



# Developing National Occupational Standards

Liz Pridgeon

## Aims

- To introduce you to Lantra and our work
- To provide an overview of the UK skills system and the role of Sector Skills Councils
- To introduce National Occupational Standards, what they are and how they are developed
- How National Occupational Standards are used to support industry

# LANTRA

Raising skills, backing business

## Who is Lantra?

Lantra is a UK based organisation, operating with a government licence as the Sector Skills Council for land based industries

Lantra also runs an awarding organisation, Lantra Awards, which develops and administers training and qualifications

[www.lantra.co.uk](http://www.lantra.co.uk)

## The 17 industries in our footprint

### **Animal health and welfare:**

- Animal care
- Animal technology
- Equine
- Farriery
- Veterinary nursing.

### **Environmental industries:**

- Environmental Conservation
- Fisheries management
- Game and wildlife management
- Horticulture, landscaping and sports turf.

### **Land management and production:**

- Agricultural crops
- Agricultural livestock
- Aquaculture
- Fencing
- Floristry
- Land-based engineering
- Production horticulture
- Trees and timber.

## What we do

### Engage Employers

Industry action plans  
Business intermediaries  
Regional/local partners  
National delivery plans

### Influence Partners

Liaise with National  
Governments and agencies  
Liaise with regional economic  
agencies and UK funding  
bodies

### Learning & Skills Infrastructure

National Occupational  
Standards  
Apprenticeship Frameworks  
Sector Qualification Strategy  
Sector Provider Partnership

### Core Functions

Research  
Marketing & Communications  
Careers IAG  
Products and Services

## Roles and responsibilities in the UK VET

**Set National Occupational Standards** - Sector Skills Council (SSC)

**Syllabus design & assessment** - Awarding Bodies/SSC

**Recognition of qualifications** - SSC/Qualification Regulators

**Teaching & Training** - Schools/Colleges/Universities

- Employers/Private Providers

**Assessment & certification** - Awarding Bodies

**Planning/Funding** - National Funding Agencies/Employers

**Quality Assurance** - Regulators/Awarding Bodies/Inspectorates

## Working with Industry

- Undertake research to find out what industry requires of its workforce, skills gaps
- To review the job profiles for their industry area
- To develop/review the National Occupational Standards
- To propose the structure for Vocational Qualifications and Apprenticeships
- To support and feedback on qualifications, all levels

## National Occupational Standards

### **What are they?**

National Occupational Standards (NOS) are benchmarks of good practice

They specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the relevant underpinning knowledge and understanding



## National Occupational Standards

### What the phrase means

National - they apply to the whole of the UK

Occupational – they define the key functions someone should be able to carry out in an occupation

Standards – they cover the outcomes that must be achieved

## National Occupational Standards

### How they can be used

To inform the content of qualifications and training

For human resource management and development e.g.

- workforce planning
- performance appraisals and development systems
- job descriptions
- workplace coaching
- continuing professional development

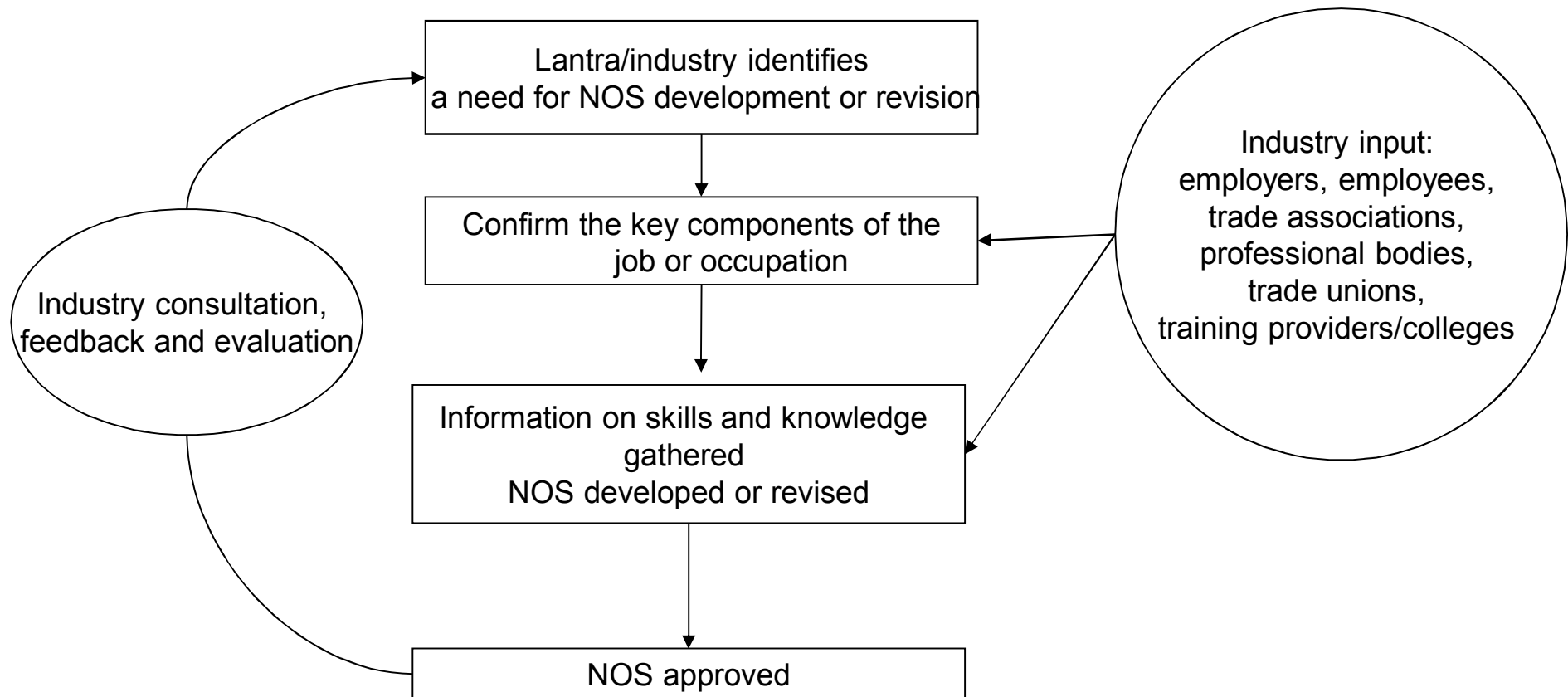
## What National Occupational Standards are not

