

Transitioning to the new apprenticeship standards

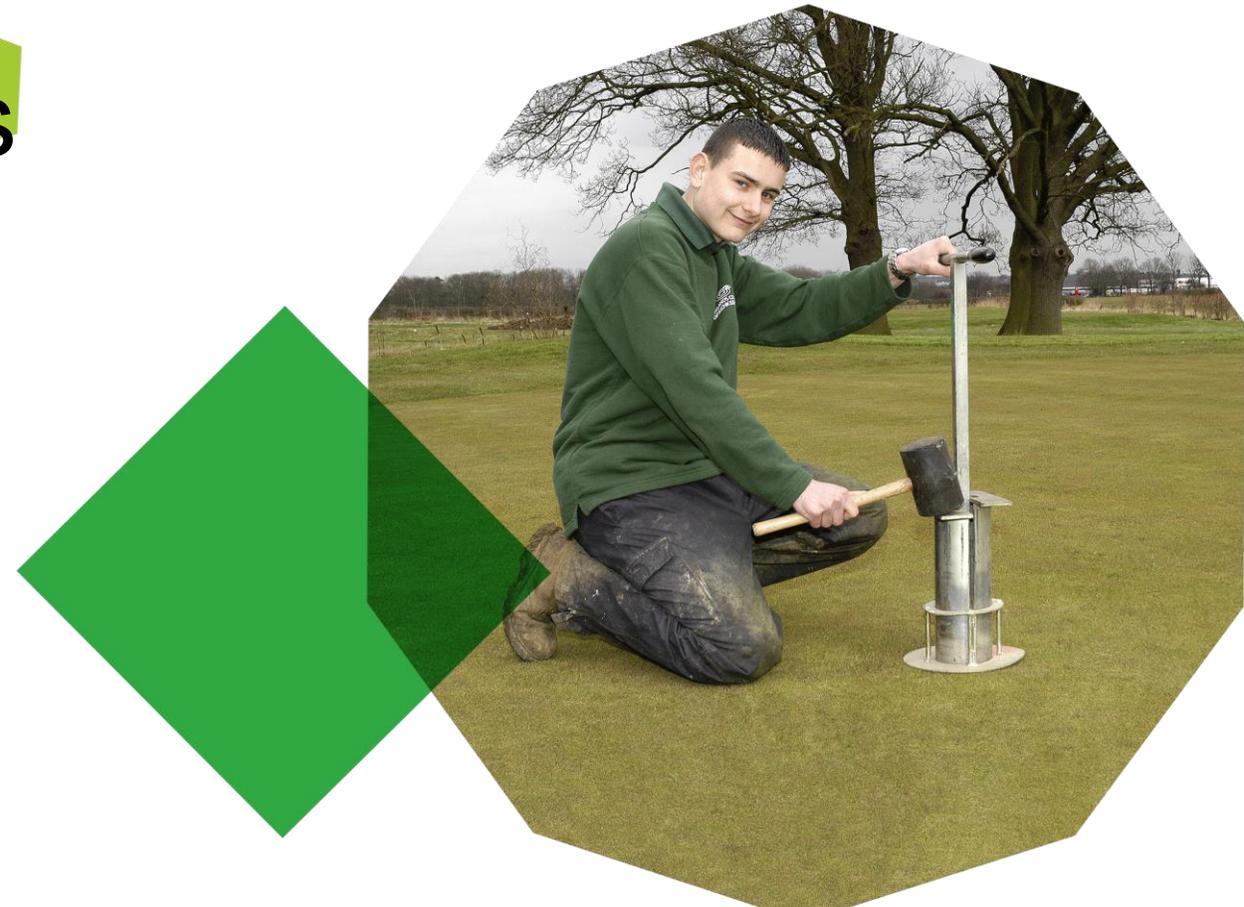
- Golf Greenkeeping
- Horticulture & Landscape Operative

Friday 1 June 2018

Bee Esdaile – Technical Advisor (Land)

John Wray – Technical Advisor (Land)

Dr Robin Jackson – Industry manager (Land-based)

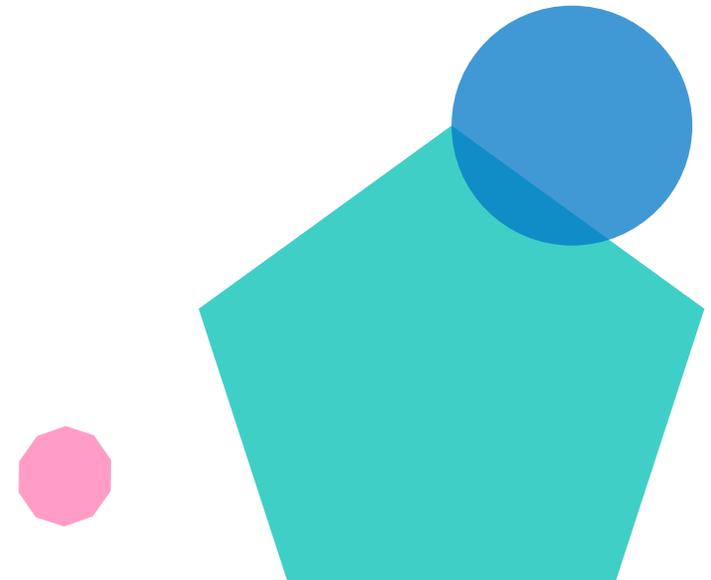


Agriculture, environmental and animal care: Overview of apprenticeship standards

City & Guilds is an approved end-point assessment organisation (EPAO) for the following apprenticeship standards in England:

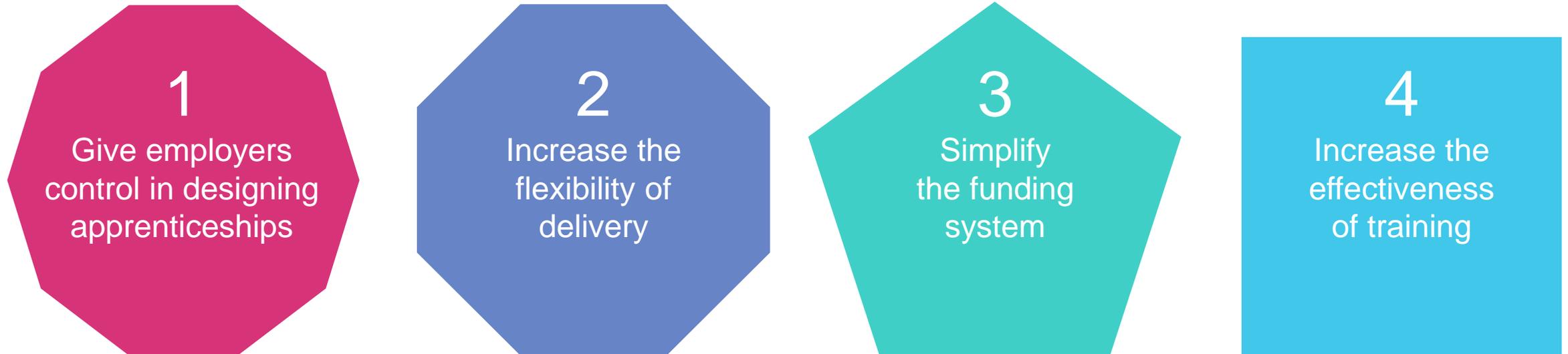
- **Golf Greenkeeping (L2)**
- Arborist (L2)
- Forest Operative (L2)
 - Establishment & maintenance
 - Harvesting
- **Horticulture and Landscape Operator (L2)**
 - Horticulture
 - Landscape construction

<https://www.instituteforapprenticeships.org/apprenticeship-standards/?routes=Agriculture-environmental-and-animal-care>



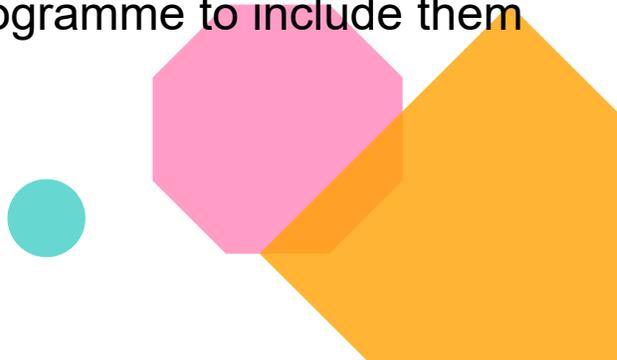
Overview of the apprenticeship reforms

Apprenticeships are changing.
You are part of that change.



If you'd like a summary of the main changes between the new apprenticeship standards and SASE frameworks, our [25-minute recorded session](#) is a really useful watch.

