



A

# MODERN APPRENTICESHIP

IN

## Trees and Timber SCQF Level 5

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Lantra

February 2018

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## Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeships in Trees and Timber	4
Summary of Framework	6
The Framework	8
Registration and certification	10
Recruitment and selection	11
Equal opportunities	11
Health and safety	12
Contracts	12
Employment status of Modern Apprentices	12
Terms and conditions of employment	12
Training and development	12
Consultation	17
Career progression	19

## Appendices

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

## Modern Apprenticeships in Scotland

### What are Modern Apprenticeships?

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

### Who develops them?

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

### Who are they for?

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

The land-based and environmental sector currently accounts for approximately 115,700 employees and 24,500 businesses in Scotland. The trees and timber industry plays an important role in the sector with two main streams of work arboriculture and forestry. Forestry can be broken down further with forestry establishment and forestry harvesting. The forestry stream of the industry within the UK is estimated to represent 1.1% of businesses within the sector with a total estimated workforce of 11,716 and 1528 estimated businesses. The arboriculture stream of the industry within the UK is estimated to represent 3.1% of businesses within the sector, with a total estimated workforce of 23,766 and 4548 estimated businesses.

Forestry is defined as the science and practice of all tree management, including forest and woodland management, arboriculture, urban forestry, environmental forestry and research, education and training in all these fields.

Arboriculture and forestry both involve working with and around trees. Forests and woodland are an important resource for timber, amenity and recreation, tourism and biodiversity. Forestry focuses on the management of forests and woodland, whereas arboriculture focuses on the cultivation, management and care for individual trees, or groups of trees, with the primary aim of maintaining them for amenity purposes.

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

The technical levels of the industry's workforce are vital for the delivery of national forest and green space strategies and are therefore fundamental to the sector's health. Working for government, management companies and individuals alike, those in the industry may work alone or in small teams, thereby requiring a good knowledge of health and safety legislation and lone working policies. In addition to the technical skills and knowledge gained, those completing a Trees and Timber Modern Apprenticeship will also increase their knowledge and understanding of these important aspects of the working environment.

A small number of trees and timber businesses employ ten or more staff but it is micro-businesses which dominate the sector in Scotland, with 41% of the sector employing 0-4 people. The fact that they are often remote micro-businesses means that there is a reliance on staff being qualified with up to date technology.

The review of the Modern Apprenticeship framework has taken place following the review of the National Occupational Standards. Industry has fed back that rather than having two SVQs at SCQF Level 5 (Arboriculture and General Woodland and Forestry Treework), that there should now be one SVQ at SCQF Level 5 called Trees and Timber. Once a candidate has completed the SCQF Level 5, they can progress to SCQF Level 6 and specialise in either Arboriculture or General Woodland and Forestry Treework. The industry also asked for the Chainsaw NOS to be split out into using a chainsaw for both small and large trees as the skills set is very different.

1. To increase the skills of the trees and timber industry in Scotland by:

Upskilling those already working in trees and timber jobs to ensure that they attain the skills required to be competent in their profession.

This will be addressed through:

- The update of the SCQF Level 5 Modern Apprenticeship, to include the new SCQF Level 5 SVQ, which were updated to allow learners to complete one generic qualification at SCQF Level 5. Also, the

update of SVQ units to ensure there are skills and knowledge available in specific areas for all levels of experience, which will in turn lead to employers willing to support the frameworks.

2. To encourage new entrants into the sector.

This will be addressed through:

- Increasing awareness and promotion of the Modern Apprenticeship.
- Increasing marketing and communications.
- Highlighting the benefits of Apprenticeships to employers.

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 available through Modern Apprenticeships to those on National Progression Awards and other full-time programmes.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Trees and Timber

### Duration

Industry has agreed that the Trees and Timber MA framework at SCQF Level 5 duration is 12 months depending on the candidate's previous experience. This includes 234 hours of off-the-job training. Please refer to the off-the-job training section for more details.

