



A

MODERN APPRENTICESHIP

IN

Horticulture level 3

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Lantra

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LANTRA
Land-based and environmental skills

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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.

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 has identified four areas which have been reflected in the pathways; production horticulture, sports turf, landscaping and parks, gardens and green space.

There are currently estimated 1,540 Horticultural businesses in Scotland employing approximately 7,650¹. With 10.8% of employees the horticulture industry 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 2009².

Over the past year the Scottish government and the BBSRC have invested £3M³ in research funding to four projects to improve food security for some of the world's most valuable crops. We have 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 have worked with Lantra on the level 3 framework to ensure that it is a step up from the level 2 to create a progression route into the sector. The level 3 builds on the knowledge and skills that learners will have gained through completing the level 2 and is well supported by employers and providers with the aim of increasing the number 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 apprenticeship and will encourage more people to progress into the industry.

The continuation of the level 3 will increase the registration numbers and give young people and adults the chance to learn skills and knowledge in the industry and provide strong links to progress into Higher Education (HE).

The objectives of the Level 3 Modern Apprenticeship will be to address the following:

1. To increase the skills of the horticulture industry by:
 - Increasing the success rate for the Level 3 Modern Apprenticeship over the next three years.

This will be addressed through:

- Changes to the Level 3 SVQ in Horticulture to provide a wider range of optional units.

2. To improve the number of starts in horticulture.

This will be addressed through:

- Increasing awareness and promoting apprenticeships
- 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.

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

² Food and Drink in Scotland Key Facts 2012

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

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.

This Modern Apprenticeship framework has undergone revisions to reflect the changing needs of the industry allowing for learners to develop a wider range of skills.

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 3 SVQ's must be achieved

- Production Horticulture – GH7N 23
- Landscaping – GH7C 23
- Sports Turf – GH7X 23
- Parks, Gardens and Green space – GH7E 23

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.

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

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 one of the following qualifications:

- Production Horticulture – GH7N 23
- Landscaping – GH7C 23
- Sports Turf – GH7X 23
- Parks, Gardens and Green space – GH7E 23

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 3 Horticulture SVQ structures

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

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

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

Core mandatory

CS3	Promote, monitor and maintain health, safety and security
H34	Estimate resource requirements and programme work
A1	Manage your own resources (MSC)

Group A - Production Horticulture pathway – Candidates must complete H12, H14, H15, H58, CS30 plus four additional optional units from Group F.

H12	Monitor and control the growth of crops
H14	Co-ordinate the provision of water to crops or plants
H15	Co-ordinate the provision of nutrients to crops or plants
H58	Identify and name plants using their botanical names
CS30	Coordinate the control of pests, diseases and disorders

Group B - Landscaping pathway – Candidates must complete H10, H20, H58, plus six additional optional units from Group F.

H10	Co-ordinate the planting of crops or plants
H20	Carry out management of planted areas
H58	Identify and name plants using their botanical names

Group C - Sports Turf pathway – Candidates must complete H10, H29, H30, H32, H33 and D11 or E11, plus three additional optional units from Group D

H10	Co-ordinate the planting of crops or plants
H29	Implement plans for the management of sports turf areas
H30	Plan and set out sports areas
H32	Maintain land drainage systems
H33	Maintain irrigation systems
D11	Lead teams
or	
E11	Communicate information and knowledge

Group D – optional units

CS26	Prepare for and maintain equipment and machines
CS30	Co-ordinate the control of pests, diseases and disorders
CS31	Prepare and apply chemicals to control pests and diseases
ENC3	Survey and report on the environment
H58	Identify and name plants using their botanical names

Group E - Parks, Gardens and Green Space pathway – Candidates must complete H10, H58, CS30, plus six additional optional units from Group F.

H10	Co-ordinate the planting of crops or plants
H58	Identify and name plants using their botanical names
CS30	Co-ordinate the control of pests, diseases and disorders

A maximum of two optional units from the Level 2 SVQ in Horticulture can be achieved within the Level 3 SVQ.

