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Llywodraeth Cymru
Welsh Government

Welsh Apprenticeship Pathway

in

Civil Operations-Groundwork

The content of this Pathway has been agreed by the expert Steering Group facilitated by CITB These Construction Apprenticeship Pathway in the Construction sector are approved for use in Wales and are eligible for Welsh Government funding.

More Information can be obtained from:

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www.gov.wales

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LEARNING PROGRAMME CONTENT

The Learning Programme provision shall comprise of four mandatory elements:

- Qualifications
- Essential Skills
- On/off the job training
- Additional Employer requirements? (digital Skills)

The total minimum credit value required for the Level 3 Pathway (Civil Operations-Groundwork) is 93 credits.

ENTRY REQUIREMENTS

List a This Apprenticeship is suitable for learners who:

- are aged 16+ currently working in the trade area and have achieved one or more of the following:
- the Foundation in Construction and the Built Environment qualification.
- the Progression in Construction Level 2 in which the apprenticeship is to be undertaken.
- [Level 2 or 3 Certificate or Diploma in the trade in which the apprenticeship is to be undertaken achieved within the last 3 years.](#)
- [Verifiable 3 years or more employment in the trade in which the apprenticeship is to be undertaken.](#)

List b, and one or more of the following

- Welsh Baccalaureate National Diploma
- Essential Skills Wales or Key Skills in Communication and Application of Number at level 1 or above.
- GCSE grade A*-D in any two the following: - a communication subject, maths and either a science or technical-based subject
- A*- D grade in The WJEC Built Environment GCSE.
- Level 2 Merit WJEC Level 1/2 Vocational Award in Designing the Built Environment.
- WJEC A/AS Built Environment GCE.
- Merit, Pearson BTEC Level 1/Level 2 Tech Award in Construction and the Built Environment

APPRENTICESHIP PATHWAY LEARNING PROGRAMME(S)

Apprenticeship Core

Level 2 – Construction Pathway					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Knowledge	Qualification Assessment Language(s)
C&G	C00/4414/4	41	414	Knowledge	English or Welsh

Where learners have achieved one of the entry requirements in list a, they will not need to undertake the Construction Core Qualification.

All learners will need to have achieved one of the requirements from list b for entry.

Level 3: Civil Operations-Groundwork

Qualifications

Level 3 – Construction Pathway					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
C&G	C00/4327/2	93	927	Combined	English or Welsh

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh.

Level 3: Civil Operations-Groundwork	Level	Minimum Credit Value
Communication	2	6
Application of Number	2	6

See note a regarding transition arrangements for essential skills.

Additional Employer Requirements

Level 3: Civil Operations-Groundwork	Level	Minimum Credit Value
Digital Skills for Construction	2	3

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 3: Civil Operations-Groundwork	2786	554

On/Off the Job Training with Construction Core

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 3: Civil Operations-Groundwork	2786	807

The anticipated duration of the Civil Engineering Groundworks apprenticeships will be between 2 years (Post Foundation Qualification) and 3 years (Including Foundation Core Qualification).

The above figures are **for guidance only** and may be different for experienced/older workers depending on the amount/nature of relevant experience, and significantly reduced for those progressing from related qualifications such as the Progression Qualification.

Note a Transition arrangements for Essential Skills

Learners who will start their Foundation, Foundation Core or Progression Qualification in 2022 will be required to work towards level 2 Essential Skills in both Application of Number and Communication during their apprenticeship.

On completion of their apprenticeship learner will aim to have achieved level 2 Essential skills in both subjects but will be deemed to have completed their apprenticeship if one of the essential skills is passed at level 2 and the other at level 1. This as above will allow an adequate and fair period of transition for these learners.

From August 2023 any new learner who starts their Foundation, Foundation Core or Progression Qualification will be required to pass both Essential Skills at level 2 as part of their apprenticeship.

OTHER ADDITIONAL REQUIREMENTS

Additional Requirement Detail (Minimum Credit & Hours)

Additional Employer Requirements

Level 3: Civil Operations-Groundwork	Level	Minimum Credit Value
Digital Skills for Construction	2	3

- **This qualification is under development and will be a requirement when approved by the Regulator in Wales.**

JOB ROLES

This Framework specifies the standards and criteria for the Level 3 Apprenticeship in Civil Operations-Groundwork. Successful achievement of all the components of this Framework will lead to the award of a Level 3 qualification and recognition as a qualified Civil Operations-Groundworker within the sector. The Award of this Qualifications will enable the learner to apply for a CSCS Card.

This Framework has a single pathway:

- Civil Operations-Groundwork

Working on a construction site or in a public place, to given specifications, laying drainage, placing street iron works, laying pavements, and excavating holes and trenches.

This Apprenticeship is designed to provide individuals with the opportunity to develop the skills and knowledge that are needed to carry out Civil Operations-Groundworks in commercial, industrial, settings.

On completion of the requirements in this Framework the Apprentice should, as a minimum, have the core skills and core knowledge required to carry out the following in a safe and competent manner including:

- Digging trenches for foundations
- Setting up a site, putting up barriers, safety signs, huts, etc.
- Following all health and safety procedures
- Providing excavation support to other construction professionals
- Interpreting the use of drawings and specifications
- Laying pavements, kerbs and driveways
- Concreting sites
- Removing drainage and pipework systems
- Operating plant machinery, such as excavators and dumper trucks
- Preparing the ground/foundations to allow construction to begin
- Redirecting waterways and connecting pipes with existing pipework.

In addition, the Apprentice should also be able to:

- Apply professional judgement and support
- Challenge unsafe behaviors/activities
- Demonstrate innovation through the identification of areas for improvement and suggestion and/or development of innovative solutions
- Identify and manage risks to self and others
- Keep work area clean and tidy
- Manage own time effectively
- Think logically and accordance with the demands of the situation using clear and valid reasoning when making decisions to undertake the work instructions
- Work effectively individually and in a team
- Work in accordance with quality requirements
- Work productively
- Work safely and ensure the safety of others.
- Work within own level of competence and know when to seek advice from others
- Understand Technological requirements and changes
- Understand Statutory and Non- Statutory Regulations & Requirements
- Understand Working practices in accordance with Health and Safety requirements

- Understand Inspection, testing and commissioning procedures
- Apply health and safety and environmental legislation in the Construction sector.
- Establish and maintain relationships in the Construction sector

Throughout the Apprenticeship process the Apprentice should, as a minimum, develop and display the behaviours that show them to be consistently:

1. Assertive
2. Confident
3. Dressed appropriately
4. Empathetic
5. Fair
6. Honest
7. Proactive
8. Productive
9. Punctual
10. Reliable
11. Respectful (in terms of equality, diversity and inclusion)

PROGRESSION

The aim of this Framework is to ensure that the successful learners gain:

- The Skills and Knowledge required by the industry to achieve competence
- Job related skills that will be used in the working environment
- Knowledge and skills aligned to working practices, relevant statutory and non-statutory regulations
- Transferable and Core Skills
- The basis for career progression

When apprentices have completed this Framework, they have a number of progression options to them including:

- Vocational: develop self in the role and seek promotion
- Academic: use the qualifications gained as the basis for further study and entry to Further or Higher Education as appropriate
- Combination of Vocational and Academic: undertake part time study while still working. This may be as part of a structured Higher Level Apprenticeship (HLA) if this is relevant/available.

More specifically, on successful completion of this Apprenticeship in Civil Operations-Groundwork an apprentice will be furnished with the skills and knowledge, and have the qualifications to:

- Apply for the CSCS card via CSCS at www.cscs.uk.com/
- Progress onto a relevant Higher-Level Apprenticeship
- Progress in their career with further training into such job roles as, Site/Workshop Supervisor/ Manager etc.

Further career guidance can be found at:

- <https://www.goconstruct.org/construction-careers/what-jobs-are-right-for-me/groundworker/>
- <https://careerswales.gov.wales/job-information/ground-worker>

It is anticipated that successful candidates will progress within the Construction industry in qualified positions such as employed or self-employed, supervisors, managers.

Continuous learning will be expected of the qualified candidates in order to maintain awareness of the regulations impacting on the industry and technological changes/advances.

EQUALITY & DIVERSITY

It is important that apprenticeship Pathways are inclusive and can demonstrate an active approach to identifying and removing barriers to entry and progression. Pathways should advance equality of opportunity between persons who share protected characteristics and those persons who do not as identified in the Equality Act 2010.

The protected characteristics identified in the Equality Act are age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity. Marriage and civil partnership is also included although only in respect of the requirement to eliminate discrimination in employment.

Training providers and employers MUST also comply with the other duty under the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to the industry based upon those nine protected characteristics.

The Construction Industry has not, historically, been a traditional career choice for women. However, women do qualify and work successfully in the industry and this is encouraged.

The sectoral bodies work at local, regional and national levels to identify and address issues around equality and diversity. This work is supported by local/national government, non-governmental bodies/agencies and relevant Unions.

It is a requirement that apprentice recruitment is open and fair to all who meet the selection criteria, regardless of gender, ethnic origin, religion/belief, sexual orientation or disability.

All partners involved in the delivery of the apprenticeship and employers must be committed to a policy of equal opportunities and must have a formal equal opportunities policy and procedure in place.

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 such as the Equality Act 2010.

Providers will monitor equality of opportunity practice and procedures within their own organisation and take positive action when necessary. It is also recommended that employers/providers conduct an exit interview if the apprentice leaves the programme before completion.

EMPLOYMENT RESPONSIBILITIES AND RIGHTS (ERR)

Employment Responsibilities and Rights (ERR) is no longer compulsory. But it is recommended that all apprentices (especially the 16 years -18 year group) receive a company induction programme.

RESPONSIBILITIES

It is the responsibility of the Training Provider and Employer to ensure that the requirements of this pathway are delivered in accordance with the Welsh Government Apprenticeships Guidance.

Further information may be obtained from:

Welsh Government

DfES-ApprenticeshipUnit@gov.wales