apprenticeship
FRAMEWORK

The Water Industry (England)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 6 APRIL 2015

Modifications to SASE came into effect on 6th April 2015. These changes **ONLY** relate to the Transferable Skills requirements of a framework and they **ONLY** apply to **new Apprenticeship starts on, or after, 6th April 2015**. Apprenticeships starts before this date must continue to meet the 2013 SASE requirements for Transferable Skills. For more details of the changes and how they will affect new Apprenticeship starts, please read the following preface page to the framework document.

NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR02903

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Apprenticeships

CHANGES TO TRANSFERABLE SKILLS REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 6TH APRIL 2015

Modifications to SASE came into effect on 6th April 2015. The changes ONLY relate to the Transferable Skills requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 6th April 2015. Apprenticeships started before this date must continue to meet the 2013 SASE requirements for Transferable Skills.

The modifications removed the "5 year rule", meaning that acceptable qualifications, achieved before September 2012, are now in scope. This includes iGCSEs, A and AS Levels, O Levels and Key Skills. However, there are still minimum grade/level requirements that need to be achieved, depending on the level of Apprenticeship being undertaken. There have also been some changes to the minimum grade/level requirements which, in summary are:

Intermediate Apprenticeship:	GCSE/iGCSE/A and AS Levels - minimum acceptable grade is now E, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs/A/AS Levels)
	Key Skills - minimum acceptable is Level 1, irrespective of achievement date
	O Levels – minimum acceptable grade is C, irrespective of achievement date
Advanced Apprenticeship:	GCSE/iGCSE - minimum acceptable grade is now C, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs)
	A/AS Level - minimum acceptable is grade E, irrespective of achievement date
	Key Skills - minimum acceptable is Level 2, irrespective of achievement date
	O Levels - minimum acceptable grade is C, irrespective of achievement date
Higher Apprenticeship:	There remains no mandatory requirement for Transferable Skills qualifications to be achieved.

Please note that some frameworks may have grade/level requirements that are above the SASE minimum requirements. Please check the framework to ascertain where this is the case and/or check directly with the specific Issuing Authority responsible for the framework.

The updated version of SASE, and guidance documents, can be accessed here: http://afo.sscalliance.org/SASE

PLEASE NOTE THAT THAT THE NEW REQUIREMENTS FOR TRANSFERABLE SKILLS, AS DETAILED ABOVE, OVERRIDE THE NOTES AND GRADES/LEVELS ASSOCIATED WITH THE TRANSFERABLE SKILLS TABLES, WITHIN THIS DOCUMENT. Until the Transferable Skills tables can be updated, any references to "**achieved before Sept 2012 and within 5 years of starting Apprenticeship**" or "**achieved before September 2012, otherwise at any time prior to starting Apprenticeship**" can now be ignored.

Over the next few months, the Transferable Skills section within AFO will be amended to reflect the SASE modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

The Water Industry (England)

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Framework summary

The Water Industry

Intermediate Level Apprenticeship in the Water Industry

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 2 include:

Pathway 1: Intermediate Level Apprenticeship in the Water Industry

Competence qualifications available to this pathway:

C1 - CABWI Level 2 Diploma In Distribution Control (QCF)
C2 - CABWI Level 2 Certificate In Leakage Detection (QCF)
C3 - Level 2 Certificate In Network Construction Operations (Water) - Service Layer (QCF)
C4 - Level 2 Diploma In Network Construction Operations (Water) - Main Layer (QCF)
C5 - Level 2 Diploma In Network Construction Operations (Water) - Repair and Maintenance (QCF)
C6 - CABWI Level 2 Extended Diploma in Operating Process Plant (Ground Water Treatment)
C7 - CABWI Level 2 Diploma in Operating Process Plant (Ground Water Treatment) (QCF)
C8 - CABWI Level 2 Diploma in Operating Process Plant (Surface Water Treatment) (QCF)
C9 - CABWI Level 2 Extended Diploma in Operating Process Plant (Surface Water Treatment)
C10 - CABWI Level 2 Diploma in Operating Process Plant (Waste Water Treatment) (QCF)
C11 - CABWI Level 2 Extended Diploma in Operating Process Plant (Waste Water Treatment)
C12 - CABWI Level 2 Diploma in Operating Process Plant (Sludge Treatment) (QCF)

Knowledge qualifications available to this pathway:

K1 - CABWI Level 2 Diploma In Water Engineering (Water Operations) (QCF)
K2 - CABWI Level 2 Diploma In Water Engineering (Network Construction Operations) (QCF)
K3 - CABWI Level 2 Diploma in Water Engineering (Wastewater Operations)
K4 - CABWI Level 2 Diploma in Water Engineering (Water Supply) (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 2: Intermediate Level Apprenticeship in Sewerage Operations and Maintenance

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - CABWI Level 2 Diploma in Sewerage and Drainage Operations

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

The Water Industry

Advanced Level Apprenticeship in the Water Industry

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 3 include:

Pathway 1: Advanced Level Apprenticeship in the Water Industry

Competence qualifications available to this pathway:

C1 - CABWI Level 3 Certificate In Maintain Water Supply (Network) (QCF)

C2 - CABWI Level 3 Certificate In Water Fittings Regulations Enforcement (QCF)

C3 - CABWI Level 3 Diploma In Controlling Process Operations (QCF)

C4 - CABWI Level 3 Diploma In Designing Water Networks (QCF)

C5 - CABWI Level 3 Diploma In Leakage Control (QCF)

C6 - CABWI Level 3 Diploma In Managing and Controlling Process Operations (QCF)

C7 - CABWI Level 3 Diploma In Network Construction Operations (Water) (QCF)

Knowledge qualifications available to this pathway:

K1 - CABWI Level 3 Diploma In Water Engineering (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Framework information

Information on the Issuing Authority for this framework:

Energy and Utility Skills

The Apprenticeship sector for occupations in electricity, gas and water supply, and waste management (also includes gas utilisation, recycling and waste water collection and treatment)

Issue number: 10	**This framework includes:**
Framework ID: FR02903	Level 2 Level 3
Date this framework is to be reviewed by: 01/10/2016	This framework is for use in: **England**

Short description

The water industry faces some key challenges including an ageing workforce, ageing infrastructure, a need to embrace new technologies to meet low carbon targets and a skills deficit in craft and technical roles.

The purpose of this Intermediate and Advanced Apprenticeship is to support the industry to address these challenges by developing occupational competence in a wide range of job roles in the industry.

