

# Transitioning to the new Arborist and Forest Operative apprenticeship standards

**Friday 29 June 2018**

Bee Esdaile – Technical Advisor (Land)

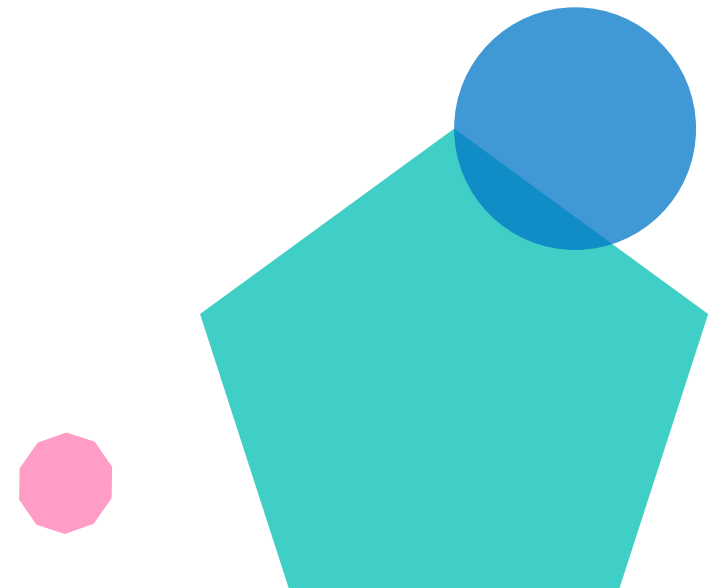
John Wray – Technical Advisor (Land)

Dr. Robin Jackson – Industry Manager (Land-based)



# Contents

- A re-cap of the the new Arborist and Forest Operative apprenticeship standards – what you need to know.
- How we can support you with the mandatory qualifications.
- Our EPA Service for Arborist and Forest Operative.
- Next steps.
- Question and answers.

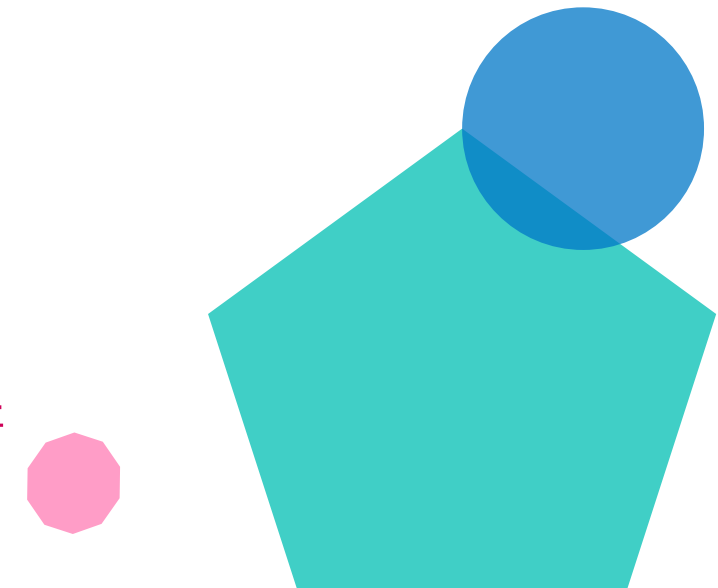


# Agriculture, environmental and animal care: overview of apprenticeship standards

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

- Golf Greenkeeper (L2)
- **Arborist (L2)**
- **Forest Operative (L2)**
  - **Establishment and Maintenance**
  - **Harvesting**
- Horticulture and Landscape Operator (L2)
  - Horticulture
  - Landscape construction