Group F - Optional Units

H1	Co-ordinate the clearance and preparation of a site for planting
H2	Prepare growing media
H4	Co-ordinate the collection and storage of propagation material
H6	Co-ordinate the preparation and establishment of propagation materials
H8	Co-ordinate propagation of plants from seed
H10	Co-ordinate the planting of crops or plants
H12	Monitor and control the growth of crops
H14	Co-ordinate the provision of water to crops or plants
H15	Co-ordinate the provision of nutrients to crops or plants
H16	Control environmental conditions for protected crops
H18	Maintain plant displays
H20	Carry out management of planted areas
H23	Exhume coffins and remains
H29	Implement plans for the management of sports turf areas
H30	Plan and set out sports areas
H31	Install land drainage systems
H32	Maintain land drainage systems
H33	Maintain irrigation systems
H35	Prepare sites for landscape construction and installation
H36	Construct rock gardens
H37	Construct pools and water features
H38	Maintain pools and water features
H49	Design landscape areas and specify materials and components
H51	Co-ordinate harvesting operations
H53	Co-ordinate post harvest operations
H55	Co-ordinate the collection of plants for sale or dispatch

H57	Respond to legislation which affects customer's rights
H58	Identify and name plants using their botanical names
CS5	Maintain and store records within the workplace
CS6	Transport physical resources within the work area
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
CS22	Co-ordinate the construction and maintenance of landbased site infrastructure
CS26	Prepare for and maintain equipment and machines
CS30	Co-ordinate the control of pests, diseases and disorders
CS31	Prepare and apply chemicals to control pests and diseases
CS34	Co-ordinate the management of planted areas
CS37	Plan and oversee habitat management work
CS39	Assess the characteristics of sites
TW9	Transplant large-root balled trees
ENC2	Consult and work with the local community
ENC3	Survey and report on the condition of the environment
ENC29	Research and prepare environmental interpretive activities
D11	Lead teams
E11	Communicate information and knowledge
B5	Provide leadership for your team
MSCD5	Allocate and check work in your team
25	Organise the delivery of reliable customer service
26	Improve customer relationships
32	Monitor and solve customer service problems
BAA152	Plan, run and evaluate projects (CFA)

Additional Units

SKAC18	Assemble and install purpose made equipment and components for sport/play
PW7	Develop and maintain a health, safe and secure environment for children

Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	City & Guilds	Edexcel	EDI	SQA
Communication (SCQF level 5)	F451 04	F82M 04	F44C 04	F427 04 (6 credits)
Numeracy (SCQF level 5)	F455 04	F831 04	F44G 04	F42B 04 (6 credits)
Information and Communication Technology (SCQF level 5)	F459 04	F835 04	F44L 04	F42F 04 (6 credits)
Problem Solving (SCQF level 5)	F45D 04	F839 04	F44R 04	F42K 04 (6 credits)
Working with Others (SCQF level 5)	F45H 04	F83E 04	F44W 04	F42P 04 (6 credits)

Please refer to the supplementary mapping documents for further details on the mapping of the mandatory units in level 3 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 3 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 legislative or nationally recognised short course at a suitable level (the list below is a suggestive list).

- 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
- Integrated Pollution Prevention Control Certificate
- Crop Protection Managers Certificate
- Ladder safety/working at heights

*Please note that PA1 must be completed plus one other, e.g. 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.

Where the learner has progressed from the Level 2 Modern Apprenticeship, they will have to complete one additional employer enhancement (in addition to what was achieved in Level 2).

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). 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 3 SVQ
- 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.
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.

Organisation	Location
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 the completion of the Modern Apprenticeship, candidates will be able to maintain positions in areas such as:

Related jobs at Level 3	Brief description of responsibilities	SVQs
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 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 grounds persons 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 3 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.

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 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 (please identify level) <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level (please identify level) <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 (if any) <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(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