



A
MODERN APPRENTICESHIP
IN
LAND-BASED SERVICE ENGINEERING
formerly called
Agricultural and Garden Machinery

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Lantra

November 2004

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Lantra

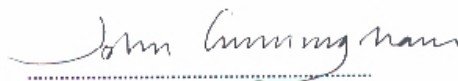
Modern Apprenticeship

In

Land-Based Service Engineering
(Formerly Agricultural and Garden Machinery)

Framework Document for Scotland

*Re-approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on
18 November 2004*



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1 Modern Apprenticeships in Scotland

The purpose of this section is to give an overview of Modern Apprenticeships in Scotland.

What are Modern Apprenticeships?

Modern Apprenticeships are training initiatives aimed at developing highly skilled employees.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme which genuinely meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to any employee aged 16 or over. There are no formal entry requirements – but employees need to demonstrate to their employer that they have the potential to complete the programme.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different types of Modern Apprenticeship and they all contain the same 3 basic ingredients:

- SVQ level 3
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

***Sector Skills Councils**

Sector Skills Councils are independent, UK-wide organisations developed by groups of influential employers in industry or business sectors of economic or strategic significance. They exist to tackle the skills and productivity needs of their sector. One of their responsibilities is the development and promotion of Modern Apprenticeships.

2 The land-based sector and land-based service engineering

The land-based sector

Land-based industries are responsible for the management of over 85% of the UK's land surface and are at the heart of the rural economy. The sector covers activities from primary food production to environmental conservation. It is serviced by an extensive supply industry and, in turn, provides primary products into the manufacturing sector (especially food processing), is the basis for the extensive rural tourism and leisure industry, and has close links with the retail sector.

Land-based businesses need employees who can combine technical knowledge with practical skills. Modern Apprenticeships are a route by which you can begin a career in the land-based sector, learn practical skills and achieve nationally recognised qualifications. They are government backed training schemes aimed primarily at people aged between 16-24, although there is no age limit for recruitment in Scotland.

A Modern Apprenticeship is a structured programme of learning based on 'frameworks' developed by Lantra in partnership with employers from land-based industries. This ensures that apprentices develop the skills and knowledge required for their chosen career.

Land-based engineering

Land-based engineering is the application of scientific, technical and engineering knowledge to the solution of problems within the agricultural industry. There is therefore a strong link between the agricultural and land-based engineering industries. The performance and profitability of one directly relates to the other. There are nearly 4000 land-based engineering businesses in the UK, employing almost 45,000 people, plus 13,000 independent mechanics.

The land-based sector in Scotland

- The land-based sector in Scotland generates over £2.7 billion in sales and turnover for Scotland and between 1995 and 2000 grew more quickly than the rest of Britain, growing by 3.4% in terms of total employees, as compared to a decline of 14.2% for the whole of Great Britain.

(Source: Futureskills Scotland – Sector Profile: Land-based Industries)

- The total land-based workforce within Scotland is currently estimated at 115,000, 4.9% of whom work within the land-based engineering industry.
- Overall, there is expected to be an increase in the net employment within Scotland's land-based workforce rising to 117,400 in 2006. Numbers employed in land-based engineering in Scotland are expected to rise by up to 500 between 2001 and 2006.
- Between March 2000 and March 2001, 28% Scottish land-based engineering businesses experienced recruitment difficulties.

(Source: Lantra - The Land-based Sector Workforce Development Plan, 2001-2002)

3 Summary of framework

The purpose of this section is to give a clear, one-page diagram, showing the mandatory and optional outcomes.

Diagram showing the contents of the Modern Apprenticeship in Land-based Service Engineering.

Mandatory outcomes

S/NVQ Level 2

The following SWVQ at level 2 must be achieved:

- Land-based Service Engineering G6WJ 22**

***Equivalent SWVQs from other awarding bodies may be used.*

S/NVQ Level 3

The following SWVQ at level 3 must be achieved:

- Land-based Service Engineering G6WN 23**

***Equivalent SWVQs from other awarding bodies may be used.*

Core Skills

- | | | |
|---------------------------|----------------|-----------|
| • Communication | Intermediate 1 | D6C6 04** |
| • Working With Others | Intermediate 1 | D6CK 04** |
| • Problem Solving | Intermediate 2 | D6CF 04** |
| • Information Technology* | Access 3 | D6CN 04** |
| • Numeracy | Intermediate 1 | D6CA 04** |

***Equivalent core skills from other awarding bodies may be used.*

*Separate certification is required for the Information Technology core skill.

