

Introduction

The purpose of this workbook is to help you find out about the sort of things you need to know when starting your Apprenticeship.

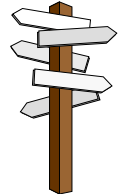
For example, you will need to know about the following:

- What the law says and how it affects you in your job
- Where you can go for help and advice
- How you can move on within your career

All of these things, plus many more besides, are covered within this workbook.

In some cases, information will be given in the workbook.

In other cases you will be given a website address or other contact for more detailed information. These sections will be marked with this symbol:



You will also be asked questions throughout the workbook, and these will be indicated with this symbol. You will not be tested on these questions, they are simply for you to think about and for you to relate the information to your own situation.

You might want to go through this workbook by yourself, but you will probably want to talk about some of the things with a friend, colleague, supervisor, manager, boss or training provider.

Apprenticeships and Advanced Apprenticeships (known as Foundation Modern Apprenticeships and Modern Apprenticeships in Wales)

Apprenticeships are training schemes which help you learn how to do your job while you are working for an employer or while you are on a work placement. While you are on the scheme, you will try to achieve a National Vocation Qualification (NVQ), key skills, possibly technical certificates, and possibly some other skills such as First Aid.



There are several different Apprenticeships all available within what is called the “land-based sector.”

Which one from the following list are you doing?:

- Apprenticeship in Agricultural Crops and Livestock
- Advanced Apprenticeship in Agricultural Crops and Livestock
- Apprenticeship in Amenity Horticulture
- Advanced Apprenticeship in Amenity Horticulture
- Apprenticeship in Animal Care
- Advanced Apprenticeship in Animal Care
- Apprenticeship in Dry Stone Walling
- Apprenticeship in Environmental Conservation
- Advanced Apprenticeship in Environmental Conservation
- Apprenticeship in Equine
- Advanced Apprenticeship in Equine
- Advanced Apprenticeship in Farriery
- Apprenticeship in Fencing
- Apprenticeship in Floristry
- Advanced Apprenticeship in Floristry
- Apprenticeship in Game Conservation
- Apprenticeship in Land-based Service Engineering
- Advanced Apprenticeship in Land-based Service Engineering
- Apprenticeship in Production Horticulture
- Advanced Apprenticeship in Production Horticulture
- Apprenticeship in Saddlery
- Advanced Apprenticeship in Saddlery
- Apprenticeship in Trees and Timber
- Apprenticeship in Veterinary Nursing*
- Advanced Apprenticeship in Veterinary Nursing*

*Currently under development.

The organisation that is responsible for these Apprenticeships is Lantra.



You will find lots of useful information on Lantra’s website which is www.lantra.co.uk.

For example, you will find out all about the land-based sector.

The land-based sector

There are 17 different industries within the land-based sector, split into three groups.



Which group and industry are you in?

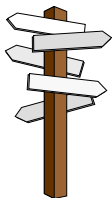
Land Management and Production	Animal Health and Welfare	Environmental Industries
<ul style="list-style-type: none"> • Agricultural Crops • Agricultural Livestock • Aquaculture • Fencing • Floristry • Land-based Engineering • Production Horticulture • Trees and Timber 	<ul style="list-style-type: none"> • Animal Care • Animal Technology • Equine • Farriery • Veterinary Nursing 	<ul style="list-style-type: none"> • Environmental Conservation • Fisheries Management • Game and Wildlife Management • Landscaping (including sports turf)

Your work may be related to the “rural crafts” industry. For example, you might be involved in saddlery, dry stone walling, wheelwrighting or thatching. These skills have overlaps with the land-based sector, and also fall within several other sectors such as leathersgoods, construction and heritage.

Here are some facts about the land-based sector:

- All the industries within the sector look after 85% of the land within the United Kingdom
- 1,000,000 people work within the sector, and there are 500,000 volunteers
- There are 360,000 businesses within the sector
- Most of these businesses have less than 5 workers each

Each of the 17 industries varies in size, for example, there are nearly 175,000 livestock businesses, but only 1150 fish farms.



For more facts and figures, or for more detail on your own industry, log on to the Lantra website: www.lantra.co.uk.



How many people do you work with?

What does your business do? For example, do you produce food, do you look after animals, do you repair machinery, do you sell flowers or plants, do you look after the countryside?

Your contract of employment

When you start work for an employer, you should receive written information about what is expected of you, and what you can expect from your employer. This information will be your Contract of Employment.

