

# Contents

About the Modern Apprenticeship Programme	2
Timetable	7
The Application and Selection Process	8
Terms and Conditions of Employment	13
Summary Information, Job Description & Person Specification	15

## THE MODERN APPRENTICESHIP PROGRAMME

The current vacancy for the apprentice Grounds Person within the Partnership Grounds Keeping Team 16-24 (or 16 to 29 years for Disabled Applicants or applicants who are care experienced\*), in line with NHS Greater Glasgow and Clyde Youth Employment Plan and workforce projections. **Please ensure you include your date of birth in the equal opportunities section of the online application form.**

*\* Care experienced applicants are people who live/have lived with foster parents/kinship carers or who live/have lived in a residential children's setting/secure unit. If this describes you please indicate this in question 3 of the assessment section in the online application form.*

**In order to apply you must have a minimum of:**

- **Three National 4 qualifications (or equivalent) one of which must be in English.**

During the MA programme you will be working towards achieving an SVQ 2 in Healthcare Support – Non Clinical

**If you already hold this SVQ please consider applying for our non-apprenticeship administration posts - [click here](#).**

- Applications are considered on a competitive basis which means not all candidates who submit an application will be guaranteed an interview. Shortlisting will include meeting the minimum educational qualifications for application along with evaluation of the Supporting Statement within your application form.
- Please ensure that you read the guidance carefully on completing the application form and your supporting statement BEFORE you submit your application. See *Page 12*
- You should complete and submit your application via the online application system. **You will find a link to the application form at [www.nhsggc.org.uk/255640](http://www.nhsggc.org.uk/255640)**

## THE MODERN APPRENTICESHIP PROGRAMME

### **What is a Modern Apprenticeship?**

Modern Apprenticeships offer the opportunity of gaining skills and qualifications that will help to start your career. A modern apprentice has the chance to be in paid employment and work towards a recognised vocational qualification at the same time<sup>1</sup>.

### **How long will it last?**

If successful in your application to NHS Greater Glasgow and Clyde you will be employed on a Fixed Term 12 Month contract.

During your apprenticeship you are expected to attend regular reviews to discuss your progress and development needs, and are expected to stick to the agreed training plan. This includes attending training and taking responsibility, with support, to collect the evidence required that proves your competence in the job role.

### **Will I be working to a Job Description?**

Yes. You will work to the apprentice Grounds Person job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined. You would not be expected to perform at the Grounds Person level on appointment.

You will also receive an outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

### **Where will I be working?**

You will be based on the Gartnavel Hospitals Campus. As a member of the Grounds team the role requires travel across a number of external sites and transport will be provided to and from the base at Gartnavel Royal on a daily basis.

### **What do the Grounds Keeping Team do?**

The Grounds team's role is to ensure that the grounds of all our Partnership properties are being maintained to a high standard by undertaking routine grounds maintenance including winter grounds maintenance, i.e. snow clearing, road and patch gritting, and other associated duties as directed by the Head Groundsman.

The team cover the Gartnavel Campus, Leverndale Hospital, and approx. 45 Health Centres and Clinics within Greater Glasgow and Clyde. Winter call out is an essential part of Ground Services and we operate an On Call Rota between October and March

---

<sup>1</sup> <http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals.aspx>

### **What hours will I work?**

The shift pattern is usually Monday to Friday 8:00 a.m. to 4:30 p.m.

### **What will I be doing?**

A full outline of the duties is provided in the full job description (attached). The duties will change regularly depending on time of year and what work and projects are required within the service.

However, in general these tasks will be;

Main duties include:

- Undertake a variety of grounds maintenance duties, including grass cutting, hedge/tree trimming/pruning and weeding, general gardening, cultivation, pesticide control and litter collection.
- Operate hand and motorised grounds equipment.
- Operation of weed killing/pesticide spraying equipment.
- Maintenance of roads and paths during periods of snow and frost. (Winter gritting and snow clearing.) This will involve participation in an on-call rota.
- Maintenance of grounds equipment.
- Work on other healthcare properties as agreed.
- Leaf clearing.
- Carry out planned maintenance.

### **Who else works within the team?**

You will be working as part of a team which consists of a Head Grounds Person, 3 Supervisors and 11 Ground staff team members.

### **What type of person are you hoping to recruit?**

We are looking for someone who is enthusiastic to learn and to develop within an apprenticeship. It is important that you take pride in doing your best and are not scared to take on new challenges as part of a team.