4 Mandatory outcomes

The mandatory and optional content of the Modern Apprenticeship in Land-based Service Engineering is as follows:

Mandatory Outcomes

1 S\NVQs

Each apprentice is required to achieve the following two S\NVQs:

- Land-based service engineering, level 2 G6WJ22**
- Land-based service engineering, level 3 G6WN23**

***Equivalent S\NVQs from other awarding bodies may be used.*

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on national standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – which break down a job into separate functions reflecting the different kinds of activities of a job. SVQs are available in five levels – although most are at level 2 and level 3. When someone has achieved an SVQ, there is a guarantee that they have the skills and knowledge they need to do their job. All Scottish Modern Apprenticeships must contain an SVQ (or NVQ) at level 3 or above.

The current national occupational standards in Land-based Service Engineering were approved in September 2002. The current NVQs are due to expire on 31 July 2006.

2 Core Skills

Each apprentice is required to achieve the following core skills:

- | | | |
|----------------------------|----------------|-----------|
| • Communication | Intermediate 1 | D6C6 04** |
| • Working with Others | Intermediate 1 | D6CK 04** |
| • Problem Solving | Intermediate 2 | D6CF 04** |
| • Information Technology * | Access 3 | D6CN 04** |
| • Numeracy | Intermediate 1 | D6CA 04** |

*The only core skill that requires separate certification is Information Technology.

***Equivalent core skills from other awarding bodies may be used.*

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have been issued with a core skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving core skills at the levels given above – either in the workplace or at school or college - do not need to repeat these core skills as part of the Modern Apprenticeship framework.

5 Registration and certification

The Scottish Modern Apprenticeship in Land-based Service Engineering is managed by Lantra, the Sector Skills Council for the Environmental and Land-based Sector. Lantra is the first point of contact for any enquiries in relation to the framework. Contact details:

Development Services, Lantra, Lantra House, Stoneleigh Park, Coventry CV8 2LG
Email: karen.lawlor@lantra.co.uk
Telephone: 02476 696996
Fax: 02476 696732

Lantra will register all Scottish Modern Apprentices undertaking this framework. **All Modern Apprentices must be registered before the first Skillseekers milestone, or within 8 weeks (whichever is sooner) of starting their apprenticeship.** Registration can be made by completing the Training Plan and Training Agreement in Appendix 3 and sending these to the above address. Further copies of these forms are available on request.

Lantra will issue a Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the framework. Before a certificate is issued, employers must submit evidence to Lantra that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to Lantra at the address above.

SSC Service level

Lantra undertakes to confirm the registration of candidates in writing within 8 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

Lantra also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

6 Recruitment and selection

The recruitment and selection of modern apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit. (See Section 14 for detail on funding availability)
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard and Higher Grades employers should also be aware of newer vocational qualifications.
- The following factors may also influence the selection process:
 - the candidate's Scottish Qualification Certificate or Progress File
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.

- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact Careers Scotland and the SSC for advice and guidance on recruitment and selection. The Careers Scotland web site is at: www.careers-scotland.org.uk/CareersScot/web/site/Home/home.asp

7 Equal opportunities

It is mandatory that all participants in this Modern Apprenticeship must conform to Local Enterprise Companies (LECs) contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement. Companies considering recruiting a Modern Apprentice may seek advice about equal opportunities from LECs. Contact details for LECs are given on the Scottish Enterprise www.scottish-enterprise.com/ and Highland & Islands Enterprise www.hie.co.uk/ web sites.

8 Health and safety

It is a requirement of this Modern Apprenticeship framework that all aspects of health and safety at work be recognised and all statutory requirements be adhered to.

It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware they, as employees, have clear rights and duties with regard to health and safety.

Any organisation wishing to contract with a LEC to employ a Modern Apprentice will be required to satisfy the LEC as to the adequacy of its Health and Safety policy and systems. Similarly, the LEC must be also be satisfied with the Health and Safety policy and systems of any organisation approved to offer training and development related to the Modern Apprenticeship Framework.

9 Contracts

The following four contracts are essential to the successful outcome of the Modern Apprenticeship programme :

- 1 Normal contract of employment signed by the employer and the Modern Apprentice
- 2 LEC Training Plan. (This only applies to apprentices in receipt of Skillseekers funding.)
- 3 SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 4 SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. Training Plans may be modified to reflect changing circumstances, however it is essential that the SSC is notified of any changes.

10 Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed for the duration of the apprenticeship.**

11 Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual modern apprentices will be agreed between the employer and the apprentice.

12 Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved S/NVQ Assessment Centres; others may join consortia or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal work-site. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for S/NVQ.

To ensure continuity of standards all local delivery of Modern Apprenticeship training will be subject to Scottish Quality Management Systems (SQMS) – or other appropriate quality system adopted by LECs.

