

Apprenticeship standard (England only)

Forest Operative (Harvesting)

Industry: Land-based

City & Guilds code: 9128

LARS number: 182



 **Typical duration: 24 months**

 **Funding band: 10 (£12,000)***

 **Level 2**

*Funding bands from May 2017

On-programme learning: Available

End-point assessment (EPA): We are on the register of EPA organisations and anticipate taking registrations from summer 2018

Forest operatives carry out the practical operations needed to create, maintain and harvest forests and woodlands. Some forest operatives may have to carry out a range of tasks in their role, such as planting and harvesting while others specialise.

Forest operatives perform challenging work outdoors in all weathers and are expected to be aware of the full range of forestry operations. They understand the relationship between commercial, environmental and social forestry.

This standard was approved by the IfA (Institute for Apprenticeships) in June 2017.

City & Guilds – helping you with an expert solution

There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.



Plan

Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.



Attract

Simple online vacancy and candidate set up, TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.



Deliver

High-quality, online and offline content to help draw out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.



Assess

Support for you and your apprentices to prepare for end-point assessment by our first-rate, fully trained assessors. Our simple, flexible service meets the demands of your team and your partners.

The apprentice journey



1 On-programme (deliver)

Training and development takes place during this part of the apprenticeship. It may include a qualification if set in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan.

Apprentices have to reach a minimum level of maths and English set by the standard. If they've not previously achieved this, they'll need further study and support.

1 On-programme: what apprentices need to learn

On-programme is the learning phase for apprentices to pick up the skills, knowledge and behaviours set in each standard. Apprentices need to complete 20% off-the-job training during on-programme. Specific rules govern this and it must take place in the apprentice's contracted hours.

The on-programme assessments are combined to make a portfolio that will not be graded, but will form the basis of the EPA structured interview. The portfolio should include:

- mandatory qualifications as set in the standard
- quarterly appraisals, which should reference the apprentice's skills development following passing of the mandatory qualifications
- a logbook demonstrating development through the apprenticeship
- practical and knowledge tests covering seasonal considerations, tree identification and common pest/disease/disorder identification.

Employers and training providers should work together to plan and deliver the formative assessment. This process focuses on the employability factors that add value to the employer and covers real-work competencies carried out in a real-work environment.

Our resources and tools that support on-programme delivery

Our core content for this standard covers Prevent, British values, equality and diversity, and health and safety which give you the basics to deliver the standard and satisfy regulators. It's a blend of e-learning and downloadable content. We also have:



Mandatory qualifications

We offer mandatory qualifications that are closely aligned to the content of the apprenticeship standard and enhance the on-programme training. These include:

- Level 2 award in chainsaw maintenance (0020-01)
- Level 2 award in crosscutting timber using a chainsaw (0020-02)
- Level 2 award in felling and processing trees up to 380mm (0020-04)
- Level 3 award in felling and processing trees over 380mm (0021-01)

Apprentices will also need to achieve a Level 2 award in emergency first aid at work (known as +F) although we do not offer this.



Learning Assistant

Innovative and cost effective e-portfolio solution that lets you dramatically improve the delivery of apprenticeship standards by tracking apprentices' progress online in real time. And it helps authorise and evidences 20% off-the-job learning.

Providers interested in using City & Guilds for mandatory qualifications can find assessment centres on nptc.org.uk/centres. NPTC is the land-based arm of City & Guilds and has a dedicated team to help you.

Maths and English requirements

If your apprentices need to complete maths and English, our popular Functional Skills qualifications fit within apprenticeship programmes and cover the core maths and English requirement for the workplace and further study. We have an extensive support package available, including e-Functional Skills, and an online teaching and learning platform, which guides learners from an initial and a diagnostic assessment, through to being exam ready.

Find out more: cityandguilds.com/functionalskills



2 Gateway

The employer and provider must sign off the apprentice as ready to move on to end-point assessment.



3 Assess

The end-point assessment must demonstrate that the apprentice can perform in the occupation in a fully competent, holistic and productive way.

The assessment will be graded if required by the standard.

The assessment organisation and assessor must be independent of, and separate from, the training provided by the provider and employer.



4 Apprenticeship certificate

On successful completion, the end-point assessment organisation will apply to the Education and Skills Funding Agency (ESFA) for the apprenticeship certificate. The certificate is sent to the apprentice's employer.

2 Gateway

To move on to EPA the apprentice must have: achieved all mandatory qualifications, shown evidence of the relevant knowledge, skills and behaviours as set out in the standard, achieved maths and English (Level 1) and taken the maths and English tests for Level 2.

3 End-point assessment (EPA): how apprentices demonstrate their learning

EPA is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must demonstrate their learning to an independent end-point assessor and the overall grade available is distinction, pass or fail. Assessment methods for this standard are:



Online multiple choice knowledge test

90-minute test with 60 questions that have a minimum of four response options each. The test is held under controlled conditions.



