



A

# MODERN APPRENTICESHIP

IN

**Agriculture level 2**

**FRAMEWORK DOCUMENT  
FOR  
SCOTLAND**

Lantra

January 2014

Lantra  
Lantra House  
Stoneleigh Park  
Coventry  
CV8 2LG

**LANTRA**  
Land-based and environmental skills

# Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeship in Agriculture	4
Summary of Framework	6
The Framework	7
Registration and certification	10
Recruitment and selection	11
Equal opportunities	12
Health and safety	12
Contracts	12
Employment status of Modern Apprentices	12
Terms and conditions of employment	13
Training and development	13
Consultation	14
Career progression	16

# Appendices

Appendix 1	Stakeholder Responsibilities	17
Appendix 2	Modern Apprenticeship Centres (MACs)	20
Appendix 3	Training Agreement and Training Plan	21

# 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 Sector Skills Councils (SSCs). SSCs 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.

## 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 SSCs. 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 Agriculture

There are a total of 51,000 employees in agriculture (Labour force Survey 2010), split into two areas; *agricultural crops* and *agricultural livestock (pigs, poultry, beef, sheep and dairy)*. Modern agriculture is more intensive and efficient than ever. The agriculture industry is a changing industry with increasing use of technology and many diverse aspects to the sector. It is the most significant industry for the environmental and land-based sector in Scotland contributing £775m of the Scottish GVA in 2010 (DEFRA 2010). Businesses within the sector in 2010 represented 9% of the total Scottish business base i.e. almost 1 in 10 businesses in Scotland were in the land based sector. The combined agriculture, forestry and fishing sector in 2008 was worth £1.2 bn to Scotland representing 1.1% of national GVA.

Agriculture includes the production and management of primary food groups, supporting Scotland's food and drink economy. It includes the environmental management of land for sustainable development. The main production enterprise of a farm will vary according to its geographic location, which will determine the soil type and local weather conditions, both important factors in the animal and plant production process. The main farm types include dairy, beef, sheep, pigs, poultry, vegetables, cereals, root crops and other field crops. The industry is also involved in non-food groups and industrial crop developments such as energy crops, crops for paper/materials (e.g. flax, hemp), specialist oils (e.g. lavender) and pharmaceuticals.

The Level 2 Modern Apprenticeship has been successfully in place since September 2009. It provides entry into the sector by giving the opportunity for apprentices to learn the skills and knowledge for the industry whilst having hands on training. This is evident from the 122 registrations since its introduction and the sharp increase of apprentices progressing to the level 3.

The review of the Modern Apprenticeship framework has taken place following the review of the National Occupational Standards. Lantra along with the agricultural industry agreed that the level 2 SVQ within in the Modern Apprenticeship should be a wide ranging qualification, offering flexibility to provide candidates entering the industry with broad, hands on, well rounded training in as many aspects of agriculture as possible, with the opportunity to specialise at level 3.

The revised level 2 Modern Apprenticeship will continue to meet the needs of the agricultural industry and is well supported by employers and providers with the aim of increasing the amount of successfully completed Modern Apprenticeships to boost the skills of the workforce. The increased flexibility of the framework and a clear progression for school leavers is a step forward. Industry feels that this will strengthen the apprenticeship and will encourage more people to progress into the industry.

The changes to the level 2 should help to increase the registration numbers and give young people and adults the chance to learn basic skills and knowledge when entering the industry and also provide links to Further Education (FE) and progression into Higher Education (HE).

The objectives of the level 2 modern apprenticeship will be to address the following:

1. To continue to increase the skills of the agriculture industry by:
  - Having qualifications and frameworks which are fit for purpose, current and meeting industry's needs, enabling learners to complete a qualification that is relevant to them in their employment, which will in turn lead to employers willing to support the framework
  - Encouraging new entrants into the sector.
2. To improve the number of starts in agriculture through the revised level 2 modern apprenticeship.

This will be addressed through:

- Increasing awareness and promote apprenticeships
- Increasing marketing and communications through Modern Apprenticeship week and case studies

- Highlighting the benefits of Modern Apprenticeships to employers
- Using careers events to inform careers advisors of the career opportunities within the sector

3. To work with industry and training providers to promote this framework to non-traditional entrants.

This will be addressed through:

- Increasing awareness and promotion of the Modern Apprenticeship through the use of case studies
- Increasing marketing and communications
- Promoting the benefits of and progression opportunities offered through Modern Apprenticeships to those on National Progression Awards and other full-time programmes.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Agriculture

### Mandatory outcomes

#### SVQ or alternative competency based qualification

The following Level 2 SVQ must be achieved:

- Agriculture – **GH5A 22**

#### Core Skills

- Communication (SCQF level4)
- Working With Others (SCQF level4)
- Problem Solving (SCQF level4)
- Information and Communication Technology (SCQF level 4)
- Numeracy (SCQF level4)

For the Agriculture SVQ, the core skills ICT and Numeracy will require separate certification.

#### Enhancements

The apprentice must achieve Emergency First Aid (one day course) approved by the Health and Safety Executive (HSE).

##### Plus:

One other accredited, legislative and nationally recognised occupational test which is relevant to the industry.