At the time of publication, the following colleges and providers are registered to deliver the qualifications required for the Scottish Modern Apprenticeship:

Aberdeen College, Aberdeen
Angus Council Training Services, Arbroath
Barony College, Dumfries
Elmwood College, Cupar
Fife Council, Fife
Oatridge Agricultural College, Broxburn
Shetland Islands Council, Lerwick.

The training plan

The plan requires to identify:

- 1 The selected framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 Any credit to be applied for by Accreditation of Prior Learning by the Modern Apprentice.
- 3 A timetable for achievement of the selected framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- be subject to the quality provisions of the LEC
- comply with the stipulations of this framework
- meet the needs of the employer and apprentice

A sample training plan is given in the appendix of this document.

13 Career progression

Following the completion of the Modern Apprenticeship, candidates may be employed in the following areas:

- Design development
- Manufacturing
- Field engineering
- Service engineering
- Environmental control
- Mechanisation
- Sales and marketing.

Candidates may also wish to undertake the following qualifications on completion their Modern Apprenticeship:

- HNC in Automotive Engineering
- HNC in Agriculture
- HND in Automotive Engineering
- HND in Agriculture
- SVQ level 4 in Land-based machinery industry operations (in development)

14 Organisational responsibilities

Three types of organisation have responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard:

- Sector Skills Councils (SSCs)
- Local Enterprise Companies (LECs)
- Awarding bodies.

Sector Skills Councils

Sector Skills Councils have responsibility for the development, promotion and implementation of this framework in Scotland. The SSC will act as the first point of contact for those wishing further information about the framework.

Specifically, the SSC is responsible for the following:

- approval of Scottish Modern Apprenticeship Centres (MACs) for the delivery of the apprenticeship (see Appendix 3)
- registration and monitoring of individual modern apprentices
- certification of the successfully completed apprenticeship
- the review of the framework in light of future experience to ensure the framework continues to meet the needs of apprentices and employers.

The SSC will maintain a database of MACs approved for the delivery of the framework within Scotland which will be available for employers and others. In addition the SSC will work with Awarding Bodies to ensure that quality assurance is maintained within the centres.

The Local Enterprise Company (LEC)

Funding to assist with the training and assessment of Modern Apprenticeships in Scotland is through Skillseekers which is administered in each area by the appropriate Local Enterprise Company (LEC).

The funding levels in the Scottish Enterprise area have been harmonised to create consistency across the network of LECs. In the Highlands and Islands Enterprise area, LECs still have discretion to set their own funding levels according to local needs.

It is important that the appropriate LEC be contacted as early as possible when contemplating a Modern Apprenticeship and that the basis of any funding be agreed before any contracts of employment or training agreements are entered into by any one of the parties involved.

The awarding bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against S/NVQs or S/NVQ units. These qualifications are accredited by the Scottish Qualifications Authority (SQA) and offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the S/NVQs and S/NVQ units are fully met.

Appendix 1

Rationale for framework revision

This framework has been revised following a review of the national occupational standards, leading to the development of new SVQs. This framework has been revised to incorporate the current SVQs.

Employer consultation

Lantra has established industry groups for each industry within the environmental and land-based sector. These groups comprise employers, training providers and other key contacts. The industry group for Land-based Engineering serves as the Steering Group for this Modern Apprenticeship framework. Group members are as follows:

Land-based Engineering Industry Group	
Name	Organisation
Mr G Tailby	Askham Bryan College
Mr W Beattie	Aberdeen College
Mr F Perkins	Health and Safety Executive
Mr R Blackford	Hayter Ltd
Mrs K Brown	Qualifications and Curriculum Authority
Ms A Laing	Scottish Qualifications Authority
Mr C Whetnall	Institution of Agricultural Engineers
Mr I Jones	BAGMA
Mr D Kirschner	Renault Agriculture Limited
Mr P Leech	John Deere Limited
Mr N Elsander	Lloyd Ltd
Mr M Ardolino	Oakes Brothers Ltd
Mr R Bulbrook	Burdens Tractors
Mr J Lockhart	Ben Burgess & Co
Mr C Morley	Russell's (Kirbymoorside) Ltd
Mr G Norman	T H White
Mr A Easton	Barony College
Mr T Kernahan	
Mr G Matthews	Honda UK
Mr D Burnham	Major R Owen Ltd

Lantra has also established a Scotland Advisory Group which meets on a regular basis to discuss training issues. Group members are as follows:

Scotland Advisory Group	
Name	Organisation
Mr M Bruce	Glentinar Estate
Mr J McMyn	Farmer
Mrs J Buchanan Smith	Farmer
Mr D McLeod	Glenelg Shellfish
Mr J Addy	Asset International
Mr W Peebles	Landscaper
Miss M Stewart	Margaret Stewart Flower Designer
Mr I McWilliam	Scottish Executive Environment and Rural Affairs Department
Mr A Sim	Scottish Executive Enterprise and Lifelong Learning Department
Ms A Laing	Scottish Qualifications Authority
Mr G Young	Highlands and Islands Enterprise
Mr D McKenzie	Scottish Agricultural College

More information about the consultation process for this revised Framework is available from Lantra.

