Level 2 Horticulture/Landscape Operative Apprentice Information
Overview:
In this presentation we will cover:

Overview & Duration of the apprenticeship
Course Topics
Training through to final assessment
Getting started - initial interview and visits

Additional Curriculum Topics
E-portfolio
Off Job Training Requirements
Maths, English & Digital Skills (Functional Skills)
What is an apprenticeship?

An apprenticeship consists of:

- **The Standard** - the industry agreed set of skills, knowledge and behaviours required to do a specific job.

- **The KEITS Curriculum** – The agreed plan of action by the employer and training consultant to ensure that the apprentice progresses and reaches the correct level.

- **Gateway** – the point where the apprentice is ready to progress to their End Point Assessment. All programme requirements must be met prior to this, including Off Job Training Hours, minimum duration, maths, English & digital skills as appropriate, plus any standard specific components.

- **End Point Assessment** – The final assessment comprised of several components as determined by the Assessment Plan (such as observation or discussion) which is undertaken by an independent external assessor. If there is a practical element this should take place at your employer’s premises, and they will provide the necessary resources and facilities.
The Apprenticeship – Duration

The course will last for between 17 and 20 months and will be completed by working closely with your KEITS Training Consultant (TC) and your in house supervisor or mentor.

Your employer/supervisor will be provided with a KEITS Curriculum Scheme of Work which details of all required training that will need to be completed during the course.

Your KEITS Training Consultant (TC) will undertake approximately four face to face visits over the period of the course plus around 12 remote training and review sessions.

Remote sessions will be completed via:

- Microsoft Teams/Skype/Face Time/Smart Room on the E-portfolio (SA)

This means that you should have a visit/review every 4 weeks, each review will last between 1 and 3 hours. Dates and time to be agreed between the apprentice, the employer and the TC.

Your TC will always be on hand to support you via email and telephone between visits/reviews.

If you have additional learning needs you may be eligible for extra support.

Regular communication is required between all parties (KEITS, learner and mentor) to ensure all required training is completed, necessary evidence is gathered and you are being supported effectively to meet agreed milestones/targets.
The apprenticeship - Topics

The course covers the following topics:

• Health & Safety
• Industry Understanding
• Communication
• Business Skills
• Tools, Equipment and Machinery
• Plant Growth and Development
• Plant Identification
• Plant Health
• Environmental Issues
• Soil cultivation
• Vegetation control
• Maintenance of hard structures
The Pathways – Horticulture or Landscaping

Your chosen pathway will be discussed at sign up with input from your employer, your training consultant (TC) and yourself.

You will also complete one of the pathway modules alongside the previous core topics:

**Horticulture will include:**
- Propagation
- Pruning
- Aquatic environments
- Ornamental turf management

**Landscaping will include:**
- Surveying and marking out sites for landscape features
- Construction of hard landscape features
What your Horticulture/Landscape Operative Apprenticeship will look like from start to finish

- **Preliminary Interview (PI)**
  - This will be a phone or virtual meeting to:
    - Introduce yourself to a horticulture specialist
    - Describe the apprenticeship & discuss the programme
    - Ask you about your plans for the future
    - Review your previous qualifications and experiences to include maths & English
    - Ask you if you have any additional support requirements to help you achieve your goal

- **Sign-up (Enrolment)**
  - Formal enrolment on to the apprenticeship which will be conducted virtually
What your Horticulture/Landscape Operative Apprenticeship will look like from start to finish

First session with your TC

This will be a phone or virtual meeting to;

• Meet your allocated KEITS Training Consultant (TC)
• Explain the apprenticeship, what it entails and the type of activities that will be utilised to develop the skills, knowledge and behaviours that are required
• Set you a written task to be completed by your first face to face visit
• Introduce you to our e-portfolio Smart Assessor (SA)
• Explain how to record Off Job Training hours
What your Horticulture/landscape Operative Apprenticeship will look like from start to finish

Subsequent visit with your TC

This will be to close induction;

• Review the assignment set at the previous virtual visit
• Undertake the first behaviours review with you and your employer
• Observe you working within your workplace to see you carrying out general task and duties
• Review any training that you may have received form your employer/mentor/supervisor
• Review your Smart Assessor e-portfolio
• Schedule the next meeting plan training and agree work to be done beforehand
What your Horticulture/Landscape Operative Apprenticeship will look like from start to finish

Training & Course work throughout the programme

Planned sessions to cover the whole course
• Skills training will be delivered by your employer or their representative supported by your TC
• Knowledge training will be delivered by your TC
• Course work which may include case studies, projects, quizzes, collation of video and/or photographic evidence, work books etc. will be set and assessed by your TC and you will be provided with developmental feedback to assist you with improvements.
• Progress will be discussed at every session with your TC alongside Off Job Training records.
• TC’s will also provide training for the wider curriculum to include maths, English & digital skills, Equality & Diversity, e-safety, Prevent & relevant Information, Advice & Guidance
• Directed work and study to be completed by next session will be agreed and recorded by you, your employer or representative and the TC
Additional Qualifications Required

In addition to the course topics specified you will also have to achieve:

• Level 3 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
OFF JOB Training

Off-the-job training is defined as learning which is directly relevant to the course, undertaken outside of day-to-day work duties (but within normal contracted hours) and leads towards the achievement of the apprenticeship.

