

# Surveying Apprenticeship (Spatial Data)



## Surveying Apprenticeship ( Spatial Data)

Information for Employers and Training providers

Sector Framework Code 370

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## Introduction

This guide is designed to give information about the Advanced Surveying (Spatial Data) Apprenticeship, and to answer frequently asked questions. The framework covers the following nations:

England

Wales Surveying Modern Apprenticeship

Northern Ireland Surveying Apprenticeship NI

## What does the apprenticeship consist of?

The apprenticeship consists of a number of qualifications which make up an apprenticeship framework. The table below details what the apprenticeship consists of, the awarding bodies and the qualification numbers.

<b>Advanced Apprenticeship/Modern Apprenticeship</b>
<b>Competence Based Element</b> ABBE level 3 NVQ in Spatial Data 100/5907/6
<b>Knowledge based element</b> ABBE Level 3 Diploma in Spatial Data Management 500/5599/9
<b>Key Essential Skills</b>  Application of Number level 2  Communications level 2
<b>Additional Employer Requirements</b> none
<b>Employment rights and responsibilities</b>  Completion of ERR checklist A form needs to be signed by the learner and the trainer/mentor as evidence of completion.

## NVQ (competence element)

NVQs are made up of units of competence which detail what the apprentice must do in order to be deemed competent. The apprentice will also have to demonstrate that they are competent in the workplace and have the knowledge and understanding to be able to perform these jobs in a range of situations. The apprentice must achieve three mandatory units and three optional units.

## Spatial Data Management Diploma

The knowledge and understanding elements of the apprenticeship is strengthened through the use of the technical Diploma. It is important that the apprentice knows why they are doing a particular activity and how to react to situations, rather than just carrying out a job role in a rote fashion. The Technical Diploma also gives the apprentice an awareness of the key factors/themes in the Surveying industry. This qualification has been accredited under the Qualifications and Credit Framework (QCF). This means that the apprentice has to achieve 36 credits to qualify for the apprenticeship: consisting of 3 mandatory units and 1 optional unit. The qualification is assessed by a multiple choice test for the mandatory units and practical demonstration and questioning or an assignment for the optional unit.

The qualification structures appear in Appendix 1 and 2 and more information can be obtained from ABBE, the Awarding Body for the Built Environment.

## Key Skills (Essential Skills in Wales and NI)

Apprentices who reside in England will have to put together a portfolio and sit an external test in both Communications and Application of Number. If apprentices already have a grade A-C in English (or Welsh) or Maths GCSE they will be exempted from Key Skills. However, it is necessary to ensure that documentary evidence, usually a certificate, is provided as proof of evidence. Please note that exemptions only last for a period of 5 years; from the date of sitting the GCSE to the date of registration on the apprenticeship programme. Apprentices who have D- G in English (or Welsh) or Maths GCSE will be asked to compile a portfolio and to sit a test. Further information on Key Skill exemptions can be obtained from the Asset Skills website.

There will be opportunities within the Technical Certificate to provide evidence for the Key Skills. Training providers should be able to assist with this.

Apprentices who reside in Wales will only have to produce a portfolio of evidence.

## Employment Rights and Responsibilities (ERR)

ERR will be covered through induction processes and at review/appraisal/mentoring meetings. The apprentice is asked to complete a checklist. Copies of this can be found on the Asset Skills website: [www.AssetSkills.org](http://www.AssetSkills.org).

Asset Skills require a sign off sheet signed by the apprentice, employer or training provider as evidence that ERR has been successfully completed before an Apprenticeship completion certificate can be issued.

## Delivery of the apprenticeship

This will be negotiated between employers and training providers. In some cases large employers may provide the training in house, including the NVQ, using training providers for specialist functions such as internal verification of NVQs, the Spatial Data Diploma and Key Skills. Some companies might wish to use a training provider for all aspects of the apprenticeship.

Due to the specialised nature of Spatial Data numbers are likely to be few and it could be that the off the job element, the Spatial Data Management Diploma, might have to take place on residential, block release courses. It is hoped that open learning materials may be developed to provide another delivery method. The ERR is delivered at the workplace as is the NVQ although simulations might take place in a training centre.

If apprentices have already received in-house training this can be used towards the apprenticeship. It is therefore important that initial assessment takes place to check what a learner already knows and a learning plan devised to ensure that the missing gaps in knowledge are taught.

For more information on training providers please contact ABBE, the awarding body, whose details appear in the useful contacts section.

## Achievement and Certification.

An apprentice will receive a certificate for the achievement of the individual components of the framework, etc, NVQ, key skills and the Spatial Data Management Diploma. The training provider is responsible for claiming the national completion certificate from Asset skills and for providing evidence of completion of all the mandatory outcomes. They are also responsible for ensuring that the apprentice

receives the completion certificate when awarded by Asset Skills. Copies of the Certification request form can be obtained from the Asset skills Website: [www.assetskills.org](http://www.assetskills.org). There is a charge of £30.00 for the certificate.

For apprentices based in Northern Ireland the completion certificate is obtained from the Department of Education and Learning.

## Progression

The apprenticeship will give technician/junior status to relevant professional organisations. In order to become full members of professional bodies, apprentices will have to undertake further qualifications or provide a portfolio of competence evidence compiled over a number of years. Details as to the exact requirements can be found on the websites of the professional organisations. The apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are part of the ERR component of the framework.

