



A

MODERN APPRENTICESHIP

IN

Horticulture at SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Lantra

April 2020

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Lantra House
Stoneleigh Park
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Amendments to this framework

| Version | Date of Change | Amendment | Comments |
|---------|----------------|---|---|
| 2 | 2020 | <ul style="list-style-type: none"> • Updated the SCQF Level 6 SVQ structures • Included all emergency first aid in workplace at SCQF Level 6 • ROLO Health, Safety and Environmental Awareness Course + CITB Touch Screen Test • Basic food hygiene • GDPR training • Business Skills • Included off-the-job training hours as 540 | ROLO Health, Safety and Environmental Awareness Course + CITB Touch Screen Test has been included as an enhancement as this is a requirement to gain a FISS/CSCS card |
| | | | |

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

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

Who develops them?

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

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

What's in a Modern Apprenticeship?

In Scotland, there are over 80 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 Horticulture

The purpose of the Modern Apprenticeship is to encourage entry into and progression within the horticultural industry in order to support the wide range of skills needed by the sector in Scotland. The Modern Apprenticeships in Horticulture are offered at SCQF Level 5 and SCQF Level 6 and are available to anyone over the age of sixteen. The Modern Apprenticeships provide paid employment and the opportunity to be trained within the workplace, gaining competence in a diverse range of horticultural skills and occupations within a wide range of businesses, from production horticulture to landscaping.

Although all areas of work within horticulture include working with plants, they have different outcomes, which means that the process and equipment used can differ from one another.

The industry is highly specialised and can involve working with a vast array of machines, materials and equipment; from planting and maintaining stock, through to using chainsaws, harvesters and computer software. A wide range of skills and knowledge is therefore required to cover the variety of jobs and tasks involved.

Technology and research is rapidly changing the face of horticulture and in recent years start-up companies have driven technological advancements. This can be seen in production horticulture where sensors can monitor everything, from disease to energy consumption and water use and wireless control systems which allow for remotely controlled lighting zones to optimise production and monitor energy use. Research has also led to new plant varieties, new plant protection fertiliser formulas and the increasing use of organics. With this in mind, it is extremely important to ensure that the SVQ and Modern Apprenticeships for the horticulture sector are relevant and meet the needs of the fast-changing sector.

Micro-businesses dominate the sector in Scotland, with 41% of the sector employing 0-4 people¹. There are a small amount of businesses that don't fall into the norm and employ more than 10 employees. Over the last few years there have been changes in rural land use and key policies and priorities being placed upon specific industries by the Scottish Government, because they are critical to the sustainability of rural economies; food production (production horticulture) is just one.

Over 3 million adults in Scotland (72%) have a garden or allotment. Horticulture delivers quality of life for people through the design, development and maintenance of green spaces, both public and private that make up the green infrastructure of towns and cities.² Scotland has some of the most beautiful landscapes and gardens which attract people from around the world. Garden tourism is popular in Scotland and is worth £1.4 billion across the UK.³

The Landscaping sector consists of a diverse range of businesses and employment covering hard and soft landscaping. Businesses can be from the public and private sectors and range from small contracting firms to large integrated, multi-national companies and local authorities.

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

² HTA New – Horticulture reception helps Scotland bloom

³ Scottish Horticulture Action Plan

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Horticulture

Duration

The average length of time normally taken to achieve and demonstrate competence is 24 months for all of the pathways.

Mandatory outcomes

SVQ or alternative competency based qualification

- The following must be achieved:

One of the following SCQF Level 6 SVQ's must be achieved:

- SVQ in Landscaping at SCQF Level 6, SQA Awards, Group Award Code GR6M 23, 52 – 129 credits
- SVQ in Sports Turf at SCQF Level 6, SQA Awards, Group Award Code GR6V 23, 79 – 100 credits
- SVQ in Parks, Gardens and Green Space SCQF Level 6, SQA Awards, Group Award Code GR6N 23, 56 – 125 credits

Core Skills

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

For all of the above SVQs, all core skills will be embedded.