Practical exercise with verbal knowledge questions

Five real-work practical tests with verbal knowledge questions to test knowledge, skills and behaviour.

The tests are time bound and the apprentice has a total of six hours to complete them.

Our resources and tools that support EPA

Our EPA service includes support resource as well as flexibility around assessment delivery and a dedicated EPA team to support you.



EPA preparation tool

Online content to help the apprentice feel ready for their EPA experience. Personalised to their confidence levels and the standard, they're sent free access details once they're registered with us for EPA.



EPA team

Our dedicated EPA team is on hand to help with bookings and questions on anything from the assessment process to evidence portfolios.



EPA pack and guidance

Let our support, including short videos and how to guides help you get to grips and stay on track with the EPA process.

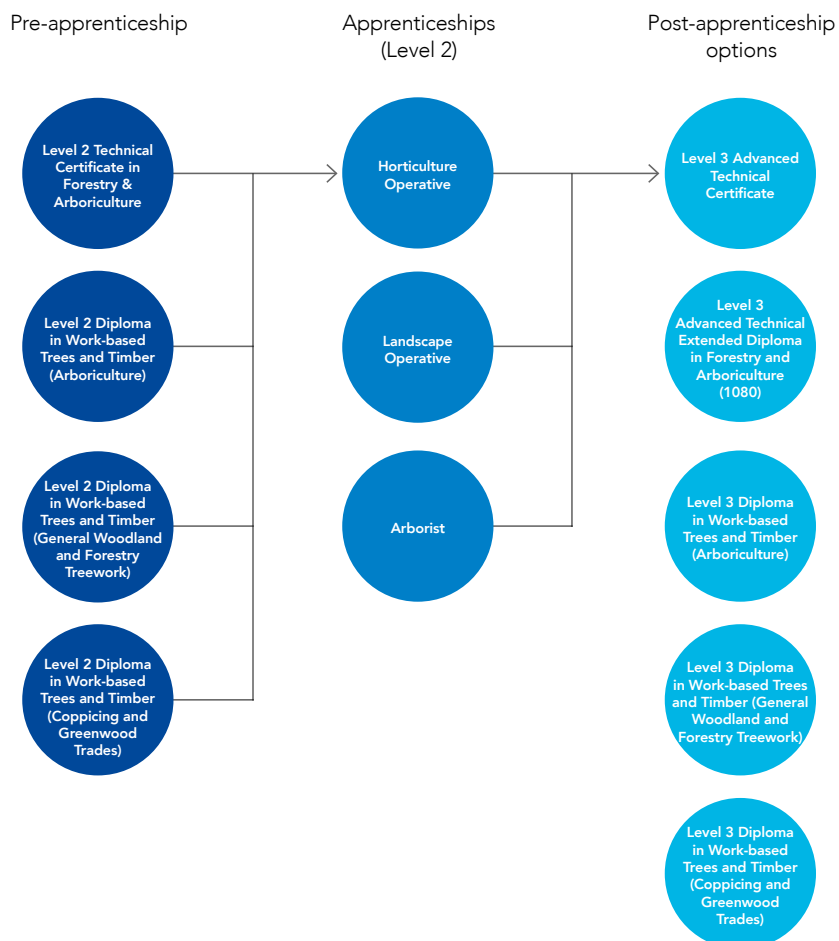


4 Apprenticeship certification

As well as receiving their Institute for Apprenticeships (IfA) apprenticeship certificate, we give the apprentice a City & Guilds statement of achievement for end-point assessment via their training provider.

Progression with City & Guilds Group

This standard is part of our wider offering in the sector and you can develop new and existing talent at all levels with ILM management apprenticeships including: Team Leader/ Supervisor Level 3; Operations/Departmental Manager Level 5; Chartered Manager Degree Level 6 and the Senior Leader Master's Degree Level 7.



Designed with input from an employer group including: Acorn Environmental Management Group, Confor, Duchy of Cornwall, Euroforest, Forest Enterprise, Forestry Commission England, Fountains Forestry & Utilities, Institute of Chartered Foresters, Lockhart Garratt, Royal Forestry Society, Say it with Wood, TEP and Tilhill Forestry.

How our offer supports you:

Supportive payment structure

When you choose us for EPA you pay a small registration fee and the balance once the EPA has taken place and results submitted.

Personal support

Our Technical Advisors, Business Managers and Customer Service teams are on hand to help you with all aspects of apprenticeships.

Specialist online tools

Our e-Functional Skills can boost maths and English; Skills Zone develops workplace behaviours and skills; and our e-portfolio, Learning Assistant, lets you manage assignments and track the 20% off-the-job training requirement.

Events and webinars

We deliver a range of events and webinars run by industry specialists to advise and guide you, including regional networking and CPD events.



More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager to find out prices and if any elements are extra to the package. If you're a new customer, contact apprenticeships@cityandguilds.com to find out more.

Or visit cityandguilds.com/apprenticeships for full information on our apprenticeship products and services. Visit i-l-m.com/apprentice for information on management apprenticeships.