This role is a demanding one and requires you to work outside in all kinds of weather so we are looking to recruit someone who is interested in working outdoors and wants a job where they will be working with their hands.

You should enjoy work of a physical nature and to be able to adapt to working outdoors in challenging conditions. During the winter a key part of the role is snow clearing, road and patch gritting as the hospital must be accessible to staff and patients at all times.

The work is also of a seasonal nature with on going grass cutting, tree trimming and other duties that require you to operate and maintain hand and motorised grounds equipment and tools.

The Gartnavel Campus site is approximately the size of 10 football pitches and features a number of green and wooded spaces and is a very pleasant environment to work in.

The team members are friendly, energetic and hard working and so someone with an enthusiastic and friendly approach to work will find it easy to settle in.

### **What are the most important personal qualities required for the role?**

You will need:

- excellent communication skills,
- the ability to work as part of a team being flexible and reliable.
- the ability to follow departmental protocols/procedures

### **What is the most challenging part of this role?**

The most challenging aspect of this role is prioritising workload to ensure completion and working in inclement weather conditions.

### **How long will the Apprenticeship last?**

This apprenticeship posts will last for one year. By the end of the apprenticeship you will be expected to:

- Complete NHS GGC organisational induction and Mandatory Healthcare Support Worker Induction Standards & Code of Conduct
- Complete role specific induction
- Evidence the knowledge and skills required for the job role via the Knowledge & Skills Framework Review & Personal Development Planning Process
- Complete the Core Skills, SVQ Level 2 qualification and any enhancements outlined in the Modern Apprenticeship Framework
- Attend any training sessions arranged by the service.
- Adhere to NHS GGC Policies & Procedures

A modern apprenticeship isn't just about working; you need to be committed to learning too. During this period you would be expected to work as a member of our staff but also work towards an SVQ Level 2 qualification in Non Clinical Healthcare support. As well as working

you will be required to agree to a training / development plan and attend meetings with trainers, assessors and verifiers as required.

Engagement with the workplace SVQ process, attendance at arranged training sessions and satisfactory progression is a mandatory requirement of the apprenticeship programme.

You will be an employee of NHS Greater Glasgow and Clyde and therefore also expected to observe the same Terms and Conditions of employment that all our staff do, and be subject to the same policies and procedures.

### **What are the benefits of this kind of job?**

This is a great opportunity to learn key skills from an experienced team and gain knowledge, skills and experience in Grounds Keeping

### **Will I be paid?**

Yes. This post will be paid at Band 2 (Annexe 21). NHS Greater Glasgow and Clyde is a Living Wage Employer. This Modern Apprenticeship will pay you a minimum £17, 593 per annum (£9.00 per hour) for the duration of your apprenticeship.

### **What happens at the end of the Modern Apprenticeship?**

On successful completion of your Modern Apprenticeship we hope to support your transition into permanent employment within the organisation.

### **What is a Modern Apprenticeship Framework and where does an SVQ fit in?**

A Modern Apprenticeship Framework is a document that describes the minimum standards of competence defined by employers for a given role. Frameworks identify relevant SVQs (or alternative competency based qualifications), core skills e.g. communication, numeracy and any industry specific training that might be required.

More than 70 different Modern Apprenticeship Frameworks have been developed in Scotland<sup>2</sup>.

A Scottish Vocational Qualification (SVQ) is a qualification that shows that you are able to perform a job to nationally recognised standards. SVQs are made up of Units, each one of which describes an aspect of the job. You are expected to work your way through all of the relevant Units attached identified for your job role. There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job.

---

<sup>2</sup> <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships/ma-frameworks.aspx>

# Selection Timetable

Recruitment Stage	Date
<p>Information Session –your opportunity to find out more about this apprenticeship.</p> <p><b>Places are limited – please register your place by emailing <a href="mailto:modern.apprentice@ggc.scot.nhs.uk">modern.apprentice@ggc.scot.nhs.uk</a></b></p> <p><b>By Tuesday 18<sup>th</sup> June to secure a place.</b></p> <p><b>All applicants are encouraged to attend this session! Important information will be provided that may help completion of the application and interview preparation.</b></p>	Wednesday 19 <sup>th</sup> June
Closing date for application submission	12 Monday 24 <sup>th</sup> June
Applications assessed and candidates selected for Interview	Process completed by Friday 28 <sup>th</sup> June
Interview Preparation Session for short-listed candidates	TBC
Interviews	Wednesday 10 <sup>th</sup> July
Anticipated start date for Successful candidates to commence employment subject to the satisfactory completion of pre employment checks	Late August/Early September 2019

## THE MODERN APPRENTICESHIP APPLICATION PROCESS

### How do I submit an application form for this vacancy?

All applications need to be made through the NHS Scotland on line system. **You will find a link to apply at [www.nhsggc.org.uk/ 255640](http://www.nhsggc.org.uk/255640)**

When first register you can create an account which you can access at all stages of the process.