Contact information

Proposer of this framework

EU Skills has engaged employers on the development of this framework through the Water Industry Strategic Steering Group (WISSG).

WISSG is an established employer-led group of water companies and contractor employers chaired by Pam James of Southern Water. Its purpose is to work collaboratively to formulate skills strategy and drive a programme of key projects to ensure sustainable skills competence in the Industry. WISSG has membership across the UK water industry and reports to Water UK, the representative organisation which brings together all of the UK's water and wastewater utilities.

Membership of WISSG includes:

Anglian Water, Bournemouth & West Hampshire, Bristol Water, Cambridge Water, Dee Valley Water, Mid Kent Water, Northern Ireland Water, Northumbrian Water, Severn Trent, Scottish Water, South East Water, Southern Water, South Staffordshire Water, South West Water, Thames Water, United Utilities, Wessex Water, Yorkshire Water, Veolia Water, Balfour Beatty, Biwater, Clancy Docwra, Daniel Contractors, Morgan Est, Morrison Utility Services, Mott McDonald, British Water, GMB, The Society of British Water and Wastewater Industries (SBWWI) and UNISON.

A dedicated sub group reporting into WISSG was established to steer development of the sewerage maintenance qualification and Apprenticeship pathway. The organisations represented include Dyno Rod/British Gas, South West Water, Northumbrian Water, WRc, the National Sewerage Association and the Water Jetting Association.

Developer of this framework

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Revising a framework

Contact details

Who is making this revision:	Helen White
Your organisation:	Energy & Utility Skills
Your email address:	enquiries@euskills.co.uk

Why this framework is being revised

This framework has been revised to:

- replace the existing Level 2 Diploma in Water Engineering (Water Supply) with a revised version which aligns more closely with industry practice

Summary of changes made to this framework

See above.

Qualifications removed

CABWI Level 2 Diploma in Water Engineering (Water Supply) (QCF) - 600/2050/7

Qualifications added

The following qualification has been included:

CABWI Level 2 Diploma in Water Engineering (Water Supply) (QCF) - 601/3570/0

Qualifications that have been extended

No qualifications have been extended.

Purpose of this framework

Summary of the purpose of the framework

Defining Apprenticeships
An Apprenticeship is a job with an accompanying skills development programme, designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job learning and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs.

All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

Profile of the Industry
The water industry is made up of the regulated water utility companies, non-regulated subsidiary water utility companies (i.e. involved in construction, engineering, consultancy, etc.) and the supply chain. Combined, the industry starts at the generation of clean water right through to the stop valve in the customer's property. It also covers the collection and treatment of waste water collected through sewers and private drains. 139,500 people work in the water industry in England; of these, 28,500 people are employed by the regulated water companies and utilities.

There are a number of key drivers for skills and employment within the industry:

- Since privatisation of the water industry in 1989 in England and Wales, regulatory pressure from OFWAT (the economic regulator for the water and sewerage industry in England and Wales) has driven a steady decline in employee numbers as companies seek to achieve efficiency targets with employers having to consider headcount targets over and above retention of key skills and expertise.
- The industry has experienced a low turnover of staff (around 3% p.a.) during the process of downsizing and consequently the historic investment in skills has remained relatively low. However, the industry is now facing an ageing workforce which is forecast to worsen over the next 15 years. Significant additional investment in skills is, therefore, required to refresh the workforce.
- There are also a range of programmes underway to replace, grow and operate assets and

distribution infrastructures which set new demands on both resource availability and the skills levels/mix of the workforce. Although technology has improved the effectiveness of these activities over the last 20 years, increasing environmental demands and cost pressures require a continuous process of re-evaluating asset investments and operation. This process has a direct impact on the workforce at all organisational levels and will continue to do so in the future.

- The drive for a UK-wide reduction in carbon emissions to meet climate change commitments is impacting on the industry. The increased use of renewable and low carbon technologies is driving the capability profile of the industry workforce.
- Skills are integrally linked to innovation; as higher skills levels allow workers to generate new ideas and adapt to the changing economic environment. Additionally, with a more skilled managerial and general workforce, organisations are better able to introduce technological and organisational change.
- Critically, the UK water industry is inherent to the maintenance of public health. Water service companies (companies that provide water supply and sewerage services) and water supply only companies must demonstrate to the Drinking Water Inspectorate (DWI) that their workforce is competent before being issued a licence to supply water.

Apprenticeships in the Water Industry

The purpose of this Apprenticeship is to provide a recruitment and training tool to bring new entrants into the industry and develop job competence in a range of job roles at levels 2 and 3. Examples of these job roles include:

Level 2 - Wastewater Operative - Conduct operational activities on the sewerage network, support the maintenance of public health and support appropriate risk assessment.

Level 3 - Network Design Technician - Assess factors that impact on water network design, provide technical information for the design of water networks, produce detailed drawings to support water network activities and use technical information to review water network drawings.

This Apprenticeship provides employers with the ability to develop a sustainable workforce and address current and future skills gaps, critical today where skilled employees are becoming increasingly difficult to recruit.

This Intermediate and Advanced Apprenticeship is a key priority of the Water Industry Strategic Steering Group (WISSG).

For further information on the water industry and the drivers for skills and Apprenticeships please refer to the Sector Skills Assessment 2010 available to download at: http://www.euskills.co.uk/home/news/research/

Aims and objectives of this framework (England)

Aim: To contribute to the development of a sustainable workforce for the UK water industry.

Objectives:

- To attract new workers to the industry.
- To develop occupational competence in a wide range of job roles in the industry.
- To facilitate progression within the industry.
- To support the Government's priority outlined in Rigour and responsiveness in skills, to ensure Apprenticeship frameworks offer high-quality, economically-relevant provision.

Entry conditions for this framework

The Apprenticeship in the Water Industry is open to individuals of any age and does not impose any restrictions to entry. Responsibility for selection and recruitment of Apprentices lies with the employer who will have a clear idea of their requirements.

The qualifications included within the Advanced Level Apprenticeship are particularly demanding and many employers will look for applicants who have gained 3-5 GCSEs at grade C or above in English, Maths and a science subject, to demonstrate an ability to complete the Apprenticeship. The qualifications within the Intermediate Level Apprenticeship are less complex and consequently employers may relax their recruitment criteria. Applicants with grades D-E in the same GCSE subjects will normally be considered for an Intermediate Level Apprenticeship.