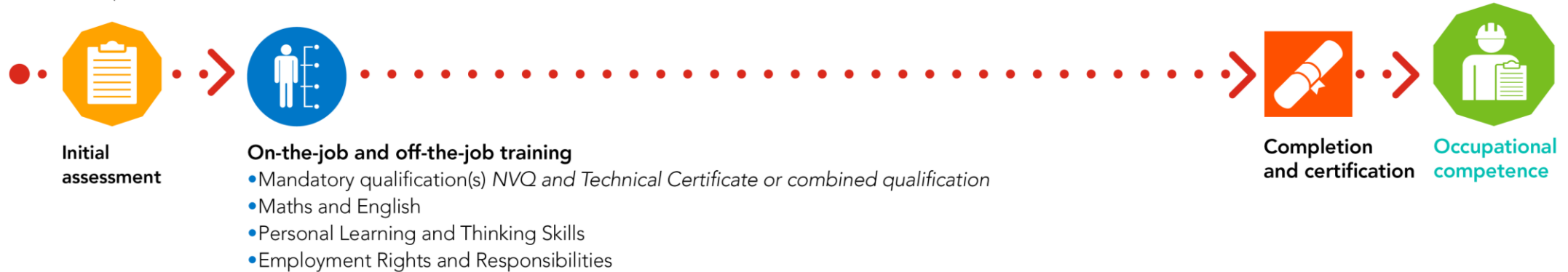
<https://www.instituteforapprenticeships.org/apprenticeship-standards/?routes=Agriculture-environmental-and-animal-care>



# SASE frameworks vs apprenticeship standards (role specific)

## SASE frameworks

(multi-occupational)

