

UNIVERSITY CERTIFICATE FORESTRY WORKS MANAGEMENT

Institute of Science and Environment

Academic Level:	4	Credits:	60
Apprenticeship Standard	Forestry Works Manager		
Apprenticeship Standard and Assessment Plan:	Forestry Works Manager Forestry works manager / Skills England ST1427 version 1.0 The QAA Characteristic Statement for Apprenticeships can be found here .		
LARS Code of the Apprenticeship Standard	798	LARS Code of the University Award	
Awarding Body:	University of Cumbria		
Delivery Site:	Ambleside		
Programme Length:	15 months to gateway 3 months for Final Assessment		
Mode of Delivery:	Blended		
Pattern of Delivery:	Full Time		
	Delivery pattern:	Online learning and short block delivery of residential field trips	
	Standard semester dates:	No	
Placement:	N/A		
PSRB:	N/A		
	Date of accreditation:	Accreditation period:	
Employer Organisation:	Civil Service, commercial forestry businesses, community forests, forestry consultancy		
Final Assessment:	Non-integrated		
Final Assessment Organisation:	Open Awards		
External Quality	OFSTED – Teaching quality		

Assurance Body:	
Programme Webpage:	https://www.cumbria.ac.uk/study/courses/apprenticeships/forestry-works-manager/

Entry Criteria

Government funding rules require that an apprentice must:

- Have the right to live and work in the UK,
- Be resident in the UK for the last **3 years** before the start date of the programme,
- Be in employment, in a role that allows them to develop the competencies in the apprenticeship standard,
- Be paid at least the legal minimum wage,
- Have a contract of employment covering the full duration of the apprenticeship from start to the end of the planned Final Assessment date,
- Have a written and signed agreement for the apprenticeship with their employer.

The minimum duration period for any apprenticeship is 8 months. The specific 'off the job training hours' for each apprenticeship standard are now defined in [annex C of the apprenticeship funding rules](#). These hours may be varied each year depending on government analysis of the hours completed by current apprentices. There is no requirement to vary the length of programme based on an individual's contracted weekly working hours, but part time workers wishing to complete the apprenticeship in the same duration as a full-time employee will need to spend a higher proportion of their paid work time in learning related to the apprenticeship.

All apprentices must be referred to the university by an employer using the 'apprentice onboarding form'. Whilst the University may receive direct enquires from individuals, these should be referred to prospective employers. After receiving an onboarding form from an employer, the University of Cumbria will require individuals to complete a formal application using the APTM system, which will be assessed for the programme entry criteria and funding eligibility as set out in the apprenticeship funding rules at the time of application.

Employer selection criteria

There are no employer selection criteria stipulated in the Occupational Standard, therefore aside from our entry criteria, there are no additional requirements for employers.

University selection criteria

The University's standard criteria for admissions apply. Please refer to the [Applicant Information](#) pages of the University website for more information. For [RPL](#), please refer to the University website. Where an apprentice is granted RPL, they must still complete a minimum of 8 months learning between the start of the programme and the last day in learning to be funded as an apprentice. Each candidate will be dealt with on a case-by-case basis. Each candidate for RPL will be advised how that may affect DfE funding.

Detailed criteria for admission to this programme can be found on the programme webpage. Apprentices will normally have either the minimum of a L3 qualification and 1 year of relevant industry experience or 3 years of Forestry experience.

Applicants must be in a suitable job role with ability to apply knowledge in a Forestry Works Manager or related role.

English & Maths

English and Maths qualification must be completed in line the apprenticeship funding rules and are not an academic entry requirement.

Additional Qualifications

N/A

PROGRAMME AIMS AND OUTCOMES

Programme Aims

This programme is designed to support the development of those working on operational forestry and woodland sites commissioning work and overseeing its safe and effective implementation. It is designed to ensure that at the end of the programme, apprentices can demonstrate they have the skills, knowledge and behaviours to undertake roles in forestry works management safely and effectively.