Employers must be confident that the potential Apprentice has the learning potential/capacity, motivation and aptitude to achieve all of the mandatory outcomes of the framework. Employers are asked to be flexible when recruiting people onto the Apprenticeship. Where employers/providers have robust learner support systems in place (such as tutorials and mentoring programmes), an individual who historically has not done particularly well at reading, writing and numeracy may thrive on an Apprenticeship where the relevance and application of these subjects is understood.

This Apprenticeship programme may be attractive to learners who have completed Diplomas in Environment and Land Based studies, Construction and the Built Environment and Engineering.

Individuals should be mindful of the following when considering their suitability for the programme:

- The water industry is potentially very dangerous so the safety of Apprentices, their work colleagues and the public are of the upmost importance. Apprentices must be very safety conscious and have a very responsible attitude to work, working in accordance with company health and safety procedures at all times.
- Any person working on a restricted operations sites such as service reservoirs, pumping stations, treatment works, wells, spring and boreholes and working on the network of water mains and service pipes must be in possession of a National Water Hygiene card, so in most cases Apprentices will be required to undertake the National Water Hygiene training course and assessment during their Apprenticeship. Apprentices must be prepared to undergo health screening to ensure that they are not carriers of any waterborne diseases before a National Water Hygiene Card can be issued.
- Apprentices must be prepared to wear the Personal Protective Equipment (PPE) provided when required.
- These may be physically demanding jobs that involve bending, lifting and manual handling so a basic level of fitness is important to be able to conduct the job efficiently.

- Individuals with claustrophobia should be mindful that some of these job roles may involve working in confined spaces.
- Individuals with acrophobia should be mindful that some of the job roles (particularly in process operations) may involve working at heights.
- Conditions may be wet, dirty and smelly (particlularly in wastewater operations) however Apprentices would be provided with appropriate PPE.
- Many of these jobs involve work outdoors, so Apprentices should be prepared to work in any kind of weather.
- Apprentices will need to have good practical skills for handling tools and instruments and be prepared for some hard work. These are very skilled jobs and some aspects require significant amounts of concentration.
- Some job roles will require shift work to ensure plant and equipment is operational 24 hours a day. Apprentices therefore need to be adaptable and flexible.
- Some of these job roles involve travelling as Apprentices may work at different sites so a driving license is desirable.
- Some of these job roles involve dealing with the general public on a day-to-day basis so Apprentices should be presentable and have a polite and courteous manner.
- The ability to work as part of a team and independently is important.
- Good self-discipline and timekeeping are important.
- Apprentices need to be enthusiastic with a positive attitude and a keen interest in the water industry.

Initial assessment

Initial assessment will be used by training providers and/or employers to identify prior learning and experience to tailor the Apprentice's Individual Learning Plan, not for screening out applicants. In the case of APL for competence, knowledge or Functional Skills, the Apprenticeship programme must be tailored to allow the Apprentice to undertake new learning, including learning at a higher level and develop new skills.

Level 2

Title for this framework at level 2

Intermediate Level Apprenticeship in the Water Industry

Pathways for this framework at level 2

Pathway 1:	Intermediate Level Apprenticeship in the Water Industry
Pathway 2:	Intermediate Level Apprenticeship in Sewerage Operations and Maintenance

Level 2, Pathway 1: Intermediate Level Apprenticeship in the Water Industry

Description of this pathway

The Intermediate Level Apprenticeship in the Water Industry requires a minimum total of 70 credits to be achieved. These are broken down as follows:

23 for competence

37 for knowledge

10 for FS English and Maths

Entry requirements for this pathway in addition to the framework entry requirements

There are no entry requirements for this pathway in addition to the general framework entry requirements.

Job title(s)	Job role(s)
Water Distribution Operative	Address customers' water distribution related enquiries, carry out valve operations on the distribution network, determine the exact location of water loss, cleanse and disinfect water mains, carry out sampling operations, measure system performance, provide and maintain emergency water supplies.
Leakage Operative	Ensure actions reduce risks to health and safety in the industry, assess the configuration of the metered area on the water supply network, trace the route of water pipes and locate surface fittings, determine the location of water loss.
Water Mainlayer	Using maps and plans to locate digging location, preparing excavations by hand or use of mechanical equipment, laying and repairing mains pipes or systems and making connections to the water network. Repairing excations and pavements on completion of work.
Water Servicelayer	Using maps and plans to locate digging location, preparing excavations by hand or use of mechanical equipment, laying and repairing service pipes or systems and making connections to the water network. Repairing excations and pavements on completion of work.
Wastewater Operative	Conduct operational activities on the sewerage network, support the maintenance of public health and support appropriate risk assessments.
Process Operator	As an operative in a water or sewage treatment plant, you would treat and clean the drinking water that is piped to homes and businesses, or you would process wastewater and dispose of sewage.

Qualifications

Competence qualifications available to this pathway

C1 - CABWI Level 2 Diploma In Distribution Control (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/2036/2	CABWI	38	262-280	N/A

C2 - CABWI Level 2 Certificate In Leakage Detection (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/1987/6	CABWI	23	123	N/A

C3 - Level 2 Certificate In Network Construction Operations (Water) - Service Layer (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C3a	600/2045/3	CABWI	32	228-253	N/A
C3b	600/1828/8	Edexcel	32	198-223	N/A
C3c	600/2669/8	City & Guilds	32	198-223	N/A

Competence qualifications available to this pathway (cont.)

C4 - Level 2 Diploma In Network Construction Operations (Water) - Main Layer (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C4a	600/2044/1	CABWI	37	273-298	N/A
C4b	600/1820/3	Edexcel	37	223-248	N/A
C4c	600/2670/4	City & Guilds	37	223-248	N/A

C5 - Level 2 Diploma In Network Construction Operations (Water) - Repair and Maintenance (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C5a	600/2043/X	CABWI	43	308	N/A
C5b	600/1814/8	Edexcel	43	268	N/A
C5c	600/2668/6	City & Guilds	43	268	N/A

C6 - CABWI Level 2 Extended Diploma in Operating Process Plant (Ground Water Treatment)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C6a	600/4972/8	CABWI	52	262-307	N/A

Competence qualifications available to this pathway (cont.)