Enhancements

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

Suitable qualifications include:

| Ref. no. | Awarding Body | Title |
|----------|--------------------------|--|
| GN0T 46 | SQA | Award in Emergency First Aid at Work at SCQF Level 6 |
| R538 04 | FAQ | Emergency First Aid at Work at SCQF Level 6 |
| R540 04 | ITC | ITC Certificate in Emergency First Aid at Work at SCQF Level 6 |
| R529 04 | FAAL | Award in Emergency First Aid at Work at SCQF Level 6 |
| R542 04 | STA | Award in Emergency First Aid at Work at SCQF Level 6 |
| R544 04 | Highfield Qualifications | Award in Emergency First Aid at Work at SCQF Level 6 |
| R553 04 | SafeCert | Award in Emergency First Aid at Work at SCQF Level 6 |

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.

| Name | Delivery options |
|---|--|
| Safe use of Pesticides (PA1) - Plus one other from any of the remaining PA certificates * | Lantra Awards and City and Guilds |
| ROLO Health, Safety and Environmental Awareness Course + CITB Touch Screen Test | BALI and CITB |
| Brushwood Chipper Operations | City and Guilds, Lantra Awards or practical attendance training |
| Wood chipping / Chipper Shredding | City and Guilds, Lantra Awards or practical attendance training |
| Chainsaw and Related Operations | Lantra Awards, City and Guilds and SQA |
| Safe Manual Handling Operator | Practical attendance training |
| Safe Operation of Dumper Trucks | Lantra Awards, City and Guilds, SQA or practical attendance training |
| Forklift Truck Operations | Practical attendance training |
| Tractor Driving | Lantra Awards, City and Guilds, SQA or practical attendance training |
| All-Terrain Vehicle Handling | City and Guilds, Lantra Awards or practical attendance training |
| Safe Use of Powered Cultivators | Practical attendance training |
| Stump Grinding Operations | City and Guilds, Lantra Awards or practical attendance training |
| Safe Use of Turf Maintenance Equipment | City and Guilds or practical attendance training |
| Ride-on mowers | City and Guilds, Lantra Awards or practical attendance training |
| Indoor plants (glasshouses/indoors) | Practical attendance training |
| Safe Use of Pedestrian Controlled Two-Wheeled Tractors | City and Guilds, Lantra Awards or practical attendance training |
| Cylinder and Rotary Operated Pedestrian Mowers | City and Guilds, Lantra Awards or practical attendance training |
| CAT Training | City and Guilds, Lantra Awards or practical attendance training |
| Excavator training | City and Guilds, Lantra Awards or practical attendance training |
| Operate a street sweeping machine unit | City and Guilds, Lantra Awards or practical attendance training |
| Driving a vehicle with a trailer | City and Guilds, Lantra Awards or practical attendance training |
| Pick up lift gear | City and Guilds, Lantra Awards or practical attendance training |
| Special collections handling | City and Guilds, Lantra Awards or practical attendance training |
| Materials handler certificate | City and Guilds, Lantra Awards or practical attendance training |
| LGV drivers Hazards/Anticipation training | Lantra Awards, City and Guilds, SQA |
| Hand-held operations | City and Guilds, Lantra Awards or practical attendance training |
| Integrated Pollution Prevention | City and Guilds, Lantra Awards or practical attendance |

| | |
|---|---|
| Control Certificate | training |
| Safe Use of Abrasive Wheel Machines | City and Guilds, Lantra Awards or practical attendance training |
| Safe Use of Hedge Trimmers Hand-held operations | City and Guilds, Lantra Awards or practical attendance training |
| Customer care | Practical attendance training |
| Crop Protection Managers Certificate | City and Guilds, Lantra Awards or practical attendance training |
| Ladder safety / working at heights | City and Guilds, Lantra Awards or practical attendance training |
| Basic food hygiene | Practical attendance training |
| GDPR training | Practical attendance training |
| Business Skills | Practical attendance training |

***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 alternative qualifications and/or training courses, in consultation and agreement with Lantra at the beginning of the Modern Apprenticeship.