Courses – they do not describe the detailed learning

Units and qualifications – they do not describe learning outcomes or assessment requirements, but are used to inform developments

Levelled – they are not developed according to qualification level

## How are NOS developed and maintained?



## How are NOS developed?

### Occupational analysis

- Size and profile of a sector
- Key trends
- Types of occupations
- Opportunities for progression and career routes

## Types of Occupations

Sector: Arboriculture

- Area Manger
- Contracts manager
- Arboriculture Consultant
- Climber/Aerial Tree Worker
- Foreman
- Instructor
- Arboricultural Technician
- Tree Surgeon
- Tree Preservation Order Officer

# Sector Job Profiles

What are they?

“When an individual NOS unit is assembled together into job descriptions, they provide the job specific competence frameworks that represent industry job roles.”

## Planning Forester

- Prepare & manage harvesting, thinning programmes
- Lead on the preparation of work plans for operational sites
- Co-ordinate inter-team input and manage work plans
- Organise, manage and present surveys for timber production
- Develop LISS management plans for selected areas



## Progression and career routes Planning Forester

Entry requirements	Initial training and development	Career progression
Candidates must be: at least 22 years old, have a relevant degree in forestry, working knowledge of Geographic information systems	Candidates will under take relevant technical training e.g, silvicultural systems	Candidates may look to progress to specialist areas such as Recreation and Tourism, Forestry Operations Management

## How are NOS developed?

Functional analysis:

Examining the activities a person is expected to do as part of their job by:

- Identifying the key purpose
- Identifying the main functions
- Identifying NOS titles (ask what needs to happen to achieve each main function)

## Example of a functional analysis

**Key Purpose:** Provide day to day link between operation and planning teams in the Forest planning department

Main Functions	Possible NOS
A. Prepare & manage harvesting programmes	A1. Prepare harvesting programmes for production A2. Prepare harvesting plans to meet production forecasts
B. Prepare work plans for sites	B1. Prepare work plans for operational sites B2. Manage the teams inputting into the work plans
C. Manage surveys for timber production	C1. Organise surveys for timber production etc

## What National Occupational Standards look like

**Title** – Manage tree establishment and maintenance

**Overview** – This standard is about managing operations related to the establishment and maintenance of trees. It includes the planning and the establishment of new woodlands, including knowledge of site planning. The management of woodland maintenance using silvicultural systems to achieve the objectives of the management plan.