When completing your application please ensure that:

- You provide us with full contact details
- You provide us with your full education history. If including Standard Grades or Intermediate or GCSE please make sure you include the level.
- You provide details of any employment history. You should also include any volunteering or work experience placements in this section.
- Draft your answers before you type into the text box in the application form and check your spelling and grammar.

Please do not send any other inclusions e.g. copies of qualification certificates or other award letters. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.

### I've never worked in this kind of job before so how do you know I have the skills you are looking for?

As well as the educational qualifications, skills, knowledge/experience you must have to be able to do the job we will also ask you to provide supporting information in your application form that will help us assess your suitability.

You should also consider booking a space at our information event which will provide the opportunity to learn more about the role and speak with departmental staff.

The Assessment Section of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing the Assessment Section carefully** and ensure you address all the questions posed. *See Page 11*



### **How do you decide who to interview?**

We base our decision on who to interview by assessing the information you have provided and your responses to the questions you have been asked to address in the Assessment Section of the Application Form.

### **How should I complete my application form?**

Applications must be completed and submitted using the link on the webpage for this vacancy. **You will find a link to the application form at [www.nhsggc.org.uk/255640](http://www.nhsggc.org.uk/255640)**

To give you the best possible chance of selection please ensure please ensure you read the information pack carefully and ensure you have provided responses to the questions you have been asked to address on page 11 in your application for the post.

### **Can I get help to complete the application form?**

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at <https://www.skillsdevelopmentscotland.co.uk/>

You can also find information on the My World of Work website <https://www.myworldofwork.co.uk/getting-job/application-forms>

### **Who should I ask to be a referee?**

We know it might be hard for applicants to provide us with two referees if they have not worked before so that is why we will accept educational references from teachers at your school/college. However, if you do have a current part-time job or have volunteered or worked before please also give us details of someone who can provide a reference for this.

It is important that you give us full contact details including an email address for this person AND that you ask the person for permission to use them as a referee before you submit the application form.

We will only contact your referees if we decide to make a conditional offer of employment. All our offers of employment are conditional and subject to you satisfactorily completing pre employment checks which include reference and an occupational health assessment.

### **When is the closing date for applications?**

Your application must be submitted on or before **12 Noon Monday 24<sup>th</sup> June** at the latest.

## THE MODERN APPRENTICESHIP SELECTION PROCESS

### Who will assess my application?

Your application will firstly be assessed by recruitment professionals who will ensure that you meet the minimum selection criteria (a minimum of three National 4 qualifications (one of which must be in English)). Applications that meet the minimum criteria are then passed to a shortlisting panel.

This panel will include at least two managers from the department hiring staff. They will be judging how well your application matches the selection criteria for the post. They will review the information you provide in relation to the educational qualifications, knowledge, skills and experience required for the post. The shortlisting panel will be looking for well presented, clear, concise information and any additional information that is interesting and highlights any additional skills and qualities you have over and above your educational qualifications.

### When will interviews be held?

We anticipate that interviews will be held on Wednesday 10<sup>th</sup> July. If you have been selected for interview you will be notified by letter, email or text of the date, time and venue for interviews.

### Disability

The Equality Act defines Disability as follows “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHS Scotland is “Positive about Disabled People” as part of our continued commitment to extend job opportunities for people who are disabled. All candidates who indicate they have a disability **and meet the minimum criteria for selection** will be guaranteed an interview.

The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

## THE MODERN APPRENTICESHIP APPLICATION FORM

### What should I put in my application?

One standard application form means that everyone who applies is considered on the same basis.

It's a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Plan what information to include in each section of the application form and take note of the word limits.

### Completing the Assessment Section of the Application form.

To stand the best chance of getting an interview you need to ensure that you carefully address each of the following areas in your assessment. You will be asked three questions in the application form and we would like to answer them as follows:

#### **1 Why do you think you are suitable for this role? Maximum of 500 Words**

- In the summary information we have told what kind of person we are hoping to recruit. Can you tell us what skills or personal qualities you will bring to this job. Tell us which of these skills you have and how you have developed them e.g. through work, volunteering, school/college practical subject based tasks (any school subjects any hobbies or pastimes that can demonstrate good hand skills ),any clubs or after school/college groups/other interests that demonstrate the communication skills and personal qualities we are seeking.

