

Apprenticeship Standard

(England only)



Assistant Farm Manager v1.1

Industry	Land-Based	Lantra code	ST1320
Level	4	Typical duration	24 months
Funding band	£11,000	EPA cost	£2,200
Venue	Workplace or Training Centre		

Introduction to this Apprenticeship Standard

The broad purpose of the occupation is to professionally operate and support the management of an agricultural or horticultural business such as a farm.

This occupation is found in the agriculture and horticulture sectors, specifically the area of agriculture that includes sheep, dairy, cattle, beef cattle, pigs, goats, poultry, arable field-based vegetables or energy crops. In horticulture it is recommended for those working in extensive horticultural field crops. Assistant Farm Managers tend to work in sectors such as dairy, beef and sheep, arable, pigs and poultry or can work at a business which may cut across multiple sectors.

An Assistant Farm Manager may work in any size farm business as employed labour whose intention will be to progress (through succession planning) to farm management either employed or running their own business, in the future. Titles in this job sector vary and it would be appropriate to a range of farm or horticultural site management positions.

They will assist in the management at every stage, from the beginning of the product life cycle with the primary resource (seed for crops or breeding for livestock), during the production of the livestock or crops and through to either farm gate sale or direct supply to the consumer. They will consider human, plant and animal health and welfare standards, and environmental priorities.

In their daily work, an employee in this occupation interacts with and reports to the Farm Manager or general manager and collaborates with staff and external customers from deliveries of supplies, auditors, and private consumers (depending on the business). They will also deal directly with agronomists, vets, nutritionists, consultants, machinery engineers and sales personnel. They may interact and negotiate with suppliers.

Typical job titles include: Agriculture Enterprise Manager, Assistant Enterprise Manager, Assistant Estate/s Manager, Assistant Farm Manager, Assistant Production Manager, Production Manager and Trainee Farm Manager.





On-programme Apprentice activity and tracking

Apprentices will need to develop the occupational standard's knowledge, skills and behaviours in order to achieve this Apprenticeship:

- **A portfolio** – typically 15 pieces of evidence related to the knowledge, skills and behaviours assessed by the Professional Discussion
- **A portfolio** – typically 10 pieces of evidence related to the knowledge, skills and behaviours assessed by the Farm or Horticultural Site Walk
- **A record of of-the-job training** – in line with the Apprenticeship funding rules.

The on-programme portfolio will have two sections, one typically containing 15 pieces of evidence related to the professional discussion and the other containing 10 discrete pieces relating to the Farm or Horticultural Site Walk. All evidence required demonstrates that the Apprentice have covered a range of skills, knowledge and behaviours. This may include workplace documentation, witness statements, annotated photographs and video clips. Reflective accounts and self-evaluations should not be included as evidence in the portfolio.



Mandatory Qualifications

English and Mathematics qualifications in line with the Apprenticeship funding rules.

In addition, all of the qualifications/training courses as outlined in the Gateway Criteria below need to be completed.



Gateway Criteria

The Apprentice will be entered for End Point Assessment (EPA) once the Employer is satisfied that the requirements of the standard have been met and can be evidenced to an End Point Assessment Organisation and that the Apprentice is consistently working at or above the level set out in the standard.

- Apprentices must complete and submit their portfolio prior to taking their EPA
- Evidence of off-the-job training – in line with the Apprenticeship funding rules
- English and Mathematics qualifications in line with the Apprenticeship funding rules
- Apprentices must have undertaken a minimum of 12 months of training before taking the EPA
- Level 3 Award or training and assessment in emergency first aid at work minimum 3 day course (face-to-face), carried out by either an awarding organisation, a UKAS accredited trade body or voluntary aid society recognised by government as specified in HSE document GEIS 3
- Apprentices must complete Lantra Awards Level 2 Award in the Safe Use of Pesticides OR City and Guilds Level 2 Principles of Safe Handling and Application of Pesticides
- Apprentices must complete Lantra Awards Level 2 Award in the Safe Application of Pesticide Using Hand Held Equipment OR City & Guilds Level 2 Award in The Safe Application of Pesticides Using Pedestrian Hand Held Equipment.



Gateway Declaration

The Lantra Awards Gateway Declaration form must be completed, signed and dated by the Employer, Apprentice and Training Provider and uploaded onto the apprenticeship standards management system as part of the EPA Gateway process prior to the EPA taking place.

End Point Assessment – Demonstrating Learning

The EPA consists of three components in the sequence as follows:

Business Case Assignment with Questioning

The Apprentice will be required to complete a business case assignment post gateway and then write a report of up to 2,500 words. They will prepare a question and answer session on the EPA day. The business case report and question and answer session are designed to cover knowledge, skills and behaviours and will ideally take place at the Apprentice's workplace or training centre.

Professional discussion supported by a portfolio

The professional discussion is a 75 minute structured one-to-one discussion between the Apprentice and the Independent End Point Assessor (IEPA).

The discussion enables the Apprentice to demonstrate their knowledge, skills and behaviours within the standard, and will use the Apprentice's portfolio to check the Apprentice's competence and fully review the understanding of working practices and the underpinning and applied knowledge, skills and behaviours.

Farm or Horticultural Site Walk (underpinned by portfolio)

The farm or horticultural site walk is a 90 minute structured one-to-one discussion between the Apprentice and the IEPA whilst walking around their workplace.

The discussion enables the Apprentice to demonstrate their knowledge, skills and behaviours within the standard, and will use the Apprentice's portfolio to check the Apprentice's competence and fully review the understanding of working practices and the underpinning and applied knowledge, skills and behaviours.



Apprenticeship Certification

Certificates are issued by the Apprenticeship Assessment Service and sent directly to the Apprentice's Employer.



How Lantra can help

- We are specialists in environmental and land-based industries
- We offer good value and cost-effective EPA
- Our IEPAs meet and exceed the requirements of the End Point Assessment Plan
- We offer our service across the whole of England
- We use ACE360 - an apprenticeship standards management system - to manage EPA
- We are experts in the delivery of Apprenticeship Frameworks and National Occupational Standards
- With a 40-year history, delivering high quality, specialist support to the land-based industries is in our DNA.



For more information please contact us;

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