



Level 2 Award
in the
Safe Use of
Forestry Clearing Saw

Qualification Handbook

Version 1.1

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Qualification Handbook

Level 2 Award In the Safe Use of Forestry Clearing Saw

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1 Why has this qualification been developed?

The Lantra Awards Level 2 Award in the Safe Use of Forestry Clearing Saw has been developed to provide nationally recognised certification for those who operate a forestry clearing saw.

The qualification is based on Lantra National Occupational Standards (NOS) and contains one mandatory Lantra QCF unit. This ensures that personnel working within the industry meet the minimum required standards. The qualification will provide the learner with the knowledge, understanding and skills required for operating a forestry clearing saw.

Individuals may undertake training from a variety of sources; however, to achieve the qualification they must be assessed against all of the Learning Outcomes and Assessment Criteria set out in the qualification.

This Qualification Handbook provides information for Provider staff involved in the planning, delivery and assessment of the Lantra Awards Level 2 Award in the Safe Use of Forestry Clearing Saw.

2 Who is the qualification for?

This qualification has been designed for individuals to develop their knowledge, understanding and skills in the operation of a forestry clearing saw and will enable them to work safely, effectively and efficiently in the workplace. It provides the opportunity to achieve a nationally recognised qualification that reflects the National Occupational Standards for the activities they carry out. The qualification will enhance the ability of personnel to work safely, effectively and efficiently in the workplace, reducing unnecessary risks to themselves and others.

This qualification will be suitable for those currently in employment looking to enhance/update their skills and is also designed for those looking to progress into work and develop their career.

This qualification is available for learners aged 16+ wishing to develop knowledge, understanding and skills in using a forestry clearing saw.

3 What does this qualification cover?

This qualification is intended to offer learners involved in the operation of a forestry clearing saw the opportunity to achieve a recognised national qualification that reflects the national standards for the type(s) of role(s) they perform. It is relevant for persons involved with all aspects of the safe use of a forestry clearing saw.

The qualification aims to:

- Assess the learner's knowledge and understanding across a range of forestry clearing saw activities
- Assess the learner's ability to effectively and safely operate a forestry clearing saw
- Assess the learner's ability to review and develop their own practices and carry out a range of tasks to the required industry standard
- Improve awareness of health and safety legislation and how individuals can contribute to the Health and Safety Executive's (HSE) agenda.

Following Ofqual's regulatory requirements this qualification is approved for the following purpose:

- D. Confirm occupational competence and/or 'licence to practice'

Sub Purpose

- D1. Confirm competence in an occupational role to the standards required.
- D2. Confirm the ability to meet a 'licence to practice' or other legal requirements made by the relevant sector, professional or industry body

4 Quick search guide

Where to look for further details

Qualification title	Lantra Awards Level 2 Award in the Safe Use of Forestry Clearing Saw	Ofqual's Regulatory Information Technology System (RITS) https://rits.ofqual.gov.uk/Users/Home
Qualification numbers	603/0254/9	
Qualification start date	19 August 2016	
Qualification review date	31 July 2018	
Level	2	
Credits	1	
GLH	9	
Quartz ID numbers	Unit – Prepare and operate a clearing saw – 5184 Programme – 3099 Qualification - 261	
Unit numbers and titles	Prepare and Operate a Clearing Saw	Page 5
Minimum age limit	16	
Entry requirements	There are no barriers that restrict access or progression thereby promoting equal opportunity. These qualifications are not appropriate for those learners under the age of 16.	
Pre-requisites	None	
What type of Provider?	Corporate	Guidance Handbook for Corporate and Standard Providers
Assessment method(s)	Practical observation of assessment activities Verbal questioning	Assessment Handbook
Will we need an IQA?	Yes	
Will we need to have EQA visits?	Yes	
Is there a skills card available	Yes	Guidance Handbook for Corporate and Standard Providers
Fees	Registration and certification fees can be found in the Product Directory, contact the Sales team for a copy if you do not have an up to date copy (sales@lantra.co.uk).	Product Directory; Sales Team
Related documents	Lantra documents can be found on the Lantra Awards website	http://www.lantra-awards.co.uk/Home.aspx
How do I register Learners?	Via Quartzweb	Quartzweb User Guides

5 Content of qualification

This qualification is made up of one mandatory unit.