C7 - CABWI Level 2 Diploma in Operating Process Plant (Ground Water Treatment) (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C7a	600/4917/0	CABWI	42	212-227	N/A

C8 - CABWI Level 2 Diploma in Operating Process Plant (Surface Water Treatment) (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C8a	600/4923/6	CABWI	65	312-327	N/A

C9 - CABWI Level 2 Extended Diploma in Operating Process Plant (Surface Water Treatment)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C9a	600/4925/X	CABWI	69	337-362	N/A

C10 - CABWI Level 2 Diploma in Operating Process Plant (Waste Water Treatment) (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C10a	600/4926/1	CABWI	58	279-304	N/A

Competence qualifications available to this pathway (cont.)

C11 - CABWI Level 2 Extended Diploma in Operating Process Plant (Waste Water Treatment)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C11a	600/4927/3	CABWI	74	351-389	N/A

C12 - CABWI Level 2 Diploma in Operating Process Plant (Sludge Treatment) (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C12a	600/4928/5	CABWI	46	224-254	N/A

Knowledge qualifications available to this pathway

K1 - CABWI Level 2 Diploma In Water Engineering (Water Operations) (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/2047/7	CABWI	43	320	N/A

K2 - CABWI Level 2 Diploma In Water Engineering (Network Construction Operations) (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/2048/9	CABWI	41	410	N/A

Knowledge qualifications available to this pathway (cont.)

K3 - CABWI Level 2 Diploma in Water Engineering (Wastewater Operations)					
No.	**Ref no.**	**Awarding organisation**	**Credit value**	**Guided learning hours**	**UCAS points value**
K3a	600/2049/0	CABWI	43	359	N/A

K4 - CABWI Level 2 Diploma in Water Engineering (Water Supply) (QCF)					
No.	**Ref no.**	**Awarding organisation**	**Credit value**	**Guided learning hours**	**UCAS points value**
K4a	601/3570/0	CABWI	37	218-251	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Apprentices must complete the qualifications that align to the job role they are employed in.

Competence

C1 must be taken by apprentices employed in a Water Distribution Operative role

C2 must be taken by apprentices employed in a Leakage Operative role

C3 or C5 must be taken by apprentices employed in a Water Servicelayer role

C4 or C5 must be taken by apprentices employed in a Water Mainlayer role

One of C6, C7, C8, C9, C10, C11 or C12 must be taken by apprentices employed in a Process Operator role. The exact nature of the role will determine which of C6-C12 is most appropriate.

Knowledge

K1 provides underpinning knowledge and understanding for C6, C7, C8 & C9.

K2 provides underpinning knowledge and understanding for C3, C4 & C5.

K3 provides underpinning knowledge and understanding for C10, C11 & C12.

K4 provides underpinning knowledge and understanding for C1 and C2.

Learners who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* *achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.*

** *achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.*

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or... *	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* *achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.*

** *achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.*

Inclusion of Information and Communications Technology (ICT)

Occupationally specific ICT skills are important for Apprentices in these job roles and as such these skills are delivered through the competence qualification.

The ICT skills delivered through Functional Skills qualifications are not essential to effective performance in the job role and therefore the Functional Skills qualification in ICT is not a mandatory requirement of this Apprenticeship.

Progression routes into and from this pathway

Progression routes into the pathway:

Applicants may come from a range of routes including:

- Work or work experience
- Training and/or experience which could include a portfolio showing what they have done
- Academic qualification(s) such as one or more GCSEs
- Achievement of Key Skills or Functional Skills

Individuals must meet the entry conditions (see entry conditions) of the Intermediate Level Apprenticeship and the recruiting employer.

Existing members of the workforce may also progress into this Intermediate Level Apprenticeship.

Progression routes out of the pathway:

The Apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are developed as part of the Employee Rights and Responsibilities component of this Intermediate Level Apprenticeship.

Throughout any career in the water industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.

On completion of the Intermediate Level Apprenticeship under normal circumstances Apprentices will continue to work as a competent operative in their current job role.

Completion of the Intermediate Level Apprenticeship supports progression onto the Advanced Level Apprenticeship in the Water Industry. Apprentices can also progress horizontally within the industry to complete competence qualifications at the same level or complete components of the Advanced Level Apprenticeship such as level 3 competence units relevant to the job role.

For the right individual, this Intermediate Level Apprenticeship can provide a springboard to an exciting career in the water industry.

For further information on careers in the water industry please visit www.euskills.co.uk/careers

Employee rights and responsibilities

Within this Intermediate Level Apprenticeship the nine national outcomes/standards for ERR are met through a unit included in the knowledge qualifications.

Unit title - Understanding Employment Rights and Responsibilities in the Energy & Utility Sector

Awarding Organisation - CABWI
Reference Number - H/503/1468
GLH - 20
Credits - 2

A copy of the certificate of achievement of the knowledge qualification must be provided when applying for an Apprenticeship completion certificate.

EU Skills has developed an ERR workbook to support delivery of this unit. Use of this workbook is optional and completion of the workbook does not need to be evidenced at the point of certification. The workbook can be downloaded from EU Skills website: www.euskills.co.uk

The ERR unit in the CABWI Level 2 Diploma in Water Engineering (Water Supply) is not mandatory. Apprentices taking this knowledge qualification must either take the optional ERR unit or complete the ERR workbook to meet the ERR requirements. To evidence completion of ERR at the point of certification, apprentices must either submit the ERR workbook sign off sheet or a breakdown of the units completed in the knowledge qualification.

Level 2, Pathway 2: Intermediate Level Apprenticeship in Sewerage Operations and Maintenance

Description of this pathway

The Intermediate Level Apprenticeship in Sewerage Operations and Maintenance requires a minimum total of 47 credits to be achieved. These are broken down as follows:

37combined qualification (of which 13 are knowledge)

10 for Functional Skills English and Maths

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Sewerage Water Jetting Operative	Restore sewers and ancillaries to an appropriate condition using water jetting equipment.
Sewerage Investigative (CCTV) Operative	Monitor sewers and ancillaries using CCTV equipment.
Sewer Network Repair and Maintenance Operative	Carry out inspection and remedial repair and maintenance of sewers and ancillaries.
Sewerage Trenchless Technology Operative	Restore sewers and ancillaries to an appropriate condition using trenchless technology techniques.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - CABWI Level 2 Diploma in Sewerage and Drainage Operations					
No.	**Ref no.**	**Awarding organisation**	**Credit value**	**Guided learning hours**	**UCAS points value**
B1a	601/1489/7	CABWI	37-45	202-255	N/A

Relationship between competence and knowledge qualifications

Qualification B1a provides the knowledge and skills required for job competence for apprentices following the Intermediate Level Apprenticeship in Sewerage Operations and Maintenance.