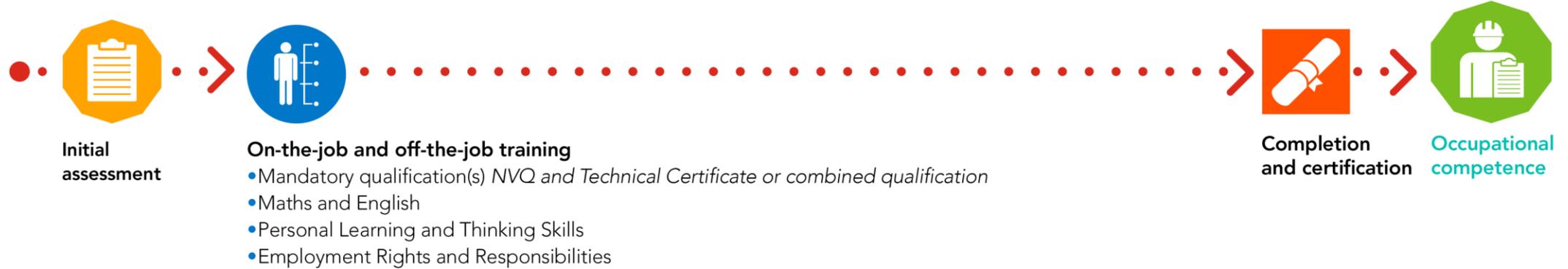
The biggest change to apprenticeships in a generation

- Employers are central to the apprenticeship reforms, both large and SME.
 - SASE frameworks will be phased out once the new apprenticeship standards has been implemented.
 - Moving from 250 frameworks to over 800 standards.
 - Standards (and Assessment Plans) are set by employer groups and tailored to business needs.
 - Some standards may map across from SASE frameworks others contain new ways of working and behaviours.
 - Levy-paying employers commission centrally through their Apprenticeship Service account. Non-levy employers have to provide a 10% contribution (in most cases) towards the apprenticeship cost.
 - Most standards don't include a mandatory qualification(s) though you can flex the programme to include them (the cost of the related qualification registration and certification may not be funded).
 - Achieving English and maths at the set level is a gateway requirement before EPA.
 - Grading models vary among standard requirements.
- 

SASE frameworks Vs apprenticeship standards (role specific)

SASE frameworks

(multi-occupational)



Apprenticeship standards

(individual standards per occupation)



Key things to consider

- The knowledge, skills and behaviours set out in the occupation standard.
- The Assessment Plan associated with the standard.
- Any mandatory qualifications identified in the standard.
- If the employer group has provided a training specification or support materials:
 - E.g., Greenkeepers Training Committee (GTC) Training Manual and centre support



<https://www.the-gtc.co.uk/>

- E.g., <https://nlbc.uk/education-training/apprenticeships/apprenticeship-resources/>



Off-the-job training – the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard, must take place within the apprentice's normal working hours and is calculated on their contracted hours. It can include:



Teaching of theory - lectures



Simulated exercises and role play



Attendance at competitions



Manufacturer training
e.g. new equipment or technologies



Learning support provided by
employer or the provider



Some online learning
e.g. webinars or blended learning



Shadowing or being mentored



Practical training



Visiting the employer's
other departments



Time spent by the apprentice writing
assessments/assignments



Industry visits or visiting other companies
or suppliers

How does the funding work?

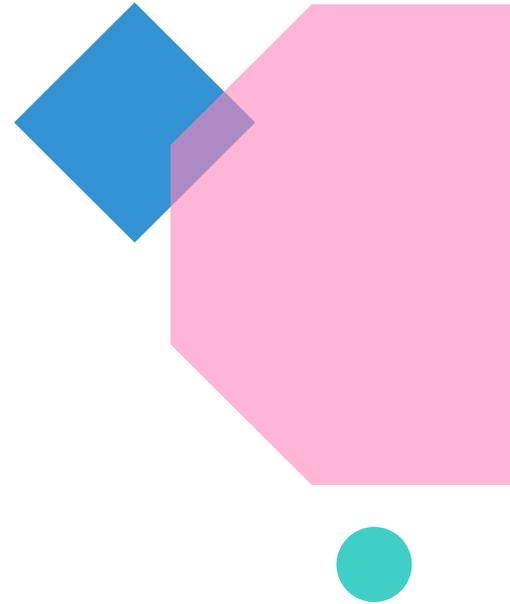
From May 2017

Co-investment model

- 90% paid by government
- 10% paid by contribution (employer)
- Incentives available

Apprenticeship Levy

- Applicable to employers with a wage bill of £3million or more



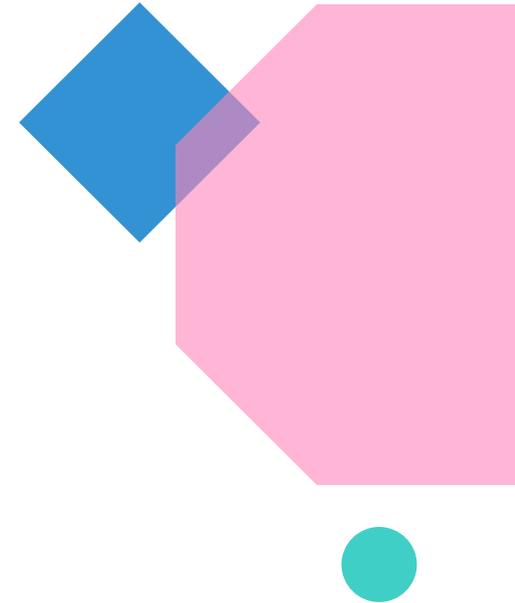
Current funding

Funding examples for frameworks (comparison of current and new funding)

Framework name and level	Framework pathway name	Current funding based on average between 16-18 and 19+	16-18 employer incentive	Provider uplift for 16-18 (20%)	Total 16-18 provider incentive	Max. possible total provider funding
Horticulture (2)	Horticulture	£2000	£1000	£400	£1000 + any deprivation payment	£3400

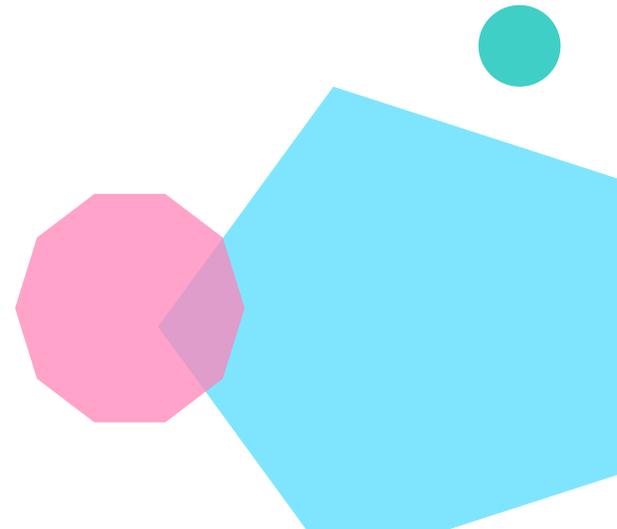
New standards equivalents

Standard name and level	Funding band	16-18 employer incentive	Total 16-18 provider incentive (inc £1000)	Max. possible total provider funding
Golf Greenkeeper (2)	Band 8 £6000	£1000	£1000	£7000
Horticulture and Landscape Operative (2)	Band 7 £5,000	£1000	£1000	£6000



What can you use the funding to pay for?

- Training and formative assessment directly associated with the standard
- The EPA
- Any EPA re-sits (up to the 20% EPA limit)
- Depending upon whether they are classified as 'Licence to Practice', potentially the training, registration, assessment and certification costs associated with mandatory qualifications



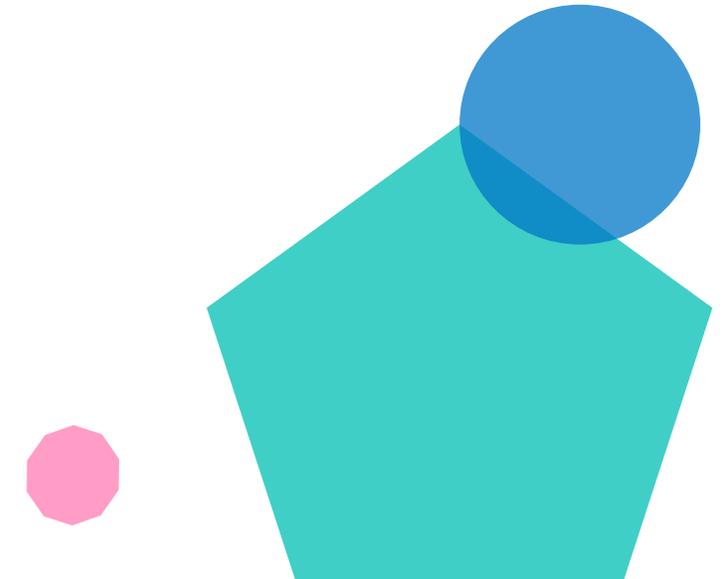
Mandatory qualifications

Golf Greenkeeping

- None

Horticulture and Landscape Operative

- Level 2 award in emergency first aid at work.
- [Level 2 Principles of Safe Handling and Application of Pesticides Guidance](#) or Level 2 award in the Safe Use of Pesticides