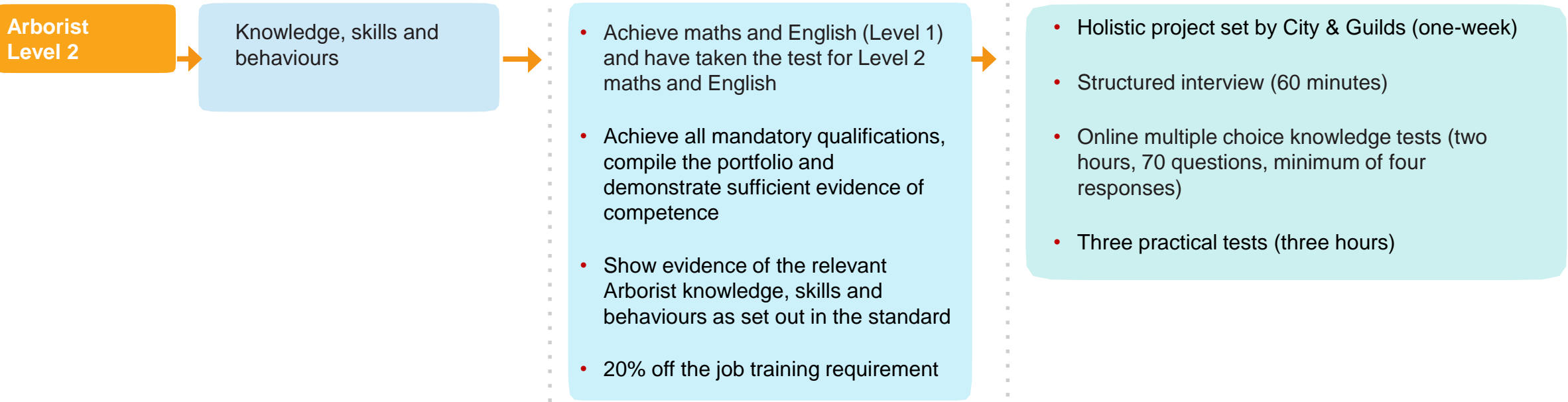


## Apprenticeship standards

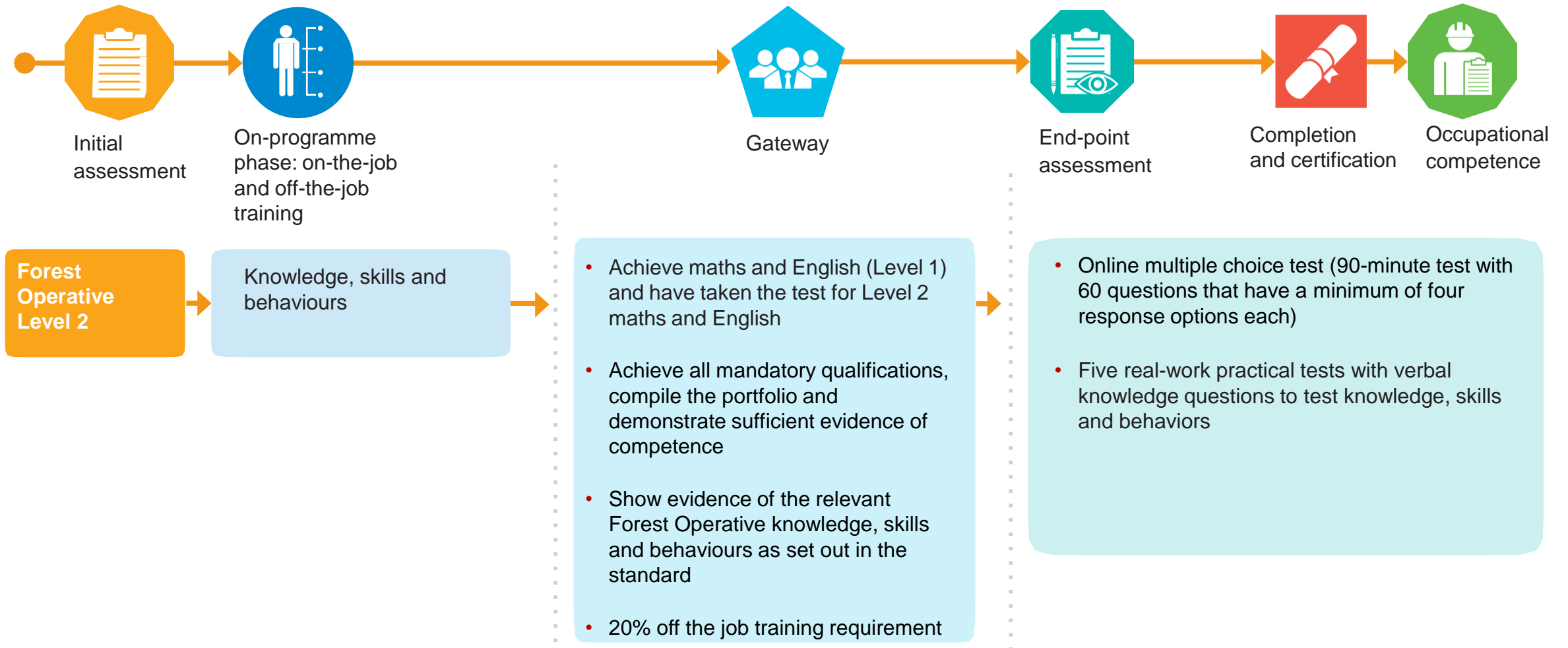
(individual standards per occupation)



# The Arborist apprenticeship standard



# The Forest Operative apprenticeship standard



# Entry requirements for EPA

- Gateway can be triggered after 12 months of starting the apprenticeship.
- Complete gateway declaration form.
- Book EPA 60-90 days in advance of EPA taking place.
- The typical duration for both the Arborist and Forest Operative (both pathways) are 24 months.

The standard and assessment plan are online:  
[instituteforapprenticeships.org/apprenticeship-standards/arborist/](http://instituteforapprenticeships.org/apprenticeship-standards/arborist/)

## ARBORIST

### Overview of the role

Planting, felling and maintaining trees.

### Details of standard

#### Occupation

Arborist

#### Occupational Profile

The arboricultural industry manages trees for their benefits and values in diverse urban and rural locations from city parks and urban woodlands, to country estates and private gardens. The industry manages trees adjacent to highways, railways, watercourses and power lines. An arborist may progress to undertake inspections and surveys of individual and woodland trees, advising landowners on how to care for their trees, or teaching others about the benefits of carefully managing trees.

The work of an arborist involves diverse activities such as chainsaw work, aerial tree work, pruning, dismantling and using appropriate machinery such as brushwood chippers.

Arborists can work for local authorities, private companies and many are also self-employed. Tree work can be physically demanding and involves working outdoors in all weathers.

An arborist will undertake aerial tree work but may also be ground-based. They do a range of tree work jobs with indirect supervision. They are capable of supporting the tree work team across a range of basic technical skills.

