

Apprenticeship standard (England only)

# Arborist

Industry: Land-based

City & Guilds code: 9126

LARS number: 180



A City & Guilds Group Business

 **Typical duration: 24 months**

 **Funding band: 11 (£15,000)\***

 **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

Arborists use hand and power tools to prune and remove hedges and trees. The physically demanding role involves chainsaw work, tree climbing, dismantling and chipping outdoors in all weathers.

Arborists can work for local authorities, private companies or be self-employed and carry out a range of aerial or ground-based jobs under appropriate supervision and work to support the tree work team.

The new apprenticeship standard was approved by IfA (Institute for Apprenticeships) in June 2017 and is designed by an employer group to be rigorous and respond to the needs of employers within the arboriculture industry.

## 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:

- quarterly appraisals that reference the apprentice's skills development following mandatory qualifications achievement
- a diary maintained by the apprentice with quarterly entries demonstrating development
- knowledge tests covering seasonal aspects of the role, including tree, shrub, fungi and common pest/disease/disorder identification
- practical tests related to seasonal skills acquired during the apprenticeship period.

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:

- traffic management (NRSWA unit 002 signing, lighting and guarding) or sector scheme 12D
- Level 2 award in chainsaw maintenance
- Level 2 award in safe use of brushwood chipper
- Level 2 award in crosscutting timber using a chainsaw
- Level 2 award in felling and processing timber up to 380mm
- Level 2 award in accessing a tree using 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

The apprentice will also need to achieve a Level 2 award in emergency first aid at work, although we do not offer this.

#### 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)



#### 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](https://www.nptc.org.uk/centres). NPTC is the land-based arm of City & Guilds and has a dedicated team to help you.



## 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 achieve all mandatory qualifications, compile the portfolio and demonstrate sufficient evidence of competence. They must also achieve maths and English (Level 1) and have taken the test for Level 2 maths and English.

## 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 pass or fail. Assessment methods for this standard are:



### Holistic project

Completed away from the workplace in one-week, the project is set by City & Guilds to test the apprentice's knowledge and application to the standard. It must be submitted at least three weeks prior to the structured interview.



### Structured interview

60-minute, structured discussion focusing on the apprentice's portfolio and the holistic project.



### Online multiple choice knowledge test

Two-hour test with 70 questions that have a minimum of four response options. The test is held under controlled conditions.



### Practical tests

Three real-work practical assessments testing knowledge and skills. Completed in three hours under controlled conditions.

## 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.

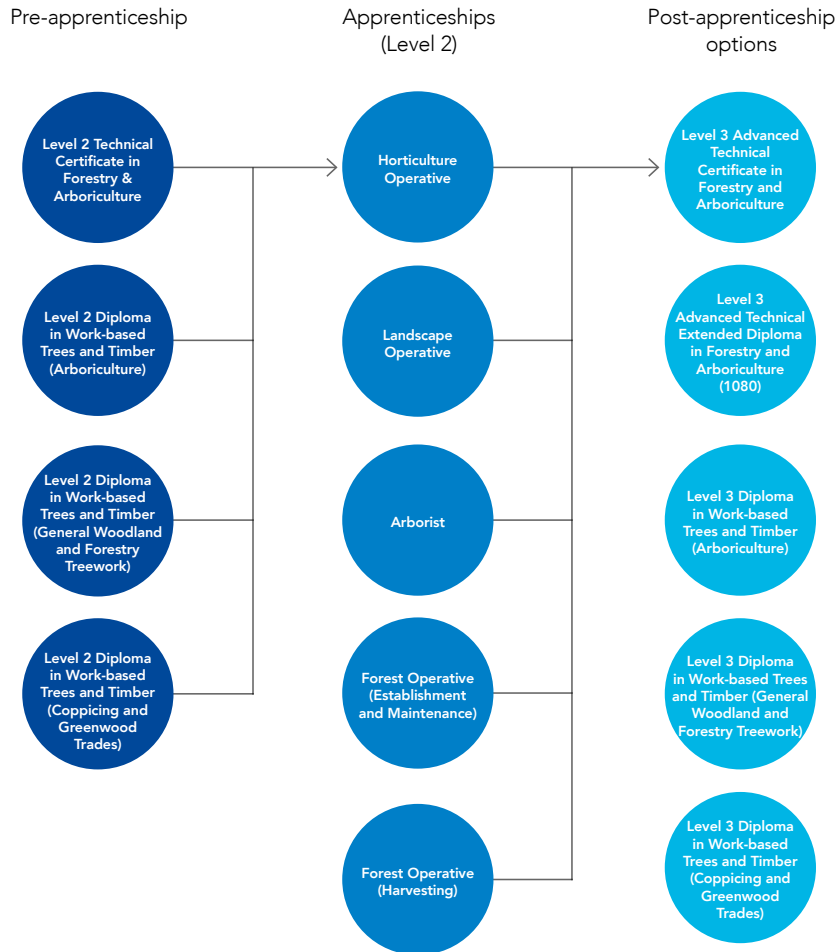


## 4 Apprenticeship certification

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: The 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 and Hi-Line.

## 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.