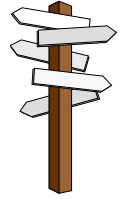
Here is a short summary of the areas usually covered within a Contract of Employment.

Area	Description
Job description	What tasks you will be expected to do
Pay	How much you will be paid, for example per hour, per week, per month or per year When you will be paid
Hours of work	How many hours a day or how many hours a week you are expected to work Flexible working hours, if applicable Overtime arrangements
Holiday	How many hours, days or weeks you may take as time off for holiday
Sickness	How much time you may take off for sickness When to fetch a sick note from the doctor How much you will be paid when off sick
Code of conduct	Your employer may ask you to wear a uniform or to dress in a certain way You may also be expected to behave in a certain way, for example being polite to customers or other staff, turning up for work on time Whether or not you are allowed to smoke on the premises
Maternity and paternity leave	If you are about to have a baby, you will be allowed time off when the baby is born
Grievance procedure	If you are unhappy about something that has happened to you at work, your employer should have a system for dealing with this
Disciplinary procedure	Your employer will have a system for dealing with any member of staff who misbehaves. For example, the employer may issue a verbal warning, followed by a written warning, followed by dismissal. This will depend on the nature of the offence and on the behaviour of the person who has committed the offence.
Harassment or bullying	Your employer may have a system in place for dealing with harassment or bullying among the staff
Health and safety	Your employer should have a health and safety policy, and this may well be presented within the contract of employment
Equal opportunities	Your employer should have an equal opportunities policy, and this may well be presented within the contract of employment

Health and Safety Legislation

There are a lot of laws that have been developed in order to protect you and everyone else at your place of work. In some cases, laws have been created as a direct result of accidents that have happened to people.

A very brief overview of many of these laws is given below, but for full details of each law you will need to refer to other sources of information. One of the best sources of information is the Health and Safety Executive, website address www.hse.gov.uk, telephone 08701 545500.



Legislation	Key points
Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1992	Employers must ensure, so far as is reasonably practicable, the health, safety and welfare of employees and any other people who may be affected by what they do. In order to do this, employers must be aware of any risks associated with the work, and must remove or control these risks. Staff can help by telling their employers about any aspects of their job that could be dangerous. There must be procedures to be followed in the event of an emergency.
Health and Safety (Consultation with Employees) Regulations 1996	Employers must talk to their staff about health and safety matters, for example about work equipment, procedures and training.
The Personal Protective Equipment at Work Regulations 1992	Where risks to health and safety cannot be adequately controlled by other means, suitable personal protective equipment (PPE) must be provided. Any PPE must be appropriate for the risks and maintained properly. Users must be trained in its use.
The Control of Substances Hazardous to Health Regulations 1999	Employers must assess and control the risks from hazardous substances. They must also check that the control measures are effective and tell their staff about the risks and precautions needed.
The Lifting Operations and Lifting Equipment Regulations 1998	All lifting equipment must be thoroughly examined and marked, and all lifting operations must be properly organised.

Legislation	Key points
The Provision and Use of Work Equipment Regulations 1998	All equipment used at work must be suitable for the task, properly maintained, with dangerous parts safeguarded. Staff using the equipment must be adequately instructed. The equipment must be stable, and stop controls, including emergency stops, must be provided.
The Manual Handling Operations Regulations 1992	If manual handling operations cannot be avoided, steps must be taken to reduce the risk of injury.
The Health and Safety (First Aid) Regulations 1981	Adequate arrangements must be in place for first aid.
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Certain accidents, incidents and occupational diseases must be reported to the Health and Safety Executive within specified time limits.
The Noise at Work Regulations 1989	Employers must assess the risks from exposure to noise at work and take action when workers' daily exposure reaches certain levels.
The Electricity at Work Regulations 1989	Precautions must be taken against the risk of death or injury from electricity. Electrical equipment must be safe and properly maintained.
The Health and Safety (Young Persons) Regulations 1997	Employers must make sure that their risk assessment for employed young people under the age of 18 takes full account of their inexperience, immaturity and lack of awareness of relevant risks.
The Confined Spaces Regulations 1997	Avoid working in a confined space. If you have to work in a confined space, follow a safe system of work and make arrangements in case something goes wrong.
The Health and Safety (Safety Signs and Signals) Regulations 1996	Safety signs must be displayed where there is a significant risk to health and safety not controlled by other methods.