#### Requirements

##### Knowledge

Understands:

- The benefits of trees
- The use and application of arboricultural equipment
- The principles of the establishment, growth and care of trees
- The principles and importance of identifying trees and the value of using their scientific names

**Status:** Approved for delivery 

**Level:** 2

**Reference:** ST0223


**Approved for delivery:** 27 June 2017

**Route:** Agriculture, environmental and animal care

**Typical duration:** 24 months


**Maximum funding:** £15000 (Funding Band 11)


**Trailblazer contact(s):**


 [enquiry@bartlettuk.com](mailto:enquiry@bartlettuk.com)

**Employers involved in creating the standard:**

Arboriculture Association, Bartlett Tree Experts, Beechwood Trees, Glendale Countryside, Ian Trueman Specialist Tree Services, Ringrose Tree Services, Tree Maintenance, Oakdale NE Ltd, TreeWorks (West Wales) Ltd, Central Tree Services Ltd, Hi-Line

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

 **Arborist Assessment Plan**  
File size: 584.2 KB

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



The standard and assessment plan are online:

[instituteforapprenticeships.org/apprenticeship-standards/forest-operative/](http://instituteforapprenticeships.org/apprenticeship-standards/forest-operative/)

## FOREST OPERATIVE

### Overview of the role

**Managing trees, plants and the environment in forests and woodland.**

### Details of standard

#### Occupation

Forest Operative

#### Occupational Profile

Forestry is the art, science and practice of woodland establishment, maintenance and management, and timber harvesting. It is a diverse global industry with a wide range of career opportunities including planning and management, conservation, recreation, research and logistics. Sustainable forest management produces a vital natural resource while benefitting society and the environment, and workers across all disciplines of the industry share a passion for working in an industry with so much to contribute to global wellbeing.

A Forest Operative will carry out the practical operations required to create, maintain and harvest forests and woodlands. Some will carry out operations across the range from planting to harvesting whilst others will specialise in a particular part of the process. All will need to be able and willing to do challenging work outdoors and in all weathers, would be expected to be aware of the full range of forestry operations, and to understand the relationship between commercial, environmental and social forestry.

This Standard has two specialisms, candidates will need to choose one of:


- harvesting
- establishment and maintenance

#### Requirements

##### Knowledge (all core)

Understanding of:

- Current forestry, environmental, health and safety and plant health legislation and codes of practice in relation to forestry work
- The principles of silviculture including a range of silvicultural systems and their application

Status: Approved for delivery 

Level: **2**

Reference: ST0224


Approved for delivery: 27 June 2017

Route: Agriculture, environmental and animal care

Typical duration: 24 months


Maximum funding: £12000 (Funding Band 10)


Trailblazer contact(s):


 [ros@adrow.co.uk](mailto:ros@adrow.co.uk)

Employers involved in creating the standard:

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, Tilhill Forestry

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

 **Forest Operative Assessment Plan**  
File size: 648.0 KB

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

# Key documents for this standard

## The Arborist and Forest Operative standards

- Short, easy to understand documents that describe the competencies required to undertake the occupations well.
- Designed by the employer groups.
- Approved by IfA.

## The assessment plan

- Describes the apprentice journey and EPA for that particular apprenticeship standard.
- What will be assessed; how it will be assessed; who it will be assessed by.
- Find the Arborist here:  
<https://www.instituteforapprenticeships.org/media/1224/arborist.pdf>.
- Find the Forest Operative here:  
[https://www.instituteforapprenticeships.org/media/1226/forest\\_operative.pdf](https://www.instituteforapprenticeships.org/media/1226/forest_operative.pdf).

## The EPA customer pack

- Available to customers who have registered for EPA.
- Describes the EPA process in detail.
- Contains the requirements to prepare for EPA.

## The employer group has provided training specifications and support materials

- <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 and must take place within the apprentice's normal working 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