Unit Title:	Prepare and operate a clearing saw
Unit Level:	2
Unit Credit Value:	1
Unit Reference Number:	J/615/0132

Learning outcomes The learner will:	Assessment criteria The learner can:	Assessment guidance
1. Know the health and safety requirements for the use of a clearing saw	1.1 State legislation covering the use of a clearing saw	<p>State five by name with a basic outline of the implication on preparing and operating a clearing saw:</p> <ul style="list-style-type: none"> • The Health & Safety at Work Act 1974 – specified duties under the act as an employee • The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried for all activities • Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn • Manual Handling Operations Regulations 1992 – not to manually handle, use safe lifting techniques • The Control of Vibration at Work Regulations 2005 – to reduce the risk to health from vibrations • Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made • Noise at Work Regulations 2005 - hearing protection must be worn over 85db • COSHH - hazard awareness of toxic vegetation/chemicals • Countryside and Wildlife

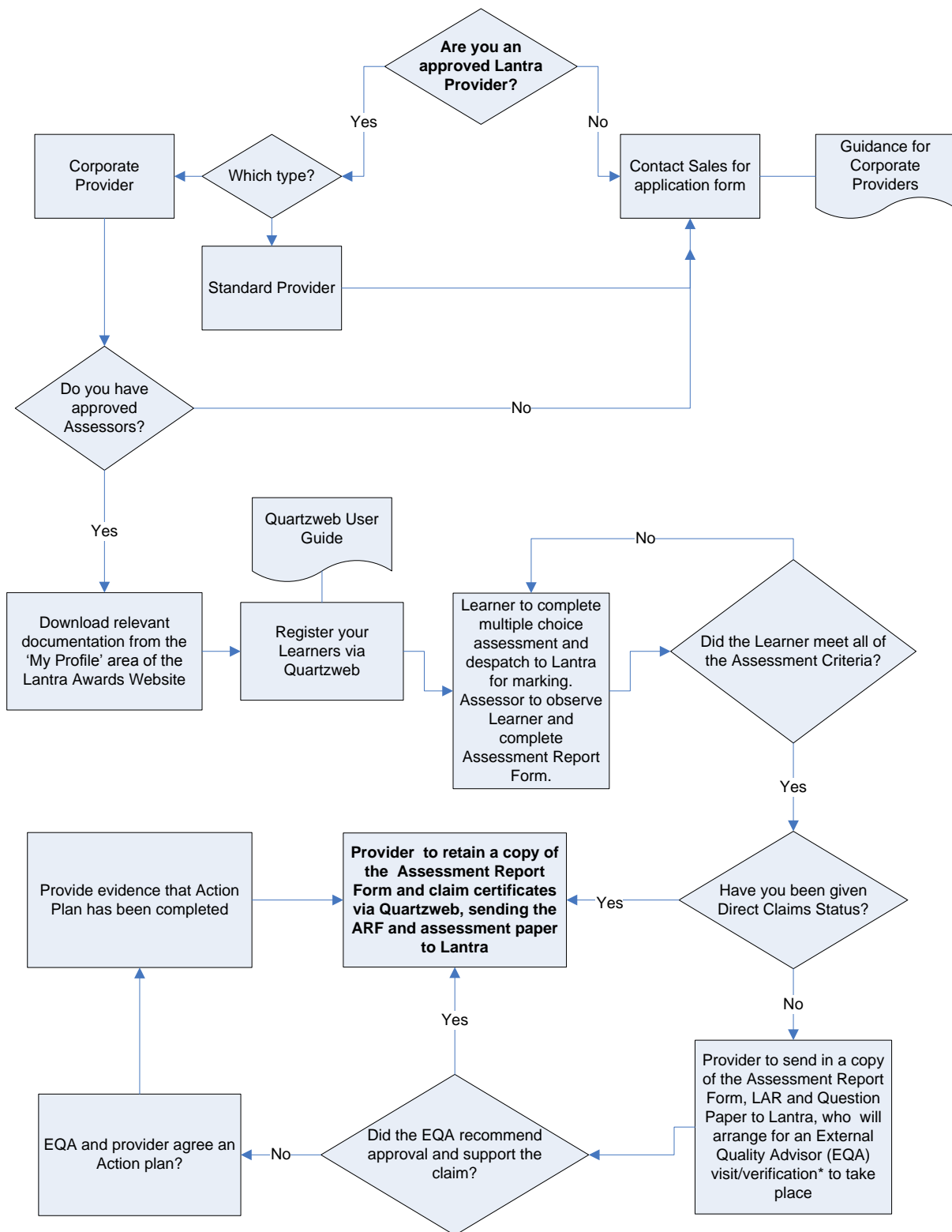
Learning outcomes The learner will:	Assessment criteria The learner can:	Assessment guidance
		Act 1981 - operation carried out at times to minimise the impact on wildlife <ul style="list-style-type: none"> • RIDDOR - reporting of dangerous occurrences and accidents
	1.2 Explain the risk assessment process	Five steps to risk assessment may contain: <ul style="list-style-type: none"> • identify the hazards • decide who might be harmed and how • evaluate the risks and decide on precautions • record your findings and implement them • review your assessment and update it if necessary
	1.3 State emergency planning procedures relevant to the work area	State five emergency procedures relevant to the work place which may include: <ul style="list-style-type: none"> • location (street, site name) • OS grid reference • designated meeting place • nearest access point • type of access (public road, suitable for light vehicles, or four-wheeled drive needed) • suitable helicopter landing area • location and phone number of nearest accident and emergency hospital • your own contact details or those of the on-site contact
2. Be able to carry out a risk assessment on a site	2.1 Identify hazards and risks associated with the working area and the proposed work	Identify three hazards and risks with the work area: Identify three hazards and risks with the proposed work:

Learning outcomes The learner will:	Assessment criteria The learner can:	Assessment guidance
	2.2 Identify safety features of the clearing saw	Identify all safety features: <ul style="list-style-type: none"> • clearly marked on/off switch • safety throttle • hand, eye, ear defender symbol • safe working distance symbol • guards • anti vibration system • exhaust fumes directed away from the operator • harness attachment points
	2.3 Carry out site inspection	Ensure the following: <ul style="list-style-type: none"> • walk the site and remove or note any hazards • confirm the site is appropriate for the operation and report to the appropriate person if the site is unsuitable • identify risks from operation of the machinery • identify risks to bystanders • implement suitable controls such as warning signs or barriers (if appropriate) • state the emergency procedures in the event of an incident or emergency
3. Be able to prepare the equipment and the site for clearing saw operations	3.1 Carry out pre start checks on the clearing saw	Pre-start checks may include: <ul style="list-style-type: none"> • all safety features are present and properly adjusted • all controls are working correctly and are identified • there are no loose or broken parts • the fuel tank is filled with the correct fuel mixture

Learning outcomes The learner will:	Assessment criteria The learner can:	Assessment guidance
	3.2 Carry out safe starting and operational checks	<p>Start the clearing saw:</p> <ul style="list-style-type: none"> • following health and safety procedures • manufacturers recommendations <p>This may include:</p> <ul style="list-style-type: none"> • check all the safety features are fitted and working prior to starting the clearing saw • move at least four metres away from the fuelling point, any source of ignition and other people • lay the clearing saw on the ground, ensuring that the cutting head is clear of the ground surface <p>State procedures if blade is not stationary at idle.</p>
	3.3 Use Personal Protective Equipment (PPE) and machine safety features for clearing saw operations	<p>Select and use appropriate PPE for clearing saw operation to include:</p> <ul style="list-style-type: none"> • head protection • face/eye protection • ear defenders • safety footwear • suitable clothing • first aid kit
4. Be able to operate a clearing saw	4.1 Carry out the operation using a clearing saw	<p>Operate the clearing saw as appropriate to work situations covering at least 30m²</p> <p>One handed cutting is acceptable providing the machine is attached to the operators harness and the handle bar is effectively braced against the body.</p> <p>Techniques demonstrated must include: Single cut – up to 50mm Over lap cut – 50mm – 120mm Sink cut – over 120mm</p> <p>Conventional or inverted sinks may be used according to site conditions</p>

