



A

MODERN APPRENTICESHIP

IN

Agriculture SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Lantra

April 2020

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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 SVQ structures • Included all emergency first aid in workplace at SCQF Level 6 • Basic Food Hygiene • Pest control • Hoof trimming • Dog handling • Biosecurity and Hygiene • Poultry Welfare • Environmental Awareness • GLAA: Labour Exploitation – identifying the risks • included off-the-job training hours at 340 	<p>Biosecurity and Hygiene, Poultry Welfare, Environmental Awareness and GLAA: Labour Exploitation – identifying the risks have been added to the list of enhancements as they are included within the Poultry Passport.</p> <p>We have added the statement to the enhancement section 'If choosing chainsaw and Related Operations the candidate must completed an Awarding Body training course.'</p>

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

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

Who develops them?

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

Who are they for?

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

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (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 Agriculture

The purpose of the Agriculture Modern Apprenticeship is to encourage entry into and progression within the industry.

The Agriculture industry plays an important role in the land-based and environmental sector and can be split into the following main work streams; Agricultural Crops and Livestock (pigs, poultry, beef, sheep and dairy).

Agriculture includes the production and management of primary food groups, supporting Scotland's food and drink economy. It includes the environmental management of land for sustainable development. The main production enterprise of a farm will vary according to its geographic location, which will determine the soil type and local weather conditions, both important factors in the animal and plant production process. The main farm types include dairy, beef, sheep, pigs, poultry, vegetables, cereals, root crops and other field crops. The industry is also involved in non-food groups and industrial crop developments such as energy crops, crops for paper/materials (eg flax, hemp), specialist oils (eg lavender) and pharmaceuticals.

Although the sector is diverse it was identified a few years ago that at SCQF Level 5 there was a requirement for one pathway, called Agriculture, as this would allow for increased flexibility for learners to adapt the framework around their work. The SCQF Level 6 Modern Apprenticeship has four pathways which include Agricultural Crop Production, Agriculture Livestock Production, Mixed Farming, and Poultry Production. This has allowed for increased specialisation in the area in which learners work, reflecting their jobs at this level.

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

Around 67,000 people are directly employed in agriculture in Scotland – this represents around 8% of the rural workforce and means that agriculture is the third largest employer in rural Scotland after the service and public sectors. It is estimated that a further 360,000 jobs (1 in 10 of all Scottish jobs) are dependent on agriculture.¹

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 (agricultural crops) is just one.

Some 80% of Scotland's land mass is under agricultural production, making the industry the single biggest determinant of the landscape we see around us. Scotland's farmers, crofters and growers produce output worth around £2.9 billion a year and are responsible for much of Scotland's £5 billion food and drink exports. The export target for 2017 is £7.1 billion.²

¹ National Farmers Union Scotland facts and figures

² National Farmers Union Scotland facts and figures

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Agriculture

Duration

The average length of time normally taken to achieve and demonstrate competence is 24 months for all of the Modern Apprenticeship pathways at SCQF Level 6.

Mandatory outcomes

SVQ or alternative competency based qualification

- The one following must be achieved:

- SVQ in Agricultural Crops at SCQF Level 6, SQA Awards, Group Award Code GR6C 23, 65 – 116 credits.
- SVQ in Agricultural Livestock at SCQF level 6, SQA Awards, Group Award Code GR6E 23, 55 – 116 credits
- SVQ in Mixed Farming at SCQF Level 6, SQA Awards, Group Award Code GR6H 23, 53 – 116 credits
- SVQ in Poultry Production at SCQF Level 6, SQA Awards, Group Award Code GR6J 23, 58 – 110 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 the Agriculture SVQs, the core skills ICT and Numeracy will require separate certification.

Enhancements

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

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:

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

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

Training/qualification	Delivery
Safe Use of Pesticides (PA1) and Pesticide Application as appropriate (PA2 or PA6)*	Lantra Awards and City and Guilds
Safe Use of Abrasive Wheel Machines	City and Guilds, Lantra Awards or practical attendance training
Safe Use of Sheep Dips	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 Veterinary Medicines	Accredited training by AMTRA
Safe Manual Handling Operator	Practical attendance training
Tractor Driving and Related Operations	Lantra Awards, City and Guilds and SQA or practical attendance training
Crop Protection Managers Certificate (or equivalent)	BASIS or equivalent
Tractor Driving on Slopes	City and Guilds, Lantra Awards or practical attendance training
Basic Food Hygiene	Practical attendance training
Materials Handler	City and Guilds, Lantra Awards or practical attendance training
Certificate Artificial Insemination	Attendance training
Health and Safety at Work	City and Guilds, Lantra Awards, SQA or practical attendance training
Transport of Animals by Road (Short Journeys)	City and Guilds, Lantra Awards
Driving with a Trailer	City and Guilds, Lantra Awards or practical attendance training
Chainsaw and Related Operations**	Lantra Awards, City and Guilds and SQA
Welfare of animals during transport	City and Guilds, Lantra Awards, SQA or practical attendance training
Brushwood Chipper Operations	Lantra Awards and City and Guilds
All Terrain Vehicle Handling	Lantra Awards and City and Guilds
Forklift Truck Operations	Practical attendance training
Sheep shearing	Practical attendance training
Pest control	City and Guilds, Lantra Awards, SQA or practical attendance training
Hoof trimming	City and Guilds, Lantra Awards, SQA or practical attendance training
Dog handling	City and Guilds, Lantra Awards, SQA or practical attendance training
Biosecurity and Hygiene	Attendance training
Poultry Welfare	Attendance training
Environmental Awareness	Attendance training
GLAA: Labour Exploitation – identifying the risks	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.

**If choosing chainsaw and Related Operations the candidate must completed an Awarding Body training course.

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

Agriculture

Duration

It is expected that apprentices following this framework will take 24 months to complete. This includes 340 hours for off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

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

- SVQ in Agricultural Crops at SCQF Level 6, SQA Awards, Group Award Code GR6C 23, 65 – 116 credits.
- SVQ in Agricultural Livestock at SCQF level 6, SQA Awards, Group Award Code GR6E 23, 55 – 116 credits
- SVQ in Mixed Farming at SCQF Level 6, SQA Awards, Group Award Code GR6H 23, 53 – 116 credits
- SVQ in Poultry Production at SCQF Level 6, SQA Awards, Group Award Code GR6J 23, 58 – 110 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:

Core Skill	City & Guilds	Pearson Education Ltd	EAL	IMIAL	SQA	VTCT	BIIAB	QFI
Communication (SCQF level 5)	F451 04	F82M 04	FT9P 04	FR21 04	F427 04	H8JW 04	HH5P 04	N/A
Numeracy (SCQF level 5)	F455 04	F831 04	FT9F 04	FR1V 04	F42B 04	H8JP 04	HH5C 04	N/A
Information and Communication Technology (SCQF level 5)	F459 04	F835 04	FT9K 04	FR1W 04	F42F 04	H8K1 04	HH5G 04	HH8P 04
Problem Solving (SCQF level 5)	F45D 04	F839 04	FT96 04	FR1X 04	F42K 04	H8K5 04	HH5W 04	N/A
Working with Others (SCQF level 5)	F45H 04	F83E 04	FT9C 04	FR1Y 04	F42P 04	H8K9 04	HH61 04	N/A

For the Agriculture SVQ's, the core skills ICT and Numeracy will require separate certification.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been

certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

Enhancements

Enhancements

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

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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R553 04	SafeCert	Award in Emergency First Aid at Work at SCQF Level 6

Plus:

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

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

Training/qualification	Delivery
Safe Use of Pesticides (PA1) and Pesticide* Application as appropriate (PA2 or PA6)*	Lantra Awards and City and Guilds
Safe Use of Abrasive Wheel Machines	City and Guilds, Lantra Awards or practical attendance training
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Safe Use of Veterinary Medicines	Accredited training by AMTRA
Safe Manual Handling Operator	Practical attendance training
Tractor Driving and Related Operations	Lantra Awards, City and Guilds and SQA or practical attendance training
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Certificate Artificial Insemination	Attendance training
Health and Safety at Work	City and Guilds, Lantra Awards, SQA or practical attendance training
Transport of Animals by Road (Short Journeys)	City and Guilds, Lantra Awards
Driving with a Trailer	City and Guilds, Lantra Awards or practical attendance training
Chainsaw and Related Operations**	Lantra Awards, City and Guilds and SQA
Welfare of animals during transport	City and Guilds, Lantra Awards, SQA

	or practical attendance training	
Brushwood Chipper Operations	Lantra Awards and City and Guilds	
All Terrain Vehicle Handling	Lantra Awards and City and Guilds	
Forklift Truck Operations	Practical attendance training	
Sheep shearing	Practical attendance training	
Pest control	City and Guilds, Lantra Awards, SQA or practical attendance training	
Hoof trimming	City and Guilds, Lantra Awards, SQA or practical attendance training	
Dog handling	City and Guilds, Lantra Awards, SQA or practical attendance training	
Biosecurity and Hygiene	Attendance training	
Poultry Welfare	Attendance training	
Environmental Awareness	Attendance training	
GLAA: Labour Exploitation – identifying the risks	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.**