Job roles for this qualification are:

- Sewerage Water Jetting Operative

- Sewerage Investigative (CCTV) Operative

- Sewerage Manual Pipe Layer Operative (repair and Maintenance)

- Sewerage Trenchless Technology Operative

Within the Qualification B1a are three pathways and apprentices must choose the units/pathway appropriate to their job role:

Apprentices working as Water Jetting Operatives must take pathway 1

Apprentices working as Sewerage Investigative (CCTV) Operatives must take pathway 2

Apprentices working as Sewerage Manual Pipe Layer Operatives (Repair and Maintenance) and Sewerage Trenchless Technology Operatives must take pathway 3

This is an integrated qualification which combines the assessment of competence and technical knowledge elements to allow for flexibility for employers and apprentices.

There is one unit within the qualification which is a specific knowledge unit:

- Sewerage and Drainage Essential Knowledge (D/505/6501) 9 credits and the additional credits for knowledge are gained through the integrated assessment of competence and

knowledge (a minimum of 4 additional credits for knowledge are contained within the mandatory units)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	E	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* *achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.*

** *achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.*

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or... *	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* *achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.*

** *achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.*

Inclusion of Information and Communications Technology (ICT)

Occupationally specific ICT skills are important for Apprentices in these job roles and as such these skills are delivered through the competence qualification.

The ICT skills delivered through Functional Skills qualifications are not essential to effective performance in the job role and therefore the Functional Skills qualification in ICT is not a mandatory requirement of this Apprenticeship.

Progression routes into and from this pathway

Progression routes into the pathway:

Applicants may come from a range of routes including:

- Work or work experience
- Training and/or experience which could include a portfolio showing what they have done
- Academic qualification(s) such as one or more GCSEs
- Achievement of Key Skills or Functional Skills
- Successful completion of a (14-19) Diploma in particular the Diploma in Environmental and Land-Based Studies.

Individuals must meet the entry conditions (see entry conditions) of the Intermediate Level Apprenticeship and the recruiting employer.

Existing members of the workforce may also progress into this Intermediate Level Apprenticeship.

Progression routes out of the pathway:

The Apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are developed as part of the Employee Rights and Responsibilities component of this Intermediate Level Apprenticeship.

Throughout any career in the water industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.

On completion of the Intermediate Level Apprenticeship under normal circumstances Apprentices will continue to work as a competent operative in their current job role.

Completion of the Intermediate Level Apprenticeship supports a range of horizontal and vertical progression oppportunities.

Apprentices can progress horizontally to other specialisms for example to water jetting or CCTV. Successful completion of the Intermediate Level Apprenticeship facilitates progression onto the Advanced Level Apprenticeship in the Water Industry.

Apprentices can also progress vertically to Team Leader to Foreman to Junior Manager upwards. They could progress into sales (of company services), to in house trainers (of the qualifications they have achieved) or to health and safety inspection (of works conducted). Apprentices can also complete level 3 units relevant to their job role.

For the right individual, this Intermediate Level Apprenticeship can provide a springboard to an exciting career in the water industry.

For further information on careers in the water industry please visit www.euskills.co.uk/careers

Employee rights and responsibilities

To ensure full coverage of the nine national outcomes/standards for Employee Rights and Responsibilities (ERR), an ERR workbook has been developed by EU Skills in partnership with Adams Associates. The workbook is not accredited, but records and formally assesses learning for ERR and must be completed by all apprentices as one of the mandatory outcomes of the Apprenticeship.

Assessment is conducted by the assessor who also assesses the apprentice's competence and knowledge qualifications. Quality assurance is achieved through existing centre Internal Verifier and External Verifier processes.

The knowledge in the workbook is intended to be covered throughout the Apprenticeship, therefore, whilst Induction is a critical way of meeting some of the ERR requirements; the workbook should be revisited throughout the Apprenticeship to embed learning.

Completion of the workbook is evidenced at the point of certification by upload of the workbook sign-off form to Apprenticeship Certificates England (ACE). This form must be completed by the apprentice and signed by the apprentice, the employer and the training provider in order to verify the knowledge has been gained by the apprentice throughout the Apprenticeship. An Apprenticeship completion certificate will not be issued without receipt of the ERR workbook sign off form.

The workbook can be downloaded from: www.euskills.co.uk

Level 3

Title for this framework at level 3

Advanced Level Apprenticeship in the Water Industry

Pathways for this framework at level 3

Pathway 1:	Advanced Level Apprenticeship in the Water Industry

Level 3, Pathway 1: Advanced Level Apprenticeship in the Water Industry

Description of this pathway

The Advanced Level Apprenticeship in the Water Industry requires a minimum total of 120 credits to be achieved. These are broken done as follows:

34 for competence

71 for knowledge

15 for FS English, Maths and ICT

Entry requirements for this pathway in addition to the framework entry requirements

There are no entry requirements for this pathway in addition to the general framework entry requirements.

Job title(s)	Job role(s)
Leakage Field Technician	Evaluate data to identify potential water leakage, determine leakage detection methods and techniques in response to water loss, programme, deploy and collect data from data-logging equipment and utilise and confirm performance of measuring equipment on the water distribution network.
Network Design Technician	Assess factors that impact on water network design, provide technical information for the design of water networks, produce detailed drawings to support water network activities and use technical information to review water network drawings.
Water Distribution Technician	Plan for operational activities on the water supply network; ensure the maintenance of water quality and continuation of supply and carry out appropriate risk assessments.
Water Fittings Inspector	Plan and schedule water regulations inspections, Inspect domestic and non-domestic premises for compliance with water fittings regulations,secure compliance with water fittings regulations and provide information for use in legal procedures.
Process Operations Technician	Maintain a safe working environment for treatment process operations, conduct health and safety risk assessments, monitor and maintain the quality of treatment processes, monitor and maintain treatment processing at optimum performance, organise and carry out the maintenance of process equipment.
Network Construction Technician	Conduct risk assessments and operational planning for network construction operations, locate and avoid supply apparatus and sub-structures, monitor signing, lighting, guarding and excavation of the highway, monitor and Implement water network construction operations.
Process Operations Supervisor	Maintain a safe working environment, conduct health and safety risk assessments, monitor and maintain the quality of treatment processes, monitor and maintain treatment processing at optimum performance, set objectives and provide support for team members, plan, allocate and monitor work of a team.
Wastewater Technician	Plan for operational activities on the sewerage network, ensure the maintenance of public health and carry out appropriate risk assessments.