The aims of this programme are to:

- Prepare you for work at the operational level in the forestry and woodland sector
- Enable you to apply key knowledge and skills to a range of roles in the sector
- Provide the opportunity for personal and professional development to support future career progression.

In terms of subject specific aims, by the end of the programme you will be able to:

1. Describe, explain and evaluate the role of operational plans as the basis of forestry works management and then develop operational plans including relevant maps
2. Identify and apply relevant health, safety, welfare, environmental and cultural legislation and procedures to forestry works planning and management
3. Identify and select appropriate options for undertaking forestry works (systems, machinery & equipment etc.) and plan and manage their operation
4. Demonstrate effective and appropriate communication skills when dealing with duty holders, workers and stakeholders
5. Undertake effective recording, monitoring and evaluation of forestry operations

Programme Outcomes

The programme provides opportunities for you to develop and demonstrate the following:

Level 4: After 60 credits of study, you will be able to -

1. Apply a systematic approach to the acquisition of knowledge, underpinning concepts and principles related to forestry works management and deploy a range of cognitive and transferable skills within the work setting.
2. Evaluate the appropriateness of different approaches to solving well defined problems in the area of forestry works management and communicate outcomes in a structured and clear manner.
3. Identify and discuss the relationship between personal and workplace experience and findings from books and journals and other data drawn from the field of Forestry
4. Demonstrate a range of competence across the Knowledge, Skills and Behaviours of the Apprentice Standard for Forestry Works Manager.
5. Demonstrate a relevant range of digital literacy.

PROGRAMME FEATURES

Programme Overview

The Apprenticeship Standard and Assessment Plan for the higher-level apprenticeship in Forestry Works Management have been designed by employers in the operational forestry and woodland sector. An apprenticeship programme integrates the provision of higher-level academic knowledge, understanding and skills with the opportunity to contextualise this in the workplace and thus to develop occupation competency at a professional level in specific job roles. This higher-level apprenticeship for the occupation Forestry Works Manager at the University of Cumbria leads to the academic award of University Certificate Forestry Works Management.

The programme has been designed to shape the learning needed for an apprentice to be presented for final assessment for the occupational standard L4 Forestry Works Manager, which will require each learner to be in a suitable role, with exposure to work-based learning, allowing them to apply knowledge and develop real world examples of practice to populate their portfolio.

The Forestry team at University of Cumbria have significant experience in designing and delivering forestry education for the sector. This programme sits alongside undergraduate and postgraduate degree provision as well as the Professional Forester Degree Apprenticeship programme. As well as an experienced academic team, you will be supported on your programme by a Link Tutor who is responsible for monitoring your progress via regular tri-partite reviews with yourself and your employer. The academic team are supported by an experienced central apprenticeship team who provide advice and guidance on apprenticeship regulations and manage the administration of the programme.

You will have access to a wide range of specialist forestry materials to support your learning available online from our Library. Academic staff may signpost you to additional resources available from sector organisations where they are relevant to areas of study.

Your programme consists of three 20 credit modules which support the acquisition of the required knowledge and development of skills and behaviours set out in the apprenticeship standard. The first module introduces the roles and responsibilities of a Forestry Works Manager and develops knowledge of relevant safety, health, welfare and environmental considerations. Additionally, it explores the function of operational plans and provides guidance on the selection of appropriate work methods and personnel to achieve operational objectives.

The second module has a focus on people, supporting the development of appropriate communication skills and approaches to stakeholder engagement relevant to site/operational planning and works management. It explores challenges such as dispute resolution and relationship management that may be encountered when working with contractors, staff and volunteers.

The final module returns to operational planning, developing the skills required to create an operational plan, including mapping and how to forecast, manage and record operational costs. Additionally, it develops the knowledge and skills to undertake monitoring recording and evaluation of forestry operations.

To reach gateway and progress to the apprenticeship Final Assessment (see later section), you must compile and submit a portfolio of evidence that demonstrates you have met the knowledge, skills and behaviours set out in the apprenticeship standard that will be assessed in the Final Assessment. You will be supported in the development of your portfolio throughout the programme including via a series of structured workbooks that support you to gather appropriate evidence of application of learning and encourage reflection. Progress in documenting your evidence of professional practice against key progression milestones, will be monitored in Tri-partite Reviews (TPRs). TPRs will be conducted by a link tutor at six weeks to orientate on programme, then every 12 weeks in line with key progression milestones.