Learning outcomes The learner will:	Assessment criteria The learner can:	Assessment guidance
	4.2 Carry out post operational checks	Ensure that: <ul style="list-style-type: none"> • site is safe and secure • debris cleared according to site specification • breakdown the site • inspect and clean clearing saw
5. Carry out maintenance on a clearing saw	5.1 Explain the function and maintenance requirements of individual components	Explain the process for maintaining a clearing saw which may include: <ul style="list-style-type: none"> • air filter • spark plug • cooling system • exhaust system • starter mechanism • fuel filter • power unit/covers • angle drive • blade
	5.2 State the safety requirements for operating a clearing saw	Safety requirements may include: <ul style="list-style-type: none"> • wear protective clothing at all times • ensure personal safety • ensure safety of bystanders • maintain minimum safe working distance of twice the length of the longest product or a minimum of 15m at all times
	5.3 Carry out maintenance on the clearing saw	maintain a clearing saw which may include: <ul style="list-style-type: none"> • air filter • spark plug • cooling system • exhaust system • starter mechanism • fuel filter • power unit/covers • angle drive • blade
	5.4 Reassemble the clearing saw to a functional and operational standard	upon completion of maintenance activities the clearing saw is reassembled in line with the operators handbook

6 How is this qualification delivered?



*The external quality assurance process will either be by way of a visit or by sample of assessor's assessment records.

6.1 Delivery in the UK

The specification for this qualification is approved for delivery in the United Kingdom. Ofqual regulates the qualification in England, Northern Ireland and Wales.

Although RQF qualifications are not regulated in Scotland, they are available to anyone who wishes to use them. Lantra makes no distinction between providers and learners in Scotland and those elsewhere.

6.2 Who can deliver this qualification?

Only Lantra approved Providers can deliver this qualification. For further information on becoming approved please contact our sales team via sales@lantra.co.uk or call on 024 7669 6996.

6.3 Funding

Approved qualifications may be eligible for funding from either the Education Funding Agency (EFA) or the Skills Funding Agency (SFA), or equivalent bodies in Wales and Northern Ireland. The qualification is listed on The Register of Regulated Qualifications and the Learning Aim Reference Service (LARS). Funding may be available to organisations which meet the requirements of the relevant agency.

6.4 Costs

The fees for this qualification and associated units are detailed in the Product Directory. Fees are subject to review so please ensure you check for the current fee before registering learners. For a current list of all Provider approval, learner registration charges and quality assurance charges please access the published fees list on the Lantra Awards website.

6.5 Unique Learner Number (ULN)

It is a requirement that Awarding Organisations capture the ULN for all learners intending on claiming certification for an Award, Certificate or Diploma. The ULN should be entered in the ULN field on the learner registration form, which is required at the point of registration.

For information on how to obtain ULNs for your learners, please refer to the Learning Records Service guidance <https://www.gov.uk/government/publications/lrs-unique-learner-numbers>.

Where the assessment takes place in Scotland a ULN is not required.

6.6 Certification

6.6.1 Claiming certification

Once a learner has met all of the assessment criteria, and achieved the required pass mark, then the test results and certificates will be issued by Lantra for Providers to distribute to individual learners. Providers can also register learners for a skills card if this is required.

Upon approval, Providers will be issued with a username and password which will provide access to Quartzweb. A user guide is provided in the member login area which contains instructions on how to register learners and claim certificates. Please refer to your approval letter for details on how to access Quartzweb.

Providers should be aware that learner certification may be withdrawn if assessment is non-compliant. Lantra will support Providers when requirements are not met by implementing sanctions; developing action plans; providing recommendations.

6.6.2 Skills card

If the learner requires a skills card, they must supply their Provider with two passport-sized photographs before the assessment starts. The Provider must verify that the photo is of the learner being assessed, either by signing the back or by emailing the digital photograph to qualifications@lantra.co.uk containing the following statement; *'I certify that this is a true likeness of [learner's full name]'*. The email should include the Provider name, the qualification title, the date of assessment and the learner's full name and ULN.

