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# MODERN APPRENTICESHIP

IN

## Fashion and Textiles Heritage at SCQF Level 5

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

UK Fashion & Textile Association (UKFT)

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## Modern Apprenticeships in Scotland

### What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

### Who develops them?

Modern Apprenticeships are developed by Developing Organisations. They consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

### Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

### What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through Developing Organisations. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

## Modern Apprenticeship in Fashion and Textiles Heritage at SCQF Level 5

### Sector Overview

Fashion and textiles is part of Scotland's wider Creative Industries, a priority economic growth sector for the Scottish Government. It contributes over £900m in GVA to the Scottish economy and employs around 25,000 people in 3,800 workplaces, the vast majority of which are micro and self-employing firms.<sup>1</sup> The majority of jobs lie within textile manufacture (9,250) that includes many of the fabrics the Scottish textiles sector is renowned for; clothing manufacture (6,000) and washing and dry-cleaning (4,000). There is also a significant wholesaling sector linked to fashion and textiles activities that employs over 3,000 people.

The sector in Scotland is one which produces a diverse range of goods. These range from businesses that use traditional production methods and very much trade on the heritage of their products, to innovative and market leading technical textile producers whose products are primarily created for performance and used in a wide-range of applications, through to firms who are able to utilise technology to enable greater efficiency and creativity in their product ranges.

Given this diverse business landscape, the fashion and textiles sector relies on a broad range of occupations with varying skillsets to support economic growth. These range from the various technical roles that support manufacturing such as weavers, knitters, sewing machinists and technologists, to designers, through to laundry and dry-cleaning workers, to production and supply chain managers.

This framework covers the job requirements of a number of those occupations, with an emphasis on skills that support the production of "heritage goods".

### Contribution to the Scottish Economy

Fashion and textiles is one of Scotland's few net exporting manufacturing sectors. Scottish companies operate in over 100 markets worldwide, with major emphasis on the USA, Japan, Russia and Europe. The global textile, apparel and luxury goods industry (which includes interiors) was scheduled to hit nearly \$4,000 billion by 2014. The latest Scottish Government global connections survey indicates this success indicating Scottish fashion and textiles manufacturers exported £365 million worth in goods in 2013, a £75 million increase on 2010 with both traditional and emerging markets of importance.<sup>2</sup>

Scottish textile companies invest more in research and development (R&D) than other textile businesses in the rest of the UK. 32 per cent of employment is in high value jobs, such as design, sales and technical management. This rise from 15 per cent in 2000 reflects the changing profile within the sector towards higher value jobs and more emphasis on design and technical skills.

Sustainable growth is the key foundation of the Scottish Government's Economic Strategy. Its Skills Strategy (Skills Strategy Refresh 2010) sets out its ambition to retain world class status and it is within this context that the industry has set its own demanding targets:

	Target for 2015	Target for 2020	2013 progress	Revised target for 2015	Revised target for 2020
Increase total turnover	£830m	£850m	£950m	£1.2bn - £1.5bn	£1.5bn - £1.75bn
Increase value of export sales	£375m	£450m	£350m	£375m-£445m	£445m-£555m
Increase expenditure on R&D	£1.02m	£1.03m	£2.02m	£2.6m	£3.5m

<sup>1</sup> TBR (2013) The Size and shape of the Fashion and Textiles sector in 2012

<sup>2</sup> Scottish Government (2015) Global Connections Survey 2013

Revised targets for growth were set after exceeding the previous 2020 target during 2013. These figures recognise the significant gains in international trade which see the industry well on its way to achieving a 50 per cent increase in exports by 2017.

Increased investment in skills will not in itself result in the achievement of these targets, but skills are seen as playing a crucial role as a lever for stimulating productivity growth, (alongside competition, innovation, investment and enterprise) which, in turn, is an important indicator of business competitiveness.

### **Demand and Value for the Modern Apprenticeship in Fashion and Textiles Heritage at SCQF Level 5**

The Scottish Textiles Skills Partnership (STSP) is a strategy group formed to raise skills levels and contribute to the long term sustainability and growth of Scotland's textile manufacturing industry. STSP is a collaboration between Textiles Scotland, Scottish Textiles Academic Group (STAG) and Scottish Enterprise.