#### **2 Why do you want to work for the NHS? Maximum of 500 Words**

- Why are you interested in a Grounds Keeping Apprenticeship with NHS Greater Glasgow and Clyde? Please describe briefly why you think you would be good applicant to the team. Tell us about your interest in working out doors or working with your hands and why you think this is the career path for you. What is it about this job that appeals to you?

#### **3 Is there any other relevant information that will assist us in shortlisting your application? Maximum of 250 Words**

- Please tell us a bit more about you. How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application.

## THE MODERN APPRENTICESHIP APPLICATION FORM

### Final Check

- Make sure you have included details of all your qualifications (including dates awarded)
- Make sure you include contact details for your Educational Reference(s) and Work/Character Reference, including email address for them. Don't forget to ask their permission to use their details on your application form
- Make sure you check that your responses are checked for spelling and grammar and provide detail. It might be useful to get someone else to look over your application
- **And finally before you submit it check it one last time**

### How to submit your Application Form:

Applications should be completed electronically submitted via the NHS Scotland Online Rectitment System – Jobtrain. **You will find a link to the application form at [www.nhsggc.org.uk/255640](http://www.nhsggc.org.uk/255640)**

If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831

Applications should be returned by the closing date of **12 Noon on Monday 24<sup>th</sup> June 2019.**

**Late applications cannot be considered.**

## THE MODERN APPRENTICESHIP TERMS AND CONDITIONS

### Starting Salary

£17,593 per annum.

### Fixed Term Contract Duration

The duration of the post is fixed term for 12 Months

### Hours of Duty

37.50 Hours per week

### Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is :

- 27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years' service and 33 (247.5 hours) days after 10 years' service. There are 8 (60 hours) Statutory and Public Holidays in each leave year (pro rata where applicable) .

### Superannuation Pension Scheme

If appointed you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can chose to opt out of the scheme. Employee's contributions to the NHS Scheme are tiered based on your earnings and the employer's contribution equates to 13.5 % of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. You can find out more at [www.sppa.gov.uk](http://www.sppa.gov.uk)

### Right to Work in the UK

We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to any commencing employment

### Healthcare Support Workers

You will be expected to comply with the new NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers NHS Greater Glasgow and Clyde has in place an Induction Programme which new employees will be expected to complete in the first few months of starting the new post. As part of the Induction Process, you will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.

## THE MODERN APPRENTICESHIP TERMS AND CONDITIONS

### Smoking Free Policy

NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds for staff and visitors.

### Pre employment Checks

All offers of employment will be subject to the receipt of satisfactory References, Occupational Health Screening, Criminal Records Check (Disclosure Scotland) where applicable, Eligibility to Work in the United Kingdom and Verification of Qualifications.

### Car parking and travel to NHSGGC Sites

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonocard's - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde's sites can be found by visiting [www.nhsggc.org.uk](http://www.nhsggc.org.uk) and select Transport and Parking on the home page or visit [www.spt.co.uk/travelinfo](http://www.spt.co.uk/travelinfo)
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

### Learning and education

NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework (summary guidance can be accessed via [www.nhsggc.org.uk](http://www.nhsggc.org.uk) go to Career and Jobs, click Agenda for Change and select Knowledge and Skills Framework).

**For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) and [www.nhsdiscounts.com](http://www.nhsdiscounts.com)**

# Job Description

*You will work to the standard **Grounds Staff** Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Grounds Person level on appointment.*

## JOB IDENTIFICATION

**Job Title:** Grounds Staff

**Responsible to:** Supervisor

**Department:** Facilities

**Directorate:** Partnerships

## 2. JOB PURPOSE

- The post holder will provide a comprehensive and effective Grounds Keeping Service
- The successful candidate is also expected to ensure compliance with all the Health & Safety standards and procedures, taking all relevant measures to prevent danger, avoid injury and prevent damage to equipment.
- Undertaking routine grounds maintenance including winter grounds maintenance, i.e. snow clearing, road and patch gritting, and other associated duties as directed by the Head Groundsman.

## 3. ROLE OF DEPARTMENT

As part of the Grounds team this role is to ensure that the grounds of all our Partnership properties are being maintained to a high standard .