****If choosing chainsaw and Related Operations the candidate must completed an Awarding Body training course.**

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:

<p>Lantra Lantra House Stoneleigh Park Coventry Warwickshire CV8 2LG</p> <p>Telephone: 02476 696996 Fax: 02476 696732</p>

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

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

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

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

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

SSC Service level

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

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

Recruitment and selection

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

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

SRUC Oatridge Campus
SRUC Elmwood Campus
SRUC Barony Campus
South Ayrshire Council
Train Shetland (Vocational Training)
Borders College
Orkney College

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

Delivery of Training for the Modern Apprenticeship in Agriculture SCQF 6

Work-based training

Delivery and assessment method

This applies to all SVQ's within the Agriculture 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, reviews 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 340 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 Agriculture National Occupational Standards in 2018, which saw major changes to the NOS, including the inclusion of new NOS for calf rearing and livestock health programmes and revisions to the tractor and machinery NOS to include the assessment of new technologically advanced equipment, such as GPS seed drills and large computerised tractors, Lantra called for industry to assist with the review of the existing SVQs to ensure they included the new areas required by the sector.

Lantra consulted with the Agriculture 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 12th September 2019 and attended by 11 people including employers large and small, training providers/Colleges and Associations, this included NFUS, SRUC, The Scottish Bee Company, Balbuthie Farm and UHI.

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.

SQA's Accreditation Manager also 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 Agriculture 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, due to one credit allocators workload in October and November.

Our Industry Partnership Manager in Scotland also attended the Skills for Farming meeting on the 11th December and the Sheep Apprenticeship update meeting on the 11th December, to promote the review.

During the consultation we had several comments back from a number of the members from the Skills for Farming Group and the Sheep Apprenticeship update group, which has helped to inform and reinforce a number of changes requested by the working group.

NFUS also held a meeting on the 7th January and added the review to their agenda. Again, we had a lot of feedback on the review from the promotion at this meeting.

A wider industry consultation was also held from the 15th November until the 17th January 2020. The consultation highlighted a number of additions required to the SVQ to include environmental, sustainability and biodiversity as well as calf rearing and the inclusion of a unit on implementing livestock health programmes. Core Skills were also consulted on and although team working skills (working with others) and communication were identified as lacking within the current workforce, the industry felt that through completion of the SVQs and MA would help to address these issues. It was felt that numeracy and IT would not sufficiently be covered within the SVQs and MA, therefore standalone qualifications would benefit the learners. Within the Modern Apprenticeship the number of enhancements to achieve has remained the same, however a number of new enhancements have been included which is talked about in further detail below.

The consultation included sending out a link to the industry with the proposed SVQ structures, Assessment Guidance, Modern Apprenticeships and cores skills available from Lantra share point, using survey monkey to pose questions to the industry about:

- SVQ units
- Entry requirements for the MA
- Modern Apprenticeship enhancements
- Duration of the MAs
- On and off-the-job training hours
- Progression routes
- Core Skills

Over 100 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 SVQs and MAs.

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

Name	Location	Size
A Taste of Arran	Islands	Small
Aberdeen Angus Cattle Society	Scotland	Medium
Acme Organics	Edinburgh	Small
ACT Ltd	Aberdeen	Medium
Arnprior Farm	Stirlingshire	Medium
Atholl Estates	Perthshire	Medium
Ayrshire Cattle Society	Ayresshire	Medium
Balderston Farm	Jedburgh	Small
Bee Improvement and Bee Breeders Association -	Scotland	Medium
Borders College	Scotland	Medium
British Potato Trade Association	Scotland	Medium
British Wool Marketing Board	Scotland	Medium
Buceleuch Estates	Edinburgh	Large
Carbeth Home Farm	Glasgow	Medium
Clyde Organics	Clyde	Small
D M Sharp Farms	Moortown	Medium
D&J Peebles	Cupar	Medium
East of Scotland Growers Ltd	Scotland	Medium
Easter Bavelaw Farm	Balerno	Small
Edinburgh and Midlothian Beekeepers' Association	Scotland	Medium
Faccenda Foods	Scotland	Large
Fearn Farm	Ross-shire	Medium
Glenrath Farms Ltd	Linton	Medium
Graham's Dairies	Scotland	Large
Highland Cattle Society	Scotland	Medium
J Cameron - Balbuthie Farm	Fife	Medium
KDJ Macrae & Partners	Inverness	Medium
Kettle Produce Ltd	Cupar	Medium
Killochries Fold	Renfrewshire	Medium