The land-based sector has a bad record for accidents and it is therefore essential that you think carefully about the jobs that you do and how you can do them safely. Your employer will instruct you or give you training for some of the jobs you do, but you are also responsible for your own safety and that of your colleagues.



What should you do if you have been asked to do a job that you think is dangerous?

What should you do if you are not sure how to do a specific job?

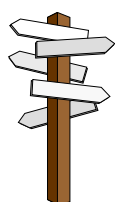
Employment Law and Other Legislation

There are laws that exist to protect you and all employees from unfair treatment at work, and some of them are summarised below.

Legislation	Key points
Data Protection Act 1999	This Act covers all information held about individuals by an employer. The Act covers both computerised and manual records. The information must be held in a secure place and should not be available to unauthorised people.
Disability Discrimination Act 1995	It is unlawful to discriminate against disabled people at work. Employers must make reasonable adjustments for disabled employees, eg making changes to the premises, providing specialist equipment or training, transferring the employee to another job or allocating some of the employee's duties to another person, allowing time off for treatment or altering working hours.
Employment Act 2002 (Flexible working regulations)	This makes changes to maternity, paternity and adoption rights in the Employment Rights Act 1996. For example, employees who are parents are allowed to request flexible working arrangements.
Employment Relations Act 1999	This enables employees to be accompanied by a trade union official or colleague at a disciplinary or grievance hearing.
Employment Rights Act 1996	This entitles employees to certain rights including: <ul style="list-style-type: none"> • Maternity leave • Unpaid time off to care for a dependant • A statement of employment particulars • An itemised pay statement • A minimum period of notice on termination of employment • Redundancy payment • Written statement of reasons for dismissal
Employment Equality (Religion or Belief) Regulations 2003	It is unlawful to discriminate against employees on the grounds of religion or belief.
Employment Equality (Sexual Orientation) Regulations 2003	It is unlawful to discriminate against employees on the grounds of sexual orientation.
Equal Pay Act 1970	It is unlawful to discriminate between men and women in terms of pay and other benefits if they are both doing the same job.

Legislation	Key points
Human Rights Act 1998	This incorporates rights under the European Convention of Human Rights into domestic law. Individuals can bring claims under the Human Rights Act against public authorities for breaches of Convention rights. UK courts and tribunals are required to interpret domestic law, as far as possible, in accordance with Convention rights.
National Minimum Wage Act 1998	Workers must not be paid less than a designated minimum rate per hour.
National Minimum Wage Regulations 1999	These contain detailed rules as to who qualifies for the national minimum wage.
Part-time Workers Regulations 2000	These give part-time workers the right not to be treated less favourably than comparable full-time workers unless the difference in treatment is objectively justifiable.
Protection from Harassment Act 1997	It is unlawful to harass someone. Individuals can claim damages and/or seek a court order to stop the harasser from continuing the harassment.
Race Relations Act 1997	It is unlawful to discriminate against someone on racial grounds in the areas of employment, education and the provision of goods, facilities and services and premises. Public authorities must eliminate unlawful discrimination and promote equality of opportunity.
The Sex Discrimination Act 1975	This Act prohibits sex discrimination against employees. It is unlawful to discriminate against a person because of their marital status or to publish adverts or literature that clearly discriminate against either sex.
Working Time Regulations 1998	These include: <ul style="list-style-type: none"> • Maximum average of 48 hours per week (with exceptions) • Daily and weekly rest breaks • Special provisions relating to night work

Several organisations offer further information, help and advice on matters relating to the legislation listed above. Here are some examples:



National Minimum Wage helpline: telephone 0845 6000 678
 Tailored interactive guidance on employment rights: www.tiger.gov.uk
 Details of employment law legislation: www.emplaw.co.uk
 Information relating to equal opportunities: www.eoc.org.uk or telephone 0845 601 5901

The Trees and Timber Industry

The trees and timber industry involves the care and management of trees, woodlands and forests and the production of wood and timber products.

Trees are one of the world's major natural resources. They are managed for many different reasons, such as developing recreation and conservation areas or in the production of wood as a raw material.

Forestry is the science and practice of managing forests and woodlands and covers everything from creating and caring for small broad-leaved and community forests to planting and managing large coniferous forests, raising young trees in nurseries and delivering timber to businesses that use wood.

Forestry activities include thinning and felling trees using chainsaws or harvesting machines.