The need for the Modern Apprenticeship, and its importance in the wider Scottish economy, is underpinned by:

- Direct consultation with employers via the Scottish Textiles Skills Survey 2013, as well as from secondary sources such as data from the National Office of Statistics.
- The Scottish Textiles Skills Strategy and Action Plan (approved 2013).

The Scottish Textiles Skills Survey was the first comprehensive survey of its kind in the fashion, textiles and leather sector in Scotland. It is anticipated that this survey will be completed on an annual/biannual basis. The survey produced statistically valid quantitative data on the skills needs of the sector including intelligence on how successful current Level 2 and 3 Apprenticeship pathways have been in meeting the varying skills needs of the industry.

The 2013 survey revealed that 71% of the workforce is classified as "operators" – these occupations are covered by SVQ Level 2 and Level 3 qualifications in Fashion and Textiles. They have additionally been adopted as the standard entry-level skills benchmark within the sector, enabling progression and transforming the sector's approach to in-house training and development.

Figures documented in the survey also suggest 63% of employers predict the size of their workforce will increase over the next 3 years with many of these occupations covered by the aims of this framework. With such industrial up-beat projections these are synchronous with increasing sector commitment to training and development. Additionally, whilst employers reported that their recruitment needs are primarily due to new posts being created as a result of business growth, the sector also has an ageing workforce. 59 per cent are over the age of 45 and with many due to retire, skilled new recruits are required by the sector.

This data provided the foundation for an industry-led Skills Strategy and Action Plan (completed in August 2013) to address the wide range of skills gaps and shortages across the sector in Scotland.

The Strategy and resulting Skills Action Plan is focused on building a sustainable, industry-focused training and development infrastructure, using Modern/Technical Apprenticeships and qualifications as the foundation for its work.

Increasing uptake of MAs plays a critical role both in terms of attracting and developing new talent, and upskilling the existing workforce. Many companies have adopted the Level 2 as the recognised minimum entry-level standard and we are also now seeing increased uptake of the Level 3.

## Summary of Framework

The Modern Apprenticeship in Fashion and Textiles Heritage at SCQF level 5 has three sub sector pathways.

<b>Leather Production and Manufacturing</b>	<b>Textiles/Technical Textiles</b>	<b>Textile Care Services</b>
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### Duration

The estimated minimum time to gain competence is **12 months**.

### Mandatory outcomes

**SVQ or alternative competency based qualification** - *The following must be achieved:*

**Leather Production and Manufacturing pathway**

- SVQ in Leather Production at SCQF Level 5 (**GL2H 22**).

**Textiles/Technical Textiles pathway**

- SVQ in Manufacturing Textile Products at SCQF Level 5 (**GK7R 22**).

**Textile Care Services pathway**

- SVQ in Textile Care Services at SCQF Level 5 (**GM1R 22**).

### Core Skills

- |  |               |
|--|---------------|
| • Communication                            | SCQF level 5. |
| • Working With Others                      | SCQF level 5. |
| • Problem Solving                          | SCQF level 5. |
| • Information and Communication Technology | SCQF level 5. |
| • Numeracy                                 | SCQF level 5. |

### Enhancements

None.

### Optional Outcomes

#### Additional SVQ Units/Qualifications/Training

None.

## The Framework

### Duration

It is expected that apprentices following this framework will take a minimum of **12 months** to complete. This includes time for off-the-job training (20%).

### Mandatory Outcomes

#### SVQ(s)

Each apprentice is required to achieve the following Qualification for the **chosen pathway**:

#### Leather Production and Manufacturing pathway

- SVQ in Leather Production at SCQF Level 5 (**GL2H 22**).

#### Textiles/Technical Textiles pathway

- SVQ in Manufacturing Textile Products at SCQF Level 5 (**GK7R 22**).

#### Textile Care Services pathway

- SVQ in Textile Care Services at SCQF Level 5 (**GM1R 22**).

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

### Core Skills

Each apprentice is required to achieve the following core skills:

<b>Communication</b>	SCQF level 5, 6 SCQF credit points. (F427 04)*
<b>Working with Others</b>	SCQF level 5, 6 SCQF credit points. (F42P 04)*
<b>Problem Solving</b>	SCQF level 5, 6 SCQF credit points. (F42K 04)*
<b>Information and Communication Technology</b>	SCQF level 5, 6 SCQF credit points. (F42F 04)*
<b>Numeracy</b>	SCQF level 5, 6 SCQF credit points. (F42B 04)*

\*The codes above are SQA codes, but core skills from other awarding bodies may also be used.