6.6.3 Direct claims status

Direct claims status enables Providers to claim certification directly without the need for an External Quality Advisor (EQA) (known previously as an External Verifier) visit to take place. Initially a claim by a new Provider can only be made after an EQA has conducted a visit, approximately 6 months following Provider approval.

Where an EQA identifies a programme is running successfully, recommendation may be made to award the Provider direct claims status. Where this is granted the Provider must retain all assessment evidence until the EQA has quality assured the work as meeting national standards. Direct claims status may be withdrawn if access is not given to completed learners' evidence where certificates have already been claimed.

A system must operate within the Provider to ensure all assessors assess to the required standard. The IQA will be required to observe each assessor, retaining evidence of observations which must be made available during EQA visits. The EQA may request to sample the process and observe assessors. If the EQA is not confident with how the Provider is operating they may recommend the withdrawal of direct claims status.

Should a Provider be imposed with a Level 2 sanction, direct claims status will automatically be removed. Further information on sanctions can be found in the Guidance Handbook for Corporate and Standard Providers.

6.6.4 Replacement certification and skills card

Lantra will issue a replacement certificate and/or skills card if a learner loses the original, provided that the learner can provide proof of identity (for example, birth certificate, wedding certificate, driving licence) and can give details of the Provider they were registered with. Lantra will check all claims for replacement certificates against the original certificate claim form. The Provider may be contacted for authentication. The certificate will be clearly marked as a replacement. There is a fee for all replacement certificates and skills cards; contact Lantra for the current fee.

6.7 Complaints

The Lantra Complaints Procedure is published in the Provider Agreement; and a copy of the procedure is available on the Lantra Awards website.

6.8 Appeals

Lantra has an enquiries policy and appeals procedure that can be used in for this circumstance. There are fees for enquiries and appeals, which will be refunded in full if the appeal is upheld or if a learner's results are changed as a result of an enquiry. See the Lantra Policies Document, available on the Lantra Awards website.

6.9 Malpractice

Where malpractice is suspected, especially where there is doubt on the integrity of the assessment process, Lantra will immediately suspend further certification claims whilst an investigation is carried out. The regulatory authorities will be notified of any investigations and their outcome. You will be required to provide information about the suspected malpractice and the circumstances surrounding the matter. You should also refer to the malpractice procedure in the Lantra Policies Document for information about how Lantra investigates such cases.

6.10 Recognition of prior learning

Recognition of prior learning (RPL) is defined as 'A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.'

It is important that Providers make it clear to learners that the RPL process is associated with how the learner has acquired the knowledge, understanding or skills; it does not mean the learner is exempt from the assessment.

It is the responsibility of the Assessor to decide if RPL evidence provided by the learner is valid and meets the relevant assessment criteria. Where the Assessor decides that the RPL

does meet the assessment criteria, this must be clearly signposted in the tracking documentation.

It is recommended Providers refer to Lantra's Recognition of Prior Learning Policy.

6.11 Environmental issues, health and safety considerations

Environmental issues and health and safety considerations should be considered as part of the taught content for this qualification.

6.12 Health and Safety – Young people

This qualification can be offered to learners in the 16-19 age group. However, the Health and Safety at Work Act 1974 requires employers to ensure the health, safety and welfare at work of their employees and for training Providers to safeguard learners. Young people under the age of 18 can be exposed to risk when using work equipment due to immaturity, lack of experience or lack of awareness of existing or potential risks. Therefore, young people in this age group will need close supervision.

For more information about young people at work, see Management of Health and Safety at Work Regulations 1999.

6.13 Additional requirements

Lantra publishes its Equality and Diversity Policy in the Policies Document; available on the Lantra Awards website.

Providers are expected to make appropriate arrangements, including reasonable adjustments; these are detailed in the Policy to ensure that learners with additional needs can access assessments wherever possible. The Equality and Diversity Policy covers alternative assessment arrangements which can be made for learners with visual and/or auditory impairment, permanent or temporary physical impairment, specific learning difficulties or dyslexia and learners for whom English is a second language.