## Frequently asked questions?

### Who is the apprenticeship for?

Apprenticeships are available for all ages over 16. An apprentice could be recruited from an external pool of candidates or it could be an opportunity for existing staff to develop and enhance their skills and knowledge. Employers will set their own entry requirements, but due to the high level of numeracy and literacy required a grade A\*-C in English and Maths would be desirable, although not mandatory. Some employers might wish to undertake diagnostic testing and literacy and numeracy assessments to ensure that the right candidates are appointed.

### How do I find an apprentice?

Employers can register their vacancies with the National Apprenticeship Service [www.apprenticeships.org](http://www.apprenticeships.org). For Wales and Northern Ireland vacancies can be placed with job centres and the local career offices.

How much will the training cost?

If the apprentice is aged 16 – 19 all the training costs will be met by the government. For apprentices aged 19+ the employer will be expected to pay a % amount, but in some cases funding for the entire programme will be met. For more information on costs please refer to your local training provider.

**Who pays wage costs?**

The employer is expected to pay the apprentice. Apprentices under nineteen have to be paid £95.00 a week from August 2009; above that age, the minimum wage applies.

How long will the training take?

Asset Skills has estimated that it will take an apprentice between 18 to 24 months to complete the programme, but this will vary depending on the individual and their specific learning needs.

## Appendix 1

### **ABBE Level 3 NVQ in Spatial Data Management - how is it structured?**

This NVQ has a very flexible structure. It comprises eight units, some of which are core or essential, and others that are optional. You must achieve three mandatory units and three optional units to achieve the full qualification including either Unit 5 or Unit 6.

#### Units of Competence

##### Mandatory Units

Unit C01	Manage communications and personal and interpersonal skills
Unit C02	Prepare and present survey information
Unit C03	Identify hazards and control risks

##### Optional Units

Unit C04	<b>Exchange information to allow others to learn</b>
Unit C05	Lead the work of teams and individuals to achieve their objectives
Unit C06	Prepare, observe and record survey data
Unit C07	Establish and maintain the dimensional control of construction and installation projects
Unit C08	Establish and operate spatial and operational information systems.

## Appendix 2

The Diploma is a new vocational relevant qualification. The principle aim of the Technical Diploma is to support the knowledge and understanding elements of the N/SVQ level 3 Spatial Data Management. The structure consists of three mandatory units; and 1 optional unit. The learner must achieve 38 credits and it is estimated that the course will require 300 learning hours. Please see the table below

Title	Credit value
<b>Core Units</b>	
1. Fundamental principles and procedures of surveying	15
2. Health, Safety & Welfare in Surveying	4
3. Developing personal and interpersonal skills	4
<b>Option Units</b>	
4. Topographical surveying	15
5. Engineering surveying	15
6. Using Geographical Information Systems	15

## Appendix 3 Useful Contacts

<p>Connexions:</p> <p><a href="http://www.connexions.gov.uk">www.connexions.gov.uk</a></p>	<p>National Apprenticeship Service</p> <p><a href="http://www.apprenticeship.org">www.apprenticeship.org</a></p> <p>Helpline 08000 150 600</p>
<p>Asset Skills (Northampton)</p> <p><a href="http://www.assetskills.org">www.assetskills.org</a></p> <p>Tel: 01604 233336</p>	<p>Small Business Service</p> <p><a href="http://www.smallbusinessadvice.org.uk">www.smallbusinessadvice.org.uk</a></p>
<p>Train to Gain Skills Brokers</p> <p><a href="http://www.traintogain.gov.uk">www.traintogain.gov.uk</a></p>	<p><a href="mailto:abbeenquiries@bcu.ac.uk">abbeenquiries@bcu.ac.uk</a></p> <p><b>ABBE</b>, Birmingham City University, Perry Barr, Birmingham, B42 2SU</p> <p>Tel no: 0121 331 5174</p>

<p>ACCAC</p> <p>Castle Buildings</p> <p>Womanby Street</p> <p>Cardiff</p> <p>CF10 9SX</p> <p><a href="http://www.accac.org.uk">www.accac.org.uk</a></p> <p>Tel: 029 2037 5400</p>	<p>Estyn</p> <p>Anchor Court</p> <p>Keen Rd</p> <p>Cardiff</p> <p>South Glamorgan</p> <p>CF24 5JW</p> <p><a href="http://www.estyn.gov.uk">www.estyn.gov.uk</a></p> <p>Tel: 029 2044 6446</p>
<p>Business Connect Wales</p> <p>Tel: 08457 96 97 98</p> <p><a href="http://www.businessconnect.org.uk">www.businessconnect.org.uk</a></p>	<p>Asset Skills (Wales)</p> <p>Tel: 07734 981 376</p> <p><a href="mailto:jholdaway@assetskills.org">jholdaway@assetskills.org</a></p>
<p>DELNI (Department of Education and Learning Northern Ireland)</p> <p><a href="http://www.delni.gov.uk">www.delni.gov.uk</a></p> <p>Tel: 028 9028 7777</p>	<p>Asset Skills (Northern Ireland)</p> <p><a href="mailto:awatson@assetskills.org">awatson@assetskills.org</a></p> <p>Tel: 07843 211 488</p>