Key features of the programme

- Fifteen-month taught programme to support the development of your knowledge, skills and professional behaviours.
- Structured in-work tasks which will build to provide a portfolio of evidence to be used in your final apprenticeship assessment.
- Regular tri-partite reviews to monitor and support progress.
- Support in preparing for you Final Assessment against the L4 Forestry Works Manager apprenticeship standard

Delivery Arrangements and Attendance

The programme will be delivered over a period 15 months through a combination of online delivery and short residential blocks. Online sessions will be delivered via Teams and will include synchronous lectures, group discussion and workshops to support development of knowledge and skills and asynchronous briefing sessions. Online learning will be supported via access to Blackboard, the University VLE, where lecture materials, additional support materials, reading lists, details of assessment tasks and other module information can be found.

Online delivery will take place on no more than one day per week (although the day may vary between modules). You can normally expect sessions to last between 3 and 4 hours. Each module includes summative assessments which will be undertaken outside of formal teaching hours. You may also be set guided independent tasks and formative assessment which will also be undertake outside of contact hours. The time spend on these will vary from week to week but will be set out in the module plan at the start of each module. Overall, you should expect to spend one day per week on your study.

Face to face delivery is included in each of the three taught modules. This will be predominantly field based with locations chosen to ensure you experience a variety of woodland and forestry contexts (e.g. upland and lowland; commercial and mixed woodlands). Trips will normally be 2.5 days in length with additional time for travel depending upon location.

In addition to module-based learning, you are expected to undertake off the job training (OJT) in line with the DfE Apprenticeship Funding rules that apply at the start date of the apprenticeship. These can be in the workplace or another 'off the job' role or setting. The exact nature of these hours will be discussed with you and your employer in tri-partite review meetings.

Apprentices are expected to attend all sessions and must arrive punctually at the required time. Please refer to the University Policy for Attendance and Punctuality for Apprenticeships for further details - [Apprenticeship Attendance Policy](#)

Learning and Teaching

Learning takes place both at the University and in the workplace and uses work-based activities to inform and evidence that learning has taken place. In order to meet nationally set criteria, the minimum required Off the Job (OTJ) learning hours will take place for example in lectures, seminars, job shadowing and industrial visits. The minimum requirement and the planned number of hours required will be specified in the Training Plan and Apprenticeship Agreement for each Apprentice. You are responsible for evidencing that you have completed the minimum hours set out in the Training Plan before you will be allowed to pass gateway for Final (end point) Assessment. This is evidenced by you submitting monthly reports on OTJ hours completed in the APTM system which will be assessed and approved by University Staff.

The programme is designed to provide structured learning over fifteen months. Each module will typically consist of 48 hours of teaching supported by 48 hours work-based learning developing evidence for your portfolio, plus up to 104 hours of guided independent study.

Teaching

The programme uses a blended learning approach. You will typically have between 3 and 4 hours of scheduled teaching per week. Teaching is delivered online and will consist of synchronous lectures, group exercises and class discussions supported by asynchronous briefing sessions. Additionally, each module includes a residential field trip designed to consolidate on-line learning. Each trip will be 2.5 days in length and involve visits to forestry and woodland sites that will allow you to experience a variety of contexts in which a forestry works manager may operate. The first trip is scheduled to occur early in the programme providing an opportunity for you to meet your cohort face to face and begin to develop peer networks.

Group work and formative tasks will facilitate peer learning throughout the programme thus broadening the exposure of apprentices to a variety of sector settings. Online learning will also facilitate the engagement of a range of guest lecturers from across the sector, enabling exposure to a broad range of sector expertise.

