



Forestry England

Level 3 Forest Craftsperson Apprenticeship

Qualification Handbook



Welcome!

Welcome to the Forestry Commission and congratulations on successfully attaining your post as a Level 3 Forest Craftsperson Apprentice!

Listed below are our Forestry England values, these Forestry England values reflect the behaviours that are most important to us.

Think beyond a lifetime - We make plans today for a better tomorrow, so our business and our forests are sustainable and fit for the future.

Be adventurous - We approach challenges with creativity and adventure, embracing research and innovation to stay relevant.

Do it together - We get our best results when we work with others, and we encourage diverse perspectives, so we make better decisions.

Look out and look after - We care about our colleagues, volunteers, partners and customers, and we take a stand against unsafe behaviour.

These values are relevant to all staff and guide the decisions we make every day and are our guiding principles when we are working within the FC.

The purpose of this handbook -

This handbook aims to give you an induction into the process of how your apprenticeship works, your responsibilities within it, who is there to help and what type of work is required over the next 2 years. Within this handbook, we will outline your learning units and the possible grading outcomes of your apprenticeship. This handbook will help as a reference guide further down the line, so please keep it safe.

You will be working with others and be responsible to a line manager in your workplace. You will also work with a mentor who will help you personally understand how the Forestry Commission works and your role within it. In some districts, the line manager and mentor may be the same person.

As you are undertaking a Vocational Qualification (VQ) you will also be working with an assessor from the Health Safety & Technical Training Team, their details are provided below. We are an approved centre for the delivery of vocational qualifications, and this means that we employ qualified assessors that carry out internal verification to ensure that industry standards are being met. We are overseen by the ESFA (Education and Skills Funding Agency) and the regulatory body, Ofsted, so you can be assured that you are receiving a high-quality level of training which will support your development in the workplace.

Upon completion of your apprenticeship, once all requirements are passed, you will be offered a permanent role. It is crucial that you complete fully, all elements of your planned programme in order to attain this role. The variety of roles available will be discussed with you as your programme draws to a close. You will not be able to access your end point assessment (your final assessment) without all parts of your programme being completed, including English and maths if this was part of your training plan.

Meeting your training assessor -

At the initial meeting with your assessor, at which you will discuss the programme of work that is planned for you, you will be shown your online portfolio. Your portfolio is where evidence is gathered to show competency required by the quality assurer and wider Forest Industry. This will also be a means of communication between you and your assessor, but we will go into how this all works later in the booklet. Don't worry if this is a lot to take in at the moment, your assessor will go through the portfolio with you and explain their relationship with you; your mentor and line manager are there to offer you support and guidance.

Finally, good luck. I hope you enjoy your time with us, feel supported in your learning and find it a rewarding and enjoyable experience!

Important contact details -

Apprenticeship Delivery Manager

Apprenticeship Delivery Trainer

Accepted Terminology – You will observe during this document and your apprenticeship various terms, some of which may be unfamiliar to you. In short, their accepted meaning is outlined in the box below.

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	Who are they?	What is their role?
Candidate	The person who wants to achieve the Units – in this case, you.	The apprentice will need to provide evidence to show they can perform to national occupational standards in order to be awarded.
Assessor	The assessor will have sufficient occupational competence to ensure an up-to-date working knowledge and experience of the principles and practices specified in the standards they are assessing.	Judge the evidence of a candidate's performance, knowledge and understanding against national occupational standards. Decide whether the candidate has demonstrated competence. Provide guidance and support to the candidate. Assist with planning assessments, giving feedback and recording candidate progress.
Internal Verifier	Individuals appointed by an approved Centre to ensure the quality of assessment within the centre	Advises Assessors and maintains the quality of assessment in a centre. Systematically sample assessments to confirm the quality and consistency of assessment decisions.
Approved Centres	Organisations approved by awarding bodies to coordinate assessment arrangements.	Manage assessment on a day to day basis. Must have effective assessment practices and internal verification procedures. Must meet criteria laid down by awarding bodies and be able to provide sufficiently-competent Assessors and Internal Verifiers.
External Verifiers	Individuals appointed by the Awarding Body to ensure that standards are being applied uniformly and consistently across all centres.	Check the quality and consistency of assessment, both within and between Centres, by systematic sampling. Make regular visits to Centres to ensure they still meet the criteria to deliver.