Golf Greenkeeper standard



Golf Greenkeeper standard

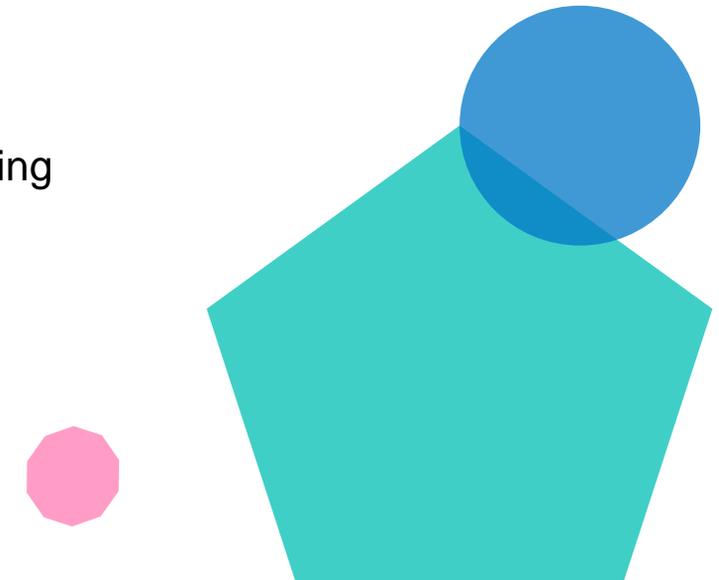


The standard was developed by this group:

- David Croxton, Proprietor of Cold Ashby Golf Club appointed trailblazer chair
- Employers from small, medium & large golf clubs in England (Represented by England Golf)
 - Roehampton Club
 - Basildon Golf Club
 - MacDonald Portal Hotel
 - Bearwood Lakes Golf Club
 - Worplesdon Golf Club
 - Royal Liverpool Golf Club
 - Stock Brook Golf Club
- British & International Golf Greenkeepers Association (BIGGA) representatives, including the CEO & Chairman
- Representatives from GTC Quality Assured Centres/training providers
- Trailblazer co-ordinator – David Golding, GTC Education Director

The standards and assessment plan are online:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/golf-greenkeeper/>



GOLF GREENKEEPER

Overview of the role

Caring for the overall appearance of a golf course, maintaining a good quality playing surface and ensuring a challenging and enjoyable experience for golfers.

Details of standard

Occupation:

Golf Greenkeeper

Duration of Apprenticeship:

An apprentice commencing on a golf course would typically take 24 months to complete their education and training. However, this may be reduced if an apprentice has already gained knowledge and skills working on a golf course or a sports turf facility.

Entry Requirements: Entry requirements will be determined by individual employers but typically potential apprentices will have a minimum of 5 GCSE's at Grades A-D (including Maths and English and Science) or other equivalent vocational qualifications. Employers, who recruit apprentices without the above levels of qualifications, will have to ensure they achieve level 1 in English and maths as part of their Apprenticeship.

Introduction:

A Golf Greenkeeper is responsible for the maintenance, care and overall appearance of a golf course in line with employer's requirements. It is their job to maintain a good quality playing surface and ensure the course offers a consistent challenge and an enjoyable experience for golfers.

There are four key turfgrass areas on a golf course – greens, tees, fairways and areas of rough, each of which requires a different type of maintenance. Using a range of equipment and machinery safely and competently will play a major part within an apprentices training programme. Golf Greenkeepers will also be involved in hazard, environmental and ecological operations which may include bunker maintenance, planting turf, trees, shrubs and developing wildlife habitats. The skills required to become a competent greenkeeper will be acquired whilst working on the golf course.

By the end of the programme, the apprentice will know when, how and why the range of maintenance operations are carried out.

The career as a Golf Greenkeeper can take you wherever the game of golf is played. Working outdoors in a healthy environment and as new countries are embracing the sport and more golf courses are being built

Status: Approved for delivery 

Level: **2**

Reference: ST0209

Approved for delivery: 26 March 2015

Route: Agriculture, environmental and animal care

Typical duration: 24 months

Maximum funding: £6000 (Funding Band 8)

Trailblazer contact(s):

 david@the-gtc-co.uk

Employers involved in creating the standard:

Cold Ashby Golf Club, Roehampton Club, Basildon Golf Club, MacDonald Portal Hotel, Bearwood Lakes Golf Club, Worplesdon Golf Club, Royal Liverpool Golf Club, Stock Brook Golf Club, England Golf, British and International Golf Greenkeepers Association (BIGGA), Greenkeepers Training Committee (GTC)

 **Print the occupational standard (including PDF)**

 **Golf greenkeeper Assessment Plan**
File size: 409.2 KB

 **Find apprenticeship training providers that deliver this standard**



<https://www.instituteforapprenticeships.org/apprenticeship-standards/golf-greenkeeper/>



Golf Greenkeeper standard

Typical duration: 24 months

Maths and English requirements:

- apprentices without Level 1 English and maths will need to achieve this level and take the test for Level 2 English and maths prior to taking the EPA

Gateway requirements:

- 20% off-the-job training

EPA tasks:

- online knowledge test (MCQ and short answer)
- practical assessment (including course walk)
- trainee statement.



Golf Greenkeeper standard – grading



Each assessment will be graded individually and each result converted into points.

	Fail	Pass	Merit	Distinction
Practical end assessment (50%)	0	5	10	15
End Knowledge Test (30%)	0	3	6	9
Trainee statement (20%)	0	2	4	6

Candidates must pass all elements to achieve a minimum of a pass grade overall.

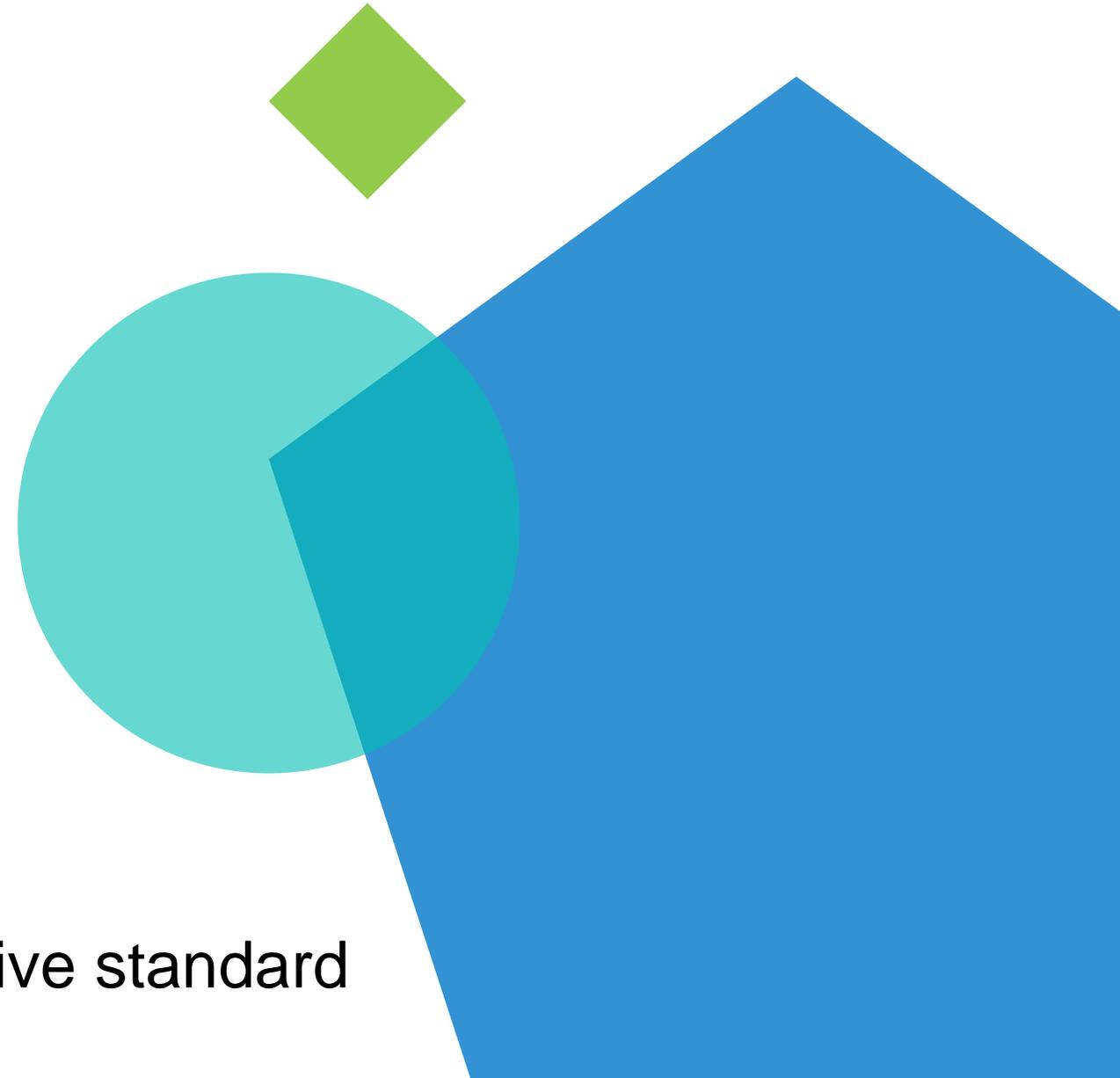
Apprenticeship Grade	Points
Distinction	24-30
Merit	17-23
Pass	10-16
Fail	0-9