Reasonable adjustments must not, however, result in a change to the learning outcomes and assessment criteria, for example within this qualification learners must understand product information which includes being able to interpret product labels which will be written in English.

A Provider must apply for reasonable adjustments to Lantra using the reasonable adjustments request form in the equality and diversity policy six weeks prior to the assessment taking place, before alternative assessment arrangements are made.

7 What does a Provider need to do?

7.1 Management support

Experience has shown that qualification programmes run more effectively when given support by senior management. This can be achieved by appointing an IQA from the senior management team, or by ensuring they are given the authority to monitor the quality management systems for the programme and to implement any required changes.

The IQA will need authority to allocate tutors, take responsibility for their training and development and to take remedial action and for implementing action points agreed with the External Quality Assurer (EQA) if appropriate.

Management support can be demonstrated by ensuring the appropriate team members are allocated to the programme and given sufficient time and resources to carry out their role(s) effectively.

7.2 Provider records

Organisations may already hold records within their own systems which could be used to store records, provided that the information required is accessible. Providers offering regulated (e.g. RQF, SCQF registered qualifications) must ensure that separate records are retained for such learners. Lantra does not prescribe the format in which records are kept.

Standard documents which can be used are provided in the appendices if required.

Provider records must include:

- data about individual learners, including any special needs
- assessment and action plans
- learner registration
- achievement of units
- feedback given to learners by assessors
- learners' evidence sampled by IQAs
- feedback given to assessors by IQAs
- learner induction plan.

All records must be stored securely to avoid being falsified or fraudulent claims made. All assessment records must be retained at the Provider for at least three years after the learner has completed the programme.

Providers should adhere to funding arrangements where appropriate.

7.3 Support for learners

Learners will need to follow an induction programme designed on a particular element or unit so that they (and assessors) become familiar with the way the qualification operates.

Many learners, particularly if they are mature adults, will already have pre-existing skills and knowledge. A system will need to be introduced to identify these skills and how evidence from prior achievements can be recorded – see section 6.10 Recognition of prior learning.

Assessors will need to identify the day-to-day work activities for each learner so guidance can be given on the most appropriate starting point for the individual to start collecting evidence. This process underpins the development of an assessment plan for each learner. Assessment plans should be monitored and reviewed regularly so learners continue to make progress and look for appropriate evidence.

Some Providers will have staff working in education guidance; in other Providers, assessors may provide this support. It is important each learner has appropriate support and is directed towards additional support if required. Guidance on career opportunities may also be required.

Learners with particular requirements may also need support from the provider. Refer to equality and diversity in section 6 of the Provider Annual Agreement and also Lantra's equality and diversity policy available on the website for information relating to reasonable adjustments/special arrangements.

8 Administration

8.1 Administration process for registration and certification

Upon approval, Providers will be issued with a username and password which will provide access to Quartzweb. A user guide is provided in the member login area which contains instructions on how to register learners and claim certificates. Please refer to your approval letter for details on how to access Quartzweb.

Learners may transfer registration from one unit/qualification to another, provided they are both offered by Lantra. This will incur an administrative fee; if the registration fee is higher for the second qualification, Providers will be invoiced for the difference. No refunds will be made if the registration fee for the second qualification is lower. Learners transferring to a different Provider must re-register at the new Provider, who may charge a different fee. Lantra will charge a full learner registration fee to the learner's new Provider.

Learners must be informed when they have been registered.

8.1.1 Registering the learner

Please refer to the Quartzweb user guide for details on how to register learners.

For each learner the surname/family name, first name and the initials of any other names are required, as well as their date of birth and post code. The date of birth is important to distinguish between learners with the same name. Awarding Organisations are required to provide data to the regulatory bodies about learner characteristics, which is why we ask you to provide details of their gender, ethnic origin and whether they have requested any reasonable adjustments. This is so that achievements can be monitored for equal opportunities purposes and to ensure fair access to training and qualifications is achieved.