Your learning programme - Forest Craftsperson Level 3

The knowledge, skills, and behaviours and where they map to the duties is listed on pages 7 – 10.

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Duty Number	Title
001	Implement health and safety legislation, industry guidance and organisational policies, (for example erecting warning signs at entry points to a worksite.)
002	Implement biosecurity legislation, industry guidance and organisational policies, (for example disinfecting footwear, tools and equipment before entering, leaving and travelling between work sites.)
003	Implement pollution control in line with legislation, industry guidance and organisational policies, (for example positioning a spill-kit appropriately prior to refuelling a chainsaw.)
004	Plant trees
005	Clear vegetation (for example cleaning, brashing)
006	Measure and select trees for removal.
007	Fell small trees.
008	Maintain forest infrastructure, (for example repair a damaged deer fence.)
009	Operate and maintain forestry tools, equipment and machinery.
010	Monitor and control the impact of pests, diseases and disorders.
011	Maintain records including digital records and reports.
012	Communicate with supervisor, colleagues, public and others
013	Use geographical tools including Global Positioning Systems (GPS), maps and plans.
014	Establishment and maintenance duties - Manage vegetation (for example pruning and high pruning)
015	Establishment and maintenance duties - Maintain trees (for example weeding and respacing.)

All units must be completed, alongside any additional English and maths training. **If you do not hold a level 2 in English or mathematics, you will be expected to have achieved these within the first year of your programme.**

Your trainer will outline your plan for the next two years and this will let you know when the above training will be planned for.

Your learning – *assessment decisions*

The Apprenticeship Delivery Trainers as suitably competent to deliver your planned programme of training, these trainers will make the decision based on your performance within training, about whether you are competent in these areas. Some of the training areas are assessed by external assessors and these include First Aid at Work+F, crosscutting and maintenance, felling up to 380mm, brushcutter and trimmer and clearing saw.

Before an apprentice can access the End Point Assessment (EPA), they will need to successfully complete the gateway. It is here that all evidence of programme completion is uploaded to a programme called Ace360. If a part of evidence is missing, this could be a certificate, the apprentice will not be able to access the EPA.

The overall grading outcome of your apprenticeship is **pass, distinction and fail** and is determined from the outcome of your EPA. The role of EPA is to determine whether or not you have acquired all knowledge and skills required for you to undertake your role successfully.

Apprenticeship Behaviours and Progress Reviews:

During your apprenticeship, you will undertake performance reviews, usually around every 10-12 weeks. During these reviews which can be completed by your trainer or your manager, your progress against the apprenticeship standards and your units will be assessed and reviewed.

You are expected to fully engage with the review process as it will support you through to successful completion of your programme. It is your opportunity to discuss any questions or queries you have but also it is a time for your trainer to discuss any points you may need to develop further. The review process is entirely supportive and key to your programme success.

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There are several behaviours in the Apprenticeship Standards and additional behaviours that we expect of you whilst you are on the apprenticeship programme, these are:

- Strong work ethic, including reliability, pride in work, attention to detail, spatial awareness and stamina
- Ability to work effectively both within a team environment and as a self-motivated lone worker
- Willingness to learn and contribute to own continuing professional development
- Ability to work outdoors in all weather conditions
- Ability to adapt to changes in conditions, technologies, situations and working environments
- Strict compliance with health and safety policy and procedure including the reporting of accidents and near misses
- Make sure that all the work you present is your own work. Plagiarism will not be tolerated.
- Work effectively with colleagues, your mentor and line manager
- Work closely with your assessor and collect evidence for your portfolio as agreed
- Attend all planning meetings with your assessor where feedback will be given, and progress discussed
- Attend all planned training events, you must notify us ahead of a session where you will be late or absent
- Your feedback is important. Feedback is collected twice a year and sent to you via a Microsoft forms link, without this, we cannot develop the programme further and as such, you are encouraged to participate in this process.

As above, progress against these behaviours will be discussed during your progress reviews, where there are particular concerns, these will be discussed with you and your manager outside of the progress review period and appropriate action will be taken to support you where these behaviours are seen to fall below the expected standard.