Optional Outcomes

| |
|-----|
| N/A |
|-----|

Horticulture SCQF Level 6

Duration

It is expected that apprentices following this framework will take 24 months to complete. This includes Approximately 540 hours for off-the-job training, depending on the pathway.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ in Landscaping at SCQF Level 6, SQA Awards, Group Award Code GR6M 23, 52 – 129 credits
- SVQ in Sports Turf at SCQF Level 6, SQA Awards, Group Award Code GR6V 23, 79 – 100 credits
- SVQ in Parks, Gardens and Green Space SCQF Level 6, SQA Awards, Group Award Code GR6N 23, 56 – 125 credits

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:

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

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

Enhancements

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

Suitable qualifications include:

| Ref. no. | Awarding Body | Title |
|----------|--------------------------|--|
| GN0T 46 | SQA | Award in Emergency First Aid at Work at SCQF Level 6 |
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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.

| Name | Delivery options |
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| Safe use of Pesticides (PA1) - Plus one other from any of the remaining PA certificates * | Lantra Awards and City and Guilds |
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| Wood chipping / Chipper Shredding | City and Guilds, Lantra Awards or practical attendance training |
| Chainsaw and Related Operations | Lantra Awards, City and Guilds and SQA |
| Safe Manual Handling Operator | Practical attendance training |
| Safe Operation of Dumper Trucks | Lantra Awards, City and Guilds, SQA or practical attendance training |
| Forklift Truck Operations | Practical attendance training |
| Tractor Driving | Lantra Awards, City and Guilds, SQA or practical attendance training |
| All-Terrain Vehicle Handling | City and Guilds, Lantra Awards or practical attendance training |
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| CAT Training | City and Guilds, Lantra Awards or practical attendance training |
| Excavator training | City and Guilds, Lantra Awards or practical attendance training |
| Operate a street sweeping machine unit | City and Guilds, Lantra Awards or practical attendance training |
| Driving a vehicle with a trailer | City and Guilds, Lantra Awards or practical attendance training |

| | |
|---|---|
| Pick up lift gear | City and Guilds, Lantra Awards or practical attendance training |
| Special collections handling | City and Guilds, Lantra Awards or practical attendance training |
| Materials handler certificate | City and Guilds, Lantra Awards or practical attendance training |
| LGV drivers Hazards/Anticipation training | Lantra Awards, City and Guilds, SQA |
| Hand-held operations | City and Guilds, Lantra Awards or practical attendance training |
| Integrated Pollution Prevention Control Certificate | City and Guilds, Lantra Awards or practical attendance training |
| Safe Use of Abrasive Wheel Machines | City and Guilds, Lantra Awards or practical attendance training |
| Safe Use of Hedge Trimmers Hand-held operations | City and Guilds, Lantra Awards or practical attendance training |
| Customer care | Practical attendance training |
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| GDPR training | Practical attendance training |
| Business Skills | Practical attendance training |

***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 alternative qualifications and/or training courses, in consultation and agreement with Lantra at the beginning of the Modern 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 details and requirements to be added by SSC – set out how training providers register candidates either by post or online. Include details of the documents required (such as Training Agreement, Training Plan etc)].

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

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

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

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

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

Recruitment and selection

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

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However, it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith 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 SVQ at SCQF Level 6
- Enjoy working with plants and the environment
- 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 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.

Aberdeenshire Council
 Angus Council
 Ayrshire College
 Borders College
 Cothrom Limited
 Dundee and Angus College
 East Ayrshire Council
 East Renfrewshire Council
 Falkirk Council
 Fife Council
 Floral Hall and Training Centre
 Glasgow City Council EnTrain
 Glasgow Clyde College
 Gosta Training Limited
 Learning and Employability Stirling
 Lever Training Limited
 Moray College
 Moray Training
 Orkney College UHI
 Perth and Kinross Council
 Renfrewshire Council
 SLIC Training (International) Limited
 South Ayrshire Council
 SRUC Oatridge Campus
 SRUC Elmwood Campus
 SRUC Barony Campus
 Train Shetland – Vocational Training
 West Dunbartonshire Council

Delivery of Training for the Modern Apprenticeship in Horticulture SCQF 6/7

Work-based training

Delivery and assessment method

This applies to all SVQ's within the Horticulture Framework at SCQF Level 6.

Assessments should be carried out in the workplace with the use of portfolios to provide evidence. These should, where appropriate be supported by a mentor or supervisor statements or other appropriate means.

Regular reviews should take place with the apprentice as well as their employer/mentor/supervisor (as appropriate) to discuss and plan progress.

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)

Those involved in the delivery and assessment of SVQs are advised to check the SQA Accreditation guidance on Assessor and Verifier Competence which can be found at the following link:

https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Assessor_and_Verifier_Competence_FINAL.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.

Occupational competence is required for the specified qualifications secured from previous experience.

