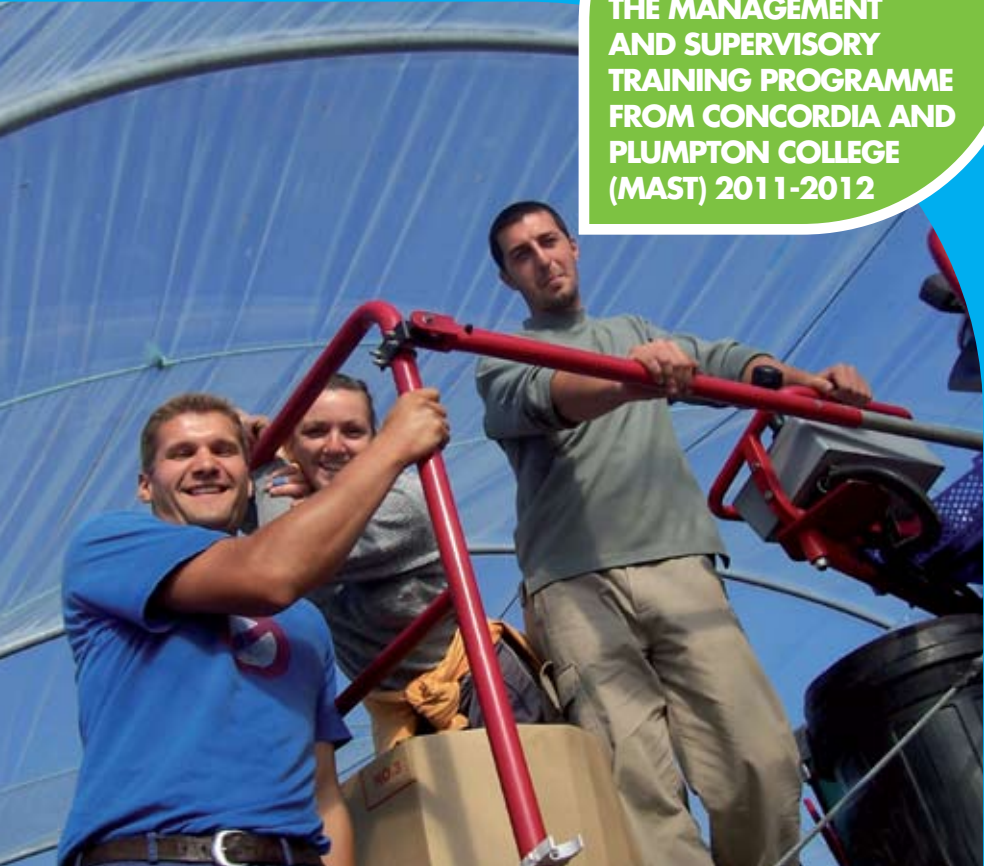


REALISING POTENTIAL IN AGRICULTURE

THE MANAGEMENT
AND SUPERVISORY
TRAINING PROGRAMME
FROM CONCORDIA AND
PLUMPTON COLLEGE
(MAST) 2011-2012





NURTURING POTENTIAL IS AS IMPORTANT AS GROWING CROPS

At Concordia, we like to nurture people's potential. That's why we've teamed up with Plumpton College to offer affordable training courses that allow students to train on-the-job while meeting their work commitments.

The Management and Supervisory Training programme, or MAST, supports the needs of supervisors and team leaders in the land-based sector. It allows students to develop their leadership and management skills using a combination of structured theory and on-the-job experience so they can apply theory to practice.

And the result of this hard work? Students on the course have the opportunity to achieve a Level 3 qualification in first line management from the Chartered Management Institute (CMI) as well as the Concordia/Plumpton College Diploma in Supervisory Studies.

So, if you're an employer who has spotted potential in your team or if you already work in agriculture and want to progress your career, MAST could be your next best move.

HOW MAST CAN HELP YOU GROW

We use real case studies and work-based assignments which are not only relevant to agriculture but bring the theory of management and supervisory training to life in everyday work situations. This structured training will enable students to perform their everyday roles better, and have a consistent approach to team leadership and supervision.

We always encourage good ideas and initiatives and the opportunity to encourage progression within the work place.

The course will develop transferable management skills and we'll also work with students to create their own individual personal development plan. Discussion is encouraged among other course members both at Plumpton and by using Plumpton Online to discover the relevance of course work amongst a community of students.

As an employer you'll see your team flourish, and as a student, your confidence and career opportunities will grow.



