

Open Awards Level 4 End-point Assessment for

ST1427

Forestry Works

Manager

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Version History

Version	Date	Change(s) made	Section(s)	Publication source(s)
1	March 2026	New document.	All	Development Team

This EPA Handbook is for apprentices, employers and providers. It provides an overview of the apprenticeship assessment, the assessment methods, the grading descriptors etc. It is a reference document which will guide you through each stage of the process.

For further information about apprenticeship standards and support available from Open Awards please contact enquiries@openawards.org.uk

Occupational Overview

This occupation is found in operational forestry and woodland sites where management activities are being planned and taking place. These could be on the public forest estate, charity or local -authority owned sites or privately-owned sites, e.g. private estates or commercial woodlands. Employers in which this occupation is found range from multi-national forest management companies with hundreds of UK employees to micro-enterprises.

The broad purpose of the occupation is to commission work on a forestry site and oversee the safe and effective implementation of it. Management of activities may include tree felling, timber harvesting, ground preparation, tree establishment, tree health, access and infrastructure works, habitat management, and arboricultural works.

In their daily work, an employee in this occupation interacts with:

- The Landowner and/or their representative
- Contractors
- Sub-contractors
- Workers
- Hauliers
- Members of the public.

An employee in this occupation will be responsible for health, safety and environmental integrity of forestry works. This might include new woodland creation or restocking, timber harvesting, and or establishment and maintenance and other activities. Working forestry sites will often have multiple conflicting activities present that must be safely managed during operations, for example recreation and leisure access, and this role must ensure all works are carried out in accordance with the appropriate industry safety guidelines for example FISA Guidance on Managing Health and Safety in Forestry and Guidance on Responsibilities for Environmental Protection in Forestry.

A Forestry Works Manager is responsible for ensuring safety, health and welfare standards are established, implemented, and maintained with the aim of protecting all site personnel along with others who may be affected by the work, including third party visitors and members of the public. They are responsible for operations on the woodland site and areas impacted by the work, for example soils, watercourses, rights of way, ecological and archaeological considerations in accordance with the UK Forestry Standard are also responsible for safe and management.of timber, from the point of harvesting, forwarding to roadside, and uplift by hauliers, at which point the forest operations may interact with the public road network, which may include worksites that involve felling of diseased roadside trees and associated traffic management.

Standard Information

Level: 4

Reference: ST1427

Approved for delivery: 19 February 2025

Route: Agriculture, environmental and animal care

Typical duration to gateway: 15 months (this does not include the EPA period)

Employers involved in creating the standard: Forestry Commission, Adrow Ltd, Confor (Confederation of Forest Industries), Kilmaha/Forestry Contracting Association, FISA (Forest Industry Safety Accord), Euroforest, MWMAC, Scottish Woodlands, Tilhill, Egger, Forestry England, Forestry Commission, Institute for Chartered Foresters (ICF), Woodland Trust

External Quality Assurance Provider: Ofqual

Entry Requirements

There are no specific entry requirements for this apprenticeship. However, apprentices should be familiar with forestry practices and have direct experience of forestry and woodland operations.

End-point Assessment Documents Overview

An overview of the main documents and supporting materials you will encounter during this end-point assessment is in the table below.

Document Name	Brief Description	Who Should Read this Document	When To Use this Document	Additional Information
Skills Scan	This document is designed to support employers and providers to ensure that an apprentice's job role meets the requirements of the standard.	Employers Providers	Use this during the decision making process when considering whether the EPA is appropriate for the apprentice.	This allows employers and providers to ensure that the EPA is a good fit for the skills and aspirations of the apprentice.
Apprentice EPA Journey	A one page visual overview of the different milestones the apprentice will reach within their EPA journey.	Apprentices Employers Providers	Before committing to the course to make sure it is the right fit for you. Throughout the EPA journey.	This roadmap will help you to understand what has been achieved so far and what still needs to be completed.
EPA Handbook	This provides an overview of the end-point assessment, the assessment methods, the grading criteria etc. It is a reference document which will guide you through each stage of the process.	Apprentices Employers Providers	During the apprenticeship as a reminder of the expectations, assessment methods and grading.	This is a key document which will help you to navigate your way through each step of the end-point assessment. Refer back to this frequently.

Document Name	Brief Description	Who Should Read this Document	When To Use this Document	Additional Information
Progression Tracker	This allows the employer to compile and record an evidence base to prove that the apprentice has demonstrated competence against each KSB specified in the assessment plan.	Apprentices Employers Providers	Throughout the EPA prior to gateway.	This document could be a valuable basis for discussions around progress that the employer may have with the apprentice.
Portfolio Referencing Matrix	This gives you an overview of the Portfolio of Evidence requirements. It also includes a declaration for the apprentice and the employer to sign.	Apprentices Employers Providers	When you submit the Portfolio of Evidence to support the Professional Discussion at gateway.	If this document is not signed and submitted the apprentice will not be able to enter gateway.
Preparation for the Professional Discussion	This gives you a brief reminder of how to prepare for the Professional Discussion and the knowledge and behaviours that will be assessed	Apprentices Employers Providers	When preparing for your Professional Discussion.	The grading descriptors may help you to complete a self-assessment whilst preparing for the Professional Discussion
Preparation for the Presentation and questioning	This gives you a brief reminder of how to prepare for the Presentation with questioning and the KSBs that will be assessed	Apprentices Employers Providers	When preparing for your Practical Test.	The grading descriptors will help apprentices to identify areas you may need to work on.

Document Name	Brief Description	Who Should Read this Document	When To Use this Document	Additional Information
	through this assessment method.			
Gateway Authenticity and Declaration Forms	These forms confirm that the apprentice is ready for gateway, the gateway conditions have been met and the evidence submitted has been produced by the apprentice.	Apprentices Employers Providers	At gateway.	These forms need to be signed by employers, providers and the apprentice. The apprentice is unable to enter gateway until these forms have been completed and submitted.

Gateway Requirements

The training provider must provide Open Awards with the following evidence to enable us to confirm the gateway requirements have been met.

- Apprentices must have completed both the minimum practical period duration and minimum off-the-job-training (OTJT) hours (supported by evidence of recognition of prior learning (RPL) where specified OTJT hours have been reduced).
- English and mathematics requirements have been met in line with apprenticeship funding rules. For those apprentices with an education, health and care plan or a legacy statement the apprenticeships English and mathematics minimum requirement is Entry Level 3 and British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.
- Fully completed and signed Portfolio Referencing Matrix form
- Portfolio of evidence typically containing 15 discrete pieces of evidence, mapped against the KSBs.
- Fully completed and signed Gateway Authenticity and Declaration Forms.

For more information on acceptable evidence/ qualifications for English and mathematics, please refer to the Department for Education guidance [here](#).

Open Awards cannot accept assessment booking requests until the Gateway checks have been satisfactorily completed, so failure to submit all the necessary information or evidence will delay this process. Open Awards will contact the training provider if the information or evidence is missing or insufficient, so that this can be rectified as quickly as possible. Open Awards aims to complete Gateway checks within five (5) working days from receipt of the Gateway declaration and authenticity form, subject to provision of all necessary information and ancillary evidence.

Once Gateway checks have been successfully completed, Open Awards Assessment Delivery Team will confirm provisional bookings or schedule subsequent bookings.

Assessment

The Forestry Works Manager apprenticeship assessment consists of two (2) assessment methods:

- Assessment Method 1 – Professional discussion underpinned by a portfolio of evidence
- Assessment Method 2 - Presentation and questions

Assessment Preparation

Support materials are available on the Open Awards portal to help prepare apprentices for their assessments. These materials will also support training providers and employers post-gateway to ensure apprentices are well prepared for their assessment experience. They are not intended to be used to measure proficiency pre-gateway or to support gateway decisions. Training providers can access these materials through the Secure Portal.

Order of Assessments

The assessment methods can be delivered in any order. The result of one assessment method does not need to be known before starting the next.

Assessment Window

Both assessments should typically be completed within a period of three (3) months from Open Awards approving the gateway.

Assessment Method 1 – Professional discussion underpinned by a portfolio of evidence

The apprentice and the Independent End-point Assessor (IEPA) will have a formal two-way conversation, allowing the apprentice to evidence the KSBs assigned to this assessment method and draw on appropriate evidence from their portfolio to underpin the discussion.

The assessor will ask at least 12 questions from a question bank developed by Open Awards, based on their review of the portfolio.

In addition to these questions, the IEPA may use follow-up or drill-down questions to clarify aspects of the apprentice's contribution to the discussion, or following their review of the apprentice's portfolio of evidence.

Portfolio of evidence

The portfolio of evidence will be used by the apprentice to provide evidence to support the discussion and will not in itself be assessed or contribute to the overall grade.

The portfolio will typically consist of 15 discrete pieces of evidence. This means that the apprentice should submit approximately 15 separate pieces of real-life work evidence, that cover the KSBs for this assessment method

Apprentices will not be penalised if they have submitted more or less pieces of evidence, as long as the evidence submitted is mapped to the KSBs. In the event of there being lack of clarity regarding the mapping of evidence, or its sufficiency/coverage against the KSBs, the portfolio may be rejected as part of the gateway process, and the apprentice requested to map all evidence and submit this again.

All evidence contained within the portfolio must reference the KSB(s) it applies to, as outlined in the Portfolio Reference Matrix document which apprentices complete as part of the gateway process. The evidence may be used to demonstrate more than one KSB and a holistic qualitative approach is suggested rather than it being quantitative.

Evidence sources may include workplace documentation and records such as, but not limited to:

- Workplace policies and procedures
- Witness statements
- Annotated photographs
- Video clips with a maximum duration of 10 minutes and the apprentice must be in view and identifiable.

The portfolio of evidence should not include reflective accounts or any method of self-assessment. Employer contributions should focus on direct observation of performance, i.e. witness statements rather than opinions.

The evidence provided must be valid and the apprentice's own work. It should contain a statement of authenticity, with the employer and apprentice confirming this.

Open Awards has a preference for the portfolio to be digital. It does not have a dedicated e-portfolio or mandate a specific e-portfolio for apprentices to use; however, digital evidence should be submitted at Gateway in a format accessible to enable it to be reviewed. Apprentices can also submit a paper-based portfolio at Gateway.

Open Awards will not assess the portfolio of evidence but rather the IEPA will review the evidence to prepare for the professional discussion. There will be no feedback on the portfolio of evidence after the review. However, the portfolio will be returned to the apprentice for additional work if insufficient, non-authentic or inappropriate evidence is submitted. Any deficiencies or actions must be corrected and the

assessment window will not start and assessment will not be arranged until corrections have been made to Open Awards satisfaction.

Assessment conditions

The professional discussion must be conducted on a 1:1 basis in a controlled environment free from distraction or influence. Open Awards default method of conducting the discussion is for it to be delivered remotely via video conferencing (e.g., Zoom or MS Teams).

In-person (face-to-face) assessment may be available subject to agreement.

The assessment must take place in a suitable venue, selected by Open Awards such as the employer's premises. The venue(s) must provide a quiet space, without interruptions for the apprentice and IEPA to conduct the discussion under appropriately controlled conditions.

During the assessment the apprentice should have access to their portfolio of evidence and may refer to it during the assessment. The IEPA must check that the apprentice has access before the assessment method commences. If the apprentice does not have access to it, the IEPA must obtain the apprentice's agreement to continue. If the apprentice wishes to have access, unless this can be accommodated within a reasonable timescale agreed with the IEPA, the assessment must be rescheduled.

As the discussion only involves the apprentice and the IEPA, neither the employer nor provider are required or able to attend. Where other individuals are required to attend (e.g., for quality assurance purposes), the apprentice would be given reasonable advance notice.

Permitted Use of Artificial Intelligence

The use of AI is not permitted within the professional discussion. Apprentices are assessed under controlled conditions and are not permitted to use the internet, other than for video conferencing, during the professional discussion. Apprentices must answer from their own knowledge, skills and behaviours gained during the apprenticeship.

Where apprentices wish to include 'live' evidence within their portfolio and refer to this during the assessment (e.g., worksite live streaming), they must provide the IEPA with appropriate access and guidance so this evidence can be reviewed in advance, so it's application can be discussed during the assessment.

Where AI has been used as part of their practical period, and the evidence is presented as part of the portfolio of evidence, this must be clearly identified through the apprentice's authenticity statement.

Assessment Timing

The apprentice **must** be given 14 days' notice of the professional discussion. The IEPA must have at least 14 days to review the portfolio and any supporting documentation.

The professional discussion is undertaken on a one-to-one basis between the IEPA and the apprentice and must last for 75 minutes.

The IEPA can increase this time by up to 10% (i.e., 7 mins and 30 seconds) but only to allow time for the apprentice to respond to a question if required. Therefore, the IEPA must not ask a new question(s) within this additional time. Anything over this time will not be counted as evidence towards the assessment decision.

The IEPA will not tell the apprentice in advance of the assessment how much additional time may be available. Therefore, the apprentice should not assume any additional time will be available and will be informed they should not assume any additional time may be available.

The apprentice may choose to end the assessment method early. In this scenario they must be confident that they have demonstrated the KSBs allocated to this assessment method. The IEPA must ensure the apprentice is fully aware of all the assessment requirements and confirm and document that the apprentice understands the implications of ending the assessment method early.

Whether the apprentice chooses to finish early or to the time allocated for the assessment, it will not be indicative of the grade they will receive. For example, if an apprentice finishes early, it will not necessarily restrict their grade to a pass. Nor if they complete within the time allocation of the assessment will they necessarily gain a higher grade. Grading is based on the apprentice's performance against the grading descriptors and hence their coverage of KSBs in the professional discussion.

Professional Discussion Grading Descriptors

Pass Grading Descriptors		Distinction Grading Descriptors
Theme		
Forestry works planning and management	<p>P1- Explains how they plan forestry works, considering how methods for pricing and resourcing impact safety, environmental accountability and value for money. (K3, S3)</p> <p>P2- Describes the process for communicating with duty holders before work starts and how they manage meetings and inductions, challenging any difficulties that may arise in a constructive manner. (K4, S2, B1)</p>	<p>D1- Analyses their pricing and resourcing for forestry works, explaining how they ensure high standards of delivery are effectively balanced against safety, environmental accountability and value for money. (K3, S3)</p>
Managing contractors for forestry works	<p>P3- Explains how they commission and manage competent contractors, sub-contractors, staff or workers for forestry sites taking account of health and safety, welfare, equality, insurances, experience, workforce skill and certification, environmental understanding, resources, monitoring and reporting, quality and delivery to plan. (K5, S5, S6)</p> <p>P4- Describes the format and content of contracts, tenders and techniques for monitoring compliance in relation to the use of contractors on forestry sites. (K6)</p>	None
Health, safety, welfare and environment management for forestry operations	<p>P5- Outlines how the legal system, health, safety, welfare, environmental, equality legislation and codes of practice apply to forestry sites and the regulatory implications of working across national boundaries. (K8)</p> <p>P6- Explains the types of incidents that can occur in a</p>	<p>D2- Evaluates their approach to leading by example when creating a positive health, safety and wellbeing culture within the context of their own role and the impact that this has had on forestry operations on site. (K10, S8)</p>

Pass Grading Descriptors	Distinction Grading Descriptors
<p>Managing forestry operations</p>	<p>P9- Explains how tree health threats and controls are managed within the context of forestry works and the implications on selection of operational methods showing due consideration for different types of biosecurity measures. (K19, S15)</p> <p>P10- Describes the competencies required to act as a forestry works manager in different contexts, explaining the limits of their competence and responsibility for self and others</p>

Pass Grading Descriptors	Distinction Grading Descriptors
	<p>and where specialist expertise is required. (K15, S12)</p> <p>P11- Explains how they monitor and manage forestry operations in line with plans and specifications and how they are impacted by legislation, policies, strategies, regulations, technical standards and certification schemes for sustainable forestry management in line with UK Forestry Standard. (K16, K17, S14)</p>
Managing ancillary operations	<p>P12- Explains the principles, risks and impacts involved with overseeing an ancillary operation in a forestry context and the role and responsibilities of specialists including Construction Design Management. (K20, S16)</p> <p>D4- Evaluates the risks and impacts involved with overseeing an ancillary operation in a forestry context, explaining the potential consequences if these are not thoroughly explored. (K20, S16)</p>
Manage self and personal development	<p>P13- Explains the value of updating their knowledge, skills and behaviours to stay up to date with all sector requirements including technical, technological and soft skills and how they identify development needs and plan, undertake and record Continued Professional Development. (K27, K28, S20, B5)</p> <p>P14- Describes the techniques they use to plan, manage and communicate their own workload in a professional manner. (K29, S21, B6)</p> <p>None</p>

To achieve a pass, the apprentice must achieve **all** the pass grading descriptors.

To achieve a distinction, the apprentice must achieve all the pass grading descriptors **and** all the distinction grading descriptors for the professional discussion assessment method.

A fail grade would be given where the candidate does not meet all of the pass grading descriptors for the assessment method.

Professional Discussion Knowledge, Skills and Behaviours

Ref	Criteria
	Knowledge
K3	Methods for pricing and resourcing forestry works and implications for delivery.
K4	Techniques for managing meetings and the role of pre-commencement meetings and induction.
K5	Qualities of competent contractors, sub-contractors or workers to include paid and non-paid for forestry operations and evidencing competence for individuals and organisations.
K6	Format and content requirements of contracts, tenders and techniques for monitoring compliance.
K8	Overview of the legal system, health, safety, welfare, environmental and equality legislation and codes of practice applicable to forestry sites and regulatory implications of working across national boundaries.
K10	Principles of establishing a positive health, safety and wellbeing culture, the importance of providing leadership, role modelling, embedding health and safety into decision making, creating effective management and communication structures, monitoring, reporting and reviewing performance.
K12	Types of forestry incidents, actions that should be taken when an incident occurs and information captured, severity and stages of response including prevention by reporting, sharing and learning, planning, management and investigation by internal and external organisations.
K14	Factors to consider when planning the safe and efficient use of machinery and equipment including legislation, new technology types, maintenance requirements, sources of advice and suitability for task.
K15	Specialisms in the UK forestry sector and competencies required to act as Forestry Works Manager in different contexts.
K16	Legislation, policies, strategies and regulations in relation to UK Forestry.
K17	Technical standards including assurance and certification schemes for sustainable forestry management in line with UK Forestry Standard.
K19	Tree health threats and controls, types of biosecurity measures and implications of tree health and condition on selection of operational methods.
K20	Principles, risks and impacts of ancillary operations in a forestry context, role and responsibilities of specialists including Construction Design Management, when it should be applied and how to work with it.
K27	Methods of identifying, planning and recording Continued Professional Development.

K28 Value of updating knowledge skills and behaviours to stay current with legal, organisational and personal requirements including technical, technological and soft skills.
K29 Techniques for planning, managing and communicating workload.

Ref	Criteria
Skills	
S2	Communicate with duty holders before work starts.
S3	Price and resource forestry jobs to ensure safety, environmental accountability and value for money.
S5	Commission competent contractors or staff for forestry sites taking account of health, safety, wellbeing, welfare, insurances, experience, workforce skill and certification, and environmental understanding and resources.
S6	Manage contractors or staff on a forestry site including competence, worker engagement, equality, monitoring and reporting, quality and delivery to plan.
S8	Lead health, safety and welfare for forestry operations on site including establishing a health, safety and wellbeing culture, leading by example, risk assessment, site operations, work methods, outputs from site, integration into decision making, site management and communication structures.
S10	Plan and manage incident response including contingency planning, emergency and post incident response, response for teams, remote and lone workers.
S12	Identifies limits of competence and responsibility for self and others, and where specialist expertise is required.
S14	Monitor and manage forestry operations in line with plans and specifications.
S15	Manage implications of tree health for forestry works including biosecurity
S16	Oversee an ancillary operation in a forestry context for example arboriculture, civil engineering, infrastructure, vegetation clearance, habitat management and forestry support services.
S20	Identify development needs, plan, undertake and record Continued Professional Development.
S21	Plan, manage and communicate own workload.

Ref	Criteria
Behaviours	

B1 Challenges approaches to work in a constructive manner.

B5 Committed to continuous professional development.

B6 Acts in a professional and ethical manner.
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Assessment Method 2 – Presentation with questions

The apprentice will deliver a presentation to an IEPA on the evaluation of a piece of work completed in the five (5) months immediately preceding gateway. The IEPA will ask questions after the presentation.

The presentation **must** cover the following six (6) themes:

- forestry works planning and management
- managing forestry work site access
- health, safety, welfare and environmental management for forestry operations
- managing forestry operations
- managing relationships
- communicating information and data.

The purpose of the presentation is to allow the apprentice to demonstrate their competence against the grading descriptors.

Presentation submission

The presentation materials must be submitted by the apprentice to Open Awards by the end of week three (3) of the EPA period following satisfactory gateway checks.

If the apprentice does not meet the three (3) week deadline for the submission of the presentation materials this will result in a fail in the assessment and a new three (3) week window would be opened. This would then be considered a resit and the outcome considered accordingly, unless special considerations or reasonable adjustments have been applied.

At the time of submitting the presentation materials, the apprentice must notify Open Awards of any technical requirements for the presentation. This includes where apprentices wish to include 'live' internet accessible evidence within their presentation and refer to this during the assessment (e.g., worksite live video streaming).

The IEPA must have at least 14 days' (2 weeks) to review the presentation materials, before the it is delivered by the apprentice. This will enable them to prepare questions.

If appropriate, apprentices may bring the piece of work they have evaluated for the presentation to support their answers, although it will not be marked as part of this assessment method. Only, the presentation and answers to the questions will contribute to the outcome of this assessment method.

Apprentices are assessed under controlled conditions and are not permitted to use the internet, other than for video conferencing. Where apprentices wish to include 'live' internet accessible evidence within their presentation and refer to this during the assessment (e.g., worksite live streaming), this must be notified to Open Awards.

Assessment conditions

The presentation with questions must be conducted on a 1:1 basis in a controlled environment free from distraction or influence. Open Awards default method of conducting the discussion is to be done remotely via video conferencing (e.g., Zoom or MS Teams).

In-person (face-to-face) assessment may be available subject to agreement.

The assessment must take place in a suitable venue, selected by Open Awards such as the employer's premises. The venue(s) must provide a quiet space, without interruptions for the apprentice and IEPA to conduct the discussion under appropriately controlled conditions.

As the assessment only involves the apprentice and the IEPA, neither the employer nor provider are able to attend. Where other individuals are required to attend (e.g., for quality assurance purposes), the apprentice would be given reasonable advance notice.

Permitted Use of Artificial Intelligence

The use of AI is not permitted within the presentation and questions. Where AI is used by an apprentice as part of their normal work activities and thus contributed to evidence presented, this must be disclosed to the IA.

If AI has been used in the production of the presentation materials, it must be referenced so the IEPA can clearly see this. Where AI has been used the apprentice must acknowledge this within the presentation, show the name of the AI used, state how the AI was used and the date the resulting evidence was generated.

Assessment Timing

The presentation with questions must last for 60 minutes (+/-10% at the discretion of the IEPA). This will typically include a presentation of 30 minutes and questioning lasting 30 minutes.

To ensure that there is sufficient time for the IEPA to ask at least six (6) questions, apprentices should aim to complete their presentation within 30 minutes. If after 30 minutes the apprentice appears to be likely to significantly exceed this time, the IEPA will request that the presentation be stopped, to ensure there is sufficient time to ask the required number of questions.

The IEPA will use the full time (i.e., 60 minutes) to cover the presentation and questioning. If, for example, the apprentice finishes their presentation earlier than the typical 30 minutes, the remaining/ additional time will be added onto the questioning time available.

The assessor will ask at least six (6) questions from the question bank developed by Open Awards, and they may also use additional questions they have developed. Open Awards will provide practice questions to enable apprentices to prepare for the EPA.

The IEPA can increase the overall time by up to 10% (i.e., 6 minutes) but only to allow time for the apprentice to complete their last point or respond to a question if required. Therefore, the IEPA will not ask a new question(s) within this additional time. Anything over this time will not be counted towards the assessment unless reasonable adjustments are applicable.

The IEPA will not tell the apprentice in advance of the assessment how much additional time may be available. Therefore, the apprentice should not assume any additional time will be available and will be informed they should not assume any additional time may be available.

The apprentice may choose to end the assessment method early. If this is so they must be confident that they have demonstrated the KSBs allocated to this assessment method. Whether the apprentice chooses to finish early or to the time allocated for the assessment, it will not be indicative of the grade they will receive. For example, if an apprentice finishes early, it will not necessarily restrict their grade to a pass. Nor if they complete within the time allocation of the assessment, will they necessarily gain a higher grade. Grading is based on the apprentice's performance against the grading descriptors and hence their coverage of the KSBs mapped to this assessment method.

Presentation and Questions Grading Descriptors

Pass Grading Descriptors		Distinction Grading Descriptors
Theme		
Forestry works planning and management	<p>P1- Explains the techniques used for developing and agreeing operational plans for forestry works including the interpretation of specifications, maps and plans, safe systems of work and selection and assessment of operational methods with due consideration for health and safety, the environment, site pricing and productivity. (K1, K2, S1, S4)</p> <p>P2- Evaluates and reviews an operational plan and the impact of lessons learnt and presents recommendations for improvements on future operational delivery. (K30, S22)</p>	<p>D1- Critically evaluates and reviews an operational plan, using lessons learnt to justify any recommendations made for improvements on operational delivery. (K30, S22)</p>
Managing forestry works site access	<p>P3- Explains the potential points, timings and reasons of authorised and unauthorised access to a forestry site and the importance of managing access, explaining how they manage and mitigate risk including liaison with duty holders and stakeholders and responses to unauthorised access. (K7, S7)</p>	None
Health, safety, welfare and environment management for forestry operations	<p>P4- Defines the roles and responsibilities of duty holders on a forestry site including the landowner including agents, forestry works manger, contractor, sub-contractor and worker. (K9)</p> <p>P5- Explains how they manage and monitor the environmental, historic and cultural protection of forestry sites considering any applicable constraints, designations, mitigations, licences, consents, permits and communicating protection measures as required. (K13, S11)</p> <p>P6- Describes how they identify and evaluate hazards on forestry</p>	<p>D2- Appraises the effectiveness of the protections put in place for forestry sites within the context of environmental, historic and cultural sensitivities, justifying any mitigations used and explaining the impact of not applying protections where needed. (K13, S11)</p> <p>D3- Appraises the effectiveness of hazard mitigations applied to forestry sites giving examples of where health, safety, wellbeing and environmental practice can be strengthened and the consequences of ineffective hazard management. (K11, S9)</p>

Pass Grading Descriptors		Distinction Grading Descriptors
	<p>sites and allocate resources to mitigate them considering the ongoing performance monitoring and review of health, safety, wellbeing, welfare and environmental standards including biosecurity, challenging unsafe or poor practice as it occurs. (K11, S9, B2)</p> <p>P7- Explains how they embed, and champion sustainable working practices and keep up to date on new sustainability developments and innovations. (B3)</p>	
Managing forestry operations	<p>P8- Explains the types of forest maps and plans used during forestry operations and how they plan and manage the interactions between forestry works and the surrounding land, habitats, utilities, designations, roadside works and infrastructure and the implications they have on forestry operations. (K18, S13)</p>	<p>D4- Evaluates the interactions between forestry works and the surrounding land, habitats, utilities, designations, roadside works and infrastructure, giving examples of both positive and negative interactions and the role of the forestry works manager in managing these. (K18, S13)</p>
Managing relationships	<p>P9- Explains how they manage relationships with duty holders and the importance of positive relationships and engagement with all stakeholders including influencing, negotiation and dispute resolution as required, giving due consideration to the impact of forestry works on local communities, statutory requirements and managing information about forestry works in public domain. (K21, K22, S17, B4)</p>	None
Communicating information and data	<p>P10- Explains the techniques used to interpret and evaluate data and report and communicate forestry information in a timely manner using methods suitable to audience and purpose including spatial information, adjusting their communication to influence outcomes as required. (K24, K25, S19)</p>	<p>D5- Justifies the digital tools, techniques and communication methods used to report and present forestry information to best influence outcomes and achieve the intended purpose. (K25, S19)</p>

Pass Grading Descriptors		Distinction Grading Descriptors
	<p>P11- Describes the sources and types of forestry information and records, sources of local advice and methods of communication, and how these are managed and maintained in a forestry context in line with legislation, compliance, personal and commercial sensitivities. (K23, K26, S18)</p>	

To achieve a pass, the apprentice must achieve **all** the pass grading descriptors.

To achieve a distinction, the apprentice must achieve all the pass grading descriptors **and** all the distinction grading descriptors for the presentation and questions assessment method.

A fail grade would be given where the candidate does not meet all of the pass grading descriptors for the assessment method.

Presentation and Questions Knowledge, Skills and Behaviours

Ref	Criteria
Knowledge	
K1	Techniques for developing operational plans for forestry works.
K2	Operational methods for undertaking forestry works, implications for health, safety, environment, site, pricing, and productivity.
K7	The importance of managing access to forestry sites, who might access a site, third parties, reasons for access, techniques for mitigating risk and responses to unauthorised access; policies, processes and timings to be considered.
K9	Roles and responsibilities of duty holders on a forestry site: landowner including agents, forestry works manger, contractor, sub-contractor and worker.
K11	Hazards on forestry sites, how to identify and evaluate them, allocate resources, mitigate risk and monitor.
K13	Environmental, historic and cultural sensitivities, constraints, designations, mitigations, licences, consents and permits, and sources of information including when use of specialist experts are required.

K18 Sources and types of forest maps, plans and their components including implications of utilities for forestry operations.
K21 Relationship management including influencing, negotiation and dispute resolution.
K22 Importance of stakeholder engagement including impact of forestry works on local communities, statutory requirements and managing information about forestry works in public domain.
K23 Principles of data handling, types and role of records on forestry sites including legislative compliance and digital.
K24 Techniques for interpreting and evaluating data, writing and compiling reports.
K25 Communication methods, audience requirements and adjusting communication to influence outcomes and achieve purpose.
K26 Sources and types of forestry information, sources of local advice, methods of communication, legislative requirements and importance of communicating sensitively.
K30 Principles for evaluating project success, including how lessons learned are captured and can impact future operational delivery.

Ref	Criteria
Skills	
S1	Develop and agree operational plans for forestry works including safe systems of work and selection and assessment of operational methods.
S4	Interpret specifications, maps and plans for forestry operations.
S7	Identify potential points and timings of authorised and unauthorised access to a forestry site, manage and mitigate risk including liaison with duty holders and stakeholders.
S9	Review and monitor performance of health, safety, wellbeing, welfare and environmental standards on a forestry site.
S11	Manage and monitor environmental, historic and cultural protection of forestry sites including obtaining and interpreting information and communicating protection measures.
S13	Plan and manage interactions between forestry works, surrounding land and infrastructure including roadside works, habitats and designations.
S17	Manage relationships with duty holders and engage with stakeholders.
S18	Compile, manage and maintain records and spatial information in a forestry context in line with legislation, compliance, personal and commercial sensitivities.

S19 Interpret, report and communicate forestry information in a timely manner using methods suitable to audience and purpose including spatial information.

S22 Review and evaluate an operational plan and present recommendations for example highlighting best practice, identifying areas for improvement, flagging key issues with project.

Ref	Criteria
Behaviours	
B2	Champions health, safety, welfare, wellbeing and environmental good practice including biosecurity, challenging unsafe and poor practice.
B3	Embeds and champions sustainable working practices and keeps up to date on new sustainability developments and innovations.
B4	Acts and communicates in a way that builds and maintains positive relationships with stakeholders, colleagues, customers and suppliers.

Authenticity

The apprentice must present photographic identification to the Open Awards IEPA immediately prior to the assessment. This is a requirement to ensure the individual completing an assessment is the person they are claiming to be.

The following are acceptable forms of evidence of an apprentice's identification:

- a valid passport (any nationality)
- a signed UK photo card driving licence
- valid warrant card issued by HM Forces or the Police
- other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card
- UK biometric residence permit.

Where this identification is not available to be checked by the IEPA, the assessment will not be allowed to commence.

Where an apprentice does not have access to the necessary identification or where the name on the identification does not match the name registered with Open Awards, the training provider or employer must contact Open Awards in advance of the scheduled assessment to plan for alternative or additional authentication checks to be made.

Grading

Professional discussion underpinned by a portfolio of evidence

- If one or more pass descriptors are not met, the assessment will be graded as a fail.
- To achieve a pass all pass descriptors must be met.
- To achieve a distinction all pass and all distinction descriptors must be met.

Presentation and questions

- If one or more pass descriptors are not met, the assessment will be graded as a fail.
- To achieve a pass all pass descriptors must be met.
- To achieve a distinction all pass and all distinction descriptors must be met.

Overall grade

The grades from individual assessment methods will be combined in the following way to determine the overall grade. The merit grade will only be awarded in the overall grading for both assessment methods. This is outlined in the table below:

Professional discussion underpinned by a portfolio of evidence	Presentation with questions	Overall grade
Any grade	Fail	Fail
Fail	Any grade	Fail
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction

Resits and Retakes

Apprentices who fail one or more assessment method will be offered the opportunity to take a resit or a retake. Open Awards will provide feedback alongside the result notification to all apprentices who fail an assessment method. This feedback will be provided via the training provider, normally **within ten (10) working days** of the assessment taking place.

Resits or retakes are only to be taken in the event that the original assessment grade is a fail. A resit or retake cannot be taken with the intention of increasing the original grade if an apprentice has passed their EPA. Therefore, feedback will not normally be provided to apprentices who achieve a pass or higher.

In the event of a resit or retake of the professional discussion, apprentices will not be required to produce and present a new portfolio as the portfolio is not formally assessed.

In the event of a resit or retake of the presentation and questions, the original presentation may be used as the basis for the new submission, depending on the fail feedback provided by Open Awards. Apprentices will not be required to choose a completely new piece of work but will be expected to revise and improve their existing evaluation in line with the feedback received. However, they must deliver the presentation again following updating their work.

The maximum overall grade that can be achieved for a resit or retake is capped at a merit. Where an apprentice believes exceptional circumstances impacted on their initial assessment attempt, they must submit a formal request with supporting evidence for exceptional circumstances to be considered, directly to Open Awards **within five (5) working days** of receiving the assessment decision.

Resits and retakes must be completed within six (6) months of the assessment outcome otherwise the entire EPA will need to be taken again.

Quality assurance

Independent End-point Assessor Standard Requirements

Independent End Point Assessors must meet the following criteria:

- have recent relevant experience of the occupation or sector to at least occupational Level 4 gained in the last three (3) years or significant experience of the occupation or sector.
- meet the following minimum requirements:
 - hold or be working towards a recognised assessment qualification.

Internal quality assurance

Open Awards will complete quality assurance on assessments before results are released. Quality assurance is completed through observations of the assessment recordings and examination of documentation on a risk-based sampling model.

External quality assurance

External quality assurance for this apprenticeship standard is undertaken by Ofqual.

Assessment Specification & Indicative Content

The assessment specification can be found on our website and on Skills England's website in the published assessment plan for the standard. Details of which elements of the apprenticeship standard will be tested by each test are given below.

Mapping of Knowledge, Skills, and Behaviours

Key:	
Professional discussion underpinned by a portfolio of evidence	PD
Presentation and questions	PQ

Ref	KSB to be assessed	Assessment Method
Knowledge		
K1	Techniques for developing operational plans for forestry works	PQ
<p>The apprentice will need to understand the stages and purpose of operational planning in forestry works, including the integration of silvicultural objectives, environmental considerations, infrastructure considerations, health and safety, and stakeholder requirements. Different/best methods of operation depending on site conditions/objectives; impact of an operation on subsequent operations.</p> <p>They will be able to identify tools and methods for planning such as GIS, scheduling software, mapping systems, site meetings with operators and operational site visits.</p> <p>They will have a clear and concise knowledge of how to align operational plans with broader forest management plans, ensuring compliance, efficiency, and adaptability to site-specific factors.</p>		
K2	Operational methods for undertaking forestry works, implications for health, safety, environment, site, pricing, and productivity.	PQ
<p>The apprentice will need to understand a range of forestry operations such as harvesting, extraction, road building, restocking, and vegetation control, and the various methods available for each operation according to site needs/constraints/hazards etc.</p> <p>They will be able to identify how each method affects site conditions, environmental impacts, workforce safety, and productivity outcomes. Subsequent operations</p> <p>They will have a clear and concise knowledge of how operational choices influence cost and compliance, and how to assess trade-offs between different priorities (e.g., speed vs. sustainability).</p>		

Ref	KSB to be assessed	Assessment Method
K3	Methods for pricing and resourcing forestry works and implications for delivery.	PD
<p>The apprentice will need to understand how to develop pricing models and resource plans based on operational needs, site variables, contractor availability, how site conditions can affect pricing, how external factors can affect pricing, and market factors. These being in consultation with stakeholders eg; contractors, hauliers.</p> <p>They will be able to identify cost components such as labour, machinery, transport, materials, permits, and overheads.</p> <p>They will have a clear and concise knowledge of how accurate pricing and resourcing supports safety, project delivery, risk mitigation, and profitability.</p>		
K4	Techniques for managing meetings and the role of pre-commencement meetings and induction	PD
<p>The apprentice will need to understand the structure, purpose, and outcomes of various forestry work meetings, including pre-commencement, project updates, toolbox talks, and health and safety briefings.</p> <p>They will be able to identify when and how to conduct pre-commencement meetings and inductions to ensure all parties understand roles, risks, and expectations.</p> <p>They will have a clear and concise knowledge of communication techniques, agenda setting, recording actions, and ensuring meetings support effective site management.</p>		
K5	Qualities of competent contractors, sub-contractors or workers to include paid and non-paid for forestry operations and evidencing competence for individuals and organisations.	PD
<p>The apprentice will need to understand what constitutes competence in forestry operations, including qualifications and experience.</p> <p>They will be able to identify ways to assess and evidence individual and organisational competence, such as certification, references, work history, and compliance records.</p> <p>They will have a clear and concise knowledge of how to ensure both paid and volunteer workers meet necessary legal, safety, and quality standards.</p>		
K6	Format and content requirements of contracts, tenders and techniques for monitoring compliance.	PD
<p>The apprentice will need to understand the standard structure, terminology, and legal implications of forestry-related contracts and tenders.</p> <p>They will be able to identify the key components of these documents, such as scope of work, timelines, payment terms, insurances, liabilities, and performance criteria.</p> <p>They will have a clear and concise knowledge of techniques for monitoring compliance, including regular site inspections, documentation audits, and performance reviews.</p>		

Ref	KSB to be assessed	Assessment Method
K7	The importance of managing access to forestry sites, who might access a site, third parties, reasons for access, techniques for mitigating risk and responses to unauthorised access; policies, processes and timings to be considered.	PQ
<p>The apprentice will need to understand the legal and operational implications of controlling access to forestry sites. They will need to understand how to communicate scheduled works with stakeholders in advance of commencement e.g.; warning of footpath closures to MOP</p> <p>They apprentice will be able to identify different types of site users and third parties (e.g. public, recreational users, utility workers, neighbours) and their reasons for access.</p> <p>They will have a clear and concise knowledge of techniques to mitigate risk, such as signage, diversions, controlled entry points, fencing, briefings, and incident protocols, alongside relevant access policies and response timings.</p>		
K8	Overview of the legal system, health, safety, welfare, environmental and equality legislation and codes of practice applicable to forestry sites and regulatory implications of working across national boundaries.	PD
<p>The apprentice will need to understand the legal framework within which forestry works are carried out, including statutory duties and regulatory enforcement.</p> <p>They will be able to identify key general legislation such as the Health and Safety at Work Act, Equality Act, Environmental Protection Act, as well as more specific legislation such as PUWER, RIDDOR and relevant forestry codes of practice (e.g. FISA, UKFS).</p> <p>The apprentice will have a clear and concise knowledge of how laws and regulatory expectations may vary across the UK nations and the impact this has on planning and site management.</p>		
K9	Roles and responsibilities of duty holders on a forestry site: landowner including agents, forestry works manager, contractor, sub-contractor and worker.	PQ
<p>The apprentice will need to understand the hierarchy of responsibility and legal duties associated with different roles on a forestry site.</p> <p>They will be able to identify specific responsibilities for health and safety, environmental management, and operational oversight among landowners (or agents), managers, contractors, and workers.</p> <p>They will have a clear and concise knowledge of how to define, communicate and monitor roles and responsibilities to ensure legal compliance and operational efficiency.</p>		
K10	Principles of establishing a positive health, safety and wellbeing culture, the importance of providing leadership, role modelling, embedding health and safety into decision making, creating	PD

Ref	KSB to be assessed	Assessment Method
	effective management and communication structures, monitoring, reporting and reviewing performance.	
<p>The apprentice will need to understand the principles behind developing a culture that promotes health, safety and wellbeing as a core organisational value.</p> <p>They will be able to identify behaviours and leadership actions that influence culture, including active role modelling, visible commitment, and integration into all levels of planning and delivery.</p> <p>They will have a clear and concise knowledge of how to establish communication structures, gather performance data, carry out reviews, and embed continual improvement.</p>		
K11	Hazards on forestry sites, how to identify and evaluate them, allocate resources, mitigate risk and monitor.	PQ
<p>The apprentice will need to understand common and site-specific hazards on forestry sites, including those related to trees (eg pests/disease and how they affect trees), terrain, machinery, weather, wildlife, and public access.</p> <p>They will be able to identify hazard identification techniques such as dynamic risk assessments, pre-site inspections, and workforce reporting.</p> <p>They will have a clear and concise knowledge of how to evaluate risk levels, allocate appropriate control measures and resources, and implement systems to monitor ongoing risk throughout the project lifecycle.</p>		
K12	Types of forestry incidents, actions that should be taken when an incident occurs and information captured, severity and stages of response including prevention by reporting, sharing and learning, planning, management and investigation by internal and external organisations.	PD
<p>The apprentice will need to understand the different types of incidents that can occur during forestry operations, including near-misses, injuries, environmental breaches, and equipment failure.</p> <p>They will be able to identify appropriate immediate and follow-up actions following an incident, including scene management, reporting, communication and escalation.</p> <p>They will have a clear and concise knowledge of incident recording protocols, severity classification, internal and external investigation procedures, and how to use incident data to support learning and future prevention along with the appropriate legislation (ie RIDDOR)</p>		
K13	Environmental, historic and cultural sensitivities, constraints, designations, mitigations, licences, consents and permits, and sources of information including when use of specialist experts are required.	PQ

Ref	KSB to be assessed	Assessment Method
	<p>The apprentice will need to understand how environmental, historical and cultural features influence forestry operations and planning.</p> <p>They will be able to identify relevant designations (e.g. SSSI, Scheduled Monuments, protected species), legal constraints, and sources of data such as Natural England or Historic Environment Records.</p> <p>The apprentice will have a clear and concise knowledge of when and how to apply for necessary licences or consents, apply appropriate mitigations, and consult or engage with specialist experts when required.</p> <p>They will have a clear and concise knowledge of how to identify constraints on site at both pre-planning stage and during operations. For example, identifying badger setts and whether they are in use or nesting bird sites (including identification of bird).</p>	
K14	Factors to consider when planning the safe and efficient use of machinery and equipment including legislation, new technology types, maintenance requirements, sources of advice and suitability for task.	PD
	<p>The apprentice will need to understand the legal, operational, limitations and safety requirements associated with different types of forestry machinery and equipment.</p> <p>They will be able to identify planning considerations such as machine suitability, operator competence, infrastructure requirements (such as appropriate roading, turning areas, maintenance bays, site access etc) maintenance schedules, and environmental sensitivity.</p> <p>They will have a clear and concise knowledge of emerging technologies in forestry, sources of industry guidance, and how to ensure machinery use is efficient, compliant, and tailored to the task and site.</p>	
K15	Specialisms in the UK forestry sector and competencies required to act as Forestry Works Manager in different contexts.	PD
	<p>The apprentice will need to understand the range of specialisms in the UK forestry sector such as harvesting (including different types e.g. thinning, clearfell etc), ground preparation (including mounding, brashraking etc and where it is appropriate to use them), establishment including restocking, beat up and woodland creation, maintenance tasks (e.g.; chemical/mech weeding/respacing), ecological assessment, and timber haulage.</p> <p>They will be able to identify the specific knowledge, skills and behaviours required to operate effectively as a Forestry Works Manager in various contexts (e.g. commercial, conservation, urban forestry).</p> <p>The apprentice will have a clear and concise knowledge of how different work contexts affect expectations of leadership, technical proficiency, regulatory compliance, and stakeholder engagement.</p>	

Ref	KSB to be assessed	Assessment Method
K16	Legislation, policies, strategies and regulations in relation to UK Forestry.	PD
<p>The apprentice will need to understand the key legislative frameworks, national strategies, and regulatory bodies governing UK forestry.</p> <p>They will be able to identify relevant policies such as the England Tree Strategy, devolved forestry strategies, the UK Forestry Standard, and regulations including felling licences and environmental protections.</p> <p>They will have a clear and concise knowledge of how these frameworks impact operational planning, compliance, and decision-making across forestry projects.</p>		
K17	Technical standards including assurance and certification schemes for sustainable forestry management in line with UK Forestry Standard.	PD
<p>The apprentice will need to understand the role of the UK Forestry Standard (UKFS) and how it underpins sustainable forestry practice.</p> <p>They will be able to identify certification schemes such as the Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification (PEFC), UKWAS and their technical requirements.</p> <p>They will have a clear and concise knowledge of how to implement and monitor forestry operations to ensure compliance with technical standards and certification criteria.</p>		
K18	Sources and types of forest maps, plans and their components including implications of utilities for forestry operations.	PQ
<p>The apprentice will need to understand how to interpret and use various mapping tools and plan formats in forestry operations.</p> <p>They will be able to identify different map types (e.g. topographic, ecological, operational, hazards and constraints, access), key features (e.g. contours, access routes, utility lines), and their relevance to planning and execution.</p> <p>They will have a clear and concise knowledge of how to assess the implications of utilities (such as power lines, pipelines, fibre optics) on operational safety, method selection and stakeholder coordination.</p>		
K19	Tree health threats and controls, types of biosecurity measures and implications of tree health and condition on selection of operational methods.	PD
<p>The apprentice will need to understand common tree pests, diseases and disorders affecting UK forests, how they affect tree health (eg; how Chalara effects Ash and the outcome) and the broader biosecurity risks.</p>		

Ref	KSB to be assessed	Assessment Method
	<p>They will be able to identify appropriate control measures and biosecurity protocols such as site sanitation equipment cleaning, movement restrictions, and monitoring techniques.</p> <p>They will have a clear and concise knowledge of how tree health and structural condition influence the choice of operational methods, timing, workforce safety, and environmental risk.</p>	
K20	Principles, risks and impacts of ancillary operations in a forestry context, role and responsibilities of specialists including Construction Design Management, when it should be applied and how to work with it.	PD
	<p>The apprentice will need to understand what constitutes ancillary operations in forestry, such as arboriculture, ecology, road construction, drainage works, bridge installation, and utility management.</p> <p>They will be able to identify associated risks and impacts, and when to engage relevant specialists such as engineers or ecologists.</p> <p>They will have a clear and concise knowledge of the principles and legal requirements of the Construction (Design and Management) Regulations (CDM), when they apply to forestry works, and how to collaborate with duty holders to ensure compliance.</p>	
K21	Relationship management including influencing, negotiation and dispute resolution.	PQ
	<p>The apprentice will need to understand the principles of effective relationship management in the context of forestry operations, including effective communication skills, building trust and managing expectations.</p> <p>They will be able to identify techniques for influencing and negotiation, including communication styles, stakeholder engagement, and compromise strategies.</p> <p>They will have a clear and concise knowledge of formal and informal approaches to dispute resolution, including mediation, contractual mechanisms, and when to escalate.</p>	
K22	Importance of stakeholder engagement including impact of forestry works on local communities, statutory requirements and managing information about forestry works in public domain.	PQ
	<p>The apprentice will need to understand the value of proactive stakeholder engagement and its impact on the success and perception of forestry operations.</p> <p>They will be able to identify key stakeholders such as local communities, regulatory bodies, landowners, environmental groups, and recreational users.</p> <p>They will have a clear and concise knowledge of statutory consultation requirements, methods of public communication, and best practice for managing sensitive or controversial information.</p>	

Ref	KSB to be assessed	Assessment Method
K23	Principles of data handling, types and role of records on forestry sites including legislative compliance and digital.	PQ
<p>The apprentice will need to understand the legal and practical responsibilities for collecting, storing, and managing data on forestry sites.</p> <p>They will be able to identify, interpret, and understand types of records such as operational plans, risk assessments, site diaries, environmental monitoring data, and machinery logs.</p> <p>They will have a clear and concise knowledge of data protection legislation (e.g. UK GDPR), digital record systems, and how data supports compliance, audit and continuous improvement.</p>		
K24	Techniques for interpreting and evaluating data, writing and compiling reports.	PQ
<p>The apprentice will need to understand how to extract meaning from forestry-related data sets such as productivity figures, incident logs, environmental indicators, and stakeholder feedback.</p> <p>They will be able to identify appropriate evaluation techniques and tools to assess trends, identify anomalies, and draw conclusions.</p> <p>They will have a clear and concise knowledge of how to structure reports, present findings clearly, and make evidence-based recommendations for management or client review.</p>		
K25	Communication methods, audience requirements and adjusting communication to influence outcomes and achieve purpose.	PQ
<p>The apprentice will need to understand a range of communication methods used in forestry operations, including verbal, written, digital, and visual formats and appropriate use of each e.g., when a text message is and is not appropriate.</p> <p>They will be able to identify how to adjust tone, content, and delivery method based on audience needs, such as contractors, clients, regulators, or the public.</p> <p>They will have a clear and concise knowledge of how communication style can influence perceptions, drive engagement, and support conflict avoidance or resolution.</p>		
K26	Sources and types of forest maps, plans and their components including implications of utilities for forestry operations.	PQ
<p>The apprentice will need to understand where to find reliable and up-to-date forestry information, including legislation, guidance, and local data.</p> <p>They will be able to identify sources such as Forestry Commission guidance, Natural Resources Wales, Scottish Forestry, local authorities, and community or landowner networks. As well as from professionals, e.g. contractors/consultants.</p>		

Ref	KSB to be assessed	Assessment Method
	They will have a clear and concise knowledge of how to communicate this information appropriately and sensitively, especially when dealing with complex or potentially controversial matters.	
K27	Methods of identifying, planning and recording Continued Professional Development.	PD
	<p>The apprentice will need to understand the role of Continued Professional Development (CPD) in maintaining competence and credibility in the forestry sector.</p> <p>They will be able to identify opportunities for CPD such as formal training, peer learning, technical reading, mentoring, and attending industry events.</p> <p>They will have a clear and concise knowledge of how to plan, record, and reflect on CPD activities using recognised frameworks or tools, such as those from professional bodies (e.g. Institute of Chartered Foresters).</p>	
K28	Value of updating knowledge skills and behaviours to stay current with legal, organisational and personal requirements including technical, technological and soft skills.	PD
	<p>The apprentice will need to understand how evolving legal, technical, and industry practices require continuous learning and adaptability.</p> <p>They will be able to identify personal development needs through feedback, performance review, changes in legislation or working methods.</p> <p>They will have a clear and concise knowledge of how staying current in both technical and soft skills (e.g. leadership, communication, digital tools) contributes to effective and safe forestry works management.</p>	
K29	Techniques for planning, managing and communicating workload.	PD
	<p>The apprentice will need to understand principles of workload planning including task prioritisation, scheduling, and resource management.</p> <p>They will be able to identify tools and techniques for managing time and tasks, such as Gantt charts, digital planners, or collaborative platforms.</p> <p>They will have a clear and concise knowledge of how to communicate workload plans clearly to teams and stakeholders, adjusting as needed in response to changing circumstances.</p>	
K30	Principles for evaluating project success, including how lessons learned are captured and can impact future operational delivery.	PQ
	The apprentice will need to understand how to measure project success against key criteria such as safety, cost, time, quality, and stakeholder satisfaction.	

Ref	KSB to be assessed	Assessment Method
	<p>They will be able to identify methods for capturing lessons learned, including debriefs, feedback from stakeholders (contractor, landowner etc) sessions, and reviewing performance data.</p> <p>They will have a clear and concise knowledge of how to use these insights to improve future operational delivery, avoid repeat mistakes, and support continuous improvement.</p>	
Ref	KSB to be assessed	Assessment Method
Skills		
S1	Develop and agree operational plans for forestry works including safe systems of work and selection and assessment of operational methods.	PQ
	<p>The apprentice will have learnt and understood how to structure and document an operational plan in line with forestry objectives, health and safety legislation and environmental guidelines. In consultation with stakeholders e.g. contractors, landowners etc</p> <p>They will be able to interpret client requirements, contractor requirements, site characteristics, legal constraints and stakeholder expectations.</p> <p>They will be able to demonstrate how to select operational methods, assess risks, and integrate safe systems of work into a practical, achievable plan.</p>	
S2	Communicate with duty holders before work starts.	PD
	<p>The apprentice will have learnt and understood the roles and responsibilities of all relevant duty holders.</p> <p>They will be able to interpret communication protocols, engagement expectations, and reporting lines.</p> <p>The apprentice will be able to demonstrate how to liaise effectively and professionally with duty holders, ensuring mutual understanding of responsibilities and site requirements.</p>	
S3	Price and resource forestry jobs to ensure safety, environmental accountability and value for money.	PD
	<p>The apprentice will have learnt and understood costing methods, resource allocation principles, and the balance of financial and non-financial priorities.</p> <p>They will be able to interpret operational demands, equipment and staffing needs, and regulatory obligations.</p> <p>They will be able to demonstrate how to prepare and justify pricing that reflects safety, sustainability, and efficient use of resources. In consultation with stakeholders e.g. contractors, landowners etc.</p>	

Ref	KSB to be assessed	Assessment Method
S4	Interpret specifications, maps and plans for forestry operations	PQ
<p>The apprentice will have learnt and understood how to read and assess site maps, technical drawings, and written specifications.</p> <p>They will be able to interpret topographic data, planting or felling plans, environmental designations, and legal constraints.</p> <p>They will be able to demonstrate how to extract operational requirements and constraints from varied formats to inform decision-making.</p>		
S5	Commission competent contractors or staff for forestry sites.	PD
<p>The apprentice will have learnt and understood best practice in contractor selection, including legal and competency requirements.</p> <p>They will be able to interpret health, safety, welfare, environmental and insurance considerations relevant to commissioning decisions.</p> <p>They will be able to demonstrate how to assess, select, and document contractor or staff engagement decisions.</p>		
S6	Manage contractors or staff on a forestry site.	PD
<p>The apprentice will have learnt and understood effective site management principles and legal responsibilities for employment and site safety.</p> <p>They will be able to interpret workforce needs, skillsets, training records, experience and equality requirements.</p> <p>They will be able to demonstrate how to lead and monitor staff and contractors to ensure high-quality, compliant delivery.</p>		
S7	Identify potential points and timings of authorised and unauthorised access.	PQ
<p>The apprentice will have learnt and understood risks associated with site access by both authorised and unauthorised parties.</p> <p>They will be able to interpret site layout, timing of operations, public access patterns, and relevant legal protections.</p> <p>They will be able to demonstrate how to implement measures to control and monitor access and mitigate associated risks.</p>		
S8	Lead health, safety and welfare for forestry operations on site.	PD
<p>The apprentice will have learnt and understood leadership approaches for establishing a positive health, safety and wellbeing culture.</p>		

Ref	KSB to be assessed	Assessment Method
	<p>They will be able to interpret site documents such as risk assessments method statements etc, work methods and communications strategies.</p> <p>They will be able to demonstrate how to embed safety in every aspect of site operations and model safe behaviour for others.</p>	
S9	Review and monitor performance of health, safety, wellbeing, welfare and environmental standards.	PQ
	<p>The apprentice will have learnt and understood how to conduct monitoring, audit, and review activities for site compliance.</p> <p>They will be able to interpret performance data, incident reports, and regulatory expectations.</p> <p>They will be able to demonstrate how to carry out inspections, maintain documentation, and take follow-up actions where needed.</p>	
S10	Plan and manage incident response.	PD
	<p>The apprentice will have learnt and understood incident response planning, including protocols for emergency and post-incident situations.</p> <p>They will be able to interpret site-specific risks, staffing models and legal requirements.</p> <p>They will be able to demonstrate how to develop, test and implement response procedures tailored to a range of site contexts and worker arrangements.</p>	
S11	Manage and monitor environmental, historic and cultural protection.	PQ
	<p>The apprentice will have learnt and understood obligations related to biodiversity, heritage and cultural site protection.</p> <p>They will be able to interpret site specific environmental constraints, designations and protection measures.</p> <p>They will be able to demonstrate how to integrate protective practices into site planning, operations and communications.</p>	
S12	Identify limits of competence and responsibility.	PD
	<p>The apprentice will have learnt and understood professional boundaries, regulatory expectations and how to escalate appropriately.</p> <p>They will be able to interpret scenarios that require referral to specialists or higher authority.</p> <p>They will be able to demonstrate how to recognise, communicate and act on limits of competence or authority.</p>	

Ref	KSB to be assessed	Assessment Method
S13	Plan and manage interactions between forestry works, surrounding land and infrastructure.	PQ
<p>The apprentice will have learnt and understood the interconnectedness between forestry operations and adjacent land uses.</p> <p>They will be able to interpret risks and opportunities related to transport networks, protected areas, and neighbouring properties.</p> <p>They will be able to demonstrate how to plan works that minimise disruption, enhance biodiversity and meet regulatory standards.</p>		
S14	Monitor and manage forestry operations in line with plans and specifications.	PD
<p>The apprentice will have learnt and understood the importance of quality assurance and operational compliance.</p> <p>They will be able to interpret deviations from plan and respond accordingly.</p> <p>They will be able to demonstrate how to monitor, assess and adjust operations as required.</p>		
S15	Manage implications of tree health for forestry work.	PD
<p>The apprentice will have learnt and understood tree disease risks, how to identify them, their implications and biosecurity principles.</p> <p>They will be able to interpret surveillance data and regulatory requirements for tree health.</p> <p>They will be able to demonstrate how to apply control measures and biosecurity protocols in response to tree health threats.</p>		
S16	Oversee an ancillary operation in a forestry context.	PD
<p>The apprentice will have learnt and understood how ancillary services support core forestry objectives e.g. arboriculture, fencing etc</p> <p>They will be able to interpret technical requirements for operations such as arboriculture or habitat management.</p> <p>They will be able to demonstrate how to supervise, evaluate and integrate ancillary operations on site.</p>		
S17	Manage relationships with duty holders and engage with stakeholders.	PQ
<p>The apprentice will have learnt and understood principles of stakeholder engagement and communication.</p>		

Ref	KSB to be assessed	Assessment Method
	<p>They will be able to interpret different roles, priorities and communication needs.</p> <p>They will be able to demonstrate how to build and maintain productive, transparent relationships.</p>	
S18	Compile, manage and maintain records and spatial information.	PQ
	<p>The apprentice will have learnt and understood data management principles and legal obligations related to forestry data.</p> <p>They will be able to interpret spatial data, operational logs and sensitive information categories.</p> <p>They will be able to demonstrate how to compile, update and store accurate records that support operational and compliance needs.</p>	
S19	Interpret, report and communicate forestry information.	PQ
	<p>The apprentice will have learnt and understood communication methods and audience-specific reporting styles.</p> <p>They will be able to interpret forestry data including spatial information.</p> <p>They will be able to demonstrate how to prepare and deliver timely, relevant reports for internal and external audiences.</p>	
S20	Identify development needs, plan, undertake and record Continued Professional Development.	PD
	<p>The apprentice will have learnt and understood personal and professional development planning.</p> <p>They will be able to interpret industry expectations, personal goals and feedback. And implement recommendations</p> <p>They will be able to demonstrate how to maintain and evidence ongoing development.</p>	
S21	Plan, manage and communicate own workload.	PD
	<p>The apprentice will have learnt and understood time management, prioritisation, and accountability techniques.</p> <p>They will be able to interpret competing demands, deadlines, and strategic objectives.</p> <p>They will be able to demonstrate how to organise, track and communicate progress on their workload.</p>	
S22	Review and evaluate an operational plan and present recommendations.	PQ
	<p>The apprentice will have learnt and understood evaluation methods and performance indicators for forestry operations.</p>	

Ref	KSB to be assessed	Assessment Method
	They will be able to interpret outcomes and identify lessons learned. They will be able to demonstrate how to develop and present reasoned recommendations for improvements or future planning.	
Ref	KSB to be assessed	Assessment Method
Behaviours		
B1	Challenges approaches to work in a constructive manner.	PD
	The apprentice will be able to show that they can identify and question methods, decisions or practices that may be ineffective, outdated or inconsistent with current best practice. They will demonstrate the ability to raise concerns or alternative ideas professionally and respectfully, supporting continuous improvement and problem solving within their team or organisation.	
B2	Champions health, safety, welfare, wellbeing and environmental good practice including biosecurity, challenging unsafe and poor practice.	PQ
	The apprentice will be able to show that they can promote and model high standards of health, safety, welfare, wellbeing and environmental protection on site. They will demonstrate the ability to actively challenge unsafe behaviour or environmentally harmful practices, encouraging others to adopt safe and responsible working habits, including adherence to biosecurity measures.	
B3	Embeds and champions sustainable working practices and keeps up to date on new sustainability developments and innovations.	PQ
	The apprentice will be able to show that they can integrate sustainability principles into forestry operations, planning and decision-making. They will demonstrate the ability to promote new ideas, technologies or approaches that improve environmental performance and operational sustainability, keeping informed through professional reading, networking and CPD.	
B4	Acts and communicates in a way that builds and maintains positive relationships with stakeholders, colleagues, customers and suppliers.	PQ
	The apprentice will be able to show that they can engage with others respectfully, clearly and appropriately across a range of professional contexts. They will demonstrate the ability to build trust, manage expectations, resolve conflicts where needed and maintain professional relationships that support collaborative working and positive outcomes.	
B5	Committed to continuous professional development.	PD

Ref	KSB to be assessed	Assessment Method
	<p>The apprentice will be able to show that they can take ownership of their learning and development by identifying areas for growth and seeking opportunities to develop new knowledge and skills.</p> <p>They will demonstrate the ability to reflect on performance, engage with structured CPD, and apply learning in the workplace.</p>	
B6	Acts in a professional and ethical manner.	PD
	<p>The apprentice will be able to show that they can behave with integrity, accountability and professionalism in line with organisational and sector values.</p> <p>They will demonstrate the ability to make fair, ethical decisions, maintain confidentiality, respect diversity and comply with codes of conduct and relevant regulations.</p>	

Open Awards Policies

Current versions of the following Open Awards policies are accessible through the Secure Portal.

These policies include:

- End Point Assessment Pricing Policy
- Reasonable Adjustments and Special Considerations Policy
- Data Protection
- Enquiries and Appeals Policy
- Complaints Policy
- Malpractice and Maladministration Policy
- Equality and Diversity Policy
- Sanctions Policy
- Safeguarding Policy
- Conflict of Interest Policy
- Fair Access Policy

In addition, the current version of the following relevant document may be obtained by training providers, employers or apprentices by contacting Open Awards directly:

- Instructions for Conducting Controlled Assessment Remotely.

Support

For information about Open Awards support offer, including information on our policies, quality assurance, re-sits, appeals, complaints and general enquiries, please see our website: www.openawards.org.uk or contact our customer service team on 0151 494 2072 or via email at enquiries@openawards.org.uk.

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