It is good practice to be able to show that staff involved in the delivery maintain:

- Industry knowledge through CPD activities
- Participate in in-house or awarding body training and workshops and standardisation sessions.

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

Not applicable

Off-the-job training

Details of off-the-job training

Off-the-job training is defined as time for learning activities away from normal work duties but carried out within the normal working day. Off-the-job training should normally:

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, mentor or manager
- 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.

The type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises. Off-the-job training is defined as time for learning activities away from normal work duties but within the normal working day.

Where off-the-job training takes place out of the workplace, then it should be relevant to the Modern Apprenticeship and the role of the individual. It has been agreed that the average off-the-job training hours should be 540 hours.

Delivery and assessment method

The time taken to complete will vary and dependent on the pathway chosen.

Delivery will be agreed between the apprentice, employer and training provider to suit the needs of the business but may include:

- Attending day/block release
- Distance learning
- Using online 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

Exemptions

Not applicable

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

Following the review of the Horticulture National Occupational Standards in 2018, which saw major changes to the NOS, such as:

- new NOS specifically on soil assessment which are included in the SCQF level 6 SVQ
- new NOS on the supervision of irrigation and drainage maintenance which are included in the SCQF level 6 SVQ

Lantra consulted with the Horticulture sector in Scotland by hosting meetings with both employers, training providers and industry bodies and electronically using email.

The first meeting was held on the 10th September 2019 and attended by 21 people including employers large and small, training providers/Colleges and Associations, this included GTC, SRUC, Gosta Training, The National Trust Scotland, Angus Soft Fruits Ltd and Glasgow City Council.

Discussions were held around the logistics of the review, timeframes, the benefit of having the SVQs, MAs and Core Skills. All components of the frameworks were discussed at great length.

The second meeting held on the 5th November 2019, attended by 11 people including, employers, associations, training providers/Colleges, Awarding Bodies, SQA Accreditation and SDS. The discussions focused around the draft SVQ structure and agreeing the units within.

SQA's Accreditation Manager ran a SCQF Credit and Levelling event on the 1st October 2019 with a group of 5 assessors to credit and level the amended and new Horticulture NOS ready for inclusion into the revised SVQ structures. This work was carried out up until the middle of November, with a number of units needing to be reviewed in December.

A wider industry consultation was also held from the 21st November until the 20th December 2019. The consultation highlighted a number of additions required to the SVQs such as adding retail units to encourage garden centres to consider the SVQs and Modern Apprenticeships. Within the Modern Apprenticeship the number of enhancements to achieve have remained the same, however a number of new enhancements have been included which is talked about in further detail below.

The consultation included sending the industry a link to the proposed SVQ structure, Assessment Guidance and Modern Apprenticeship available from Lantra share point. Lantra used survey monkey to pose questions to the industry about:

- SVQ units
- Entry requirements
- Enhancements
- Duration
- Progression
- Core Skills

Over 150 organisations, ranging from employers, associations, unions, Awarding Bodies, training providers and colleges were contacted regarding the wider industry consultation. Lantra also contacted the Scottish TUC, who were asked to circulate the consultation to their union contacts. We confirmed

with Unite and Unison that they had informed their members in Scotland of the proposed SVQ and MA.

Table 5 – list of some of the organisations contacted during the consultation.

| Organisation | Region | size |
|-------------------------------------|------------------|--------|
| A Taste of Arran | Islands | small |
| A&J McDowall Ltd | Berwick | small |
| Abbey Fruit | Arbroath | medium |
| Aberdeenshire Council | Aberdeenshire | large |
| Acme Organics | Edinburgh | small |
| Albert Bartlett & Sons | Airdrie | medium |
| Alvie Gardens | Kincraig | small |
| Angus and Dundee College | Dundee | large |
| Angus Council Training Services | Dundee | large |
| Angus Soft Fruits Limited | Dundee | medium |
| Ardnamushrooms | Islands | medium |
| Armada Organics | Perth | small |
| Assoc of Professional Landscapers | UK wide | large |
| Ayrshire College | Ayrshire | large |
| BALI | UK wide | large |
| Barony SRUC | Scotland | large |
| Belhaven Fruit Farm | Dunbar | small |
| BIGGA | UK wide | large |
| Blairstown Golf Club | Dundee | medium |
| Border Berries | Kelso | small |
| Borders College | Galashiels | large |
| Chartered Institute of Horticulture | UK wide | large |
| Clyde Organics | Lanark | small |
| Conhess Organics Farm | Carlisle | small |
| Cothrom Ltd | Islands | small |
| Croft Organics | Aberdeen | small |
| Daldowie Training Centre | Glasgow | medium |
| Deeside Landscapes Ltd | Aberdeen | small |
| DMG Landscaping | Glasgow | small |
| Dobbies | Central Scotland | large |
| Dundee and Angus College | Dundee | large |
| Dundee City Council | Dundee | large |
| East Ayrshire Council | Ayrshire | large |
| East Coast Organic Boxes | Edinburgh | medium |
| East of Scotland Growers Ltd | East of Scotland | medium |
| Elmwood SRUC | Scotland | large |
| Falkirk Council | Falkirk | large |
| Fife Council | Fife | large |
| First Turf Landscaping Service | Leven | small |
| Gatehouse Nursery | Aberfeldy | medium |
| Geoffrey Bruce Ltd | Blairstown | small |