Qualifications

Competence qualifications available to this pathway

C1 - CABWI Level 3 Certificate In Maintain Water Supply (Network) (QCF)					
No.	**Ref no.**	**Awarding organisation**	**Credit value**	**Guided learning hours**	**UCAS points value**
C1a	600/2037/4	CABWI	34	125-152	N/A

C2 - CABWI Level 3 Certificate In Water Fittings Regulations Enforcement (QCF)					
No.	**Ref no.**	**Awarding organisation**	**Credit value**	**Guided learning hours**	**UCAS points value**
C2a	600/2031/3	CABWI	35	201-211	N/A

C3 - CABWI Level 3 Diploma In Controlling Process Operations (QCF)					
No.	**Ref no.**	**Awarding organisation**	**Credit value**	**Guided learning hours**	**UCAS points value**
C3a	600/2035/0	CABWI	67	321	N/A

Competence qualifications available to this pathway (cont.)

C4 - CABWI Level 3 Diploma In Designing Water Networks (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C4a	600/2038/6	CABWI	42	178	N/A

C5 - CABWI Level 3 Diploma In Leakage Control (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C5a	600/1988/8	CABWI	48	231-274	N/A

C6 - CABWI Level 3 Diploma In Managing and Controlling Process Operations (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C6a	600/2034/9	CABWI	56	306	N/A

C7 - CABWI Level 3 Diploma In Network Construction Operations (Water) (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C7a	600/2039/8	CABWI	53	200-223	N/A

Knowledge qualifications available to this pathway

K1 - CABWI Level 3 Diploma In Water Engineering (QCF)					
No.	**Ref no.**	**Awarding organisation**	**Credit value**	**Guided learning hours**	**UCAS points value**
K1a	600/2051/9	CABWI	71	610-640	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Apprentices must complete the qualifications appropriate to their job role.

C1 must be taken by apprentices employed as Water Distribution Technician

C2 must be taken by apprentices employed as a Water Fittings Inspector

C3 must be taken by apprentices employed as a Process Operations Technician or Wastewater Technician

C4 must be taken by apprentices employed as a Network Design Technician

C5 must be taken by apprentices employed as a Leakage Field Technician

C6 must be taken by apprentices employed as a Process Operations Supervisor or Wastewater Technician

C7 must be taken by apprentices employed as a Network Construction Technician

K1 provides the underpinning knowledge and understanding for C1-C7.

Learners who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* *achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.*

** *achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.*

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or... *	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* *achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.*

** *achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.*

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	A	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

** achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.*

*** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.*

Inclusion of Information and Communications Technology (ICT)

ICT is included in this Advanced Level Apprenticeship at level 2.

Progression routes into and from this pathway

Progression routes into the pathway:

Applicants may come from a range of routes including:

- Intermediate Level Apprenticeship in the Water Industry

- Work or work experience
- Training and/or experience which could include a portfolio showing what they have done
- Academic qualification(s) such as one or more GCSEs
- Achievement of Key Skills or Functional Skills
- Successful completion of a (14-19) Diploma in particular the Diploma in Environmental and Land-Based Studies

Individuals must meet the entry conditions (see entry conditions) of the Advanced Level Apprenticeship and the recruiting employer.

Existing members of the workforce may also progress into this Advanced Level Apprenticeship.

Progression routes out of the pathway:

The Apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are developed as part of the Employee Rights and Responsibilities component of this Advanced Level Apprenticeship.

Throughout any career in the water industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.

On completion of the Advanced Level Apprenticeship and under normal circumstances Apprentices may continue to work as a competent operative in their current job role.

Progression will depend on the performance and motivation of the individual and the vacancies/opportunities available within the company. It is possible for supervisors to move across to other industry areas or to become the managers of the future. For these individuals, opportunities to achieve further qualifications, which might include a level 4 competence based qualification, will be available. Completion of the Advanced Level Apprenticeship supports progression to the Higher Apprenticeship in Utilities Network Planning and Management.

Apprentices could progress to complete one or more of the following qualifications:

- Higher National Certificate (HNC) in Water Operations delivered by Cardonald College by distance learning and Watertrain.
- Higher National Certificate (HNC) in Civil Engineering delivered widely across the UK
- Level 4 Diploma in Utilities Network Planning and Management delivered by Watertrain.

Apprentices can work towards membership of the Institute of Water which is licensed to register members on the register of engineers and technicians maintained by the Engineering Council. The Institute is also licensed by the Society for the Environment to award Chartered Environmentalist (CEnv) which demonstrates professionalism in sustainable environmental management and development.

For the right individual, this programme can provide a springboard to an exciting career in the water industry.

For further information on careers in the water industry please visit www.euskills.co.uk/careers

UCAS points for this pathway: Not applicable.

Employee rights and responsibilities

Within this Advanced Level Apprenticeship the nine national outcomes/standards for ERR are met through a mandatory unit included in the knowledge qualifications.

Unit title - Understanding Employment Rights and Responsibilities in the Energy & Utility Sector

Awarding Organisation - CABWI

Reference Number - H/503/1468

GLH - 20

Credits - 2

A copy of the certificate of achievement of the knowledge qualification must be provided when applying for an Apprenticeship completion certificate.

EU Skills has developed an ERR workbook to support delivery of this unit. Use of this workbook is optional and completion of the workbook does not need to be evidenced at the point of certification.

The workbook can be downloaded from EU Skills website: www.euskills.co.uk

Where the Apprentice has already completed this unit as part of the Intermediate Level Apprenticeship it does not need to be repeated.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

Under-representation

The under-representation of women and those from a black or minority ethnic (BME) background remains a key priority for the industry. Females constitute only 28% of the workforce compared to the 43% UK average. In addition, only 4% of the water industry workforce is from a black or minority ethnic (BME) background compared to 8% of the UK workforce.

Barriers to entry and progression

Unfounded but widespread perceptions about the water industry provide the main barrier to entry and progression for these under-represented groups.

Solutions to entry and progression

Apprenticeships are seen as a vital route to encourage and facilitate a greater diversity of individuals into the industry. This Apprenticeship does not discriminate. Employers/providers must be able to demonstrate that there are no overt or covert discriminatory practices in selection and employment. All promotional, selection and training activities must comply with relevant legislation, in particular, the protected characteristics of the Equality Act 2010. For guidance please refer to:
www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/

Equal opportunities policies and procedures will contribute to the Employee Rights and Responsibilities component of this Apprenticeship. It is recommended that employers/providers conduct an exit interview if the Apprentice leaves the Apprenticeship before completion.