Candidates may already have achieved their Core Skills prior to commencing the MA and would not have to repeat these.

SVQ assessors should ensure that candidates generate the evidence for the Core Skills requirements as part of the integration of core skills into the SVQ. We would expect awarding bodies to provide guidance for assessors.

**Leather Production and Manufacturing pathway**

***Core Skills at SCQF Level 5-***

- Communication, Working with Others and Problem Solving embedded within the mandatory units of the SVQ.
- **ICT and Numeracy to be separately certificated.**

**Textiles/Technical Textiles pathway**

***Core Skills at SCQF Level 5-***

- Communication, Working with Others and Problem Solving embedded within the mandatory units of the SVQ.
- **ICT and Numeracy to be separately certificated.**

**Textile Care Services pathway**

***Core Skills at SCQF Level 5-***

- **All Core Skills are embedded** within the mandatory unit of the SVQ.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000; Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

**Enhancements**

None.

**Optional Outcomes**

None.

## Registration and certification

This Scottish Modern Apprenticeship is managed by UKFT and is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

UKFT,  
3, Queen Square,  
Bloomsbury,  
London,  
WC1N 3AR

UKFT will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSB within 4 weeks of starting their apprenticeship.** Training Providers need to be registered as a Modern Apprenticeship Centre (MAC) on MA Online [www.modernapprenticeships.org](http://www.modernapprenticeships.org)

In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

UKFT will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to UKFT that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to UKFT at the address above.

### Developing Organisation Service level

UKFT undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

UKFT also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

## Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the Developing Organisation for advice and guidance on recruitment and selection.

The fundamental entry condition is the employer's and training provider's confidence in the candidate's ability to thrive and achieve their potential within the Modern Apprenticeship in Fashion and Textiles Heritage framework.

Employers have the responsibility to be involved in the recruitment and selection stages, to ensure they get to know the apprentices before their employment.

Candidates without prior qualifications may be able to demonstrate the prior skills and knowledge they have developed as a result of relevant employment or voluntary activities. However, there is no specific qualifying period set as an entry condition.

New entrants in the fashion and textiles sector must have an understanding and appreciation of different technologies, alongside general knowledge and 'soft' skills, including the capacity to work efficiently and in teams.

Employers are looking for work-ready individuals who are hard working, have the right attitude, strong communication skills and a good understanding of what it takes to work their way up in their chosen pathway.

Career success in the fashion and textiles sector requires a strong passion for the subject area. Candidates wishing to take up this framework will have demonstrated to the employer:

- evidence of prior experience relevant to their proposed field of study; **OR**
- the ability to study at Level 2; **OR**
- agreed support from an employer or mentor with a demonstration of the candidates commitment to learn (by evidencing progression to date or providing an agreed training plan).

These types of evidence are highly valued by employers who will want to gain an understanding of the apprentice's talent and aptitude.

It is recommended that initial assessments are used effectively to attract and retain apprentices who are committed to working in the fashion and textiles sector but who may not hold formal qualifications.

**Non-accredited prior learning** related to the fashion and textile industry may provide useful progression routes into the framework as it will demonstrate an interest in the area e.g. voluntary or unpaid employment in a fashion and textiles role, and relevant training in areas such as designing, costing or creating a fashion and textiles related product.

## Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

## Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

## Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. Developing Organisation Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample Development Organisation Training Agreement is set out in Appendix 3.
3. Developing Organisation Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however it is essential that the Development Organisation is notified of any changes.

## Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed.**

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

## Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

## Training and development

### Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges/universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

## List of Training Providers

The list below shows the providers who are currently delivering the Modern Apprenticeship and currently registered with SQA Awarding Body to deliver the sub sector SVQs within this framework.

### Leather Production and Manufacturing:

- West College Scotland.

### Textiles/Technical Textiles:

- Glasgow Clyde College.
- Comhairle Nan Eilean Siar.
- CNE Stornoway.
- Johnstons of Elgin.

### Textile Care Services:

- Tarheel Training Centre (Covering all of Scotland).

UKFT will promote the Modern Apprenticeship in Fashion and Textiles Heritage at SCQF5 with the existing members of the Scottish Textiles Academic Group (STAG) to build both capacity and capability.

Please check with UKFT and SQA Awarding Body for an up to date list of training providers.