| | | |
|--|-------------------|--------|
| Glasgow Botanical Gardens | Glasgow | medium |
| Glasgow City Council Land and Environmental Services | Glasgow | large |
| Glasgow Clyde College | Glasgow | large |
| Glencoe Heritage Trust | Ballachulish | medium |
| Gosta Training | Scotland | medium |
| Gowrie Growers Ltd | Dundee | small |
| Greencut | Glasgow | small |
| GTC | UK wide | large |
| Highland Wildwoods | Highlands | small |
| HTA | UK wide | large |
| Huntly Herbs | Aberdeen | small |
| Inveraray Castle | Inveraray | medium |
| JN Garden Design | Glasgow | small |
| Kettle Produce Ltd | Cupar | medium |
| Landform | Aberdeen | small |
| Landscaping Institute | UK wide | large |
| Landscaping Scotland | Aberdeen | medium |
| Landside College | Glasgow | large |
| Lever Training | Kelty | medium |
| Macleod Organics | Inverness | medium |
| Midlothian Landscapes | Dalkeith | small |
| Moray Coast Produce | Inverness | small |
| Moray Training | Inverness | medium |
| Mull Mushrooms | Mull | small |
| National Trust for Scotland | Scotland | large |
| Natural Vegetable Company | Inverness | medium |
| North Lanarkshire Council | Lanarkshire | large |
| Oatridge SRUC | Scotland | large |
| P1 Ltd | Edinburgh | medium |
| Perth and Kinross Council | Perth and Kinross | large |
| Prospects | Edinburgh | medium |
| Raasay Walled Garden | Island of Raasay | small |
| Renfrewshire Council | Renfrewshire | large |
| RHS | UK wide | large |
| Royal Aberdeen Golf Club | Aberdeen | medium |
| Royal Botanic Garden Edinburgh | Edinburgh | medium |
| Royal Caledonian Horticultural Society | Caledonian | medium |
| Scotherbs Ltd | Dundee | small |
| Shetland Council | Shetland | medium |
| Skibo Castle/Carnegie Club | Highlands | medium |
| South Ayrshire Council | Ayrshire | large |
| SQA | Scotland | large |
| St Andrews | St Andrews | large |
| Stirling Council | Stirling | large |
| Strathspey Mushrooms Ltd | Cairngorms | medium |
| The Achiltibuie Garden Ltd | Highlands | small |

| | | |
|--------------------------------------|---------------------|--------|
| The Really Garlicky Company | Inverness | small |
| Train Shetland (vocational training) | Shetland | small |
| UHI Moray College | Moray | medium |
| UHI Orkney College | Orkney | medium |
| University of St Andrews | St Andrews | large |
| Vital Veg | Aberdeen | small |
| West Dunbartonshire Council | West Dunbartonshire | large |
| Whitmuir Organics | Edinburgh | small |

We ended up with around 58% response rate to the consultation, either by attending the joint meetings, by providing feedback electronically via e-mail and survey monkey, or communication over the phone and skype.