# Maths and English SmartScreen resources (free)

## Qualifications

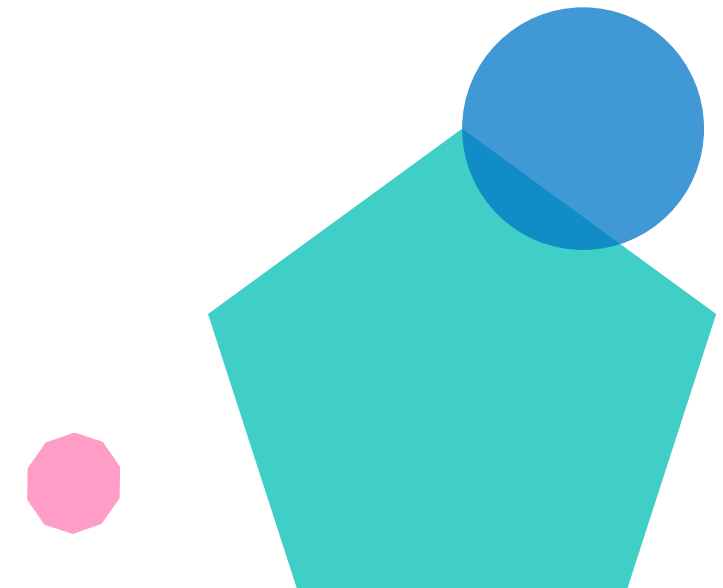
- Full suite of Functional Skills qualifications (3748).
- 'Bite-sized' maths and English qualifications (3847 and 3844).
  - Can be used to support progression towards Functional Skills or GCSE.

## 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.



# Maths and English SmartScreen resources (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

# Arborist – mandatory qualifications



- Level 2 Award in Emergency First Aid at Work
- Level 2 Award in Safe Use of Brushwood Chipper
- Traffic Management (NRSWA Unit 002 Signing, Lighting and Guarding) or Sector Scheme 12D
- Level 2 Award in Chainsaw Maintenance
- Level 2 Award in Crosscutting Timber Using a Chainsaw
- Level 2 Award in Felling and Processing Trees up to 380mm
- Level 2 Award in Accessing a Tree Using a Rope and Harness
- Level 3 Award in Aerial Tree Rescue Operations
- Level 3 Award in Aerial Cutting of Trees Using Free Fall Techniques
- Level 2 Award in Safe Use of Mobile Elevated Work Platform
- Level 3 Award in Use of a Chainsaw from a Mobile Elevated Work Platform (MEWP)

**CITY & GUILDS NPTC LEVEL 2  
AWARD IN CHAINSAW  
MAINTENANCE QAN 600/6160/1**

**City & Guilds  
NPTC**

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**CITY & GUILDS NPTC LEVEL 2  
AWARD IN ACCESSING A  
TREE USING A ROPE AND  
HARNES**

**City & Guilds  
NPTC**

**QAN 600/6164/9**

**Qualification Guidance**  
Independently Assessed

**Essential Qualification information**  
Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No	0 0 2 0	Forestry & Arboriculture Level 2
Qualification Programme No	0 0 2 0 - 0 1 7	Award In Accessing a Tree Using a Rope and Harness
Units	2 0 6	Access a tree using a rope and harness
Guided Learning Hours (GLH)	2 0 6	GLH 22 (Credit Value 3)
Total Qualification Time		30 Hours
Recommended Assessment Duration		2.0 – 2.5 hours per Candidate

Version and date	Change detail	Section
1.2 November 2017	Added TOT details	Qualification at a glance, Structure Throughout

Key:  
Qualifications offered by City & Guilds ■

# Forest Operative – mandatory qualifications



## Core

- Level 2 Award in Emergency First Aid at Work (in a forestry context known as +F)
- Level 2 Award in Chainsaw Maintenance
- Level 2 Award in Crosscutting Timber Using a Chainsaw
- Level 2 Award in Felling and Processing Trees up to 380mm

## Establishment and Maintenance option

- Level 2 Principles of Safe Handling and Application of Pesticides Guidance **or** Level 2 Award in the Safe Use of Pesticides
- Level 2 Award in the Safe Application of Pesticides Using Pedestrian Hand Held Equipment (including application near water)
- Level 2 Award in Safe Use of Brush-cutters and Trimmers
- Level 2 Award in Safe Use of Forestry Clearing Saw

## Harvesting option

- Level 3 Award in Felling and Processing Trees over 380mm

**CITY & GUILDS NPTC LEVEL 2  
AWARD IN CHAINSAW  
MAINTENANCE QAN 600/6160/1**

**City & Guilds  
NPTC**

QUALIFICATION  
Integrated Assessment

Essential Qualification  
Not to be used by the Candidate

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No: 010210  
Qualification Programme No: 010210-01  
Unit: 2101  
Guided Learning Hours: 2101  
Total Qualification Time: 010211-01  
Recommended Assessment Duration: 2101