Appendix 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this framework. Such approved organisations are called Modern Apprenticeship Centres (MACs).

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, College of FE, or similar.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

1 Be approved by an appropriate Awarding Body as a centre for the assessment of the relevant S/NVQ(s) at level 3 (and Scottish Core Skills if these are being separately certificated)

or

2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

For organisations in receipt of LEC funding, the organisation must be accredited with the Scottish Quality Management System standard (SQMS) or other quality system accepted by the LEC.

The SSC will maintain a database of MACs for the delivery of the framework within Scotland, which will be available for employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact their LEC.

In addition to the assessment of the modern apprentice against the relevant standards set by the selected framework outcomes, the MAC has responsibility for:

- Entering into a formal training agreement with the employer and modern apprentice
- Registration with an appropriate Awarding Body of the modern apprentice as a candidate for the relevant S/NVQ(s) and other selected units.
- Registration with the SSC of the apprenticeship.
- Application on behalf of the modern apprentice for final certificate of modern apprenticeship accomplishment.
- Informing the SSC of any material alterations to the modern apprentice's training plan or desired changes to the selected framework outcomes.

Appendix 3

MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer's responsibilities** are to:

- 1 employ the modern apprentice subject to the employer's usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected framework outcomes specified in the apprentice's personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice's responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected framework outcomes specified in the apprentice's personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice's responsibilities as an individual; and
- 4 promote at all times the employer's best interests.

The **Modern Apprenticeship Centre's responsibilities** are to:

- 1 agree the content of the modern apprentice's personal training plan as confirming that the selected framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected framework outcomes specified in the apprentice's personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected framework outcomes specified in the apprentice's personal training plan.

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice <i>(or Parent/Guardian, if under 18)</i>		Date:
Modern Apprenticeship Centre		Date:



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

Full name:
Home address:
Work address:
Date of birth:

The Employer

Name:
Address:
Telephone:
Contact:

The Local Enterprise Company (*if applicable*)

Name:
Address:
Telephone:
Contact:

Land-based Service Engineering Framework selected outcomes

Mandatory outcomes

Land-based Service Engineering SVQ Level 2		Tick units being undertaken
<i>The following 8 units are mandatory</i>		
Unit LBSE1	Contribute to health and safety	
Unit LBSE2	Move loads	
Unit LBSE3	Shape components using hand tools	
Unit LBSE4	Repair components by soldering and welding	
Unit LBSE5	Contribute to effective work activities	
Unit LBSE6	Maintain the work area	
Unit LBSE7*	Remove and replace components in tractors and machinery	
Unit LBSE8*	Maintain the condition of tractors and machinery	

* In which of the following contexts are these units being assessed?	Please tick
Agricultural machinery	
Professional ground care machinery	
Domestic ground care machinery	
Forestry machinery	

Land-based Service Engineering SVQ Level 3		Tick units being undertaken
<i>The following 7 units are mandatory</i>		
Unit LBSE9	Maintain health and safety in the work environment	
Unit LBSE10*	Establish and meet customers' technical requirements for tractors and machinery	
Unit LBSE11*	Diagnose faults in tractors and machinery	
Unit LBSE12*	Dismantle, assemble and repair components in tractors and machinery	
Unit LBSE13*	Conduct testing of tractors and machinery following repair	
Unit LBSE14	Co-ordinate work activities	
Unit LBSE15	Repair and modify components by welding	

* In which of the following contexts are these units being assessed?	Please tick
Agricultural machinery	
Professional ground care machinery	
Domestic ground care machinery	
Forestry machinery	

Core Skills		
1	Communication	
2	Working with Others	
3	Numeracy	
4	Information Technology	
5	Problem Solving	

Summary of Modern Apprentice's accredited prior learning

If you require assistance in completing this form, please contact:

Development Services, Lantra, Lantra House, Stoneleigh Park, Coventry CV8 2LG

Tel: 02476 696996
Fax: 02476 696732
Email: karen.lawlor@lantra.co.uk