Work-Based Learning

In order to meet nationally set criteria, you are advised to spend an average of 6 hours per week involved in OTJ learning between the first and the last day of learning on the programme. This OTJ learning can include the formal learning hours in your modules. Alongside your modules, a series of workbooks will be used to consolidate learning and guide you to develop the portfolio of evidence required for your Final Assessment. Additionally, you will be expected to undertake OTJ learning whereby you are supervised by your employer to undertake tasks that align with the apprenticeship standard. The hours spent undertaking these activities and completing the University Certificate together must make up at least 20% of your normal working hours, over the planned duration of the apprenticeship which for this apprenticeship is 15 months.

The number of hours required will be specified in the Training Plan for your programme. You are responsible for evidencing that you have completed the minimum set out in the Training Plan before you will be allowed to pass gateway for your Final Assessment.

Guided Independent Learning

When not attending scheduled learning activities or undertaking work-based learning, you will be expected to continue learning independently through self-study. Independent self-directed study does not count towards OTJ learning hours.

Digital Capabilities

The programme will develop your digital skills in a range of ways, for example, through developing and using of digital maps to plan and manage forestry operations, developing a digital portfolio and using digital communication tools.

Maths and English Development

Where Apprentices already hold the minimum Level 2 qualifications in English and Maths, these skills will be assessed and will be continually developed throughout the apprenticeship programme. This is supported by all apprentices completing an initial assessment of their English and Maths ability at the start of the programme. This is intended to establish a baseline against which progress should be monitored and reviewed in tripartite review meetings. You will continue to develop your maths and English skills as you progress through the programme and engage with in class, formative and summative assessment tasks.

Prevent, Safeguarding and British Values

All learners will need to complete Safeguarding and Prevent e-learning modules built into APTM within 6 weeks of starting the programme. Learners will be asked if there are any safeguarding or prevent issues to be raised in every tripartite review.

Understanding of democracy and appropriate legislation and regulation is a key duty within this apprenticeship programme (**Duty 6** Manage forestry operations in accordance with legislation, regulation, UK Forestry Standard, woodland management and or creation plans, and individual site specifications.) and therefore understanding will be developed through the programme, but particularly in module one. Module 2 has a strong focus on communication and stakeholder engagement which will include consideration of British values such as mutual respect and tolerance when dealing with diverse views and considering issues such as forest access rights.

Tripartite Reviews

Regular tripartite reviews between you, your employer and the University link tutor will take place to review progress and set targets for ongoing learning. The frequency of TPRs will be based on the requirements of apprenticeship Funding rules in force at the time the apprentice starts the programme. It is expected that the first TPR will take place within 6 weeks of the programme, followed by at least one every 12 weeks and 4 per year.

The TPRs will be scheduled to ensure progress on programme is clearly reviewed, and the scope of practice, experience and settings for each apprentice are discussed for the next 12-week period. A series of key milestones for the typical learner will be shaped to guide the link tutor in conducting each review.

Teaching Staff

The University of Cumbria and its legacy institutions have delivered forestry aligned higher education courses for nearly thirty years. The University's National School of Forestry has extensive experience of designing forestry provision at undergraduate and postgraduate level, including a successful L6 apprenticeship. The Forestry academic team includes staff with both academic and practice experience. This ensures your programme is informed by both the latest research in the field and practical sector applications.

Assessment

The Knowledge, Skills and Behaviours specified in the apprenticeship standard must be evidenced at your final (end point) assessment, and are structured to meet one of the two final assessment methods:

- Portfolio of evidence used to frame the professional discussion
- Work-based project which is presented with questioning.

Your taught provision will provide the learning needed to develop the evidence to allow you to pass gateway and proceed to final assessment.

Our module assessment strategy has been developed in line with the University's Learning, Teaching and Assessment Plan 2024-27. This emphasises the design and utilisation of authentic assessment practices which allow learners to demonstrate their learning through realistic tasks that are aligned with practice in the workplace. Assessments are designed to enable you to demonstrate that you have achieved the learning outcomes and associated KS&Bs for the module you are studying. The type of assessment we employ may include for example, scenario-based reports, role play, evaluations, creation of maps and practical reports. While most assessment is individual, there are opportunities for group-working, particularly in field sessions where, for example, data is collected. This will help you to develop collaborative and organisational skills. You are encouraged to reflect on your skills development and relate it to those required in the workplace. For example, many foresters work in small teams and so developing social, collaborative and organisational skills is important.