Golf Greenkeeper standard – re-sits

- Candidates who have failed an assessment or wish to re-take it in an attempt to improve their grade, can re-sit this assessment once only.
- The best result will count towards the final qualification.
- If the re-sit is failed, the candidate will fail the 0143 qualification as a whole, and cannot achieve the qualification/apprenticeship.





Horticulture and Landscape Operative standard

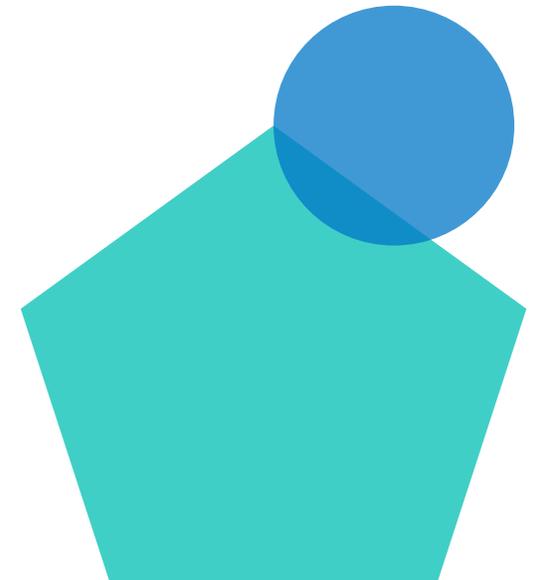
Horticulture and Landscape Operative standard

The standard was developed by these employers:

- 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
- idverde
- Royal Botanic Gardens, Kew
- Royal Horticultural Society
- Scarborough Borough Council
- Wildlife Gardening Forum

The standard and assessment plan are online:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/horticulture-and-landscape-operative/>



HORTICULTURE AND LANDSCAPE OPERATIVE

Overview of the role

Planning and maintaining large gardens, parks and other green spaces.

Details of standard

Occupational profile

Horticulture and Landscape Operatives can be employed to work in public parks and gardens, green spaces and historic gardens, private gardens and estates or in production nurseries and retail outlets. Many businesses will be specialised in their activities, such as grounds maintenance (soft-landscape) or landscape construction (hard-landscape). Soft-landscaping includes the establishment and maintenance of plants and cultivated areas. Hard-landscaping includes establishment of hard surfaces and structures in addition to the establishment of plants in cultivated areas.

The distinct nature of these two specialisms means very few businesses can offer the full breadth of skills and therefore two options are available for this occupation; horticulture and landscape construction. The employment area will dictate the option pursued. The horticulture option focuses on plant propagation and plant growth. The landscape construction option focuses on the installation of features and structures; application of landscape materials as well as supporting site management.

Work is generally based outside and undertaken throughout the year, so apprentices will frequently work outside in all weathers. Often people new to the industry will start in a 'hands-on' role covering a range of practical tasks, with specialist skills being learnt through progression. A wide range of machinery and tools are used and additional training may be required depending on the nature of the works undertaken.

Working and learning in the horticulture and landscape industries is rewarding, offers a diverse range of employment opportunities and includes a range of skills that are transferrable into many other industries.

Required skills, knowledge and behaviours to complete this apprenticeship

Core knowledge - have an understanding of:

Industry understanding; the importance and benefits of green-space and the types of horticultural skills appropriate to different businesses and cultural sites.

Business; business policies, vision and values. Workers' contribution to earning profit and awareness of commercial pressure. Understanding of how project management informs a team to achieve objectives.

Communication; the importance of clear communication. Knowledge of different forms of communication aids and their use. The value of effective and timely communication in customer care.

Health and safety; health and safety regulation, legislation, policy and procedure and the responsibility of workers. Knowledge of hazards and working to strict health, safety, quality and environmental (HSQE) processes, particularly appropriate to horticultural sites.

Status: Approved for delivery 

Level: **2**

Reference: ST0225

Approved for delivery: 27 June 2017

Route: Agriculture, environmental and animal care

Typical duration: 24 months

Maximum funding: £5000 (Funding Band 7)

Trailblazer contact(s):

 ros@adrow.co.uk

Employers involved in creating the standard:

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, idverde, Royal Botanic Gardens, Kew, Royal Horticultural Society, Scarborough Borough Council, Wildlife Gardening Forum

 **Print the occupational standard (including PDF)**

 **Horticulture and Landscape Operative Assessment Plan**
File size: 537.0 KB

 **Find apprenticeship training providers that deliver this standard**



<https://www.instituteforapprenticeships.org/apprenticeship-standards/horticulture-and-landscape-operative/>



Horticulture & Landscape Operative standard

Level 2

Two specialisms:

- Horticulture Operative
- Landscape Operative

Typical duration: 24 months

Maths and English requirements:

- apprentices without Level 1 English and maths will need to achieve this level and take the test for Level 2 English and maths prior to taking the EPA.

Gateway requirements

- achievement of all mandatory qualifications
- 20% off-the-job

EPA tasks

- professional discussion (based on portfolio)
- online MCQ knowledge test
- practical skills assessment with verbal questions.