National Beef Association	Scotland	Medium
National Sheep Association	Scotland	Medium
NFU Scotland	Scotland	Medium
P D Hook	Scotland	Large
Poultec	Scotland	Medium
QMS	Scotland	Medium
Re-JIG	Islay	Small
Remony Estate	Perthshire	Medium
RHET	Scotland	Medium
Rhynaclach Farm	Stirling	Medium
Ringlink Scotland	Scotland	Small
Ruchlaw Produce	Dunbar	Medium
Rural Skills Scotland	Scotland	Medium
Scottish Crofting Federation	Scotland	Medium
Scottish Land and Estates	Scotland	Medium
Scottish Native Honey Bee Society -	Scotland	Medium
Scottish Pig Producers Ltd	Scotland	Medium
SDS	Scotland	Large
Skye Vegetables	Skye	Small
SQA Accreditation	Scotland	Large
SQA	Scotland	Large
SRUC - Barony College	Dumfries	Medium
SRUC - Oatridge College	Edinburgh	Medium
SRUC, Ayr campus	Ayresshire	Medium
Stirfresh	Scotland	Medium
STUC	Scotland	Large
Surveyzone Consultants	Scotland	Small
The Scottish Bee Company	Scotland	Medium
Thomas Elder & Sons	Stirling	Medium
Thomas Thomson	Scotland	Medium
Torloisk Farm	Highlands	Medium
Train Shetland	Shetland	Small
Tulloch Farm	Inverness	Small
UHI Orkney College	Orkney	Medium
Vital Veg	Aberdeen	Small
Wool Board Shearing	Scotland	Medium

We ended up with around 35% 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 two 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 things around material handling can offer these as enhancements. We have also stated that any training around pesticide application or safe use of veterinary medicines must be completed through a recognised accredited awarding body such as City and Guilds, SQA or Lantra Awards.

- Industry requested that the enhancements met the needs of the poultry passport, to include Health and safety at work, poultry welfare course, biosecurity and environmental awareness.
- Include within enhancements - drone use for those apprentices using drones for crop managements, use of social media and mental wellbeing
- Off-the-job training for the Modern Apprenticeships at Levels 6 should be 340 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 agreed, there should be flexibility in duration, for those learners who can complete the Modern Apprenticeship earlier
- Core Skills - Working with Others, Communication and Problem Solving will remain embedded for SCQF level 6 MA and IT and Numeracy will need to be taken as separate core skill qualifications.

Career progression

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

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

Related jobs at SCQF 6	Brief description of responsibilities	Routes
Herds person/Head Herds person	A herds person’s role includes monitoring cows during lactation, planning the breeding cycles and milking. It will also include ensuring the livestock are maintained in line with the health and welfare requirements and they are meeting production targets. They may also have some responsibility for staff working on the unit.	Mixed Farming and Agricultural Livestock
Agricultural machinery operator	An agricultural machinery operator is involved with the harvesting of crops on a farm, which could be either cereals or vegetables, as well as the operation of any other agricultural machinery. The role will include the operation, maintenance and cleaning of the combine or machinery, and sometimes basic repairs. Agricultural machinery operators may work on a large farm or for an agricultural contractor.	Agricultural Crops
Skilled stock person	A stock person in the pig industry works with pigs that are eventually sold for pork or bacon into the food chain. If the farm has mixed livestock, such as sheep and dairy cows, the stock person will often work with these livestock as well. However, many of the larger pig farms are specialist pig units. A Stockperson on a pig farm would be involved in maintaining and monitoring the health and welfare of pigs and providing feed and water.	Poultry Production

Learners completing the SVQ Agriculture at SCQF 6 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:

- Agricultural Sciences
- Conservation
- Sustainable Farming
- Agriculture
- Seed production

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 Federation for Industry Sector Skills and Standards website <http://fisss.org/>.

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

Summary of Modern Apprentice’s accredited prior learning:

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

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

Telephone: 02476 696996
Fax: 02476 696732