The larger employers in the industry are actively involved in initiatives to increase representation of women and BME groups in the industry. Energy & Utility Skills will support these initiatives by promoting specifically to these groups. Take up will be monitored through analysis of statistical returns from the Data Service and through certification data. Where questions arise concerning policy and practice, Energy & Utility Skills will work closely with NAS to identify causes and to implement positive action where appropriate.

EU Skills will continue to host stands at careers fairs and participate in skills competitions where we can promote this Apprenticeship to all groups including females and BME. In addition we have developed a number of case studies of successful women working in the sector which we are using to encourage new female entrants.

These case studies can be accessed at: http://www.euskills.co.uk/careers/

On and off the job guided learning (England)

Total GLH for each pathway

GLH attached to the Apprenticeship refers to the time taken by the apprentice to develop the practical skills and underpinning knowledge to demonstrate competence in their job role

GLH must be delivered during contracted working hours. The working week for an apprentice is recommended to be 30 hours, unless an Apprentice has a part time employment contract in which case apprentices must work a minimum of 16 hours a week. Where this is the case, the Apprenticeship must be extended in order for the apprentice to complete the GLH.

For apprentices aged:

- 16 - 18, the Apprenticeship must last at least 12 months;
- 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded.

Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning.

GLH:

- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- are delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study;
- Apprenticeship delivery must be planned to make full and effective use of the duration, including the opportunity for apprentices to embed and extend their learning through repeated workplace practice;
- completed in relation to accredited components of the framework achieved prior to the that apprenticeship training may count towards the GLH requirement for the framework;
- where an apprentice completes an Apprenticeship part way through the final 12 month period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month period spent on the Apprenticeship.

The industry would expect the Intermediate Level Apprenticeship in the Water Industry to take

a minimum of 16 months to complete. Where this is the case a minimum of 496 GLH must be completed over the duration of the Apprenticeship of which a minimum of 300 must be completed in the first year.

The industry would expect apprentices on the Intermediate Level Apprenticeship in Sewerage Operations and Maintenance to take a minimum of 24 months to complete. A minimum of 313 GLH must be completed over the duration of the Apprenticeship of which 100 GLH must be completed in the first year.

The industry would expect apprentices on the Advanced Level Apprenticeship in to take a minimum of 20 months to complete. Where this is the case, a minimum of 911 GLH must be completed over the duration of the Apprenticeship of which a minimum of 300 GLH must be completed in the first year.

Minimum off-the-job guided learning hours

Over the duration of the Intermediate Level Apprenticeship in the Water Industry a minimum of 373 GLH must be completed off the job. It is anticipated that these GLH will be broken down as follows:

14 GLH - induction
218 GLH - knowledge qualification
45 GLH - level 1 Functional Skills in Maths
45 GLH - level 1 Functional Skills in English
5 GLH - progress reviews (at least one hour every 12 weeks for the duration of the programme)
30 GLH - Coaching
16 GLH - mentoring (at least one hour every month for the duration of the programme

Over the duration of the Intermediate Apprenticeship in Sewerage Operations and Maintenance, a minimum of 196 GLH must be completed off the job. It is anticipated that these GLH will be broken down as follows:

14 GLH - induction
60 GLH - knowledge in the combined qualification
45 GLH - level 2 Functional Skills in Maths
45 GLH - level 2 Functional Skills in English
8 GLH - progress reviews (at least one hour every 12 weeks for the duration of the programme)
24 GLH - mentoring (at least one hour every month for the duration of the programme)

Over the duration of the Advanced Level Apprenticeship, a minimum of 786 GLH must be completed off the job. It is anticipated that these GLH will be broken down as follows:

14 GLH - induction
610 GLH - knowledge qualification
45 GLH - level 2 Functional Skills in Maths
45 GLH - level 2 Functional Skills in English
45 GLH - level 2 Functional Skills in ICT
7 GLH - progress reviews (at least one hour every 12 weeks for the duration of the programme)
20 GLH - mentoring (at least one hour every month for the duration of the programme)

How this requirement will be met

Delivery and recording of off the job GLH:
Off the job GLH are the hours associated with learning that takes place "away from the immediate pressures of the job" for example, in a training room on the employers' premises.

Off-the-job GLH will be delivered through the knowledge qualification, the knowledge element of the combined qualification, Functional Skills, PLTS, ERR, progress reviews, mentoring and coaching. This could include GLH delivered through access to a computer through working hours, day release, block release etc.

EU Skills recommends that a plan is developed at the outset of the Apprenticeship to determine how the GLH requirement will be met. GLH should be recorded by the apprentice; for example through a diary or portfolio.

Evidence of completion of the total off the job GLH:
Off-the-job GLH will be evidenced through:
•Certificate of achievement for the relevant knowledge or combined qualification
•Certificate of achievement for the Functional Skills
•Completed ERR workbook sign off sheet (where appropriate)
•Completed Personal Learning and Thinking Skills (PLTS) logbook sign off sheet (sewerage pathway only)

This evidence need to be submitted in order to apply for an Apprenticeship completion certificate. In addition, when claiming an Apprenticeship completion certificate, providers will be required to submit an Apprentice Declaration and Authorisation form to EU Skills via Apprenticeship Certification England (ACE - http://ace.apprenticeships.org.uk/). As part of this form, Apprentices and the claimant of their completion certificate must sign to declare that the apprentice has received the required minimum levels of Guided Learning Hours (GLH) as set

out in this framework. This form can be downloaded from www.euskills.co.uk

Minimum on-the-job guided learning hours

On the job GLH refer to the time taken to develop the practical skills applied in the context of the Apprentices' day to day job role. It can be seen as the time the Apprentice spends undertaking activities that are routine for their job role and that provide the opportunity to learn, develop and practice skills.

The minimum on the job GLH are:

Intermediate Level Apprenticeship in the Water Industry: 123 GLH
Intermediate Level Apprenticeship in Sewerage Operations and Maintenance: 117 GLH
Advanced Level Apprenticeship in the Water Industry: 125 GLH

How this requirement will be met

On-the-job GLH will be delivered and evidenced through successful completion (demonstrated through a certificate of achievement) of the relevant competence qualification.