Horticulture & Landscape Operative standard – grading and re-takes

Grading for each assessment and overall grading is P/D/X

- Pass mark for multiple choice is 60%
- Distinction boundary is 80%

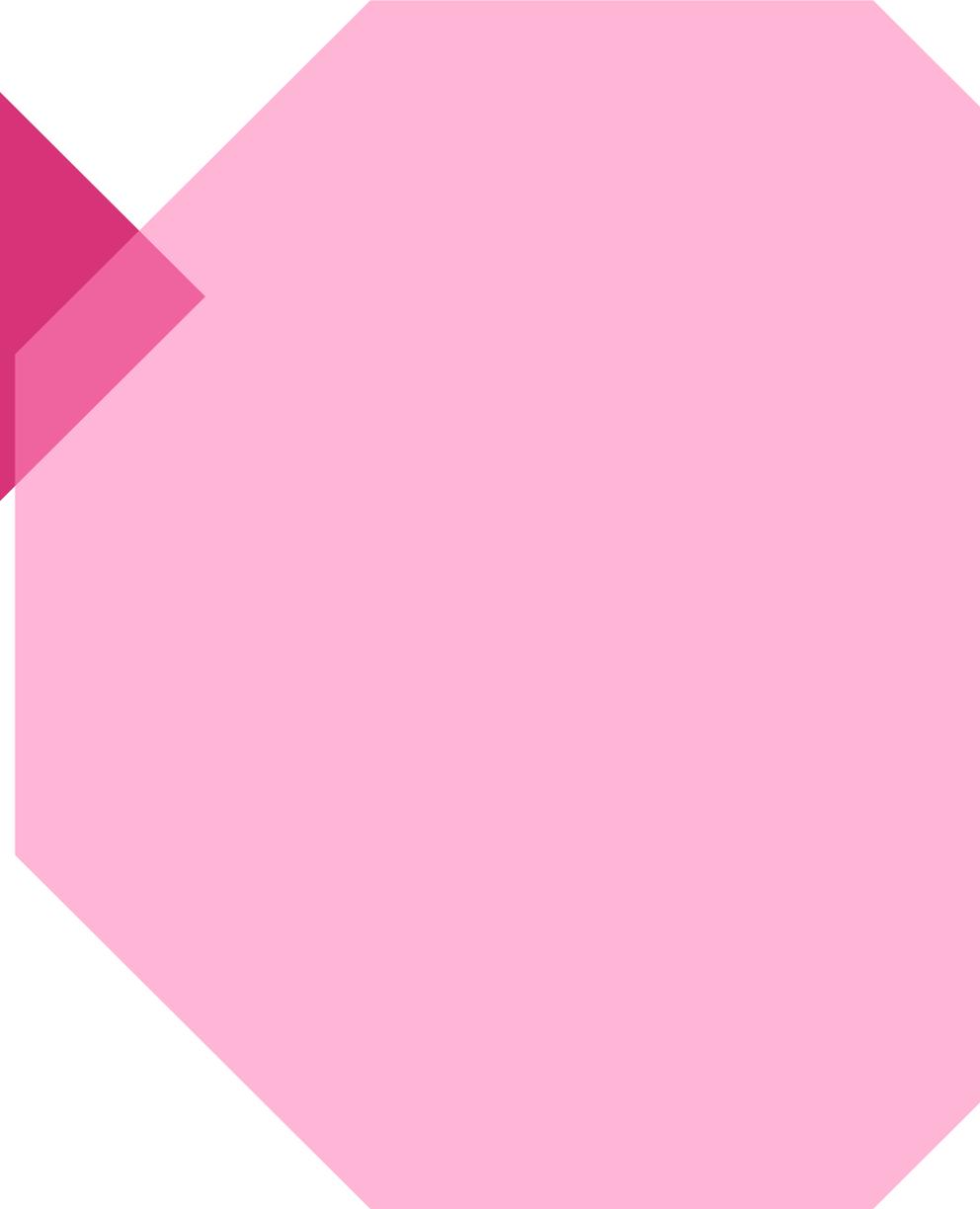
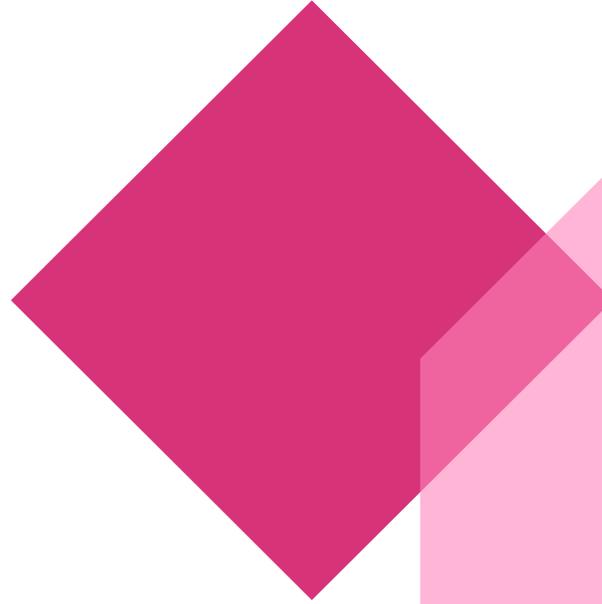
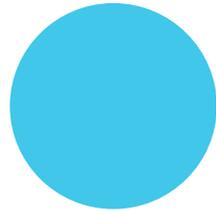
Refer to grading table for pass and distinction criteria for the Professional Discussion and Practical Skills Assessment.

- To pass overall, all elements must be achieved at pass or above.
- To get a distinction overall, all elements must be achieved at distinction.

If any element of the EPA is failed, two re-takes can be taken over a six-month period from first date of the EPA.

No cap on grading will be placed on apprentices who need to retake.





How we can support you to prepare for
delivery and EPA

Maths and English – what can we offer?

Qualifications

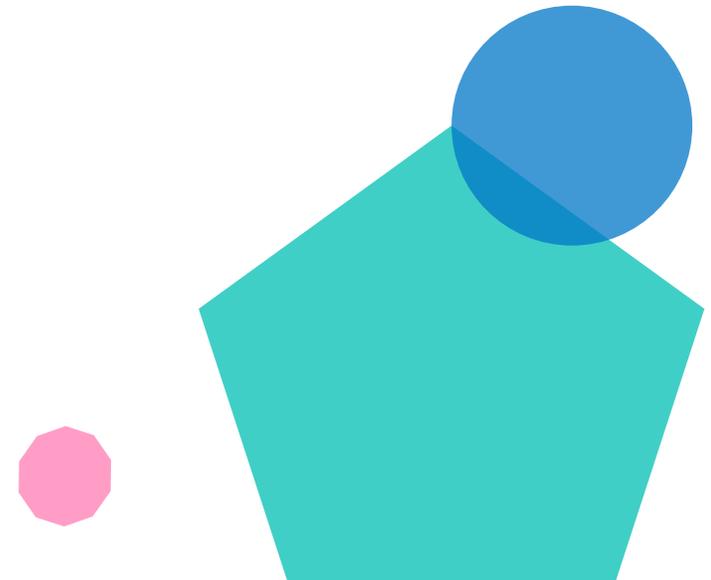
- Full suite of Functional Skills qualifications (3748).
- ‘Bite-sized’ maths and English qualifications (3847 and 3844).
 - Can be used to support progression towards Functional Skills or GCSE.

Learning resources

- e-Functional Skills.
- Maths and English e-Toolkit.
- Functional Skills SmartScreen resources.

Workforce support

- Qualifications for literacy and numeracy practitioners.
- Specialist support, especially with maths and English integration.



English and math resources available in SmartScreen (Free)

QUALIFICATIONS

3748 (PLUS) Functional Skills qualifications in English

3748 (FREE) Functional Skills qualifications in English

3748 (PLUS) Functional Skills qualifications in information and communication technology (ICT)

3748 (FREE) Functional Skills qualifications in information and communication technology (ICT)

3748 (FREE) Functional Skills qualifications in mathematics

3748 (PLUS) Functional Skills qualifications in mathematics

QS Qualification Support

E1 Entry 1 (FREE) Functional Skills English at Entry 1 resources

E2 Entry 2 (FREE) Functional Skills English at Entry 2 resources

L1 Level 1 (FREE) Functional Skills English at Level 1 resources

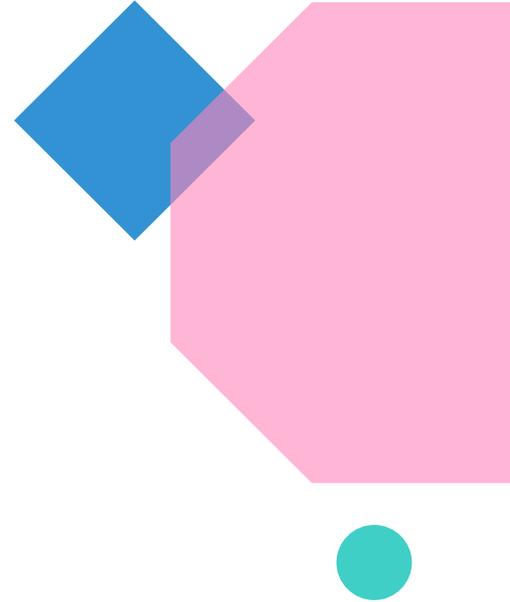
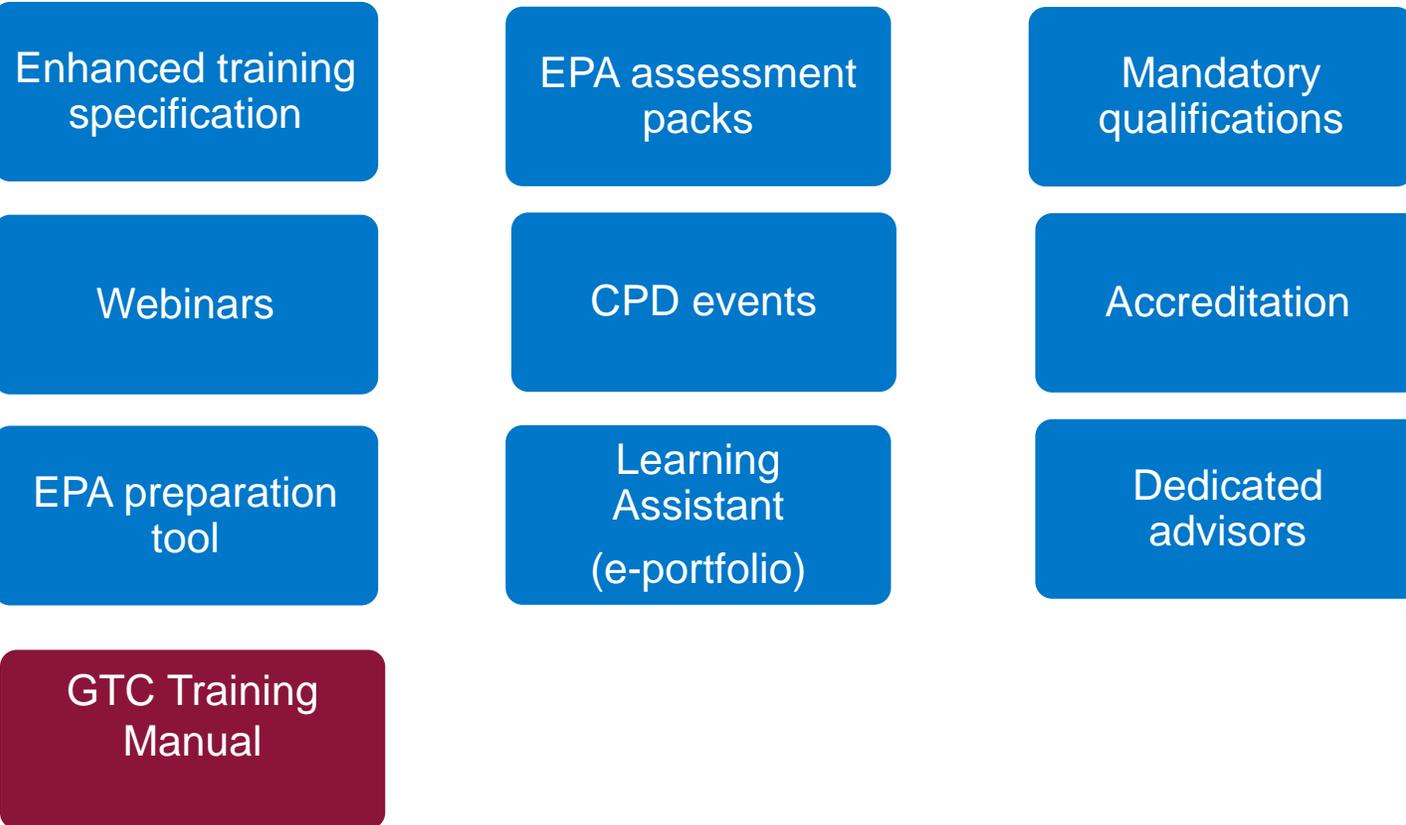
E3 Entry 3 (FREE) Functional Skills English at Entry 3 resources