EXPERIENCED TEACHING AT PLUMPTON COLLEGE WITH CONCORDIA

Our collaboration with Plumpton College ensures our students benefit from over 90 years experience of providing land-based educational courses. Located at the foot of the South Downs in an 800 hectare estate, Plumpton College has excellent facilities and is one of the largest land-based colleges in the UK, with 3,500 students and 200 staff. All in all, students are in experienced hands.

Concordia is also accredited as an education provider by the British Accreditation Council. Over the past seven years we have inspired students with a passion for agriculture and ensured that they graduate with excellent working skills.





The MAST training programme aims to benefit both the student and the employer.

EMPLOYER SUPERVISED PRACTICE AT THE HEART OF THE COURSE

The MAST training programme aims to benefit both the student and the employer. The course is delivered over one year and students will need to work in land-based industry roles that have scope for training in supervision and management.

Employers are encouraged to provide relevant supervised work experience and on-the-job training according to the needs of their business. This way, employers can train students to their specific business needs. Examples include:

- Health and safety
- Team leadership
- Man management
- Supervisory skills
- Efficient work practice
- Organisation of work
- Quality management
- Resource management

- Environmental awareness and practical application of sound principles.

Additional practice could include:

- Pack house supervision
- Quality assurance activity
- Farm mechanisation studies – such as familiarisation with machines, and may include management of operations using machinery such as running a harvest rig. This option is for students who have appropriate skills, licences and experience.



ON-GOING PROGRESS TRACKING

Employers will track student's progress by completing a Record of Achievement detailing the levels of practical skills acquired against industry standards, and interpersonal skills achieved by students. These will be completed at the beginning and end of the programme. The assessment is checked by the Plumpton College Course Manager and by the Concordia Education Manager.

STUDENT SUPPORT FOR WORK-BASED ASSIGNMENTS

Any work-based assignments will be relevant and beneficial to the employer's business. We'll give students detailed briefs on the information they need to collect and help on how to produce work-based assignments which meet the requirements of the CMI qualification.

RESIDENTIAL COLLEGE- BASED STUDY THAT WON'T INTERFERE WITH EVERYDAY WORK

We link supervised practice within the student's workplace with 15 days of college-based study. The 15 days of study are arranged in 4 blocks, and will take place at Plumpton College during periods that avoid the busy harvest time, and allow the student to earn while they learn. Full board accommodation at the College is already included as part of the course fees.

*Full board
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TYPICAL COLLEGE-BASED BLOCKS

PRE-COURSE

Students are set a couple of short tasks, for example to produce a list of their current job roles and responsibilities and to find out the aims and objectives of the business where they work.

COURSE BLOCK A

- Course briefing
- Feedback on pre-course work
- Presentation skills
- Personal development

This consists of College induction and course information, introduction to Plumpton Online (the Virtual Learning Environment), Personal Development Planning, Time and Work Planning. An assignment is set relating to the topics delivered.

COURSE BLOCK B

Consists of topics such as:

- Promoting team welfare
- Managing and communicating information
- Developing individuals and teams.

COURSE BLOCK C

Consists of:

- Methods of meeting stakeholder needs
- Improving team performance.

COURSE BLOCK D

Consists of:

- Farm resource planning
- Maintaining quality standards.

An assignment is set during each college based phase of the course, relating to the topics delivered. Assignments are typically 2,500 words, and are completed in students own time. Participants will also be assessed via other methods including short written exercises and worksheets, presentations, professional discussion, and employer feedback. Some coursework will be started in class and completed in students own time.

TUTORIAL SUPPORT, NO MATTER YOUR LOCATION

Support to assist students to develop their coursework is provided via a Virtual Learning Environment (VLE), PlumptonOnline. This allows students to gain access to course materials, tutorial support, and to submit written work online. It includes an individual eTutorial area, which provides regular information and support throughout the course. In addition visits will be made by the Concordia Education Manager and Field Officers so work practice can be monitored, supported and assessed.

QUALIFICATIONS AND COURSE TOPICS

Students can achieve a CMI Qualification in First Line Management and can achieve either an Award, Certificate or Diploma depending upon credits gained.

- The Award is based on a minimum of 6 credits
- The Certificate is based on a minimum of 13 credits
- The Diploma is based on the achieving the first 5 units plus two others to a minimum 42 credits.