Timber processing involves timber marking, measurement, despatch, sawing, cutting out and preparation of other woodland produce, and transportation.

Arboriculture involves the planting, care and maintenance of trees and woodlands mainly for the conservation of rural landscapes and the urban environment.

Greenwood trades include many traditional crafts such as coppicing and charcoal production.



Which part of the trees and timber industry are you involved with?

Facts and figures

The total surface area of the whole of the United Kingdom is just over 24 million hectares, and woodland accounts for almost 3 million hectares.

Each year approximately 209,000 tonnes of hardwood and 668,000 tonnes of softwood is produced for the paper industry. In 2001 there were 276 sawmills in the United Kingdom.

Almost 30,000 people are employed within the trees and timber industry in the United Kingdom. Most of the employees are male. The industry is supported by private contractors, usually self-employed.

How can you get on in your job?

At the moment you will be doing an Apprenticeship (called a Foundation Modern Apprenticeship in Wales). This means you are undertaking the following qualifications and training:

Apprenticeship
NVQ level 2 in Forestry, Arboriculture or Sawmilling
Key Skills: Communication level 1 Application of Number level 1
Certificate of Competence in the Safe Use of Pesticides
Certificate of Competence in Chainsaw and Related Operations
Emergency First Aid

Your employer may ask you to do some other training as well, depending on what tasks you need to do.

If you are successful in completing the Apprenticeship, you may then want to go on to do training or qualifications at a higher level, such as the NVQ level 3, followed by a Foundation Degree or an Honours Degree. Or you may want to do more specialised forestry training or management training.

Overleaf are examples of qualifications and occupations to show how you can progress within the trees and timber industry.

Progression within Trees and Timber

Qualifications	Job titles
NVQ level 4 in Forestry RFS Professional Diploma in Arboriculture Arboriculture Association Technician's Certificate Higher National Certificate Higher National Diploma	Arboriculture Manager Forestry Manager Mill Operations Manager Engineering Manager Log Buyer Forester Local Authority Forestry Officer Local Authority Woodlands Officer Forestry Consultant
NVQ level 3 in Treework BTEC National Award in Forestry and Arboriculture BTEC National Diploma in Forestry and Arboriculture BTEC National Certificate in Forestry and Arboriculture ABC Technician's Certificate in Arboriculture	Arboriculturist Arboricultural Officer Arboriculture Foreman Assistant Tree Officer Forestry Contractor Forestry Foreman Gang Supervisor Mill Operations Supervisor Mill Maintenance Technician Saw Doctor Support Services Supervisor Tree Inspector
Apprenticeship in Trees and Timber NVQ level 2 in Forestry (Establishment) NVQ level 2 in Forestry (Harvesting) NVQ level 2 in Arboriculture NVQ level 2 in Sawmilling ABC Certificate in Arboriculture	Arborist Craftsman Forestry Worker Forestry Craftsman Mill Operator
NVQ level 1 in Land-based Operations	New Entrant Mill Operator

Have a look at the list overleaf for websites of organisations that can help you find out more about the trees and timber industry, career opportunities or further training.



Key contacts

- The Arboricultural Association: www.trees.org.uk
- The Association for Land Based Colleges: www.napaeo.org.uk
- The Commonwealth Forestry Association: www.cfa-international.org
- The Countryside Agency: www.countryside.gov.uk
- The Forestry and Timber Association: www.forestryandtimber.org
- The Forestry Commission: www.forestry.gov.uk
- The Forestry Contracting Association: www.fcauk.com
- Forest Machine Journal: www.forestmachinejournal.com
- The Green Wood Trust: www.greenwoodtrust.org.uk
- The Health and Safety Executive: www.hse.gov.uk
- The Institute of Chartered Foresters: www.charteredforesters.org
- The National Urban Forestry Unit: www.nufu.org.uk
- The Royal Forestry Society: www.rfs.org.uk
- The Royal Scottish Forestry Society: www.rsfs.org
- The Scottish School of Forestry: www.school-of-forestry.org
- The Tree Council: www.treecouncil.org.uk
- The Timber Research and Development Association: www.trada.co.uk
- The Woodland Trust: www.woodland-trust.org.uk
- United Kingdom Forest Products Association: www.ukfpa.oc.uk
- United Kingdom Tropical Forest Forum: www.forestforum.org.uk

Qualifications

For details of all qualifications listed on the national qualifications framework:
www.openquals.org.uk