## What National Occupational Standards look like

### **Performance** (what the learner must do)

1. Assess the risk associated with the site and the proposed works
2. Determine the specification for establishment and maintenance according to site/management objectives
3. Select, appoint and manage contractors to conduct harvesting and extraction operations
4. Maintain the health and safety of yourself and others at all times in accordance with current legislation

## What National Occupational Standards look like

**Knowledge and understanding** (you need to know and understand)

1. How to identify hazards and assess risks and interpret risk assessments
2. How to choose the right quality, compatibility, size and species of stock
3. Operational requirements of the management plan
4. Silviculture systems and methods
5. Correct treatment of heritage, biodiversity and landscape designations
6. Contract management and grants systems

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## Online Skills Tools

Skills Manager

National Student Database

Job Shop

CourseFinder/One Stop Shop

Enterprise Essentials

 UpskillUK  
ONLINE SOLUTIONS FOR SSC'S



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**MY SKILLS**



- Review my job role
- Identify my skills gaps
- Update my development plan
- Request endorsement

**MY ACHIEVEMENTS**



- View/Update my achievements
- View my job-based endorsements
- View my CPD points

**MY DEVELOPMENT PLAN**



- View & prioritise my skills gaps
- Search for learning

**MY TARGETS**



- View my job targets
- Comment on my targets

**MY TARGET ROLE**



- View/Select my target role
- Compare my current skills
- Identify my skills gaps
- Add to my development plan

**MY REVIEW**

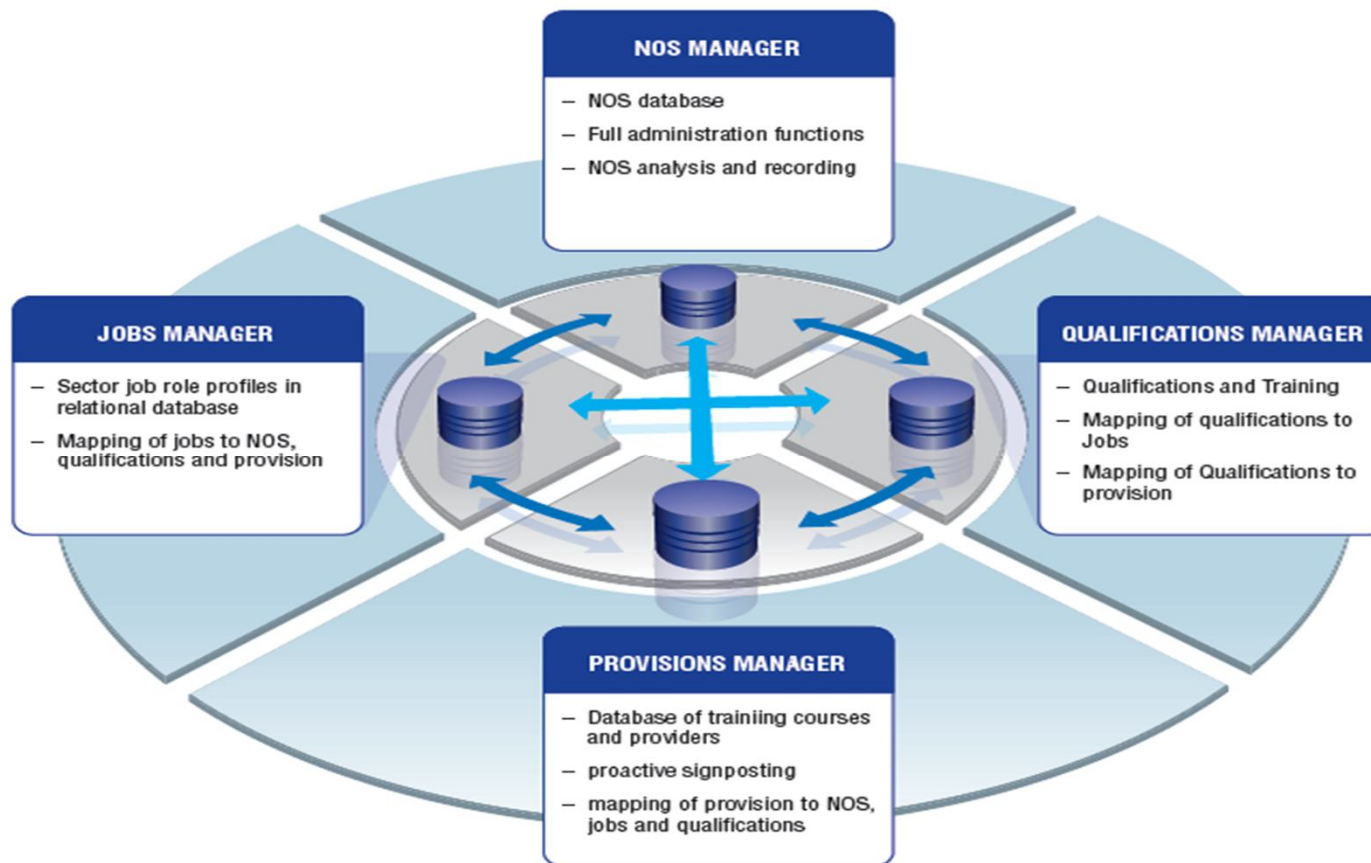


- Follow 3 simple, automatic steps to prepare for my review
- Comment to my manager