TOPICS INCLUDE

- Personal development as a first-line manager (*credit value 6*)
- Resource planning (*credit value 6*)
- Meeting stakeholder needs (*credit value 6*)
- Managing and communicating information (*credit value 6*)
- Developing individuals and teams (*credit value 6*)
- Improving team performance (*credit value 6*)
- Maintaining quality standards (*credit value 6*)





Fees cover all aspects of the MAST training course including job training, accreditation, learning materials, tutorial support and accommodation

A LOW COST FEE STRUCTURE THAT ALLOWS YOU TO PAY AS YOU GO

Our fee structure allows students to work and pay for the course throughout the year. This way a student is not saddled with fees before or after their course. Sometimes, employers who spot potential in their employees fund or part fund the course.

Fees cover all aspects of the MAST training course including job training, accreditation, learning materials, tutorial support and accommodation on a full board basis during the residential stay at Plumpton College. We only ask that the students pay their travel to the College in addition to the fees.

All students are also covered by Concordia's Personal Insurance and as a charity we aim to support any student with additional needs such as pastoral care.

FEES* FOR 2011 - 2012

Enrolment fee (to be paid before the course starts) – £150

The course fee paid weekly for 46 weeks – £30

*The weekly fee is collected on behalf of Concordia by the employer.

CONCORDIA **STUDENT BENEFITS**

- Use of College library and media centre
- List of useful web sites for learning material
- Internet access
- Use of Plumpton Online - the College's virtual learning environment
- Dedicated support from Concordia
- Learning pack with useful agricultural and horticultural information





WHO CAN APPLY FOR MAST?

We ask that all our students have had practical experience of working in land-based industry and have two references, one of which must be from an employer who believes the student has potential to be a manager or supervisor. Students should be in good health to fulfil the work practice element of the course and have a good level of English to communicate effectively and complete assignments in written English. Ideally students should be educated to first degree level, in a relevant subject area, or have significant experience (12 months) as a supervisor or team leader.

Non-native English speakers will be required to complete a written English assessment and be working at Entry Level 2 before being accepted onto the course. All applicants from the UK and EU* are welcome and you and your employer do not need to have had connections with Concordia in the past.

* EU students from Bulgaria and Romania must start the course before applying for a Yellow Work Card which permits them to undertake paid work experience whilst on a course of vocational study leading to an approved qualification. This process can take several months.

HOW DO I APPLY?

- Fill in the application form from the Concordia website
- Write an application letter explaining why you have applied and what you hope to gain from the course
- Include a current CV
- Original bank statements showing transactions over the last three months and a balance of £500
- European Health Insurance Card (www.applyehic.org) or comprehensive sickness insurance
- And include two references, one of which must be from an employer who believes you have the potential to be a manager or supervisor.

Email the above to Amy Wood - amy.wood@concordia.org.uk



ADRIAN TIBU - A MAST CASE STUDY

Originally an agricultural student at The University of Veterinary Medicine, Iasi, Romania, Adrian (shown middle right) first worked on a Concordia Farm seven seasons ago.

He then worked at Blackmoor Orchards for 5 seasons where he impressed his managers. They made Adrian a supervisor for the seasonal workers from Eastern Europe. They both agreed that the Concordia MAST programme would help him develop into his new role.

Through MAST, Adrian is learning key managerial skills including how to communicate more effectively, how to motivate employees and how to train the other workers. He is now fluent in spoken English, with his written English improving as the course progresses.

Adrian was able to fit his studying around his work with full support from his managers at Blackmoor Orchards.

Adrian says: "MAST helped me to develop as a person and this in turn has helped the company".



**FOR MORE INFORMATION ON HOW YOU OR
A RECOMMENDED EMPLOYEE CAN APPLY FOR
MAST CALL AMY WOOD ON: 07808 888 525**

OTHER CONCORDIA EDUCATION AND TRAINING PROGRAMMES

STUDENT WORKER EDUCATION PROGRAMME (SWEP)

The SWEP programme combines education training with work practice on UK farms and gives practical training suitable for employers' business needs. We welcome any applicants with recommendations from employers.

MANAGEMENT AND LEADERSHIP TRAINING PROGRAMME (MALT)

MALT provides individuals with the management and leadership skills they need for a successful career in 21st century farming. MALT uses a combination of structured theory and on-the-job experience. The course is validated by the Chartered Management Institute (CMI) and allows individuals to work towards a Level 5 qualification.



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The European Agricultural Fund
for Rural Development: Europe
investing in rural ideas



The Rural Development Programme for England (RDPE) is funded by Defra and the EU. The European Agricultural Fund for Rural Development (EAFRD): Europe investing in rural areas

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