This evidence must be submitted in order to apply for an Apprenticeship completion certificate. In addition, when claiming an Apprenticeship completion certificate, providers will be required to submit an Apprentice Declaration and Authorisation form to EU Skills via Apprenticeship Certification England (ACE - http://ace.apprenticeships.org.uk/). As part of this form, Apprentices and the claimant of their completion certificate must sign to declare that the apprentice has received the required minimum levels of Guided Learning Hours (GLH) as set out in this framework. This form can be downloaded from www.euskills.co.uk

GLH must be recorded by the apprentice, for example through a log, diary or portfolio.

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

The Creative Thinking, Independent Enquiry, Reflective Learning, Team Working, Self-Management and Effective Participation groups of skills together comprise the Personal Learning and Thinking Skills (PLTS) framework. PLTS have been included in the Specification of Apprenticeship Standards for England (SASE) so that Apprentices can prove that they are effective employees.

PLTS within the Intermediate and Advanced Level Apprenticeship in the Water Industry
A mapping exercise conducted by Watertrain has demonstrated that the skills within the PLTS framework are embedded in the level 2 and 3 competence and knowledge qualifications included in this Apprenticeship framework. The mapping exercise can be downloaded from www.euskills.co.uk

Achievement of PLTS will be evidenced by the completion of the competence and knowledge qualifications. Certificates of achievement for the competence and knowledge qualifications must be submitted when applying for an Apprenticeship completion certificate.

PLTS within the Intermediate Level Apprenticeship in Sewerage Operations and Maintenance
This pathway within the Intermediate Level Apprenticeship addresses Personal Learning and Thinking Skills (PLTS) through a logbook. The purpose of the logbook is to act as a central location for apprentices to record examples of where and how they have used PLTS to get tasks done in the workplace; it also provides an opportunity for apprentices to record their recognition of their own PLTS development throughout their Apprenticeship. Examples of PLTS will be found in the activities apprentices conduct on a day to day basis as part of their job role, as well through extra curricular activities such the Duke of Edinburgh's Award.

Completion and assessment of the logbook is a mandatory requirement for all apprentices. PLTS are assessed, recognised and evidenced through the logbook which will be evidenced at the point of certification through a sign off form which must be uploaded to ACE before an Apprenticeship completion certificate can be issued. The logbook is not accredited.

The apprentice must be made aware of the requirement to complete PLTS during their induction to the Apprenticeship. The assessor is expected to guide the apprentice through the logbook to ensure they fully understand the requirements. The assessor must be familiar with the PLTS framework so that they are able to confirm that the apprentice has covered all of PLTS within the Apprenticeship. The assessor will compare the examples recorded by the

apprentice in the logbook with the PLTS framework to ensure that all PLTS are covered. Space is provided in the logbook specifically for the assessor to comment on the PLTS achievements by apprentices.

The PLTS Logbook and PLTS framework can be downloaded from www.euskills.co.uk

Creative thinking

The focus of the Creative Thinking group of skills is:

Apprentices think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

The outcome statements for the Creative Thinking group of skills state that Apprentices:

- generate ideas and explore possibilities
- ask questions to extend their thinking
- connect their own and others' ideas and experiences in inventive ways
- question their own and others' assumptions
- try out alternatives or new solutions and follow ideas through
- adapt ideas as circumstances change.

Please refer to the summary of Personal Learning and Thinking Skills for information on how Creative Thinking will be achieved and evidenced and where it is located in this Apprenticeship.

Independent enquiry

The focus of the Independent Enquiry group of skills is:

Apprentices process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

The outcome statements for the Independent Enquiry group of skills state that Apprentices:

- identify questions to answer and problems to resolve
- plan and carry out research, appreciating the consequences of decisions
- explore issues, events or problems from different perspectives
- analyse and evaluate information, judging its relevance and value
- consider the influence of circumstances, beliefs and feelings on decisions and events
- support conclusions, using reasoned arguments and evidence.

Please refer to the summary of Personal Learning and Thinking Skills for information on how

Independent Enquiry will be achieved and evidenced and where it is located in this Apprenticeship.

Reflective learning

The focus of the Reflective Learning group of skills is:

Apprentices evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.

The outcome statements for the Reflective Learning group of skills state that Apprentices:

- assess themselves and others, identifying opportunities and achievements
- set goals with success criteria for their development and work
- review progress, acting on the outcomes
- invite feedback and deal positively with praise, setbacks and criticism
- evaluate experiences and learning to inform future progress
- communicate their learning in relevant ways for different audiences.

Please refer to the summary of Personal Learning and Thinking Skills for information on how Reflective Learning will be achieved and evidenced and where it is located in this Apprenticeship.

Team working

The focus of the Team Working group of skills is:

Apprentices work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.

The outcome statements for the Team Working group of skills state that Apprentices:

- collaborate with others to work towards common goals
- reach agreements, managing discussions to achieve results
- adapt behaviour to suit different roles and situations, including leadership roles
- show fairness and consideration to others
- take responsibility, showing confidence in themselves and their contribution
- provide constructive support and feedback to others.

Please refer to the summary of Personal Learning and Thinking Skills for information on how Team Working will be achieved and evidenced and where it is located in this Apprenticeship.

Self management

The focus of the Self Management group of skills is:

Apprentices organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

The outcome statements for the Self Management group of skills state that Apprentices:

- seek out challenges or new responsibilities and show flexibility when priorities change
- work towards goals, showing initiative, commitment and perseverance
- organise time and resources, prioritising actions
- anticipate, take and manage risks
- deal with competing pressures, including personal and work-related demands
- respond positively to change, seeking advice and support when needed
- manage their emotions, and build and maintain relationships.

Please refer to the summary of Personal Learning and Thinking Skills for information on how Self Management will be achieved and evidenced and where it is located in this Apprenticeship.

Effective participation

The focus of the Effective Participation group of skills is:

Apprentices actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.

The outcome statements for the Effective Participation group of skills state that Apprentices:

- discuss issues of concern, seeking resolution where needed
- present a persuasive case for action
- propose practical ways forward, breaking these down into manageable steps
- identify improvements that would benefit others as well as themselves
- try to influence others, negotiating and balancing diverse views to reach workable solutions
- act as an advocate for views and beliefs that may differ from their own.

Please refer to the summary of Personal Learning and Thinking Skills for information on how Effective Participation will be achieved and evidenced and where it is located in this Apprenticeship.

Additional employer requirements

There are no additional employer requirements.

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org