## Delivery of Training for the Modern Apprenticeship in Fashion and Textiles Heritage at SCQF5

### Fashion and Textiles Assessment Strategy

The Assessment Strategy for use with competency based qualifications within the Fashion and Textiles sector was updated in **December 2016** and ACG approved on the **18<sup>th</sup> January 2017**. The previous version was issued in **November 2014**. Please contact SQA Awarding Body to confirm which strategy is appropriate for the pathway and chosen SVQ to be delivered.

### Work-based training

#### Delivery and assessment method

Training in the workplace is delivered by mentors, managers and - depending on the units taken - specific subject experts.

Assessment will be by qualified SVQ assessors (or Assessor Candidates working towards their L&D9di award, where their work will be countersigned by qualified SVQ assessors) either in-house or through an external learning provider.

Regular reviews should take place with the apprentice as well as their employer/ mentor / supervisor (whichever is appropriate) to discuss progress.

#### Skills required by training providers delivering the training

Training providers for the award element will all be approved to offer the SVQ by the Awarding Body and will therefore have appropriately trained assessors. Those providing in-house training will be subject specialists in the service who are occupationally competent in the area they are training.

#### Delivery of underpinning knowledge (if no formal off-the job requirement)

Assessment of the SVQ includes assessment of required underpinning knowledge. This knowledge is not separately certificated but is integrated into the formative and summative assessment of the SVQ units taken by the individual.

Candidates will achieve the SVQ which contains underpinning knowledge and will be developed and assessed through methods such as:

- On-going training with their assessor and/or employer.
- Question and answer sessions.
- Written and oral tasks involving research.
- Study and in house development.
- Task based work activity.
- On line learning.
- Off line tutorials.

### Off-the-job training

#### Details of off-the-job training

Individuals will be required to complete the mandatory training delivered by their employer in addition to knowledge components delivered by the learning provider (either in-house or external). It is anticipated that approximately 20% of the learning undertaken by the Apprentice will be off-the-job.

#### Delivery and assessment method

The knowledge and skills developed in this way will be integrated into the assessment of the SVQ. The time taken to

complete will vary and be dependent on the award chosen.

Where the Apprentice does not already hold appropriate certification of the required level of Core Skills, the learning provider should ensure that these Core Skills are assessed and certificated separately.

Delivery will also be something agreed between the apprentice, employer and provider to suit the needs of the business but may include:

- Completion of work based projects;
- Distance learning;
- Using on line tutorials.

### **Exemptions**

Apprentices who can meet the requirements of individual units as a result of prior learning may be exempt from the off the-job learning required for those units. Exemptions will be allowed on a case-by-case basis.

## **The Developing Organisation training plan**

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A Sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

## Consultation Process

The Fashion and Textiles Heritage Modern Apprenticeship framework at SCQF5 was originally developed and issued in 2011 addressing the skills shortages that the diverse sector experienced in Scotland. The framework was developed with various key stakeholders but at the heart of the development were employers.

On-going consultation with the Fashion and Textiles sector in Scotland is of the utmost importance to ensure that all aspects of this framework are up to date.

Examples of industry consultation since the issuing of the framework are –

- Review of the Footwear, Leathersgoods and Leather Production National Occupational Standards (Issued February 2013).
- Review of the Manufacturing Textile Products National Occupational Standards (Issued January 2013).
- Review of the SVQ in Manufacturing Textile Products at SCQF5 (September > December 2014).
- Review and input into the Assessment Strategy for Fashion and Textiles (Update November 2014).

Following the original consultation undertaken in late 2010/early 2011, relevant stakeholders who have accessed the framework were contacted to review how the framework was performing.

Modern Apprenticeship dialogue with relevant stakeholders from the Textiles, Leather, and Laundry and Dry Cleaning sectors was undertaken in January 2015. Specific areas of consultation were –

- Core Skills mapping and embedment report (January > April 2015).
- Duration of framework.
- Confirmation of Job role coverage and progression routes.
- Delivery of Training.

## Career progression

Following completion of the Modern Apprenticeship in Fashion and Textiles Heritage at SCQF5, candidates should be able to achieve positions in areas such as:

### Textiles/Technical Textiles pathway

- Textile Operative.
- Quality Control Inspector.
- Sewing Machinist.
- Linker.
- Knitter.
- Product Tester.

### Leather Production and Manufacturing pathway

- Leather Technician.
- Leather Technologist.