Where these behaviours are mapped and evidenced across your apprenticeship programme -

Section	Identification code and wording in qualification framework	Duty Number
Knowledge	K1: Health and safety legislation, codes of practice (including Forest Industry Safety Accord guidance) and policies, including risk assessment.	1,4,5,7,8,9,14,15,16,17,18
Knowledge	K2: Biosecurity and environmental legislation, codes of practice and policies including pollution control.	2,3,4,5,6,7, 8, 9,10, 14,15, 16, 17,18

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Knowledge	K3: Principles of silvicultural practice in the UK including those most commonly used, their application, and the UK Forestry Standard	2,4,6,7,14,15,16,17
Knowledge	K4: Methods to identify trees and woodland plants including botanical keys taking account of seasonality.	4,5,6,7,8,9,14,15,16,17
Knowledge	K5: Plant and tree biology, physiology, lifecycles, growing conditions, landscape and timber properties.	4,6,7,14,15,16
Knowledge	K6: Techniques for measuring standing trees	6,16,17
Knowledge	K7: Techniques for felling small trees and removing unwanted vegetation.	2,5,7,8,14,15
Knowledge	K8: Techniques for planting, supporting and protecting trees and their suitability to different situations including site conditions.	1,4,5,15
Knowledge	K9: Implications of tree establishment activities on the end product and impact on decision-making process.	4,6,7,14,15
Knowledge	K10: Timber supply chain (for example timber markets and processing) and the actors within it including roles and responsibilities.	4,16
Knowledge	K11: Maintenance requirements for forest infrastructure, for example boundaries and rides.	3,8,16
Knowledge	K12: Maintenance, operational requirements and legislation for tools, equipment, machinery, vehicles and attachments.	3,4,5,7,8,9,15,17
Knowledge	K13: Techniques for identification and control of tree pests, diseases and disorders, including impacts of pests and diseases on timber and the wider environment, and the principles of Integrated Pest Management (IPM).	9,16
Knowledge	K14: The importance of maintaining records including digital records and reports	1,2,4,7,9,11,12,13,15
Knowledge	K15: Techniques for communicating with technical and non-technical audiences and the importance of effective communication in the workplace with colleagues, customers and the public.	1,2,4,5,6,7,8,10,12,14,15,16,17,18
Knowledge	K16: Implications of changes in conditions, situations and working environments.	1,4,5,7,8,9,14,15,17,18
Knowledge	K17: The importance of recording a portfolio of experience and learning to aid career progression.	12
Knowledge	K18: The environmental, social and economic value of sustainable forest management.	14

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Knowledge	K19: Methods for storing, transporting and handling trees and importance for tree health and establishment.	4,12,14
Knowledge	K20: (Establishment & maintenance) Techniques for protecting and maintaining plants after planting including purpose, timings and suitability to site conditions.	2,15
Knowledge	K21: (Establishment & maintenance) Methods of managing and controlling unwanted vegetation throughout the life cycle of the tree(s).	12,14
Knowledge	K22: (Establishment & maintenance) Methods for controlling vegetation or pests by chemical means (for example pesticides or organic equivalents).	1,2,9,15
Section	Identification code and wording in qualification framework	Duty Number
Skills	S1: Plan, implement, monitor and review health, safety and welfare of self and others, including creating risk assessments, legislative requirements and organisational policies.	1,4,5,7,8,9,14,15,17,18
Skills	S2: Plan, implement, check and report environmental mitigation measures, including legal compliance, organisational policies and risk assessment.	2,3,4,5,6,7,8,10,14,15,17,18
Skills	S3: Identify common forestry trees and woodland plants using scientific names.	4,5,6,7,8,9,14,15,17
Skills	S4: Measure trees for assessment of timber volumes.	6,17
Skills	S5: Identify and control unwanted vegetation including felling small trees using hand and motor manual tools.	1,2,3,5,6,7,8,14,15
Skills	S6: Plant trees including providing support and protection.	2,4,15
Skills	S7: Monitor and maintain forest and woodland infrastructure for example boundaries and rides.	1,3,9
Skills	S8: Operate and maintain tools, equipment and machinery safely in line with legislation and manufacturers guidance, for example winches, chainsaws or tractors.	1,3,4,5,7,8,9,14,15,17
Skills	S9: Monitor and control the impact of pests, diseases and disorders.	9
Skills	S10: Maintain records including digital records and reports.	1,2,7,9,11,12,13,14,15,17