### Mandatory outcomes

#### SVQ or alternative competency based qualification

- The following must be achieved:

- SVQ in Trees and Timber at SCQF Level 5 (GN8622)

#### Core Skills

- |   |              |
|---|--------------|
| • Communication                             | SCQF Level 4 |
| • Working With Others                       | SCQF Level 4 |
| • Problem Solving                           | SCQF Level 4 |
| • Information and Communication Technology* | SCQF Level 4 |
| • Numeracy                                  | SCQF Level 4 |

\* All core skills except ICT are mapped to the mandatory units within the SVQ Trees and Timber at SCQF Level 5 and so do not require separate certification. ICT is not mapped and will therefore require separate certification at SCQF Level 4 or above.

#### Enhancements

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

Plus:

One other industry specific certificate appropriate to the apprentice and the business in which he/she works for.

Suitable courses include:

- |                 |  |
|-----------------|--|
| Training course | Emergency First Aid at Work+F  |
| Training course | Abrasive Wheel Machines  |
| Training course | Driving with a Trailer   |
| Training course | Brushwood Chipper  |
| Training course | Safe Use of Pesticides PA1* Foundation Module                            |
| Training course | Safe Use of Pesticides PA6* Handheld Applicator                          |
| Training course | Integrated Pollution Prevention Control Certificate (Lantra Awards only) |
| Training course | Excavator Training   |
| Training course | Chainsaw Maintenance   |
| Training course | Chainsaw Maintenance and Cross-Cutting,                                  |
| Training course | Cross Cut Timber Using a Chainsaw  |
| Training course | Aerial Tree Pruning  |

Training course Access a Tree Using a Rope and Harness  
 Training course Use a Powered Pole Pruner  
 Training course Manual Handling  
 Training course All-Terrain Vehicle Handling  
 Qualification Emergency First Aid – those currently on offer are listed below  
 Qualification Health and Safety at Work – those currently on offer are listed below

Ref. no.	Awarding Body	Title
GN0T 46	SQA	Emergency First Aid at Work at SCQF Level 6
R539 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	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	SafeCert Award in Emergency First Aid at Work at SCQF Level 6
R204 04	NEBOSH	Award in Health and safety at work at SCQF Level 5
R449 04	ITC	Award in Health and safety in the workplace at SCQF Level 5
R225 04	FAAL	Award in Health and Safety in the workplace at SCQF level 5
R447 04	SafeCert	Award in Health and Safety in the work place at SCFQ Level 5

\*Please note that PA1 must be completed plus one other i.e. PA6, PA2 and will only be accepted as meeting this requirement if both the knowledge and competence components are achieved.

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

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.

### Optional Outcomes

#### Additional SVQ Units/Qualifications/Training

N/A

## The Framework

### Duration

It is expected that apprentices following this framework will take 12 months to complete. This includes 234 hours for off-the-job training. Please refer to the off-the-job training section for more details.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ in Trees and Timber at SCQF Level 5 (GN8622)

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

### Core Skills

Each apprentice is required to achieve the following core skills:

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

Communication, Numeracy, Problem Solving and Working with Others core skills are embedded within the mandatory units of the Trees and Timber SVQ at SCQF Level 5. Information and Communication Technology should be separately certificated at SCQF Level 4 or above.

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).  
Plus:



One other industry specific certificate appropriate to the apprentice and the business in which he/she works for.

Suitable courses include:

- Training course Emergency First Aid at Work+F
- Training course Abrasive Wheel Machines
- Training course Driving with a Trailer
- Training course Brushwood Chipper
- Training course Safe Use of Pesticides PA1\* Foundation Module
- Training course Safe Use of Pesticides PA6\* Handheld Applicator
- Training course Integrated Pollution Prevention Control Certificate (Lantra Awards only)
- Training course Excavator Training
- Training course Chainsaw Maintenance
- Training course Chainsaw Maintenance and Cross-Cutting,
- Training course Cross Cut Timber Using a Chainsaw
- Training course Aerial Tree Pruning
- Training course Access a Tree Using a Rope and Harness
- Training course Use a Powered Pole Pruner
- Training course Manual Handling
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R544 04	Highfield Qualifications	Award in Emergency First Aid at Work at SCQF Level 6
R553 04	SafeCert	SafeCert Award in Emergency First Aid at Work at SCQF Level 6
R204 04	NEBOSH	Award in Health and safety at work at SCQF Level 5
R449 04	ITC	Award in Health and safety in the workplace at SCQF Level 5
R225 04	FAAL	Award in Health and Safety in the workplace at SCQF level 5
R447 04	SafeCert	Award in Health and Safety in the work place at SCFQ Level 5

\*Please note that PA1 must be completed plus one other i.e. PA6, PA2 and will only be accepted as meeting this requirement if both the knowledge and competence components are achieved.