We use two broad types of assessment, summative and formative. Formative assessments are designed so that feedback on your performance is provided prior to the submission of summative assessments but does not contribute to the final module mark, or the credit awarded. For example, most lectures will have questions and answers embedded in the session or will include some sort of discussion, which will test your understanding. Some sessions include formative activities that replicate the tasks required for a summative assessment, for example summarising forest information that is then used in summative reports and plans. Additionally, all modules are summatively assessed. Summative assessments must be passed in order to pass the module.

Assessment load is specifically designed to be spread throughout the duration of the programme to prevent assessment overload. Anonymous marking will be employed wherever possible within the programme.

Feedback

A variety of informal and formal feedback mechanisms are included within the programme to support your progression and professional development. Informal feedback may be delivered on an individual or group basis, through e.g. synchronous or recorded asynchronous mechanisms or in written form.

In line with UoC policy, formal feedback on summative assessments will be provided within 20 working days of submission, usually in written form. It will be based on grading criteria linked to the module learning outcomes and aligned to the UoC grade descriptors. Taking a consistent approach across the programme, the feedback will demonstrate how the grade was derived in relation to your performance against the grading criteria and identify ways for you to improve in future.

Final Assessment

You must take an independent assessment at the end of your training to confirm that you have achieved occupational competence. Rigorous, robust and independent final assessment (formerly called end point assessment) is essential to give employers confidence that apprentices completing an Apprenticeship Standard can perform in the occupation they have been trained in and can demonstrate the duties, and knowledge, skills and behaviours set out in the occupational standard.

The University and the employer are bound by contract to work together to support you and to carry out the final assessment. The final assessment takes place at the end of the apprenticeship after all the on-programme and work integrated learning elements of training have been completed (the practical period) and after the gateway has been passed. It is the employer's decision to put you forward for end-point assessment, once all gateway criteria have been met and they are confident that you are ready.

The final assessment for this apprenticeship is non-integrated. In other words, it does not contribute to the credits for your University Certificate but must be passed to complete the apprenticeship. The practical period of your award lasts for 15 months and leads to the award of your University Certificate. Once your employer has confirmed you are ready for final assessment (Gateway) you will have 3 months to complete your final assessment.

For this apprenticeship programme your final assessment will consist of two components:

- A professional discussion of 75 minutes duration with an independent assessor underpinned by a portfolio of evidence in which you will be given the opportunity to demonstrate how you have met the Knowledge, Skills and Behaviours mapped to this assessment method.
- A presentation and questions. You will be asked to deliver a presentation to an independent assessor evaluating a piece of work completed in the 5 months immediately preceding gateway followed by questions from the assessor.

Performance in both final assessment components is graded as fail, pass or distinction with the final assessment overall being graded fail, pass, merit or distinction (see appendix 1 for further details).

It you fail one assessment method or more, you can take a re-sit or a re-take at your employer's discretion. Your employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does. Your employer and the Final Assessment Organisation will agree the timescale for a re-sit or re-take. A re-sit is typically taken within 2 months of the Final Assessment outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 3 months of the Final Assessment outcome notification.

The final assessment body for this apprenticeship is Open Awards. Further information may also be detailed in the contract between UoC and the employer.

Career Development Prospects

Your apprenticeship has been designed by those experienced in the forestry sector to provide you with the skills and knowledge that will enable you to be an effective forestry works manager. This is an excellent time to be entering the forestry sector with vacancies exceeding supply of forestry graduates as the workforce expands to meet Government planting and net zero targets. Additionally, the age profile of the current sector workforce means there will be an increased demand for replacement workers as projected retirement rates put further pressure on workforce capacity.