The results of the consultation exercises indicated that:

- there should be a list of enhancements within the Modern Apprenticeships at SCQF level 6. The apprentices should complete Emergency First Aid at Work and one further accredited, legislative and nationally recognised occupational course which is relevant to the industry. There should be a statement highlighting that the list of enhancements is not exhaustive. There is flexibility to allow for alternative qualifications and/or training courses, in consultation and agreement with Lantra at the beginning of the Modern Apprenticeship. This is to allow those training providers who have produced their own training courses for areas such as Safe Use of Turf Maintenance Equipment, can offer these as enhancements. We have also stated that any training around pesticide application or chainsaw operations must be completed through a recognised accredited awarding body such as City and Guilds, SQA or Lantra Awards.
- Off-the-job training for the Modern Apprenticeships at Level 6 should be 540 hours. It was explained that off-the-job-training could be attending college, but also compiling a learning log, completion of multiple-choice exams and practical exams, home study and on-line learning.
- the MA should have a duration of 24 months for SCQF Level 6 which will include the SVQ, enhancement and core skills where required. The consultation raised that although the durations were accepted, there should be flexibility in duration, for those learners who can complete the Modern Apprenticeship earlier
- Core Skills - The industry felt that although literacy, numeracy and IT required improvement, through completion of the SVQs and MA would address this. At SCQF Level 6 candidates will achieve these skills through mandatory units, as well as having the opportunity of the industry specific units. The industry requested the continuation of the Core Skills embedded within the SVQs and MA.

Career progression

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

| Related jobs at SCQF Level 6 | Brief description of responsibilities | Relevant SVQ |
|--|--|--------------------------------|
| Gardener | Gardeners work day-to-day looking after gardens, from planting, pruning and weeding, to mowing and mulching | Parks, Gardens and Green Space |
| Interior Landscape Designer | Landscape architects study, plan, design and manage spaces which are both sustainable and beautiful. They work with architects, town planners, civil engineers and other professionals. | Landscaping |
| Parks officer, also known as Gardens and Green Space officer | The job is "hands on" with duties including weeding, cutting hedges, planting, pruning and maintaining trees. Many parks have large, seasonal bedding schemes and work can involve planting thousands of plants in elaborate patterns. Park employees are also expected to engage with park visitors. Park officers supervise contractors or their own maintenance teams and are expected to oversee management and development plans. | Parks, Gardens and Green Space |
| Deputy head Green keeper/ Grounds person | Ensure that the Green keepers and groundsmen keep the grass in peak form for those sports played on grass. You will have 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 |
| Garden Designer | Garden designers combine art, design and horticulture to provide a complete design service, including planting plans, so-called "hard landscape" elements (paths, walls, paving, decking) and special features such as water features, lighting and garden furniture. They can produce design-only work for clients, or may team up with a garden contractor to see the job through to completion. Other specialised skills could include historic garden restoration, public spaces or school grounds design. | Parks, Gardens and Green Space |
| Senior Gardener/ Horticulture technician | Senior gardeners also known as Head Gardeners are usually practical gardeners with many years of experience working in gardens, from privately owned estates to National Trust properties, having gained a formal qualification from a horticultural college. | Parks, Gardens and Green Space |
| Horticulture technician/specialist | Strong plant knowledge is key to being a glass house technician/specialist, so professional horticultural qualifications are recommended. | Production Horticulture |

Learners completing the level 6 Horticulture Modern Apprenticeship will be able to progress into Further Education (FE) and have the potential to also move onto Higher Education (HE). Some courses could include:

HE:

- Botany
- Plant pathology
- Conservation
- Seed Science
- Plant 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 www.landex.org.uk or www.myworldofwork.co.uk Information regarding courses, providers and further information on specific entry requirements can also be found via these websites.

This space should be used to specify progression routes from the MA. These should include specific progression routes to and from the MA; career paths; and further vocational and academic qualifications.

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

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

Role of the Sector Skills Councils

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

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/>.

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

| | |
|--|--|
| Name of Employer: | |
| Name of Modern Apprentice: | |
| Name of Modern Apprenticeship Centre: | |

The **Employer’s responsibilities** are to:

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the modern apprentice’s personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

| | | |
|-------------------------------------|--|--------------|
| Employer | | Date: |
| Modern Apprentice | | Date: |
| Modern Apprenticeship Centre | | Date: |



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

The Modern Apprentice

| |
|----------------|
| Full name: |
| Home address: |
| Work address: |
| Date of birth: |

The Employer

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

Skills Development Scotland office

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

Framework selected outcomes

Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentice’s accredited prior learning:

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

Lantra
Lantra House
Stoneleigh Park
Coventry
CV8 2LG
02476 696996
www.lantra.co.uk