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

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.

## 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:



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

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

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

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

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

### SSC Service level

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

## Recruitment and selection

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

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However, it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

An Apprentice should:

- Be prepared to attend off-the-job training.
- Be able to acquire the broad range of skills, knowledge and understanding required in the Modern Apprenticeship.
- Be competent to complete the SCQF Level 5 SVQ.
- Enjoy working with trees and the environment.
- Enjoy working outside.
- Have a positive attitude towards learning.

## Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

## Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

## Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however, it is essential that the SSC is notified of any changes.

## Employment status of Modern Apprentices

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

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

## Terms and conditions of employment

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

## Training and development

### Delivery

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

- private training organisations
- colleges / universities

- other employers

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

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

## List of Training Providers

### Current provision

The list below shows the Training Providers who have committed to delivering the revised Modern Apprenticeships:

Fife Council  
Forestry Commission  
Renfrewshire Council  
SRUC

This is a working list. Please contact Lantra for up-to-date details.

## Delivery of Training for the Modern Apprenticeship in Treework

### Work-based training

#### Delivery and assessment method

Work-based or on-the-job training is defined as skills, knowledge and competence gained within normal work duties.

On-the-job training should:

- Achieve clear and specific outcomes which contribute directly to the successful achievement of the MA framework and this may include accredited and non-accredited elements.
- Be planned, reviewed and evaluated jointly between the modern apprentice and a tutor, mentor or manager
- Allow access as and when required by the modern apprentice either to a tutor, mentor or manager.
- Be delivered during contracted working hours
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/network learning with peers, guided study.

Assessment is generally carried out in the apprentice's place of work but where this is not possible assessment can be carried out in a training environment, but the situation should reflect a real work environment as far as possible. Lantra provides a guidance document for those delivering and assessing the Trees and Timber, Arboriculture and General Woodland and Forestry Treework SVQs which provides clarification on delivery and assessment and sets out where simulation is allowed. Simulation must be agreed with the External Verifier first.

Regular reviews should take place with the apprentice as well as their employer/mentor/supervisor (whichever is appropriate) to discuss progress. Apprentices keep a record of activities carried out in the workplace using work logs and task sheets.

**Skills required by training providers delivering the training**

Appropriate qualifications from the following list should be held by those undertaking delivery and assessment depending on whether they are delivering or just assessing in the workplace:

- L&D9D or L&D9DI
- A1 or A2 plus CPD (in line with the current L&D9 Standard)
- TQFE plus CPD (in line with the current L&D9 Standard)
- D32 and/or D33 plus CPD (in line with current L&D9 Standard)
- QCF Level 3 Award in Assessing
- Competence in the Work Environment
- QCF Level 3 Certificate in Assessing Vocational Achievement
- PTLLS/AET
- CTLLS/CET
- DTLLS/DET
- Cert Ed

Those involved in delivery and assessment of SVQs are advised to check with the SQA Accreditation guidance on assessor and verifier competence requirements which can be found at the following link:

[https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Assessor\\_and\\_Verifier\\_Competence\\_FINAL.pdf](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.

Assessors should also check the Lantra Assessment Strategy for guidance.

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

- Maintain their industry knowledge through CPD activities.
- Participate in in-house or awarding body training and workshops / standardisation sessions.

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

N/A

**Off-the-job training****Details of off-the-job training** (please state if not applicable)

Off-the-job training is defined as time for learning activities away from normal work duties. Off-the-job training needs to:

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager.
- Be delivered during contracted working hours.
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.
- Lead to the achievement of the SVQ and any other specified awards.

This 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 the normal work duties.

Off-the-job training must be recorded in a diary, workbook, portfolio or attendance records. This evidence needs to be checked and signed by the assessor and employer.

