

Apprenticeship standard (England only)

## Horticulture Operative




Industry: Land-based

City & Guilds code: 9124

LARS number: 181



A City & Guilds Group Business

-  **Minimum duration: 24 months**
-  **Funding band: 7 (£5,000)\***
-  **Level 2**

\*Funding bands from May 2017

**On-programme learning:** Available

**End-point assessment (EPA):** We're approved on the register for EPA organisations and anticipate taking registrations from summer 2018

Horticulture operatives work in public parks, green spaces, historic gardens, private gardens and estates or in retail outlets and production nurseries though very few businesses can offer the full breadth of skills. The work will help the apprentice to choose option; horticulture focuses on plant propagation and plant growth. Horticulture operatives should have interest in horticulture and understand the importance and benefits of green space and the types of skills appropriate to different businesses and cultural sites.

The Department for Business, Energy & Industrial Strategy (BEIS) approved the new standard in June 2017 and it replaces the Level 2 Work-based Diploma in Horticulture (Horticulture – 0065-73) under the Specification of Apprenticeship Standards for England (SASE) framework.

### 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 the on-programme phase of their apprenticeship. Specific rules govern this and it must take place in the apprentice's contracted hours.

The apprentice must complete a portfolio of evidence during on-programme learning. The training specification outlines the recommended for this. The portfolio is not graded but will inform questioning during the professional discussion. The apprentice must collect supporting evidence throughout their final year to build up their portfolio.

### 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::



#### Training specification

A training specification to support the on-programme delivery. It will be available once you register your apprentice with us for EPA.



#### Learning Assistant

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

### 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](https://www.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 complete the training programme and their portfolio to a sufficient standard (including appraisals, apprentice journal, qualifications, written and practical tests) and their professional qualifications (as found in the standard):

- Level 2 Award in Emergency First Aid at Work
- Level 2 Principles of Safe Handling and Application of Pesticides (City & Guilds offers this) OR Level 2 Award in the Safe Use of Pesticides
- must achieve Level 1 English and maths and take the test for Level 2 if not already at this level.

## 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 show their learning to an independent end-point assessor and the grades available are distinction, pass or fail.

EPA organisations have to maintain a large enough bank of items (for the online knowledge test) and activities (for the synoptic practical assessment) to prevent the assessment from being predictable. Apprentices can have a maximum of two resits for each event and there's no cap on grading. Assessment events are:



### Online knowledge test

40 multiple-choice questions with a minimum of four response options.

**Duration:** 60 mins



### Synoptic practical assessment

Three practical activities in controlled conditions and verbal knowledge questions. The activities will be from a bank of tasks and will cover both skills and knowledge requirement.



### Professional discussion

The apprentice, with support from the training provider and their employer, selects evidence from their final year that focuses on seasonal elements and can contain items selected or adapted from their portfolio.

## Our resources and tools that support end-point assessment

We are on the register of end-point assessment organisations and 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.

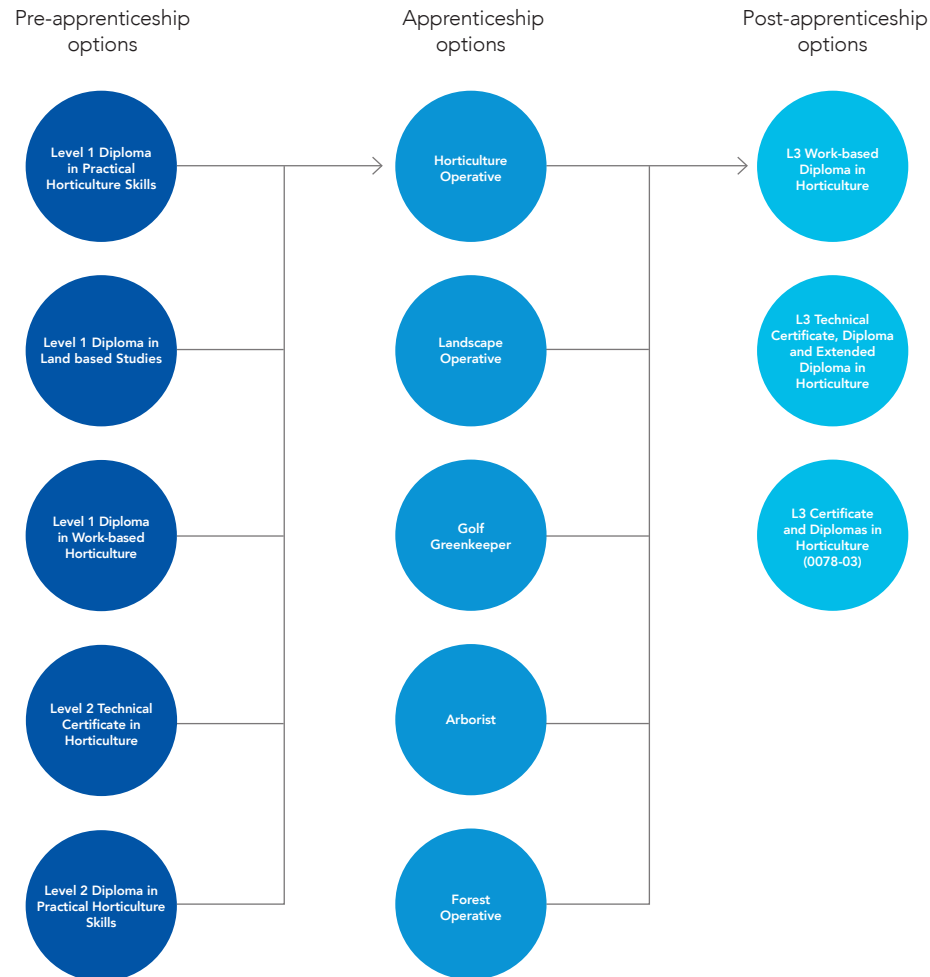


## 4 Apprenticeship certification

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

## Progression with City & Guilds Group

This apprenticeship is part of our wider offering in the sector.



Developed by employers and designed with input from an employer group including: Association of Professional Landscapers (APL), British Association of Landscape Industries (BALI), City of London, Continental Landscapes Ltd, English Heritage, Glendale Managed Services, Ground Control, Historic and Botanic Garden Training Programme, Holland Landscapes, Horticultural Trades Association (HTA), John O'Conner Grounds Maintenance, National Trust, Quadron idverde, Royal Botanic Gardens, Kew, Royal Horticultural Society, Scarborough Borough Council, Wildlife Gardening Forum.

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.

## 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](mailto:apprenticeships@cityandguilds.com) to find out more.

Or visit [cityandguilds.com/apprenticeships](https://cityandguilds.com/apprenticeships) for full information on our apprenticeship products and services. Visit [i-l-m.com/apprentice](https://i-l-m.com/apprentice) for information on management apprenticeships.