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Skills	S11: Communicate to technical and non-technical audiences including the use of verbal and written techniques.	1,4,5,6,7,8,10,12,14,15,17,18
Skills	S12: Interpret maps, plans and Global Positioning Systems (GPS).	5,6,7,8,13,14,15,17
Skills	S13: Store and dispose of waste in accordance with regulations, for example chemicals, organic and inorganic waste, pollution and biosecurity controls.	2,3,4,5,6,7,8,10,14,15,17,18
Skills	S14: Load, unload and transport materials and equipment relative to the business	1,4,5,7,8,10,14,15,17
Skills	S15: Process information and communicate using digital technology for example emails, word processing software, video meeting software or applications for recording and sharing information.	1,2,4,6,12,13,17
Skills	S16: Store and handle trees to minimise negative impacts and maximise establishment potential.	12
Skills	S17: (Establishment & maintenance) Protect and maintain plants after planting including weeding, cleaning, re-spacing, beating up and application of products to prevent unwanted vegetation (for example mulch mat).	12,15
Skills	S18: (Establishment & maintenance) Improve quality of tree crop, including brashing and formative pruning.	1,2,3,14
Skills	S19: (Establishment & maintenance) Control vegetation or pests by chemical means (biocides or organic equivalents).	1,2,9,15

Section	Identification code and wording in qualification framework	Duty Number
Behaviours	B1: Takes ownership of work including attention to detail, spatial awareness and stamina.	4,7,8,14,15,16,17
Behaviours	B2: Team-focused and works effectively with colleagues and others	4,8,12, 14,15
Behaviours	B3: Committed to keeping up to date with industry best practice and seeks to continuously improve and develop.	1,2,12,13,14
Behaviours	B4: Ability to work outdoors in all weather conditions.	5,7,8,15,16,17
Behaviours	B5: Puts safety first for themselves and others	1,4,5,7,8,14,15,16,17,18

Behaviours	B6: Respectful of others and tailors communication to audience.	1,2,4,5,7,8,12,14,16,17,18
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Your End Point Assessment -

Your final assessments (end point assessment) marks the conclusion of your apprenticeship programme and consists of three mandatory assessment activities.

Apprentices will need to achieve three separate assessments to achieve their Apprenticeship. The assessments can be completed in any order; however, we would recommend that the on-line knowledge test is completed first.

All EPAs are formal assessments that take place after the Apprentice has passed through the Gateway. All EPAs are conducted by Independent End Point Assessors (IEPA). The EPA will take place over two separate days, one day for the knowledge test and one for the practical tests and professional discussion.

The EPA consists of three (3) distinct elements:

- 1. Practical Demonstration** followed by questions and answers. Apprentices must be observed by an Independent End Point Assessor (IEPA) completing 3 practical tasks (two from core and one from their selected option) in which they will demonstrate the KSBs assigned to this assessment method. The practical skills assessment will take 3 hours 30 minutes (+/- 10%) to complete.
- 2. Knowledge test Multiple-choice question paper** – 30 multiple-choice questions to be completed within 60 minutes under controlled conditions. The knowledge test is a closed book which means that the Apprentice cannot refer to reference books or materials.

3. Professional Discussion underpinned by portfolio of evidence. The professional discussion is a structured discussion between the Apprentice and the IEPA and will last for 70 minutes (+/- 10%) and be focused on the knowledge, skills and behaviours assigned to this assessment method. **Your portfolio** – In order to demonstrate your knowledge, you will be compiling a portfolio which will then be used as evidence against the questions contained in the units; this will be your evidence folder. Apprentices **must** compile a portfolio of evidence during the on-programme period of the apprenticeship. It should contain evidence related to the KSBs (knowledge, skills and behaviours) that will be assessed by the professional discussion. The portfolio of evidence will typically contain 15 discrete pieces of evidence. Evidence should be mapped against the KSBs. Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested. **Evidence sources may include** workplace documents and records, notated photographs and video clips of 10 minutes or less in which the apprentice must be in view and identifiable.