Version and date	Change detail
1.2 November 2017	Added TQT details Deleted OCF

**CITY & GUILDS NPTC LEVEL 3 AWARD  
IN FELLING AND PROCESSING TREES  
OVER 380MM QAN 600/6163/7**

**City & Guilds  
NPTC**

QUALIFICATION GUIDANCE  
Integrated Assessment

Essential Qualification Information  
Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No: 010211  
Qualification Programme No: 010211-01  
Unit(s): 3101  
Guided Learning Hours (GLH): 3101  
Total Qualification Time (TQT): 30 Hours  
Recommended Assessment Duration: 2.5 – 3.5 hours per Candidate  
Pre-Requisite Units: 2101, 2102, 2103

Forestry & Arboriculture Level 3  
Award In Felling and Processing Trees Over 380mm  
Fell and process trees over 380mm  
GLH 19 (Credit Value 3)

Carry out maintenance of chainsaw and cutting system  
Cross-cut timber using a chainsaw  
Fell and process trees up to 380mm

Version and date	Change detail	Section
1.2 November 2017	Added TQT details Deleted OCF / Learning Time	Qualification at a glance, Structure Throughout

Key:

Qualifications offered by City & Guilds



# EPA preparation tool – helping your apprentice calmly approach EPA



Personalised to each apprentice with up to six hours of generic content per standard

Useful and relevant learning resources relevant to the standard and assessment method

Organised by assessment skills most relevant to the apprentice and to the standard

Apprentices can gain confidence in areas like interviews, presentation skills, writing and exam revision

The collage features several screenshots from the City & Guilds SmartScreen platform. The central screenshot displays the 'SmartScreen' interface for 'Customer Service Practitioner' under 'APPRENTICESHIPS END-POINT ASSESSMENT PREPARATION'. It lists subjects like 'CG0231 Digital Marketeer' and 'CG0385-02 Hairdressing Professional: Barbering Route'. Overlaid on this is a graphic with '3 TIPS TO BOOST YOUR CONFIDENCE'. Other screenshots show an article 'How to perfectly present your portfolio at interview' with a chatbot, a 'Which?' website snippet, and a 'Recommendations' section with various learning resources.



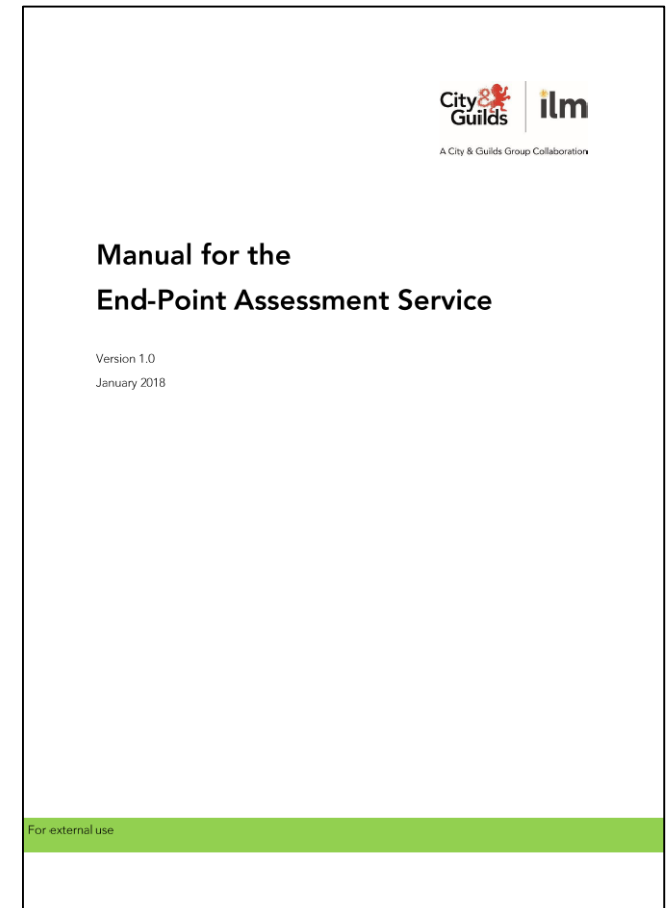
# Our EPA Service

- The manual for City & Guilds and ILM EPA Service is [available on our website](#).
- Catch up on [our recent webinar](#) about the EPA booking process and support on assessment methods.