L2 Level 2 (FREE) Functional Skills English at Level 2 resources

Developing skills Guidance documents

Preparing for exams Videos

Preparation resources and support



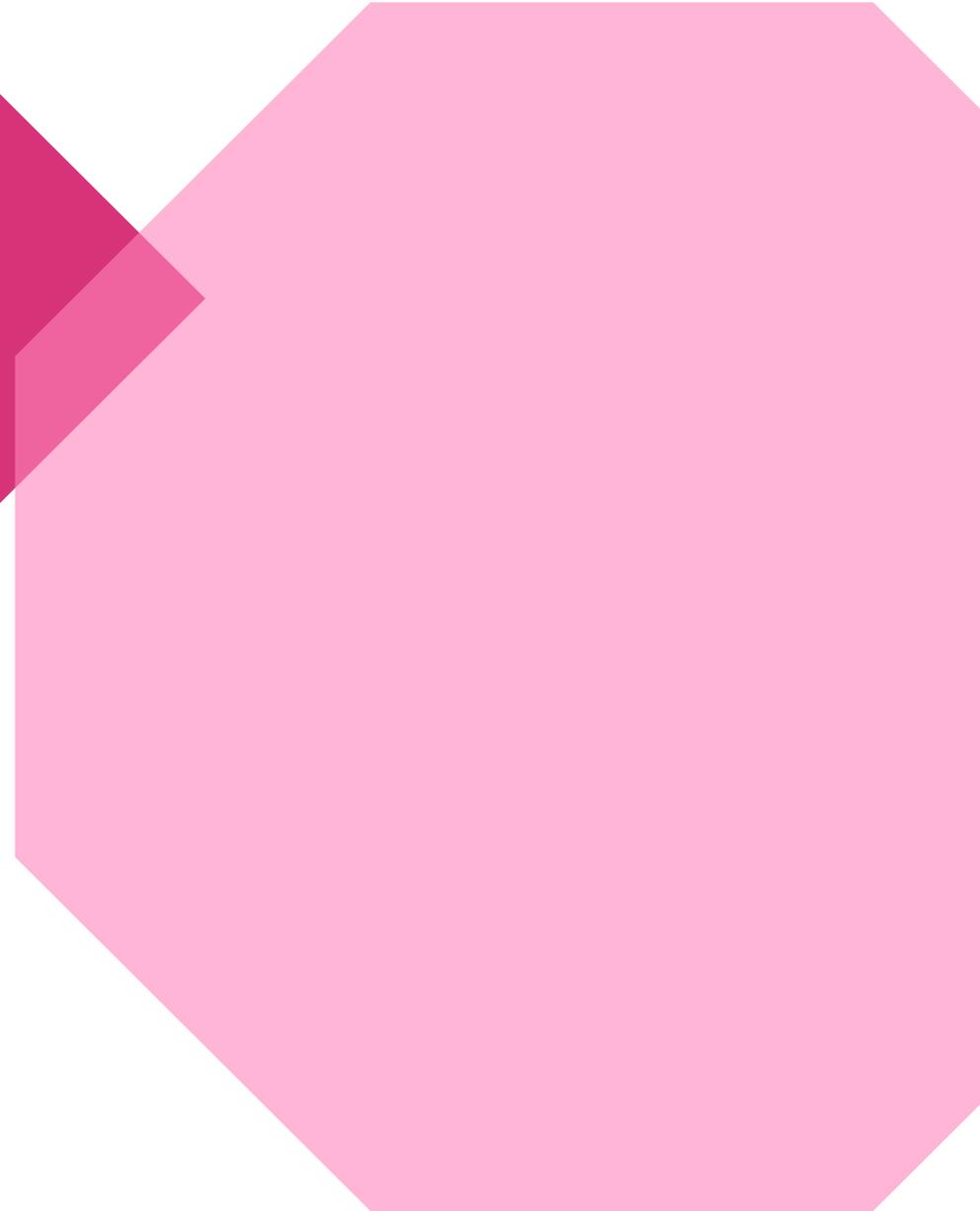
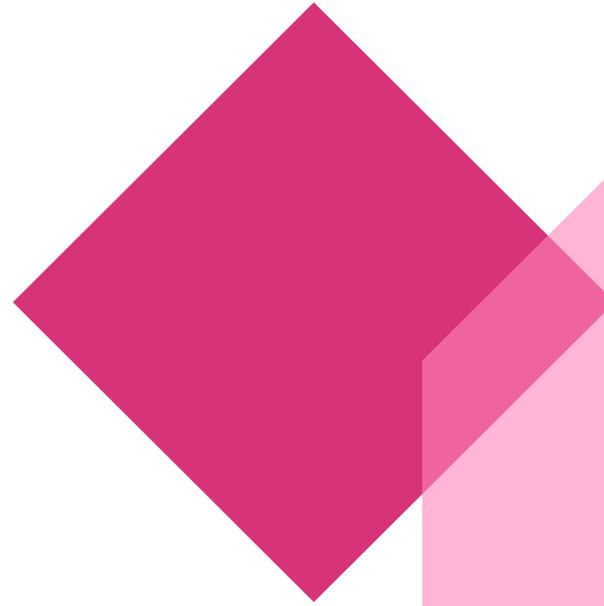
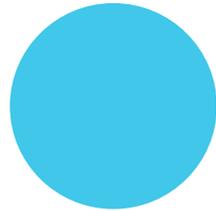
EPA pack

For apprentices/training providers and employers

Key documents for customers for the planning and delivery of the apprenticeship will include:

- the standard
- Guidance on how to book EPA
- Guidance on how to book the **on-demand knowledge test**
- Guidance on what situation will need to be set-up for a valid **Practical Observation** to take place
- Guidance on how the **Professional Discussion** will work.





EPA process

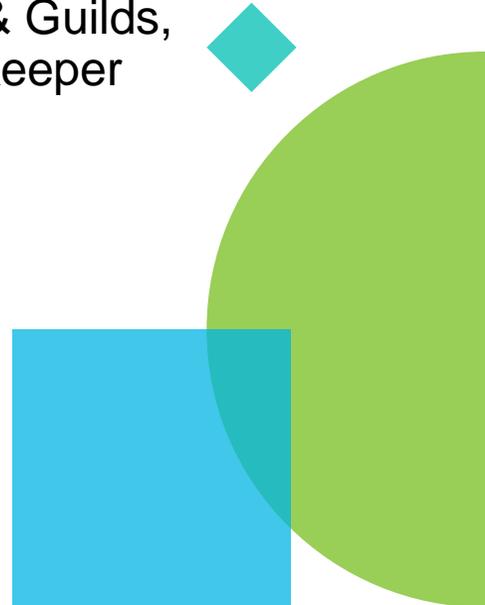
Approval process – Golf Greenkeeper

- If you're a new City & Guilds provider you'll need to gain centre approval (CAP).
- If you're a current City & Guilds centre you'll also need to apply for Qualification Approval (QAP) for City & Guilds (0143-20) Level 2 Certificate in Golf Greenkeeping.
 - For Functional Skills you'll need to apply separately for Qualification Approval.
- Centres should use product number 0143-02 to register apprentices for the apprenticeship package which includes access to the GTC Training Manual.
- Apprentices registered on this package will automatically be registered onto City & Guilds (0143-20) Level 2 Certificate in Golf Greenkeeping.