Grading Outcomes (EPA) - The table below outlines the potential combinations of grading outcomes for apprentices.

PRACTICAL ASSESSMENT WITH QUESTIONS	MULTIPLE-CHOICE TEST	PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO OF EVIDENCE	OVERALL GRADING
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass

PRACTICAL ASSESSMENT WITH QUESTIONS	MULTIPLE-CHOICE TEST	PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO OF EVIDENCE	OVERALL GRADING
Pass	Distinction	Distinction	Distinction
Distinction	Pass	Distinction	Distinction
Distinction	Distinction	Pass	Distinction
Distinction	Distinction	Distinction	Distinction

Training Courses: What you need to know...

Your training plan will be agreed prior to your enrolment with us in conjunction with the Forest District and your Skills Coordinator and will include the units outlined in the pages above. If you already hold prior learning in some of these areas, that will be discussed with your training assessor. The aim is to provide you with the skills required in order to function in your host district and to help facilitate your broad learning of a number of forest management practices.

Consolidation period - The process of a modern Apprenticeship sees that you are trained to a level where you are then able to practice and demonstrate your skills in a working forest environment; this is what will be referred to as your consolidation period. The length of your consolidation period will differ as to what skill set you are being asked to use; this can be anywhere from a minimum of 6 weeks on a chainsaw to something you may well be doing every day such as a risk assessment. This is to ensure that you have fully understood the training delivered and are demonstrating competence and safe working practices outside of your training sessions and will be reviewed by your assessor.

It is important that you make best use of the time given by the Trainers/Assessors during your training courses. This is the time to ask questions, clarify any points you may not understand and albeit make sure you have a more robust learning experience. This can

be made easier by the simpler things such as arriving on courses with the correct equipment – which we'll cover in the next paragraph – turning up on time and bringing suitable clothing for some changeable weather conditions which you will most certainly encounter.

Equipment for training courses – chainsaws, Personal Protective Equipment (PPE), tapes, paint, clearing saws, tariffing equipment etc – will be provided by your host forest districts; you are not expected to supply any of your own. Some of our equipment is also especially designed and purchased for use in the Forest environment and so must conform to a number of legalities. A couple of weeks before you are due to attend a training course, you will receive a set of joining instructions, these will contain all the information required for your course from dates, times, venue location (and address), course content, equipment to bring with you and Technical Training contacts.

Accommodation, food and expenses - Some training courses may take place away from your host forest district meaning that you may have to travel and stay in local accommodation for a number of nights. If, in the case of a Basic Chainsaw course, you are away for 2 weeks in a row, you will be afforded accommodation from Monday until Friday and expected to return for the same the following week. Your accommodation, evening meals and lunch will all be covered by the apprenticeship scheme, meaning that if you were to pay for your evening meals you would then be reimbursed after claiming the money back. Further information can be found in Staff Notice No. 16 on the Intranet.

Receipts - It is important that you retain your receipts for such things as lunch, evening meals and accommodation as you will need these to claim reimbursement from the Forestry Enterprise England; keep yourself a folder for these to make it easier.

Training courses can occur at any time of the month and so it would be advisable when you receive your training plan that you think ahead to budget for these excursions.

Travel - If a course is taking place in your own district and you have no need to travel then you are not entitled to expenses. If it is required, there is a facility for mid-month pay advances up to £350 to help should you require it but, again, this needs to be budgeted for in the next month and the claim for such must be submitted the month before you need it. More information can be found on the Intranet under the Human Resources link.

It is your responsibility to facilitate and make best of your own learning, this includes arranging your own transport to and from a training course – including, if required, travel from a training venue onto a worksite – arranging your own accommodation (your Skills Coordinator can help with this), turning up with the right equipment and making sure you arrive on time each day.

Registration - At or around the time as a prospective candidate you will be registered with the ESFA as a candidate for a Level 2 Forestry Operative Apprenticeship. This is a process in which you as a prospective candidate have your personal details and Candidate Number (CN) recorded by us, a candidate is registered only once. Your training cannot commence until you are registered.