For completion of the SCQF Level 5 Modern Apprenticeship framework, this includes 234 hours of off-the-job training.

### **Delivery and assessment method**

Delivery of the training may include:

- Attending day /block release
- Distance learning
- Using on line tutorials
- Completion of work based projects

Underpinning knowledge is delivered as an integral part of the SVQ and will be delivered by the training provider as part of off-the-job training as well as informally as part of on-the-job training with their employer. Modern apprentices may also be required to prepare for lessons by carrying out self-study.

Underpinning knowledge will be assessed through methods such as:

- Questioning during observation
- Structured oral and written questioning
- Set tasks and scenarios
- Task based work activity

Assessment is generally carried out in the candidate's place of work but where this is not possible assessment can be carried out in a training environment but the situation should reflect a real work environment as far as possible. Lantra provides a guidance document for those delivering and assessing the Trees and Timber, Arboriculture and General Woodland and Forestry Treework SVQs which provides clarification on delivery and assessment and sets out where simulation is allowed. Simulation must be agreed with the External Verifier first.

This 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 the normal work duties.

Off-the-job training must be recorded in a diary, workbook, portfolio or attendance records. This evidence needs to be checked and signed by the assessor and employer.

It will take Modern Apprentices 12 months to achieve the SVQ in Trees and Timber at SCQF Level 5, enhancements and relevant core skills.

### **Exemptions**

N/A

## The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover, as reviews take place and circumstances change so the plan itself can be modified.

However, any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.



## Consultation Process

### During 2016

Lantra reviewed and updated the Treework NOS during 2016. The industry across the UK highlighted that the NOS were missing key skills and knowledge required by the sector. It was also requested that the Chainsaw NOS should be split into two, one for using a chainsaw to fell a small tree and one for using a chainsaw to fell a large tree, the industry agreed that the skills were very different. The Training Providers in Scotland also highlighted that a number of the SVQ units (NOS) were at the wrong SCQF level and had been allocated incorrect credit values.

### Development of MA – 2017

In light of the updates and changes to the Treework NOS Lantra worked with industry experts in Scotland to review the current SCQF Level 5 and 6 SVQ's to ensure they reflect the revised Treework NOS. Lantra also revised on behalf of industry, the MA's for Trees and Timber to ensure all other components were fit for purpose.

A meeting took place on the 16<sup>th</sup> June 2017 at Inveralmond Business Centre, Perth, to discuss the current Arboriculture and General Woodland and Forestry Treework SVQ structures, MA's and potential changes. The qualifications within the framework were discussed and attendees were asked to feedback on-line using Survey Monkey, for both the SVQ's and MA's.

The wider Trees and Timber industry were also consulted with from the 3<sup>rd</sup> August to the 24<sup>th</sup> September 2017 and the 19<sup>th</sup> October to the 16<sup>th</sup> November 2017, on the proposed SVQs and MA's. The responses were positive and provided useful feedback on changes to the mandatory units and additions to optional units within the proposed Trees and Timber, Arboriculture and General Woodland and Forestry Treework SVQs, as well as confirming that all relevant skills within the sector were covered within the qualifications. The responses also confirmed the need for flexibility within the frameworks, which will be addressed through merging the original SCQF Level 5 SVQ's into one SVQ to allow candidates to generalise at SCQF Level 5 and specialise at SCQF Level 6.

The industry is unionised, Lantra contacted GMB and Unite to ask them to circulate to all their Scottish members for information/comment. We confirmed with GMB and Unite that they had informed their members in Scotland of the proposed SVQ's and MA.