More detail will be provided by the Business Development Team (BD) at enrolment & the Training Consultant on your first session.

The minimum requirement is the equivalent of 6 working hours per week throughout the programme and this must be continually recorded by you in your OJT log on Smart Assessor.

Please note: There has to be a minimum number of hours of OJT completed before you can enter Gateway and progress to your End Point Assessment. The number of hours will be identified at the beginning of the programme and agreed on the commitment statement that is signed by you, employer and KEITS. OJT will be recorded from the beginning of the programme via the e-portfolio and/or paper records that will be reviewed at every progress meeting.
Some examples of OJT may include
• Induction
• KEITS on-line workbooks and resources
• Industry specific health and safety training
• Skills training & development
• Skills practice
• Vocational specific refresher courses
• Training delivered by your employer/trainer or the KEITS TC either face to face or remote
• Visits to shows or events related to the sector
• Reading & research
The Apprenticeship – Gateway

Once you have completed the planned training which is expected to take about seventeen months and your showcase evidence is complete, you will undertake a discussion with your trainer/manager and your TC to agree if you are ready for your final End Point Assessment (EPA).

This discussion is called ‘Gateway’.

If all agree that you have undertaken all of the training requirements & have evidence to support:

• The required Off Job Training hours,
• Maths & English tests (if applicable)
• Competency and supporting evidence for all required skills, knowledge & behaviours

Then the Gateway forms will be completed, signed and dated. Potential dates will be suggested for your End Point Assessment (EPA) and KEITS’ head office will process the application to book the final assessment.

Your TC will work with you to confirm that the showcase is ready to upload for assessment.

You will be given time and support to revise for your EPA or if necessary further training will be provided.
The Apprenticeship – End Point Assessment

- Your End Point Assessment will be completed by an externally trained professional, the Independent End Point Assessor (IEPA)
- They will have been sent your Showcase folder to review.
- The assessment will be carried out within 3 months from Gateway.
- You must provide photographic identification on the day of the EPA to confirm who you are.

Your End Point Assessment comprises of 3 parts.

Knowledge test: an online multiple choice test.

Practical Observation: The IEPA will observe you carrying out 3 practical tasks in your workplace

Professional Discussion: The IEPA will lead discussion around your knowledge and practical skills and the work you have completed in your Showcase portfolio.

- Your Training Consultant will make sure that you are fully prepared 😊
Additional Curriculum Topics

Throughout your programme, you will also receive training and assessment on the additional topics below:

• Safeguarding
• PREVENT
• British Values
• E-Safety
• Equality, Diversity & Inclusion
• Well-being
• Study Skills
• Understanding your industry and careers Information, Advice & Guidance.
What is it?
- Smart Assessor is a virtual platform used by KEITS to support training, gather evidence, collate assignments, assess work produced by the apprentice and for the TC to provide you with feedback. It is also the e-portfolio utilised for storing work towards the End Point Assessment and allows KEITS to monitor your progress in real time.

What does this mean for the apprentice?
- SA is a convenient method of communication between you and your TC. You will have access to bespoke training resources and learning activities and the ability to upload evidence/coursework directly to your account. Work is then marked and feedback can be given between visits. SA provides opportunities for discussion on work completed and also allows access to Maths and English & digital skills as well as wider curriculum materials.

How can employers contribute?
- Employers can provide structured witness testimonies regarding your work and behaviours
- Provide access to the internet and technological equipment

Benefits
- All encompassing platform – one secure location for everything
- Saving the environment
Maths, English & Digital Skills

All apprentices will be encouraged to improve their maths, English and digital skills throughout their programme, as appropriate for the sector.

This will occur through activities embedded within programme materials and tasks that you will undertake to provide evidence of competence for their apprenticeship.

You will be provided with access to specific resources to develop skills gaps, as identified through our SVLE diagnostic tool. This will also have determined if you need to undertake maths, English & digital skills qualifications as part of your apprenticeship.

If an apprentice is required to undertake Functional Skills this will be made clear at the start of the programme and support will be provided by your KEITS TC.

Should you wish to improve your qualifications in Maths, English & Digital Skills even if not required, you can do this alongside your planned programme.
Added Value - Optional Extras

• Apprentices will have the option to undertake a range of additional short, distance learning CPD courses alongside the Standard.
• You will be able to undertake one course for free and additional course at a discounted rate.
• A variety of topics are included within the following categories:
  • Business, leadership & management
  • Personal development & employability
  • Health & safety
  • Health & fitness
  • Health & social care
Any Questions?

Your Training Consultant and the KEITS team hope you enjoy the course.

Remember - we are here to support you.
Contact Us

KEITS Training Services Ltd
502 Centennial Park
Centennial Avenue
Elstree Hill South
Elstree
Herts
WD6 3FG

T: 0208 327 3800
E: info@keits.co.uk
W:www.KEITS.co.uk