Calibre and expertise of assessors

Preparation to pass first time

Smooth process with clear structure



# EPA for Arborist



**Online multiple choice tests**  
(e-volve test)



**Holistic project**



**Structured interview**



**Practical tests**

# EPA and overall grading – Arborist

Each assessment element is graded as follows:

Assessment element	Grade and boundaries		
Knowledge test	Fail (less than 60%)	Pass (60-79%)	Distinction (80% and over)
Holistic project	Refer to grading table for pass and distinction criteria		
Structured interview	Refer to grading table for pass and distinction criteria		
Practical tests	Refer to grading table for pass and distinction criteria		

- 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, three re-takes can be taken over a six-month period from the first date of the EPA.

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

# EPA for Forest Operative



**Online multiple  
choice test**  
(e-volve test)



**Practical tests**

# EPA and overall grading – Forest Operative

Each assessment element is graded as follows:

Assessment element	Grade and boundaries		
Knowledge test	Fail (less than 60%)	Pass (60-79%)	Distinction (80% and over)
Practical tests	Refer to grading table for pass and distinction criteria		

- 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 the first date of the EPA.


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

# Our EPA service

- Simple pricing – two charging points:
  - EPA registration fee – non-refundable £25 when the apprentice is registered for EPA on City & Guilds system
  - 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.



# Preparation at the heart of our service



EPA customer  
packs for every  
standard

Key document for centres/customers/employers for the planning and delivery of the apprenticeship.

It will include:

- the standard
- guidance on how to book EPA
- guidance on how to prepare for the end-point assessment methods and how they will be assessed – against relevant sections of the assessment methods and grading criteria (annex)

We can also support with subject specific on-programme learning. Find out more at <https://www.cityandguilds.com/apprenticeships/on-programme-learning>





# How does the funding work?

## Co-investment model

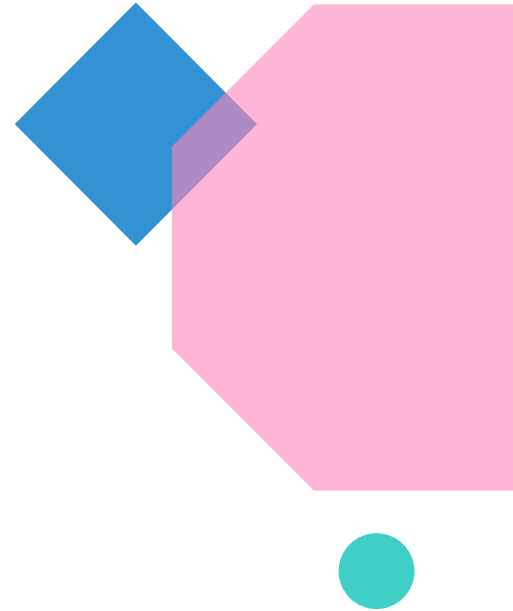
- 90% paid by Government.
- 10% paid by contribution (employer).
- Incentives available.

## Apprenticeship Levy

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

## 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.



# Our assessors

- We've recruited over 100 high-quality assessors across a range of standards.
- Our assessors are industry experts.
- We train them to help apprentices feel relaxed and show their best in assessment.

## Join our assessor team:

- For a list of standards that we're recruiting in, visit our [IEPA assessor page](#).



# Further support and events from us

[Bee.Esdaile@cityandguilds.com](mailto:Bee.Esdaile@cityandguilds.com)

[John.Wray@cityandguilds.com](mailto:John.Wray@cityandguilds.com)

**Pre-recorded webinars** on EPA,  
funding, on-programme resources:

<https://www.cityandguilds.com/apprenticeships/events-and-webinars>

## **Network events**

We are always looking for centres to help us host a network event. Please contact us if you're interested.



# Thank you

## Customer queries

Please contact your local business manager.

## General apprenticeship enquiries

Please contact [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com).

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](mailto:directsales@cityandguilds.com).



# Any questions?