### List of Consultees

Scottish School of Forestry (UHI Inverness)  
 James Brown & Son  
 Glentanar Estate  
 Scottish Woodlands Ltd  
 Chartered Foresters  
 Forestry Commission Scotland  
 SD Health Safety & Environment Ltd  
 Confederation of Forest Industries Limited  
 SRUC (Barony Campus)  
 Glasgow City Council  
 GR Forestry Consultancy  
 Euroforest  
 Renfrewshire Council  
 UPM TilHill  
 Scottish Woodlands  
 Scottish Land and Estates  
 BSW Timber Ltd (Carlisle)  
 Mid Scotland Forest Industries Cluster  
 Forestry Contracting Association Ltd

Perth and Argyll Conservancy  
North Highland Forest District  
North Lanarkshire Council  
The Royal Scottish Forestry Society  
Tree surgeon  
SRUC (Oatridge Campus)  
Borders College  
Edinburgh Council  
Elliot Henderson Ltd (Timber Harvesting)  
National Trust for Scotland  
Scottish Forest and Timber Technologies Regional Groups  
Gordon Timber  
UK Forest Products Association  
Tree Logic  
Bidwells  
Instructus  
Health & Safety Executive  
Confor  
Glendale  
Institute of Chartered Foresters  
Arb Association  
BSW Timber  
School of Forestry  
Highfield Forestry  
Tree wise  
Forest Enterprise  
Fountain Forestry

#### **Feedback from the Consultation**

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

- There was a need for the development of one SVQ in Trees and Timber at SCQF Level 5, incorporating the old Arboriculture and General Woodland and Forestry Treework SVQ's at SCQF Level 5, to address the need for flexibility at this level, allowing candidates the opportunity to complete a generic qualification.
- The revised Modern Apprenticeship should include the new SVQ at SCQF Level 5 and the list of enhancements should remain the same.
- 100% of respondents were in favour of a 12 month duration for the Modern Apprenticeship in Trees and Timber at SCQF Level 5.

## Career progression

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

Related jobs at SCQF Level 5	Brief description of responsibilities
General Arboriculture Worker	The role may include clearing of cut timber, operation of chippers, the planting and maintenance of young trees and shrubs, tidying of site after pruning operations or other tree work.
Ground Worker	The role may include clearing of cut timber, operation of chippers and stump grinders. The planting and removal of trees and shrubs as well as their ongoing maintenance. Supporting climbers by preparation of tools and equipment. Aerial rescue.
Climber	The work includes tree climbing and pruning; use of chainsaws, chippers and stump grinders. The planting and removal of trees and shrubs as well as their ongoing maintenance.
General Forest Worker	Forest workers care for and manage woodland areas and forests. They play an important part in protecting ecological and animal habitats and enhancing the future landscape of the UK.

Learners completing the Trees and Timber Modern Apprenticeship at SCQF Level 5 will be able to progress onto the Trees and Timber Modern Apprenticeship at SCQF Level 6 and into Further Education (FE) and have the potential to also move onto Higher Education (HE). Some courses could include:

FE:

- Arboriculture SVQ at SCQF Level 6
- General Woodland and Forestry Treework SVQ at SCQF Level 6
- National Qualification Group Award

HE:

- Arboriculture
- Arboriculture and urban forestry
- Arboriculture and tree care
- Forest Sciences
- Forestry
- Conservation and forest ecosystems
- Forestry and woodland management
- Sustainable forest management.

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.

# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

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

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

### Role of the Sector Skills Councils

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

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

### Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

### Role of the Awarding Bodies

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

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

## Role of the Training Provider

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

### Training Providers are responsible for:

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

## Role of the Modern Apprenticeship Group (MAG)

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

### MAG is responsible for:

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

## Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence

- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

## **Role of the Modern Apprentice**

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

### **Modern Apprentices' responsibilities include:**

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

## APPENDIX 2

### Modern Apprenticeship Centres (MACs)

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

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

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

#### Either

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

or

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

#### In addition

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

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

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

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

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

**APPENDIX 3**



**MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT**

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

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





**MODERN APPRENTICESHIP TRAINING PLAN**

**The Modern Apprenticeship Centre**

Name:
Address:
Telephone:
Contact:

**The Modern Apprentice**

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

**The Employer**

Name:
Address:
Telephone:
Contact:

**Skills Development Scotland office**

Name:
Address:
Telephone:
Contact:

**Framework selected outcomes**

**Mandatory outcomes**

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

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

**Optional outcomes**

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

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

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

*Lantra  
Lantra House  
Stoneleigh Park  
Warwickshire  
CV6 7FX  
02476 696996  
[Apprenticeships@lantra.co.uk](mailto:Apprenticeships@lantra.co.uk)*