Areas covered include Gartnavel Campus, Leverndale Hospital, and approx. 45 Health Centres and Clinics within Greater Glasgow and Clyde. Winter call out is an essential part of Ground Services and the successful applicant will be required to join the On Call Rota between October and March

#### 4. ORGANISATIONAL POSITION



#### 5. SCOPE AND RANGE

- Provides a comprehensive grounds keeping service
- The post holder will work within clearly defined protocols and procedures, adhering to policies e.g. Health and Safety.
- After initial induction and on the job training, the postholder will work with little supervision although guidance and assistance is available from supervisor/line manager on a daily basis.
- Post holder will have a Personal Development Plan.

#### 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Undertake a variety of grounds maintenance duties, including grass cutting, hedge/tree trimming/pruning and weeding, general gardening, cultivation, pesticide



control and litter collection.

- Operate hand and motorised grounds equipment.
- Operation of weed killing/pesticide spraying equipment.
- Maintenance of roads and paths during periods of snow and frost. (Winter gritting and snow clearing.) This will involve participation in an on-call rota.
- Maintenance of grounds equipment.
- Work on other healthcare properties as agreed.
- Work overtime when available/required.
- Leaf clearing.
- Carry out planned maintenance.
- Participate in new core skills.
- Participate in training in the use of new technologies.
- Apply knowledge of Health & Safety practices.
- Carry out unforeseen maintenance duties.
- Working with flammable liquids i.e. petrol, diesels, oils etc.

#### **7a. EQUIPMENT AND MACHINERY**

- Van & Trailer, Tractors/Trailers Move equipment from site to site, to grit, snow clear and pull trailer
- Spreader for Spreading salt,
- Snowplough Snow clearing from roads
- Tractor Mounted Grass Cutters for cutting large areas of grass banks and flat areas
- Grass Cutters, Ride on Grass Cutters and Grass Collector
- Make main areas of grass around building
- Brush Cutters to cut around edge of roads, buildings and posts in grass

- Leaf Blower to manoeuvre leaves into place to be picked up
- Chainsaw, Hedgecutter, Pole Hedgecutter and Pole Tree Pruner to cut hedges, to cut high hedges, to cut low lines of trees
- Sprayer for use of spraying pesticides
- Hand Tools for Flower beds digging, weeding, pruning and planting

## **7b. SYSTEMS**

- Planned Maintenance System
- Call Out Rota System

## **8. DECISIONS AND JUDGEMENTS**

- After initial induction, the postholder will work with minimum supervision although, advice and guidance is available on a daily basis if required.
- Demonstrate a degree of initiative
- Reports to Senior Supervisor but carries out duties independently without direct supervision.
- Plans details of progress.
- Planning various tasks for grounds maintenance.
- Assess ground conditions e.g. soft ground, slopes and weather conditions with relation to the health & safety of staff, patients, visitors and ourselves
- Arrange with other members of staff to allow entry to wards and buildings.
- Prioritising of daily workload.
- Operate within NHS Greater Glasgow & Clyde policies and procedures.

## **9. COMMUNICATIONS AND RELATIONSHIPS**

Communicate on a daily basis with Head Groundsman, Facilities Management, patients/Clients, members of the public and other trade groups

## **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

<b>Physical skills:</b>	Driving vehicles Operating heavy and industrial machinery and equipment Use of heavy hand tools Manual dexterity with hand tools
<b>Physical effort:</b>	Strenuous effort required on physical tasks i.e. strimming, snow

	clearing, grass cutting for long periods of time Ongoing requirement to exert strenuous physical effort i.e. carrying trimmers, moving large objects. Crawling, stooping and lifting objects. Extreme weather conditions i.e. low temperatures and working in hazardous conditions
<b>Mental demands:</b>	Consistent concentration required Working to programme Dealing with changing climatic conditions Required to be alert at all times While working with flammable liquids, always having to be vigilant
<b>Emotional demands:</b>	On Call duties Having to work on equipment and clean up after contamination i.e. clothing and waste. Working in a Psychiatric/Special Needs Hospital

#### **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Prioritising workload and complete while experiencing regular interruptions.
- Keeping control of grounds maintenance eventualities.
- Communicating tactfully with the public of the need to be considerate when parking and discarding cigarette ends.
- Dealing with patients and visitors in a professional manner.

#### **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

***Please note the criteria outlined in this section do not apply to applicants for the Modern Apprentice Programme. Modern Apprenticeship Applicants must possess at least three National 4(or equivalent) qualifications, one of which must be in English***

##### **Essential**

Equipment Training (Certificated)

General gardening training

Health & Safety Training (COSHH, Manual Handling, asbestos and pesticides)