

Construction: Building (SCQF 6) – MA Payment Plan Guidance for 2019/20 delivery

Table 1 Occupations included in the Construction: Building Framework SCQF 6

Occupation	Awarding Body at 2017	2017 VQ Code	2017 PDA Code	Pre 2017 VQ Code	Pre 2017 PDA Code
Bricklaying (Construction)	SQA	GM7R 23	GM4N 46	GF22 23	GF3J 46
Carpentry and Joinery (Construction)	SQA	GM7T 23	GM4P 46	GF25 23	GF3K 46
Floorcovering (Construction)	SQA	GM7V 23	GM4R 46	GF1P 23	GF69 46
Painting and Decorating (Construction)	SQA	GM7W 23	GM4T 46	GF1Y 23 SPADAC	GE90 46 SPADAC
Painting and Decorating (Construction)	SQA	GM7W 23	GM4T 46	G720 23 SBATC	GF3L 46 SBATC
Plastering (Construction)	SQA	GM7X 23	GM4V 46	GF1T 23	GF3M 46
Roofing Occupations (Construction)	SQA	GM7Y 23	GM4W 46	GF1X 23	GF3N 46
Stonemasonry (Construction)	SQA	GM80 23	GM4X 46	GF21 23	GF3P 46
Wall and Floor Tiling (Construction)	SQA	GM81 23	GM4Y 46	GF23 23	GF3H 46
Woodmachining (Construction/Sawmilling Extrusion)	SQA	GM82 23	GM50 46	GF24 23	GG37 46

CITB (Sector Skills Council) and SDS have agreed the following process and procedure for the Construction: Building (SCQF 6) MA framework:

The payment plan is based on the standard SDS Quarterly Progress Review process with the following adjustments:

- **13 Milestones** over a 2, 3 or 4 year Apprenticeship:
 - Year 1 – 4 Milestones;
 - Year 2 – 4 Milestones;
 - Year 3 – 3 Milestones;
 - Year 4 – 2 Milestones
- Milestones are claimed by Providers on completion of the mandatory SDS Quarterly Progress Review form (Appendix 6a of the MA Specification 2019/20) **or the Construction: Building (SCQF 6) Apprentice Progress Review and Health & Safety Monitoring form** (Appendix A to this guidance) available on the SDS website. If a Provider wants to use a different form they must seek approval from SDS through the dispensation process.
- Quarterly Progress Reviews can be carried out in either the **workplace or college**.
- The Quarterly Progress Reviews are anticipated to be **evenly timed through the year with no review falling within 6 weeks of the previous review**. Due to the transient nature of the industry and the range of college attendance patterns this will not be prescriptive and may vary.

Some standard MA processes and procedures to note

- Progress will be recorded on the SDS Quarterly Progress Review form (Appendix 6a of the MA Specification 2019/20) or the Construction: Building (SCQF 6) Apprentice Progress Review and Health & Safety Monitoring form (Appendix A to this guidance) The evidence to support progress can include the following:
 - SVQ unit Achievement signed and dated for the Provider by a qualified subject assessor (on behalf of the awarding body or SSC).
 - PDA unit Achievement signed and dated for the Provider by a qualified subject assessor (on behalf of the awarding body or SSC).
 - Core Skills Unit Achievement signed and dated for the Provider by a qualified subject assessor (on behalf of the awarding body or SSC).
 - Comment on relevant experience in the workplace prior to commencement of college and / or during duration of the Modern Apprenticeship from employer or Provider.
 - Comment on practical skills progress from employer or Provider.
- Evidence of progress and/or achievement, which is captured on the Quarterly Progress Reviews as defined above, will be held in advance of making a claim but can only be generated after the start date entered onto FIPS
- The Summary of Achievement Record (SOAR) best practice document (Appendix 3 of the MA Specification 19/20) can be used by Providers to record unit achievement in support the Quarterly Progress Review.
- The Quarterly Progress review must, upon completion, be signed and dated by the Participant, Provider and the employer/assessor (as appropriate to the type of review being carried out). Where participants are participating in full time off the job training, SDS may in exceptional circumstances accept the signature of an independent representative involved in the delivery of the off the job training e.g. a college on behalf of the employer. SDS may publish formal guidance in relation to this from time to time. Except to the extent otherwise provided in any such guidance, the Provider must obtain the prior written consent of SDS (in the form of an email from the SDS assigned Skills Investment Adviser) in order to rely on such an exception.
- A copy of the Quarterly Progress Review must be held by the Participant, the Provider and the employer/assessor.
- Milestone claims based on Quarterly Progress Reviews can only be submitted once participants have been successfully set up for qualification group awarding onto SQA.
- Milestone claims based on Quarterly Progress Reviews should be submitted as soon as possible following the completion of the review.
- Where Participants achieve their full MA in advance of the original expected end date, remaining unclaimed milestones can be claimed once the Provider holds evidence of MA Certification from MA online or the appropriate Sector Skills Council. This applies to all Participants regardless of age and the duration of the MA.
- Additional guidance documents may be available from CITB (Sector Skills Council). Further details are available in the Construction: Building (SCQF 6) MA framework document on apprenticeships.scot