**Textile Care Services**

- Laundry Worker.
- Dry Cleaning Worker.
- Wet Cleaning Worker.
- Clothing Presser.

Textiles, Leather and Apparel candidates can also continue a linear Work Based Learning progression onto:

**Modern Apprenticeship in Fashion and Textiles Heritage at SCQF 6/7****Pathways include:**

- Textiles/Technical Textiles.
- Leather Manufacture.
- Kilt Making.

For further information about the framework highlighted above please visit the Skills Development Scotland website <https://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/>

My World of Work, is also a useful website for careers advice [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk).

For further information on the Fashion & Textiles sector in Scotland and career progression within the industry please visit:

**Leather Production and Manufacturing pathway, Textiles/Technical Textiles pathway**

<https://www.textilescotland.com/>

<https://www.textileskills.com/>

**Textile Care Services pathway**

<http://www.gcl.org.uk/> (Guild of Cleaners and Launderers Intermediate Laundry/Dry Cleaning Technology Certificate)

For wider Fashion & Textiles employment and training information please visit - <http://ukft.org/> or e-mail [apprenticeships@ukft.org](mailto:apprenticeships@ukft.org)

# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Developing Organisations
- Skills Development Scotland
- Training Providers

### Role of the Developing Organisation

Developing Organisations are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your Developing Organisation, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/>

### Role of Skills Development Scotland (SDS)

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

### Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/CBQs or SVQ/CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs/CBQs and SVQ/CBQ units are fully met.

## Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

### Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on-the-job training
- Agreeing where off-the-job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant Development Organisation (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

## Role of the Modern Apprenticeship Group (MAG)

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

### MAG is responsible for:

- Approval and re-approval of Modern Apprenticeship Frameworks
- De-approval of Modern Apprenticeship Frameworks
- Encouraging best practice across Modern Apprenticeship Frameworks and sectors

## Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on-the-job training
- Agreeing where off-the-job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan

- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement.
- Taking responsibility for the Health & Safety of Modern Apprentices.

## **Role of the Modern Apprentice**

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

### **Modern Apprentices' responsibilities include:**

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

## APPENDIX 2

### Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the Development Organisation to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the Developing Organisation, seeking approval and establishing that the centre satisfies the following criteria:

#### Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ/CBQ (and Core Skills if these are being separately certificated)

or

- 2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

#### In addition

The Developing Organisation will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant SVQ/CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the Developing Organisation
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the Developing Organisation of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

**APPENDIX 3**



**MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT**

This Training Agreement is entered into by:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

The **Employer’s responsibilities** are to:

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the modern apprentice’s personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

<b>Employer:</b>		<b>Date:</b>
<b>Modern Apprentice:</b>		<b>Date:</b>
<b>Modern Apprenticeship Centre:</b>		<b>Date:</b>



**MODERN APPRENTICESHIP TRAINING PLAN**

**The Modern Apprenticeship Centre**

Name:
Address:
Telephone:
Contact:

**The Modern Apprentice**

Full name:
Home address:
Work address:
Date of birth:

**The Employer**

Name:
Address:
Telephone:
Contact:

**Skills Development Scotland office**

Name:
Address:
Telephone:
Contact:

**Framework selected outcomes**

**Mandatory outcomes**

<b>SVQ/CBQ Level (please identify level)</b> <i>(List mandatory and optional units)</i>		<b>Tick units being undertaken</b>	<b>SCQF Level</b>	<b>SCQF Credit Points</b>
<b>SVQ/CBQ level (please identify level )</b> <i>(List mandatory and optional units)</i>				
<b>Enhancements</b>				

<b>Core Skills</b> <i>(Include details of the minimum level required)</i>		<b>Tick units being undertaken</b>	<b>SCQF Level</b>	<b>SCQF Credit Points</b>
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication technology			
5	Problem Solving			

**Optional outcomes**

<b>Additional units (if any)</b> <i>These are optional and should reflect the individual training needs of the Apprentice</i>		<b>Tick units being undertaken</b>	<b>SCQF Level</b>	<b>SCQF Credit Points</b>
	(specify unit)			

**Summary of Modern Apprentice’s accredited prior learning:**

*If you require assistance in completing this form, please contact:*

UKFT,  
3, Queen Square,  
Bloomsbury,  
London,  
WC1N 3AR  
  
Tel: 020 7843 9460