifications and Modern Apprenticeship framework. Some of these organisations sub-contract through the larger providers, however all providers do deliver the full MA framework. This is a working list – please contact Lantra for an up to date list.

SRUC Oatridge Campus  
 University of St Andrews  
 Langside College  
 SRUC Barony Campus  
 Gosta Training Ltd  
 South Ayrshire Council  
 West Dunbartonshire Council  
 Renfrewshire Council  
 Moray College  
 Train Shetland (Vocational Training)  
 Angus Council Training Services  
 Glasgow City Council Land and Environmental Services  
 Fife Council  
 Borders College  
 Orkney College  
 SRUC Elmwood Campus  
 Dundee City Council  
 Floral Hall & Training Centre  
 Perth and Kinross Council  
 East Renfrewshire Council  
 Angus Council Towards Employment Team  
 Falkirk Council  
 Dundee College  
 Moray Training  
 East Ayrshire Council  
 Stirling Council

## 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 2012

A full review of the National Occupational Standards took place and included working groups which looked at revising all of the units within the Amenity Horticulture and Production Horticulture suite. The outcome of the working groups was to remove duplication of units as well as repetition from the units themselves to ensure the new NOS units were more industry relevant.

### June and July 2013

Following the NOS review an on-line consultation was conducted during June and July 2013 to review the SVQ structures to reflect the recently revised NOS and the level 2 and 3 Modern Apprenticeship frameworks.

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

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

The feedback indicated that all other parts of the frameworks should remain as in the previous version of the Modern Apprenticeships as these parts of the frameworks work well.

### Sample size

During the review of the Modern Apprenticeships, Lantra used Scottish employers and the provider network in Scotland, including those already offering a Horticulture programme and Modern Apprenticeships. The location of the organisations that were involved in the consultation is detailed in the table below.

### Geographical spread

The location of the organisations that were involved in the consultation is detailed in the table below. This covers the whole of Scotland from the Islands to the Borders.

**Names of organisations**

Detailed below is a list of the organisations and locations of those who were involved in the consultation of these revisions.

<b>Organisation</b>	<b>Location</b>
Fife Council	Fife
Glasgow City Council	Glasgow
Blairgowrie Golf Club	Perthshire
South Ayrshire Council	South Ayrshire
Gosta Training	Glasgow
Royal Botanic Gardens Edinburgh	Edinburgh
BALI Scotland	Scotland- wide
Nourish Scotland	Scotland – wide
Scottish Organic Producers Council	Scotland
Angus College	Arbroath
SRUC - Oatridge Campus	Edinburgh
Dobbies	Scotland
East Ayrshire Council	East Ayrshire
Langside College	Glasgow
North Lanarkshire College	North Lanarkshire
UHI – Inverness	Inverness
P1 Ltd	Edinburgh
SRUC - Elmwood Campus	Fife
SRUC - Barony Campus	Dumfries
Glenarn Gardens	Argyll
Argyll and Bute Council	Bute
UHI – Argyll College Oban	Oban

## Career progression

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

Related jobs at Level 2	Brief description of responsibilities	Suitable SVQ
Gardener	Assist the gardener in the day-to-day tending of gardens, from planting, pruning and weeding, to mowing and mulching	Parks, gardens and green space
Grave digger Also known as Cemetery worker	Maintaining cemeteries, graveyards and memorial gardens, making sure they remain places where visitors can experience a sense of peace in a beautiful and serene setting. Good practical horticultural skills, from planting to tree maintenance and grass-cutting are needed	Parks, gardens and green space (cemeteries)
Green keeper/Grounds Person	Green keepers and grounds persons keep the grass in peak form for those sports played on grass i.e. football, cricket, golf, horse-racing, tennis, hockey, rugby and bowls. They require a broad knowledge, ranging from sports-turf construction and maintenance, through to natural turf and general plant growth expertise to maintaining artificial surfaces	Sports Turf Green keeping/Sports Turf Grounds man
Interior Landscaper	Using plants to bring colour and greenery indoors by designing, installing and maintaining indoor planting schemes in offices, atriums, shopping centres, restaurants and health clubs	Landscaping
Skilled Horticulture worker	The type of work varies from season to season and involves planting, tending, harvesting and storing crops such as vegetables, cereals and energy crops, you could be working in large glass houses or large farms specialising in field-grown plants (vegetables, fruit, mushroom, water crest, shrubs, trees etc	Production horticulture
Skilled Packer/Despatch worker	Pickers and packers handle goods, pick from shelves and pack goods in stores or warehouses. Attention to detail is required to ensure customer orders are correctly dispatched	Production horticulture
Skilled Tractor/Machine Operator	Main duties would be driving and maintenance of tractors and other machinery for haymaking, paddock maintenance of estate	All
Skilled Plant propagator	Plant propagators create new plants from old by collecting seeds, taking cuttings or through micro-propagation: propagating new plants from just a few cells of parent plants in a laboratory	Production horticulture

Apprentices completing the level 2 Horticulture Modern Apprenticeship will be able to progress onto the Level 3 Horticulture Modern Apprenticeship and into Further Education (FE) and have the potential to also move onto Higher Education (HE). Some courses could include:

## FE:

- SVQ 3 Production Horticulture – GH7N 23
- SVQ 3 Landscaping – GH7C 23
- SVQ 3 Sports Turf – GH7X 23
- SVQ 3 Parks, Gardens and Green space – GH7E 23
- National Qualification Group Award

## HE:

- Botany
- Plant pathology
- Conservation
- Seed Science

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

# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

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

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

### Role of the Sector Skills Councils

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

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

### Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

### Role of the Awarding Bodies

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

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

## Role of the Training Provider

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

### Training Providers are responsible for:

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

## Role of Modern Apprenticeship Group (MAG)

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

### MAG is responsible for:

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

## Role of the Employer

Employers' responsibilities include:

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

## Role of the Modern Apprentice

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

### Modern Apprentices' responsibilities include:

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

## APPENDIX 2

### Modern Apprenticeship Centres (MACs)

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

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

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

#### Either

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

or

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

#### In addition

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

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

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

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

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

## APPENDIX 3



### MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

<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> <i>(or Parent/Guardian, if under 18)</i>		<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)			

**Summary of Modern Apprentices accredited prior learning:**

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

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

Telephone: 02476 696996  
Fax: 02476 696732