## Skills Manager Structure



## Skills Manager

MY SKILLS - CURRENT ROLE Job Download

Personal Skills and Development | Customer/Sales Skills | Health, Safety, Security and the Environment

Equipment and Machinery | **Technical**

ESSENTIAL SKILLS	DETAILS	SELF ASSESSMENT	ENDORSED STATUS		
		STATUS			
Assist with the maintenance of grass surfaces	↗	<input checked="" type="checkbox"/>	Endorsed		
Assist with planting	↗	<input checked="" type="checkbox"/>	Endorsed		
Assist with establishing plants after planting	↗	<input checked="" type="checkbox"/>	Endorsed		
Assist with maintaining the health of plants	↗	<input type="checkbox"/>	Unendorsed		
Assist with controlling unwanted plants	↗	<input checked="" type="checkbox"/>	Endorsed		
Maintain compliance with conservation requirements	↗	<input type="checkbox"/>	Unendorsed		
Manipulate plants to achieve desired results	↗	<input type="checkbox"/>	Unendorsed		

Any skills not endorsed by your manager will remain in your development plan. Endorsed skills will be removed from your development plan and added to your achievements.

Request Endorsement

DESIRABLE SKILLS	DETAILS	SELF ASSESSMENT	ENDORSED STATUS		
		STATUS			
Receive and care for planting stock	↗	<input checked="" type="checkbox"/>	Unendorsed		
Prepare to receive goods and materials	↗	<input checked="" type="checkbox"/>	Unendorsed		

### Job Skills

Individuals are encouraged to carry out a self assessment of their current skill levels against industry approved job role profiles using National Occupational Standards as a “benchmark”.

The team manager can then endorse the skills of the individual or leave unendorsed as a skills gap

The job role can be downloaded from Skills Manager here also

## Skills Manager

The screenshot displays the Lantra OCF Skills Manager interface. At the top, the user is identified as 'Assistant Greenkeeper/Groundsman'. The main window, titled 'Lantra OCF', contains a table with three columns: 'Description', 'Performance', and 'Knowledge'. The 'Description' column is currently selected and displays the following text:

**MAINTAIN ENVIRONMENTAL GOOD PRACTICE AT WORK**

It is about taking positive steps to minimise damage to the environment and disturbance to habitats; thinking before undertaking every task, and completing tasks and activities in a way which causes as little damage or disturbance as possible.

Below the description, there are two rows of skills listed:

- Prepare loads for moving (LBSE2.1)
- Move loads (LBSE2.2)

On the right side of the interface, there is a vertical list of skills with checkboxes, and a button labeled 'ADD SKILL'. A pagination indicator '1 | 2 | 3' is also visible.

## Skills Manager

MY OBJECTIVES				
TARGETS	DATE	EDIT STATUS	COMMENTS/ASSESSMENT	COMPLETION DATE
test	11 May 2009		(1)	
test target	19 May 2009		(1)	
test target	21 May 2009			
test	29 May 2009			
test test test	23 Jun 2009		(1)	

Add

### Objectives

The individual and team manager can record and monitor both their job related and personal objectives

Skills Manager can assist the employer in the annual review process, through the recording of overall annual performance rating for individuals

## Skills Manager

MY NEXT ROLE

Arboricultural Officer/Woodland Officer

Set New Target Role

Supervisory and Management | Personal Skills and Development | Customer/Sales Skills

Health, Safety, Security and the Environment | Equipment and Machinery | Technical

ESSENTIAL SKILLS	DETAILS	I HAVE THIS SKILL	ENDORSED SKILL
Survey trees	↗	<input type="checkbox"/>	<input type="checkbox"/>
Inspect trees	↗	<input type="checkbox"/>	<input type="checkbox"/>
Monitor and maintain tree health	↗	<input type="checkbox"/>	<input type="checkbox"/>
Manage establishment and maintenance operations	↗	<input type="checkbox"/>	<input type="checkbox"/>
Administer tree protection legislation	↗	<input type="checkbox"/>	<input type="checkbox"/>
Manage veteran trees	↗	<input type="checkbox"/>	<input type="checkbox"/>
Carry out conservation activities	↗	<input type="checkbox"/>	<input type="checkbox"/>
Maintain compliance with conservation requirements	↗	<input type="checkbox"/>	<input type="checkbox"/>

### My Next Role

The individual and team manager can set a next role that highlights aspirations of career progression and the additional skills and competencies required in order to achieve this.

Conversely this area of the system can be used for succession planning

## What is Agripass?

Agripass is a specific version of Lantra's Skills Manager online skills recording and development tool.

It has been agreed in principle with the EU Social Partners in Agriculture to be adopted for skills matching.



**Questions?**

## Workshop 1

Identifying the main jobs in Forestry at different levels

Develop progression and career routes

Developing functional map for Forestry Industry