Your apprenticeship programme provides you with the skills and knowledge needed to undertake a range of jobs within the forestry and woodland sector, for example: Forestry Manager, Forestry Works Manager, Contracts Supervisor, Forestry Site Manager, Forestry Works Supervisor, Harvesting Manager, Woodland Creation Manager, Woodland Project Officer, Warden. Progression opportunities also exist to other related apprenticeships such as Forest Crafts Person or Professional Forester, or you may choose to progress to an undergraduate degree in forestry or related subjects.

This apprenticeship aligns with The Institute of Chartered Foresters (ICF) technical membership level and with Society for the Environment (SocEnv) for Registered Environmental Technician (REnvTech). Upon receipt of the apprenticeship certificate, individuals are eligible to apply for REnvTech through a shortened application route. Individuals also need to be a member of a professional body that is licensed by the Society for the Environment to be awarded this status.

MODULES

Year 1 (60 credits) (15 months)			
Code	Title	Credits	Status
FSOF4300	Introduction to Forestry Works Management	20	Compulsory
FSOF4301	Dealing with People	20	Compulsory
FSOF4302	Operational Planning	20	Compulsory

Key to Module Statuses	
Compulsory modules	Must be taken although it may possible to compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed).

Timetables
<p>Timetables are normally available in January for the programme beginning in April. Please note that while we make every effort to ensure timetables are as apprentice friendly as possible, scheduled learning can take place on any day of the week.</p> <p>Our Timetabling team work hard to ensure that timetables are available to learners as far in advance as possible, however there may be occasional exceptions such as in the case of teaching which falls outside of the usual academic calendar.</p> <p>Your programme leader will notify you of arrangements for residential blocks at least a month before delivery in order that you can make suitable travel and accommodation arrangements.</p>

ADDITIONAL INFORMATION

Apprentice Support

Support in your Workplace

At your workplace, you will be supported by your employer. Exact arrangements and terminology are the responsibility of the employer, but typically, you will be supported by a Mentor designated by your employer to provide vocational and pastoral support for you as a learner, who may or may not be your line manager. In particular, support will be provided for work-based learning assignments. Your employer must also ensure you have the opportunity to learn, train and develop in the role in settings consistent with the Forestry Works Manager apprenticeship providing evidence for your portfolio. Your employer will be asked to sign a Training Plan which includes commitment to supporting you in these ways. You are expected to submit an off-the-job-hours log showing your learning, which can include subject research, assignment /assessment writing, supervised learning in the workplace and personal development (professional networking, industry events etc.).

Learners are required to maintain their own personal record of off the job learning within their portfolio and make this available to their employer and the University.

In addition to the academic staff delivering your teaching, you will be assigned a personal tutor from the academic team at the University. Their role is to support you with your academic studies and to signpost you to additional academic and pastoral support services within the University should you need them.

The University and the employer are bound by contract to work together to support you as an apprentice. This will include tripartite learner review meetings between the University, the learner, and the employer. The agenda for these learner review meetings will be shared with you in advance but will typically include:

1. A summary of your progress on programme,
2. A review of objectives set in previous reviews,
3. A review of evidence on file,
4. Identification of any emerging challenges,
5. Tracking the progress with off-the-job training hours undertaken,
6. A review of any learning support needs and
7. Agreement of an action plan if/where needed.

These reviews must be attended by the apprentice, an employer representative and a university representative (Link Tutor) and be signed by the university and apprentice. Records of these learner review meetings will be held in your profile on the APTEM system and may be audited by the DfE or OFSTED as part of their monitoring and audit processes to ensure provision of high-quality apprenticeships.

University Support

The [Student Enquiry Point](#) is a simple way to contact Student Services. Using the Student Enquiry Point tile on the Student Hub you can submit an enquiry to any of the Student Services teams, which includes:

- [Careers and Employability](#)

- [Chaplaincy for faith and spiritual wellbeing](#)
- [Mental Health and Wellbeing](#)
- [Digital Skills](#)
- [Disability and Specific Learning Difficulty \(SpLD\)](#)
- [International Student Support](#)
- [Library](#)
- [Money Advice Service](#)
- [Safeguarding \(plus British Values & EDI\)](#)
- [Skills@Cumbria](#)
- [Sports and Fitness Facilities](#)
- [University Student Accommodation](#)

As an apprentice at the University of Cumbria, you automatically become a member of the Students' Union. The Students' Union represents the views and interests of students within the University.