8.1.2 Certificate claims

Certificates can only be claimed for learners who are registered for the qualification through a Provider which is approved by Lantra. All certificate claims are checked against Provider approval records and learner registration records. No certificates will be issued unless the learner is registered.

The name as detailed on Quartzweb is how it will appear on the certificate.

8.1.3 Regulatory authorities

Occasionally Ofqual (the Qualification Regulator) may visit Providers and require access to premises, meetings, learner assessment records, internal verification records, documents, data, learners and staff. If Providers refuse access Lantra as the Awarding Organisation is then required to suspend all certificate claims.

How does a provider deliver this qualification?

8.2 Assessment Strategy

For this qualification, an assessment strategy document is available in the Assessment Handbook which is to be used by all Providers offering the qualification; the strategy contains details on;

- Methods of assessment
- Key safety-critical and technically-critical aspects

The Assessment Handbook can be downloaded from the 'My Profile' area of the website. Providers, Assessors and IQAs must ensure that they are familiar with the specifications and the requirements they include.

Information regarding test regulations is provided in Annex 1 of the Guidance Handbook for Corporate and Standard Providers.

8.2.1 Feedback to learners

Throughout study assessors should aim to provide feedback to learners on how they are progressing through the qualification to ensure that on the day of the assessment they are ready for the requirements of the verbal questioning and the practical assessment.

Feedback should be positive, constructive and used for future planning.

8.2.2 Learner records

Providers need to retain records monitoring the learners' progress through the qualification, when elements and/or units were achieved, feedback from assessments and any action plans agreed, in addition to the Assessment Report document. IQAs and EQAs will need access to these records to carry out their roles effectively. All assessment records must be retained for a period of at least three years after learners completed the programme. All records must be kept securely so that there is no opportunity for them to be falsified or for fraudulent claims to be made.

There is no prescribed format for these records and Providers may well wish to incorporate them into documentation they already maintain within their own organisation. If the Provider already works to quality management systems such as the SQMS, the ISO9000 series or is required to maintain records for government funded training schemes, that documentation will almost certainly provide the basis for assessor records. Providers offering RQF qualifications and SVQ qualifications must ensure that separate records are kept for RQF learners and SVQ learners.

8.2.3 Summary

Assessors are expected to:

- be familiar with the requirements of the unit(s) they are assessing, including the assessment strategies
- carry out induction for learners
- make judgements about the evidence
- use the appropriate assessment methods
- review progress and give constructive feedback to learners
- maintain records for each learner.

8.3 Census Ethnic Group Classifications (2011)

Please use the following code(s) to indicate ethnicity when completing the learner registration.

England and Wales		Northern Ireland		Scotland	
01	White: English/Welsh/Scottish/ Northern Irish/British	19	White: White	30	White: Scottish
02	Irish	20	Irish Traveller	31	British
03	Gypsy or Irish Traveller	21	Asian/Asian British: Indian	32	Irish
04	Any other White background	22	Pakistani	33	Any other White background
05	Mixed/multiple ethnic groups	23	Bangladeshi	34	Mixed: Any mixed/multiple Ethnic background
06	White and Black Caribbean	24	Chinese		Asian, Asian Scottish or Asian British:
07	White and Black African	25	Black, Black Irish or Black British: Black Caribbean	35	Indian
08	White and Asian	26	Black African	36	Pakistani
09	Any other Mixed/multiple ethnic background	27	Black other	37	Bangladeshi
10	Asian/Asian British: Indian	28	Mixed: Mixed ethnic group	38	Chinese
11	Pakistani	29	Other ethnic group: Any other ethnic group	39	Any other Asian background
12	Bangladeshi			40	Black, Black Scottish or Black British: Caribbean
13	Chinese			41	African
14	Any other Asian background			42	Any other Black background
15	Black/African/Caribbean/ Black British: African			43	Other ethnic group: Any other ethnic group
16	Caribbean				
17	Any other Black/African/ Caribbean background				
18	Other ethnic group: Arab				
	Any other ethnic group				

The information provided in this document was correct at the time of publication. Lantra may update this information at any time. Please refer to the Lantra Awards website, www.lantra-awards.co.uk and/or the online Provider profile for the latest downloadable version.



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