Approval process – Golf Greenkeeper

- Centres approved to deliver City & Guilds (0143-20) Level 2 Certificate in Golf Greenkeeping are required to meet specific 'GTC Approved Criteria'; all centres are subsequently required by City & Guilds to make an annual declaration that they are meeting these criteria.
- This is in addition to providing the GTC with the details of apprentices registered with City & Guilds, which is a requirement set out within the Assessment Plan associated with the Golf Greenkeeper apprenticeship standard.
- The assessment pack will be available on the website once you've registered.



Approval process – Horticulture & Landscape Operative

- If you're a new City & Guilds provider you'll need to gain EPA financial approval.
- If you're a current City & Guilds centre you'll also need to apply for EPA approval for the occupation.
- If you want to deliver the qualifications linked to the standard:
 - For Functional Skills you'll need to apply for Qualification Approval (QAP).
 - For licence to practice/certificates of competence you'll need to liaise with your nearest NPTC assessment centre.
- The assessment pack will be available on the website once you have registered.

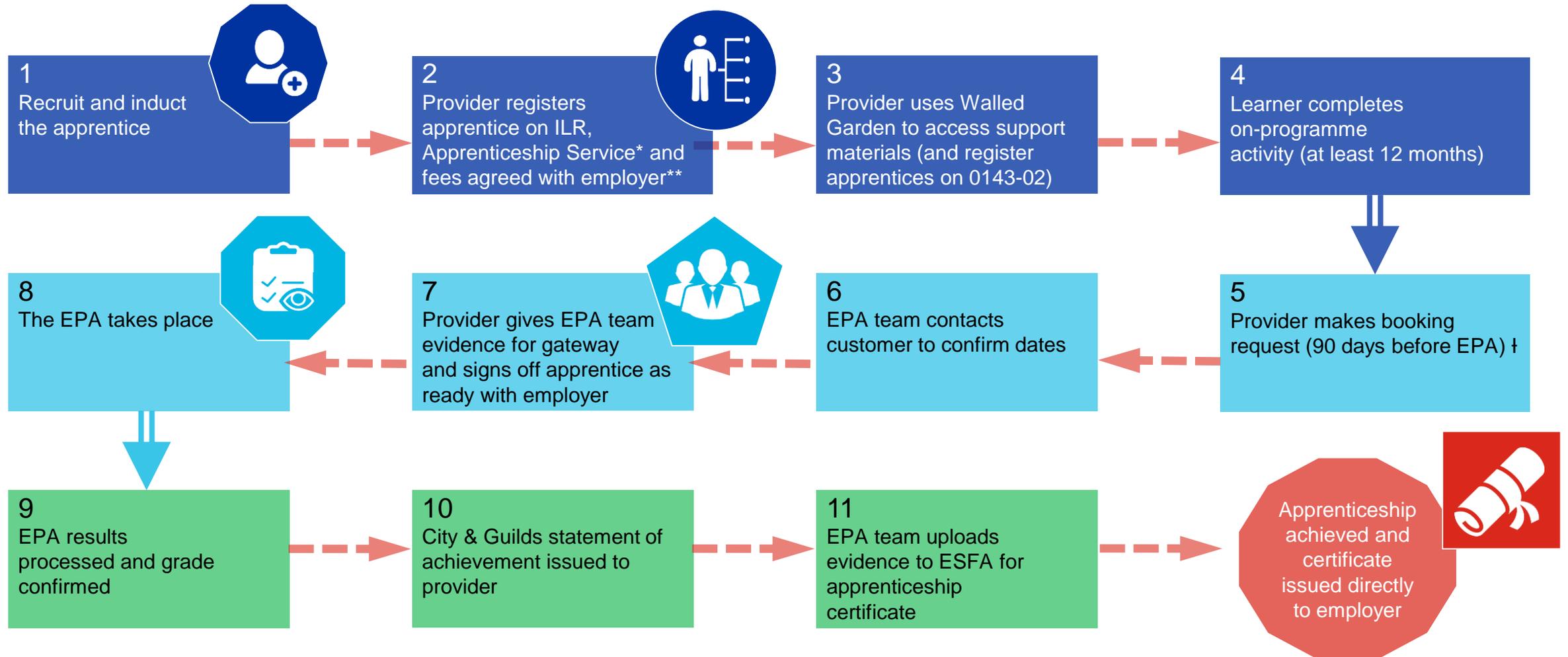


Entry requirements for EPA

- The apprentice must have achieved their English and maths requirements.
- The apprentice must have achieved all relevant mandatory licences to practice qualifications identified in the standard.
- Gateway can only be triggered after 12 months after starting the apprenticeship.
- Complete and submit the gateway declaration form.
- Book EPA 90 days in advance of EPA taking place via the Walled Garden.



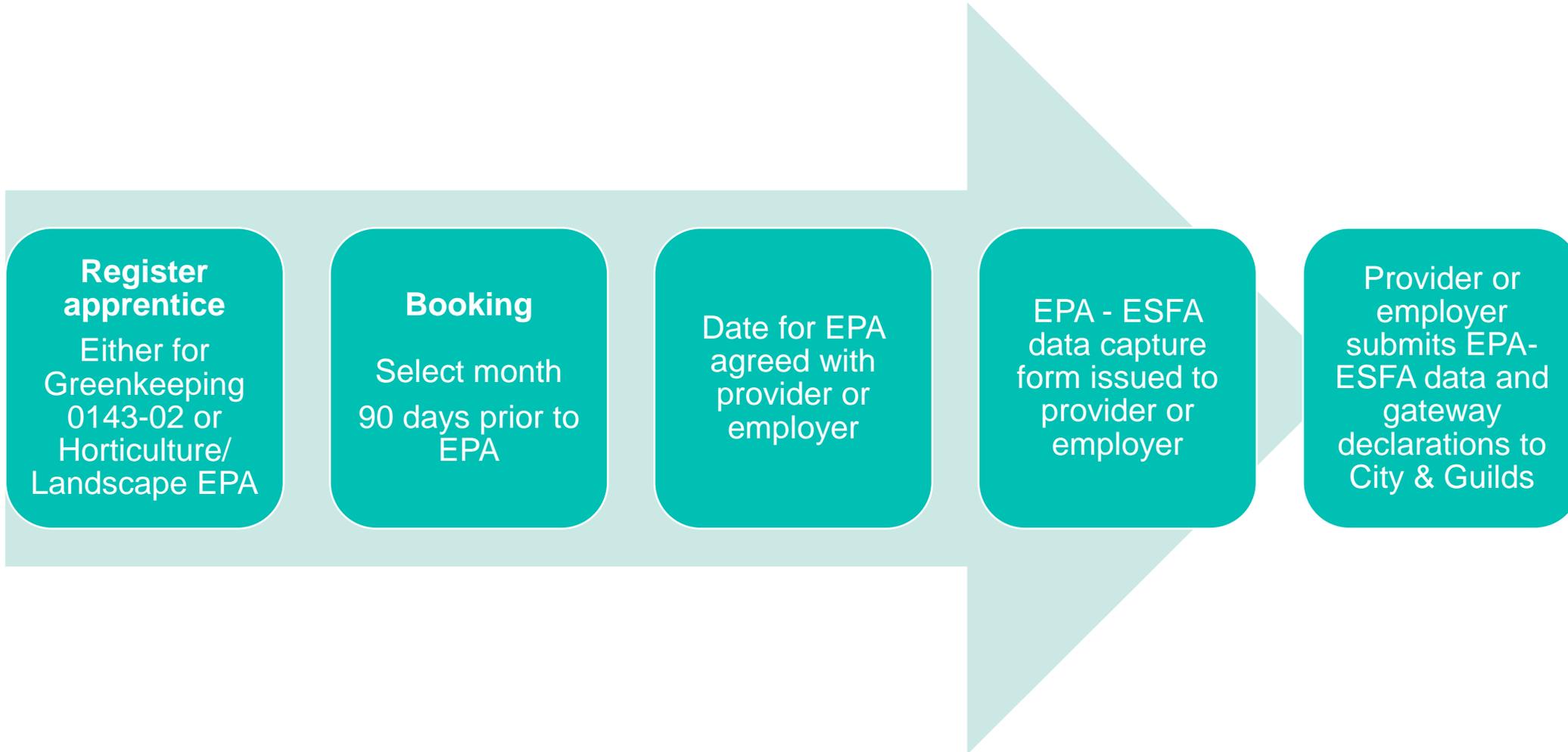
The end-point assessment journey, step-by-step