The Students' Union is led by a group of Student Representatives who are elected by students in annual elections. They also support approximately 400 Student Academic Reps within each cohort across the entire University. Student Academic Representatives are elected by students on a programme to represent their views. They work closely with the Programme Leader and other members of academic staff both formally via twice yearly Staff Student Forum meetings and informally. The Students' Union represent the views of their cohort and work with academic staff to continuously develop and improve the experience for all University of Cumbria students. You can find out more about who represents you at www.ucsu.me.

You can email at any time on studentvoice@cumbria.ac.uk.

Training Hours

Apprenticeships funding rules set the minimum 'off the job training hours' required for an apprenticeship to be considered valid. The specific OTJ hours for each apprenticeship standard are now defined in [annex C of the apprenticeship funding rules](#). All apprenticeship programmes must contain the minimum number of off-the-job training hours set in the funding rules that are current at the time you start your programme. Off-the-job training is defined as "*learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. Training can be delivered at the apprentice's normal place of work but not as part of their normal working duties*".

Off-the-job training reinforces practical, work-based learning with technical and theoretical learning. The focus of off-the-job training is on teaching new skills rather than assessing existing skills. Assessment does not count as off-the-job training.

Off-the-job training must be completed in normal paid working hours. Both the minimum and planned number of hours required for each apprentice will be set out in your Training Plan and Apprenticeship Agreement. It is your responsibility to maintain an up-to-date record of the off the

job learning hours completed by submitting a monthly summary of hours in the APTM system. The number of hours required in the Training Plan must be completed before you can pass gateway for final assessment.

Where it is apparent that an apprentice will be able to demonstrate competence before the planned gateway date and with fewer than the planned hours set in the Training Plan, a separate statement must be produced prior to gateway explaining why this is the case and setting out the number of hours to be completed. Apprentices must still complete the minimum number of hours in the apprenticeship standard and the minimum duration of 8 months as required by funding rules.

Your programme has been designed to support you in maintaining the required hours of off the job training by setting and/or guiding you to appropriate tasks that align with the KS&Bs for the programme using for example, workbooks, toolkits, formative assessment tasks.

The programme designed established planned hours that will be set in the Training Plan. These hours will exceed the minimum hours defined by the DfE funding rules:

<https://www.gov.uk/guidance/apprenticeship-funding-rules>

Exceptions to the Academic Regulations

This programme has the following approved exemption to the University regulations:

University Certification delivery over extended period of 15 months rather than one semester.

External and Internal Benchmarks

As an apprenticeship, this programme integrates the learning outcomes required for a higher education qualification with those defined by employers as an occupational standard for specific (but broadly based) job roles. For this programme, the outcomes are referenced to the Apprenticeship Standard for Forestry Works Manager (and also the related Assessment Plan) [Forestry works manager / Skills England](#)

The QAA Subject Benchmark Statement: Agriculture, Rural Environmental Sciences, Animal Studies, Consumer Science, Forestry, Food, Horticulture and Human Nutrition (2024) ([QAA website.](#)) has been consulted in developing this programme providing background context only given the programmes academic level.

Disclaimer

This programme has been approved (validated) by the University of Cumbria as suitable for a range of delivery modes, delivery patterns, and delivery sites. This level of potential flexibility does not reflect a commitment on behalf of the University to offer the programme by all modes/patterns and at all locations in every academic cycle. The details of the programme offered for a particular intake year will be as detailed on the programme webpage:

<https://www.cumbria.ac.uk/study/courses/apprenticeships/forestry-works-manager/>

Date of Programme Specification Production	February 2026
Date Programme Specification was last updated	April 2026

Appendix 1 Final Assessment Grading

PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO OF EVIDENCE	PRESENTATION AND QUESTIONS	OVERALL GRADING
Any grade	Fail	Fail
Fail	Any grade	Fail
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction