

**Health and Safety**

Competency **Successfully uses knowledge and skills ensuring Health and Safety is adhered to and good physical and emotional wellbeing is maintained throughout the business.**

Knows and understands the importance of personal hygiene, and the impact of zoonotic disease.

Knows and understands the importance of looking after team wellbeing, and can recognise if others are unwell.

Knows and understands they have a duty of care to others to meet health and safety requirements in the workplace.

Takes responsibility for their own health and wellbeing, manages their alcohol intake, is drug-free and follows health and safety guidelines in the workplace.

Knows and understands health, safety and wellbeing requirements around chemical use on a business.

Knows and understands the importance of looking after team wellbeing, and can recognise if others are unwell.

Maintains good personal health and avoids injury through the use of Personal Protective Equipment (PPE).

Knows and understands the risks of alcohol intake, poor diet, and drug use on a business.

Knows and understands the importance of hydration, nutrition, and sleep in relation to personal wellbeing.

Knows and understands their own rights to a physically safe workplace.

Knows and understands the importance of monitoring and recording near misses.

Knows and understands to follows health and safety guidelines in the workplace.

Knows and understands the business's responsibilities for health, safety and wellbeing in relation to land, people, and animals.

Observes stressed behaviours in themselves and in their workmates, and reacts appropriately to these.

Knows and understands they have a duty of care to others to meet health and safety requirements in the workplace.

Knows and understands the risks of alcohol intake, poor diet, and drug use on a business.

Knows and understands the importance of hydration, nutrition, and sleep in relation to personal wellbeing.

Knows and understands own rights to an emotionally secure workplace, for example one that is free from bullying, and knows how to identify bullying.

Knows and understands the legislative requirements and codes of practice relating to the safe use of pesticides, fertiliser and other chemicals.

Knows and understands the reasons for safe manual handling in the workplace.

Knows and understands to follows health and safety guidelines in the workplace.

Knows and understands the importance of monitoring and recording near misses.

Knows and understands health, safety and wellbeing requirements around chemical use on a business.

Knows and understands the importance of personal hygiene, and the impact of zoonotic disease.

Knows and understands the business's responsibilities for health, safety and wellbeing in relation to land, people, and animals.

Follows the business health and safety plan.

Maintains a high level of alertness of surroundings at all times, for example, is not under the influence of drugs or over tired.

Job title

**Field operative**

Able to identify when First aid is needed and where to go for help.

Identifies hazards, understands safety procedures, and demonstrates safe work practices, able and trained to do a risk assessment on site to ensure each job is safe to carry out.

Assists with managing surplus mixes of agrichemicals, decontaminating, cleaning and storing equipment, and completing documentation, as directed

Knows and understands the reasons for safe manual handling in the workplace.

Knows and understands their own rights to a physically safe workplace.

Knows and understands own rights to an emotionally secure workplace, for example one that is free from bullying, and knows how to identify bullying.

Knows and understands the legislative requirements and codes of practice relating to the safe use of pesticides, fertiliser and other chemicals.

## **Leadership**

Competency

**Supports a successful business by applying knowledge and skills and engages as a successful member of a high performing team.**

Contributes towards a workplace where open and honest communication is encouraged, and proactively manages interpersonal conflict, demonstrating respect to all team members.

Knows and understands the way they communicate and how it affects others.

Maintain the highest levels of honesty and integrity in dealing with others and carrying out work.

Thinks about consequences before they act, understands and reflects on their words, actions and behaviours, and the effect these may have.

Assists with problem solving.

Assists in increasing workforce through inspiring others to work for the business.

Inspires others in the team to have a good work ethic that increases productivity.

Knows and understands their mistakes may result in consequences to their employer as well as themselves.

Follows directions of supervisors and managers, and works well with a diverse team to complete assigned tasks and meet goals.

Understands public perceptions of the industry.

Knows and understands their mistakes may result in consequences to their employer as well as themselves.

Attends and contributes to team meetings as required.

Speaks, listens and shares ideas appropriately, and asks questions when unsure or unclear.

Shows empathy and respect for people, animals and the environment, and shows care for other peoples' property.

Knows and understands the way they communicate and how it affects others.

Knows and understands on-business leadership, for example, how to consider different team members and communicate to a group.

Knows and understands that a good business team has open and honest communication, and regular constructive feedback.

Identifies and communicates any issues on-business to superiors.

Knows and understands that a good business team has open and honest communication, and regular constructive feedback.

Knows and understands on-business leadership, for example, how to consider different team members and communicate to a group.

Supports the business owner's values to achieve the business goals.

Job title

**Field operative**

## **Strategy and Operations**

Competency **Supports a successful business by applying knowledge and skills to work independently as a high achieving business operative.**

Knows and understands the importance of taking care of business equipment.

Knows and understands what a good work ethic is and why this is important to enhance a business.

Knows and understands the importance of sustainable practices.

Knows and understands that accuracy is important for record keeping purposes and sustainable business models.

Knows and understands what a good work ethic is and why this is important to enhance a business.

Knows and understands the importance of sustainable practices.

Knows and understands the importance of taking care of business equipment.

Works in a lean and effective manner to increase financial sustainability.

Knows and understands that accuracy is important for record keeping purposes and sustainable business models.

Identifies and assesses options before making a decision to ensure a positive outcome.

Recognises problems and when they need to seek advice or support, and uses initiative to find or ask for solutions.

Arrives at work on time with appropriate clothing and equipment to complete a work day, completes jobs, and takes appropriate breaks (uses company clothing/equipment if provided).

Recognises mistakes made, accepts advice and learns from feedback.

Contributes to the team culture to support the business's values and goals.

Is self-managing and responsible, is learning to manage time well to increase efficiency.

Demonstrates curiosity about the job, business and industry, and is motivated to work towards goals by learning new tasks, skills and information.

Develops pride in how they contribute to their business's performance.

Uses basic literacy and numeracy skills to good effect, and if skills are lacking, puts in place practices to counter this.

Takes into account available information to make reasoned decisions.

Demonstrates adaptability and flexibility in new and changing situations.

Participates positively and proactively in staff training and appraisals.

## **Environment**

Competency **Supports a successful business by ensuring the efficient use of water that enhances the quality of production, the health of humans and animals and environmental benefits**

Knows and understands key points of legislation regarding water usage.

Complies with any legal requirements for water use.

Knows and understands how the business's waste water and effluent system works and ensures good practice on-business.

Knows and understands that soil erosion can be reduced through soil management techniques.

Follows an irrigation schedule to enhance crop growth and yield.

Recognises areas prone to flooding and drought.

Job title

**Field operative**

Identifies the pollution risks that may impair water quality.

Identifies the main activities that may create a risk to water quality.

Follows plans for accurate applications of all inputs to ensure that water pollution is avoided.

Follows relevant management practices to ensure soil erosion does not occur.

Complies with the legislative requirements for water use.

Identifies areas where water is lying on the surface, poaching problems are evident and erosion has occurred.

Implements, mechanisms and techniques for collecting clean water.

Assists with identification of areas where water could be saved.

Knows and understands that pollution risk areas are a threat to water quality.

Identifies and reports leaks and implements emergency procedures to avoid wasting water.

## **Quality and Control**

Competency **Supports a successful business through application of knowledge and skills to control the quality of business production.**

Knows and understands the procedures and controls to ensure all products meet the standards as stipulated in the Quality Assurance Manual and Food Safety Field Operations Manual.

Ensures all products meet the standards as stipulated in the Quality Assurance Manual and are delivered in a timely manner.

Knows and understands the procedures and controls to ensure all products meet the standards as stipulated in the Quality Assurance Manual and Food Safety Field Operations Manual.

Knows and understands the importance of traceability.

Knows and understands customer requirements and their impacts on crop production.

Knows and understands customer requirements and their impacts on farm produce production.

Knows and understands the importance of traceability.

## **Financial Management**

Competency **Supports a successful business through knowledge and skills which ensure financial sustainability.**

Develops and monitors own personal budgets and finances to achieve financial targets.

Knows and understands the costs associated with jobs on-business.

Knows and understands, in general terms, business income and expenses.

Knows and understands benchmarking and key pieces of data for the business.

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Knows and understands benchmarking and key pieces of data for the business.

Knows and understands, in general terms, business income and expenses.

## **Environment and Soil/ Growing Media**

Competency **Supports a successful enterprise through knowledge and skills that enhance sustainability of the business and the environment through careful management of the soil.**

Prevents contamination of soil by disposing of waste products in line with legislation (waste regulations).

Follows the management programme for growing crops

Job title

**Field operative**

Complies with the regulations governing the control of pollution from relevant facilities and materials.

Keeps up-to-date records for the nutrient management plan.

Ensures the appropriate range of equipment is available and in good working order.

Complies with the business's nutrient management plan.

Sets up, calibrates and tests the range of equipment available, to ensure its in good and safe working order.

Knows and understands the relevance of appropriate land drainage.

Knows and understands the relevance of appropriate land drainage.

Carries out remedial drainage work, as required and instructed.

## **Environment**

Competency

**Supports a successful productive and sustainable business through knowledge and skills which promote good environmental practice.**

Demonstrates an awareness of, and complies with, the regulations governing the control of pollution from relevant facilities and materials on the business.

Follows plans and adheres to targets to reduce emissions and energy use.

Applies precision business techniques to optimise nitrogen fertiliser inputs to reduce whole business energy usage.

Assists with the monitoring of energy use and cost.

Recycles waste where possible and dispose of non-recyclable waste in accordance with best practice.

Ensures the optimal use of valuable by-products and separate clean and dirty water to minimise pollution risks.

Ensures waste is minimised and resources are used efficiently.

Fosters good relations with the local community to communicate the benefits of Integrated Farm Management (IFM).

Undertakes hedge cutting and ditch clearing to minimise the impact on flora and fauna.

Assists with the creation of a plan to encourage greater biodiversity and conserve habitats, and involve staff and contractors in conservation planning and implementation.

Assists with the identification of key habitats and audit biodiversity on the business.

Ensures that all legislation is complied with as instructed.

Demonstrates an understanding of, and willingness to apply, environmental management and Integrated Pest Management (IPM) principles.

Knows and understands the impact of key pollutants on the environment, animal and human health, and local communities.

Knows and understands the principles of the waste hierarchy as related to the business and is able to adhere to the waste management plan.

Complies with requirements and consent conditions relating to pollution control.

Complies with the regulations around plastic waste (Reduce, Reuse, Recycle).

Knows and understands that slurries and manures are not deemed as waste, if spread for agricultural benefit.

Knows and understands the implications of the duty of care for EC Waste Framework Directive, Hazardous Waste regulations.

Knows and understands the rules and regulations concerning gun safety, and if appropriate, has a gun licence.

Job title

**Field operative**

Knows and understands the legislation with regard to predators and vermin control.

Knows and understands the impact of Greenhouse Gas Emissions (GHGs) on climate change and the government agenda (Net Zero).

Knows and understands the legislation with regard to odour and the impact on neighbours.

Works safely and effectively to reduce environmental impacts.

Complies with Duty of Care and other waste regulations.

## **Business Sustainability**

Competency **Supports and enhances a successful business through the use of knowledge and skills following strategic and operational plans.**

Knows and understands the value of accurate record keeping and effectively maintains records for which they have responsibility.

Knows and understands appropriate record keeping requirements as per business policy.

Identifies and acts on opportunities for operational improvement.

Knows and understands how their role and actions contribute to the efficiency of how the business operates.

Knows and understands the value of accurate record keeping and effectively maintains records for which they have responsibility.

Knows and understands how their role and actions contribute to the efficiency of how the business operates.

Assists in improving the performance of the production system through good communication and operational best practice.

Knows and understands how to access business policies and procedures, and can effectively follow these as directed.

Knows and understands appropriate record keeping requirements as per business policy.

Knows and understands how to access business policies and procedures, and can effectively follow these as directed.

## **Crop Production**

Competency **Supports successful crop production through applying knowledge and skills that assists with smooth planning of crop production.**

Demonstrates an awareness of choice of varieties relevant to conditions and market requirements.

Self assesses own skills to ascertain the need for familiarisation to prepare, test, calibrate and set up equipment.

Knows and understands the requirement for record keeping and maintains records appropriately.

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## **Harvest**

Competency **Supports successful crop production through knowledge and skills which ensure successful harvesting and storage of crops at post-harvest.**

Knows and understands key points regarding health and safety requirements related to hygiene.

Knows and understands health and safety requirements related to vehicles on roads.

Knows and understands key points of relevant conservation requirements.

Knows and understands the requirements of the pre-defined sales programme and communicates any discrepancies to their line/business manager.

Job title

**Field operative**

Knows and understands chemical and mechanical techniques for maintaining crop quality.

Knows and understands key points regarding health and safety requirements related to hygiene.

Knows and understands health and safety requirements related to vehicles on roads.

Knows and understands key points of relevant conservation requirements.

Stores crops in suitable conditions to maintain quality.

Assesses soil conditions before crop is harvested.

Recognise when crop is ready for harvest.

Knows and understands chemical and mechanical techniques for maintaining crop quality.

Works independently under exceptional circumstances such as equipment breakdown, inclement weather etc.

Prepares and calibrates machines for harvest.

Carries out harvest operations, understanding quality and quantity expectations.

Knows and understands the requirements of the pre-defined sales programme and communicates any discrepancies to their line/business manager.

Ensures efficient production through modelling best practice and following business procedures.

**Plant Health and Productivity**

Competency

**Supports successful crop production through knowledge and skills which maximise productivity and ensure plant health.**

Knows and understands the impact of key weeds, pests and diseases on the crop

Complies with legal, customer and employment procedures and Codes of Practice and commit to implementing them in the production of crops.

Knows and understands legal, customer and employment procedures and Codes of Practice and commits to implementing them in the production of crops.

Knows and understands crop irrigation needs and how this affects yield.

Knows and understands relevant legislation and the basic principles of Integrated Pest Management and its practical application.

Knows and understands crop health and nutrition and is aware of relevant legislation and complies with them

Knows and understands crop physiology and development process and how they affect crop management.

Knows and understands legal, customer and employment procedures and Codes of Practice and commits to implementing them in the production of crops.

Knows and understands crop irrigation needs and how this affects yield.

Knows and understands relevant legislation and the basic principles of Integrated Pest Management and its practical application.

Knows and understands crop health and nutrition and is aware of relevant legislation and complies with them

Knows and understands crop physiology and development process and how they affect crop management.

Operates the irrigation equipment effectively through agreed procedures.

Ensures optimum digestate application as per agreed rates.

Ensures optimum fertiliser application as per agreed rates.

Ensures optimum organic manure application as per agreed rates.

Job title

**Field operative**

Identifies key weeds, pests and diseases and reports their presence.

Ensures crops are grown to the required standards and specification, continuity, quality, volume and yield and meet the min standard requirements including relevant crop protocols and assurance schemes.

Knows and understands the impact of key weeds, pests and diseases on the crop

## **Technology, Machinery and Vehicles**

Competency

**Supports successful technical operations through knowledge and skills of technology, machinery, vehicles and structures that enhances production and business viability.**

Knows and understands which driving licences are needed and when the renewal period is due, relevant to the job.

Identifies problems, faults and inconsistencies requiring action.

Ensures familiarity with farm layout.

Holds certificates or undertakes training with other farm machinery applicable to role.

Ensures responsible driving giving due care, respect and attention to others on site and on roads.

Develops strategies to manage personal and external factors that may contribute to injury at work.

Checks and drives a basic wheeled tractor with an attached implement on flat or hilly terrain.

Wears a suitable helmet when using an ATV.

Demonstrates appropriate instruction, training and certificates for driving vehicles used on farm.

Holds a current and relevant driver's licence.

Knows and understands the business security process.

Demonstrates familiarity with range of other technologies and aids on the farm.

Knows and understands basic vehicle maintenance and operation, including setting up and calibration to achieve required results.

Applies the value of collecting good quality data and how it can be used to make decisions.

Demonstrates confidence linking technology with implements, computers, smartphones and apps, etc and collect data to improve efficiency and accuracy of operations.

Demonstrates confidence using computers, smartphones, and apps, and uses technology-based systems to collect data to improve the quality of the workplace where applicable.

Demonstrates experience using computers, smartphones, and apps.

Assists with erecting, maintaining and repairing electric and non-electric fences, walls and other boundaries and field separation features, as directed.

Uses and looks after fencing tools effectively.

Follows effective building management practices as per business policy and procedures.

Ensures familiarity with key locations.

Applies the value of collecting good quality data and how it can be used to make decisions.

Knows the importance technology plays within the industry and the opportunities available to them to use technology.

Knows and understands how to safely operate a light utility vehicle (LUV), with trailed equipment or a mounted load, on flat or hilly terrain.

Knows and understands how to operate machinery safely.

Knows and understands which driving licences are needed and when the renewal period is due, relevant to the job.



Job title

**Field operative**

Knows and understands how to select correct fuel when operating vehicles and machinery.

Knows and understands how to safely operate a light utility vehicle (LUV), with trailed equipment or a mounted load, on flat or hilly terrain.

Knows and understands how to adapt their driving giving due care, respect and attention to conditions (slope, wet, etc), risks (overhead power cables, low buildings etc) and when towing loads.

Knows and understands how to use technology-based systems to collect data to improve efficiency of operations.

Knows and understands the business policy around use of mobile and smart phones for business and personal use at work.

Holds certificates where needed and has undergone appropriate training to operate storage, warehouse and packhouse machinery used on farm.

Knows and understands how electronic systems work on-farm and what their role is.

Knows and understands how to use technology-based systems to collect data to improve efficiency of operations.

Knows and understands basic vehicle maintenance and operation, including setting up and calibration to achieve required results.

Knows and understands the business security process.

Knows and understands how to operate machinery safely.

Knows and understands how to adapt their driving giving due care, respect and attention to conditions (slope, wet, etc), risks (overhead power cables, low buildings etc) and when towing loads.

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Knows and understands the value of collecting good quality data and how it can be used to make decisions.

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Knows the importance technology plays within the industry and the opportunities available to them to use technology.

Knows and understands the value of collecting good quality data and how it can be used to make decisions.

Knows and understands how to select correct fuel when operating vehicles and machinery.

## **Environment**

Competency

**Supports successful technical operations with knowledge and skills which ensures sustainable land use that enhances business and the environment.**

Knows and understands legal requirements around water use, and reports any issues to senior staff.

Knows and understands the key points about the farm environment plan and how they contribute to it.

Knows and understands the role nutrients play in farm systems, and the importance of good nutrient management.

Knows and understands the importance of good management practice around land cultivation, and how their actions impact on the environment.

Knows and understands that no stock are allowed in or around waterways, and reports any stock in areas they should not be to senior staff.

Assists with water-related tasks.

Knows and understands how to dispose of and tidy up farm waste.

Job title

**Field operative**

Knows and understands the need for efficient use of water.

## **Recruitment and Retention**

Competency **Supports the business through use of knowledge and skills to fulfil employment obligations and plan career development.**

Focuses on their career development goals, and has a clear plan to achieve this.

Knows and understands their own training requirements for ongoing self-development, and to achieve their goals.

Knows and understands own rights around work time and workload, and to a reasonable work/life balance.

Knows and understands own rights around employment agreements, minimum wage requirements, and formal accommodation agreements (where applicable), and knows how to communicate any issues to superiors.

Knows and understands the true hourly rate they are being paid, and that remuneration is linked to their skills and responsibilities.

Ensures accurate records are kept for leave, hours worked, and wages paid.

Knows and understands their own training requirements for ongoing self-development, and to achieve their goals.

Abides by all employment obligations including specific responsibilities, accommodation agreements, minimum wage requirements, records of holidays and leave, hours worked and wages paid.

Knows and understands own rights around employment agreements, minimum wage requirements, and formal accommodation agreements (where applicable), and knows how to communicate any issues to superiors.

Knows and understands the true hourly rate they are being paid, and that remuneration is linked to their skills and responsibilities.

Knows and understands all employment obligations including specific responsibilities, accommodation agreements, minimum wage requirements, records of holidays and leave, hours worked and wages paid.

Knows and understands own rights around work time and workload, and to a reasonable work/life balance.

Knows and understands all employment obligations including specific responsibilities, accommodation agreements, minimum wage requirements, records of holidays and leave, hours worked and wages paid.

## **Waste Management**

Competency **Supports the management of production through knowledge and skills that ensure the effective management of waste, in line with legal requirements**

Knows and understands environmental protection practices of the system used for handling and storing both solid and liquid farm manures and effluents.

Knows and understands how liquid farm manure and effluent systems operate, and knows their responsibilities and what happens if problems occur.

Knows and understands farm procedure in relation to disposal of used disinfectants,

Undertakes activities with both solid and liquid farm manures and effluents in line with legislation and business policies and procedures as directed.

Complies with the regulations governing the control of pollution from relevant facilities and materials.

Prevents contamination of soil by disposing of waste products in line with legislation (waste regulations).

Job title

**Field operative**

Knows and understands the legal requirements of handling and storing both solid and liquid farm manures and effluent, and how effluent can the impact the environment.