Apprenticeship administration - This is the process of telling the ESFA which apprentices are doing which units, where they are doing it and when. This ensures that the ESFA identify the qualification and its level, your centre's details, and when the qualification will be completed.

Apprentices with additional requirements - The Forestry Commission is an equal opportunities employer. Where an Apprentice is affected by a health condition or learning challenge, they are encouraged to disclose this to their trainer and work supervisor so that appropriate adjustments can be discussed. The ESFA also provide guidance on how Apprentices with additional needs can be supported.

The job – what you might need to know...

Start Date - Your official start date as an apprentice will be agreed with your trainer. This is the first day you will work at your Host Organisation. Be aware that any work you do before this date won't count as part of your Apprenticeship and we will not be responsible for paying you. If you are unsure about when you are supposed to start working, you should contact your manager.

What am I expected to do? Before you begin your apprenticeship, you will be provided with a clear job description which fits with your Apprenticeship framework. You are expected to follow the policies and procedures of your workplace (e.g., Health and Safety), and complete any tasks which fall within your role. Where you are attending training, you are expected to comply with instructions given by your trainer.

What if I don't feel ready to do a task? If you feel uncomfortable with what you are being asked to do or if you feel you do not have enough experience, then you should contact your manager and explain the situation. If you feel this is not appropriate, please contact your apprentice training assessor.

Suitability Period - Like any employee you are subject to a four-week suitability assessment. This means that for the first 4 weeks of your apprenticeship you will be monitored by your supervisor and apprenticeship trainer, to make sure you are suitable for the role.

Lateness and sickness absence - You are expected to be on time for work. If you are going to be late you must contact your work supervisor as soon as you can. This should be no later than 30 minutes before you would usually start work. If you are feeling too unwell to attend your workplace, you must contact your work supervisor as soon as you can. This should be no later than 30 minutes before you would usually start work.

Policy and guidance – important information...

Appeals Procedure - At induction you will be informed about the appeals procedure by your assessor, what it is for and how it works. You can only appeal against assessment decisions. Any other problems or grievances you have will be dealt with under internal Human Resources procedures. Please talk to your line manager who can help you locate this information. In the unfortunate event that you feel that you may need to appeal an assessment decision, please consult with the Forestry Commission Appeals policy, this can be located on SharePoint.

Inclusion and Diversity – The Forestry Commission embodies an approach that takes a broad view of diversity, focused not just on the characteristics protected under law but equally committed to greater socioeconomic diversity, greater regional diversity and to building teams where effectively harnessing cognitive diversity is the way decisions are made. This has a zero tolerance for discrimination, with teams and leaders equipped to confidently and swiftly tackle inappropriate behaviours and the impact of inequalities. Alongside a focus on action rather than rhetoric with an agile and effective response to the irritants and barriers that persist – applying core leadership skills to issues of exclusion. Further information can be found in the Forestry Commission Inclusion Strategy which can be located on SharePoint.

Safeguarding - Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. All staff within The Forestry Commission has a duty of care to safeguard people within their teams, volunteers, contractors, agency staff and visitors to the nation's Forest, with extra care taken to protect those who are least able to protect themselves. Further information can be found in the Forestry Commission Safeguarding Policy which can be located on SharePoint.

For any other specific policy and guidance information, please consult with your work supervisor or your training assessor. Our policies are reviewed annually to ensure that we remain able to provide the most appropriate service that we can. When you are in the workplace and workplace specific guidance is available (such as health and safety guidance), you should adhere to this as this may be directly linked to your role and work area.

What you can expect from us during your apprenticeship – we will work under our Forestry Commission values to deliver high quality training and a professional service that will support your progression through your apprenticeship. Alongside this, you can expect that we will:

- Provide and facilitate a 2-year fixed term contract of employment leading to permanent employment upon completion of the learning programme
- A fair salary and benefits package
- Training and assessment that supports your learning and wider progression and is compliant with regulatory bodies
- Corporate and Protective Clothing

- Assistance and support to fulfil your potential

Should you need any further information regarding any of this information provided in this handbook, please do not hesitate to get in touch with the Apprenticeship Delivery Trainers or the Apprenticeship Delivery Manager.