* Can also be done by employer ** Where known; if not known the EPA cost and awarding organisation can be added later

† Ideally done alongside stage 4

End-point assessment booking



After successful end-point assessment



End-point assessment pricing model

- Simple pricing – two charging points:
- Initial registration fee:
 - Golf Greenkeeper EPA registration fee – fee (£275) when the apprentice is registered for 0143-02 on Walled Garden at the start of their apprenticeship.
 - Horticulture & Landscape operative EPA registration fee – fee (£25) when the apprentice is registered for EPA on Walled Garden.
- Balance – after assessor enters results.
- The registration fee releases our EPA preparation tool and any related materials during the on-programme learning phase.
- You'll have received nearly all of your funding from employers by this point so helps cash flow.
- No hidden charges – includes any third-party fees related to external quality assurance.

EPA registration fee

EPA reservation request

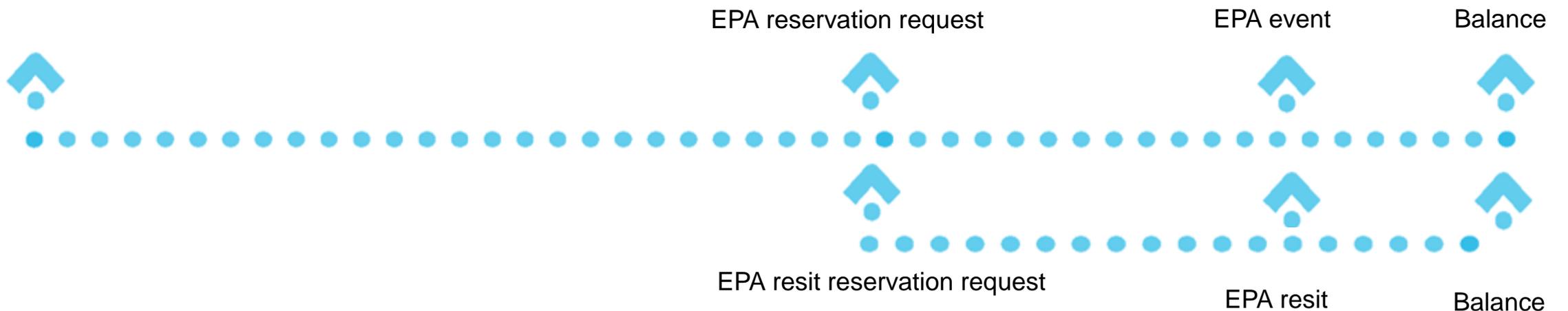
EPA event

Balance



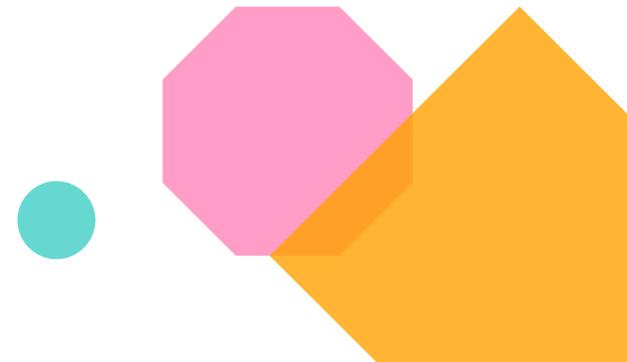
EPA resits

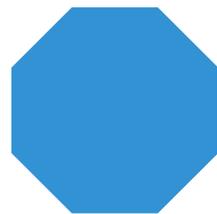
- Apprentices who don't achieve their EPA or a component of it will need to resit.
- Resits are covered by funding to maximum 20% of the funding band.
- Costs vary with each standard – our prices are on the Walled Garden.
- You need a reservation request for each resit – will be prioritised on a shorter timescale.
- Any contract between employers and providers should say who's responsible for paying for any resits.



What about framework pathways where there is no occupational standard?

- Unlikely any frameworks currently available for registrations will be closed before 2020.
- City & Guilds will continue to make our Level 2 & 3 work-based diplomas in horticulture available.





Next steps

And if you want to take things further with us

If you need to develop your strategy, train your teams or update your processes, we live and breathe the new apprenticeship standards and our expert team can help.



1. Audit your current strategy

A root and branch audit that assesses current strategy and identifies opportunities for growth



2. Define your new offer

A carefully constructed plan defining new strategy and providing a framework for implementation



3. Upskill your team

Expert-led training courses that equip staff to deliver new apprenticeship strategy

Use all three services, or just the ones you need. And at any stage in your delivery plans.

<http://www.cityandguilds.com/what-we-offer/centres/consultancy-service>

Support and resources available

Find all our past and forthcoming workshops, webinars and events [here](#).

See our apprenticeship, consultancy and events pages on the City & Guilds website:

<http://www.cityandguilds.com/apprenticeships>

<http://www.cityandguilds.com/what-we-offer/centres/what-is-advance>

<http://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning/events>

Also look at the Government's information:

[Provider/ employer apprenticeship funding rules 2018/19](#)

[Apprenticeship funding policy and funding bands sheets](#)

[Register of Apprenticeship Training Providers
Guidance](#)

[Apprenticeship funding from May 2017 – policy paper](#)

[Technical Funding Guidance](#)

[Apprenticeship standards](#)

[Becoming an Employer/Training Provider](#)

[A parent's guide to apprenticeships](#)



The screenshot shows the City & Guilds website. At the top left is the City & Guilds logo with the tagline 'A City & Guilds Group Business'. To the right is a search bar with three tabs: 'SEARCH EVERYTHING', 'FIND A COURSE OR QUALIFICATION', and 'FIND A CENTRE'. Below the search bar is a text input field with 'Everything' selected in a dropdown menu and a 'GO' button. A red navigation bar contains the following links: 'WHAT WE OFFER', 'QUALIFICATIONS', 'APPRENTICESHIPS', 'TECHBAC', 'DELIVERING OUR QUALIFICATIONS', 'INTERNATIONAL', 'NEWS & INSIGHT', and 'HELP & SUPPORT'. The main content area features a large heading 'Become an Independent End-point Assessor' next to a circular image of a young man in a red shirt looking at a laptop. Below the heading is a breadcrumb trail: 'Home > Apprenticeships > New Apprenticeships Standard Offers > Become an Independent End Assessor'. To the right of the breadcrumb are social media icons for Facebook, Twitter, and LinkedIn. The main heading is repeated in red text. Below it is a paragraph: 'We are currently accepting applications from suitable candidates to become Lead and Independent End-point Assessors.' This is followed by another paragraph: 'City & Guilds has been approved to deliver Independent End-point Assessments across a number of new Apprenticeship Standards.' and a link 'Apply now'. On the right side, there is a section titled 'NEW APPRENTICESHIPS STANDARD OFFERS' with three items: 'Teaching & learning resources', 'End Assessment service', and 'New Apprenticeship Standards', each with a right-pointing arrow.

City & Guilds
A City & Guilds Group Business

SEARCH EVERYTHING FIND A COURSE OR QUALIFICATION FIND A CENTRE

Search the site:

Everything

GO

WHAT WE OFFER QUALIFICATIONS APPRENTICESHIPS TECHBAC DELIVERING OUR QUALIFICATIONS INTERNATIONAL NEWS & INSIGHT HELP & SUPPORT

Become an Independent End-point Assessor

Home > Apprenticeships > New Apprenticeships Standard Offers > Become an Independent End Assessor

Facebook Twitter LinkedIn

Become an Independent End-point Assessor

We are currently accepting applications from suitable candidates to become Lead and Independent End-point Assessors.

City & Guilds has been approved to deliver Independent End-point Assessments across a number of new Apprenticeship Standards.

[Apply now](#)

NEW APPRENTICESHIPS STANDARD OFFERS

- Teaching & learning resources
- End Assessment service
- New Apprenticeship Standards

Thank you

- Keep up to date – register for email updates:
<http://www.cityandguilds.com/what-we-offer/centres/email-updates>
- For more information on the new standards, our learning resources (including demos), and how we can support your business: directsales@cityandguilds.com
- For additional information on end-point assessment:
endpointassessment@cityandguilds.com



Any questions?