Where a certificate has an expiry date, it must be current at the time of completion of the Modern Apprenticeship.

### Optional Outcomes

#### Additional SVQ Units/Qualifications/Training

N/A

## The Framework

The mandatory and optional content of the Modern Apprenticeship in Agriculture is as follows:

### Mandatory Outcomes

#### SVQ(s)/CBQs

Each apprentice is required to achieve the following qualification:

- Agriculture Level 2 SVQ – **GH5A 22**

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

#### Agriculture SVQ Level 2

##### Candidates must complete all mandatory units

CS2	Monitor and maintain health, safety and security
EM15	Develop an awareness of environmental good practice
BAA625	Agree how to manage and improve own performance in a business environment

#### Group A

Candidates must also complete two of the following mandatory units **CS57 or CS7, CS9 or CS59, LP17 or AgC3**.

CS57	Prepare and operate a tractor
or	
CS7	Prepare and operate a tractor with attachments
CS9	Prepare and operate a powered vehicle
or	
CS59	Prepare and operate a powered vehicle with attachments
LP17	Maintain the health and well-being of livestock
or	
AgC3	Monitor and maintain the healthy growth of crops

#### Group B - Optional units

Candidates must complete seven **additional** units from the following optional units.

If Candidates have completed a tractor unit (CS57 or CS7) or powered vehicle unit (CS9 or CS59) within Group A, they cannot choose to take another tractor or powered vehicle unit within Group B.

If Candidates choose to take LP17 or AgC3 and CS9 or CS59 within Group A, they can take either CS57 or CS7 as an additional unit within Group B.

If Candidates choose to take LP17 or AgC3 and CS57 or CS7 within Group A, they can take either CS9 or CS59 as an additional unit within Group B.

**If Candidates have completed either LP17 or AgC3 within Group A, they can choose to take the alternative unit within Group B.**

LP1	Prepare feed and water supplies for livestock
LP2	Provide, monitor and maintain the supply of feed and water to livestock
LP4	Monitor and maintain livestock during pregnancy
LP5	Monitor and maintain the care of livestock during and after parturition
LP6	Prepare indoor accommodation for livestock
LP7	Establish, monitor and maintain livestock within indoor accommodation
LP8	Prepare outdoor sites for livestock
LP9	Establish, monitor and maintain livestock on outdoor sites
LP10	Prepare for, carry out and complete the milking of livestock
LP13	Prepare to shear livestock
LP14	Carry out and complete the shearing of livestock
LP17	Maintain the health and well-being of livestock
LP23	Prepare birds for reproduction and enable fertilisation
LP24	Maintain egg production
LP25	Collect, grade and prepare eggs for transport
LP26	Receive and select eggs for hatching
LP27	Prepare, load and incubate eggs
LP28	Hatch eggs and despatch poultry
LP29	Brood and grow young birds
LP40	Establish a honey bee hive
LP41	Monitor and maintain a honey bee hive
LP42	Collect products from honey bees
AgC1	Prepare and cultivate sites for planting
AgC2	Prepare planting equipment and plant crops
AgC3	Monitor and maintain the healthy growth of crops
AgC6	Store and maintain harvested crops
AgC7	Transport harvested crops
H52	Carry out post harvest operations
CS6	Transport physical resources within the work area
CS7	Prepare and operate a tractor with attachments
CS9	Prepare and operate a powered vehicle
CS14	Assist with maintaining structures and surfaces
CS15	Assist with the maintenance of equipment
CS17	Maintain and repair paths or surfaces
CS19	Maintain and repair structures
CS21	Maintain and repair boundaries or access points
CS25	Carry out maintenance and repair of equipment and machinery
CS36	Establish and manage habitats
CS57	Prepare and operate a tractor
CS59	Prepare and operate a powered vehicle with attachments
CS61	Maintain site hygiene and bio-security
CS63	Select and move animals from one location to another
CS64	Prepare for the transportation of animals
CS65	Load and unload animals for transportation

CS66	Maintain the health and welfare of animals during transportation
SFLWS101	Receive goods from deliveries
ICSA4	Give customers a positive impression of yourself and your organisation

## Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	City & Guilds	Edexcel	EDI	SQA
Communication (SCQF level 4)	F450 04	F82L 04	F44B 04	F426 04 (6 credits)
Numeracy (SCQF level 4)	F454 04	F830 04	F44F 04	F42A 04 (6 credits)
Information and Communication Technology (SCQF level 4)	F458 04	F834 04	F44K 04	F42E 04 (6 credits)
Problem Solving (SCQF level 4)	F45C 04	F838 04	F44P 04	F42J 04 (6 credits)
Working with Others (SCQF level 4)	F45G 04	F83D 04	F44V 04	F42N 04 (6 credits)

Please refer to the supplementary mapping documents for further details on the mapping of the mandatory units in level 2 which can be found on Lantra's website link:

<http://www.lantra.co.uk/Downloads/Standards-qualifications/Apprenticeships/Modern-apprenticeships.aspx>

For the Agriculture SVQ, the core skills ICT and Numeracy will require separate certification.

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

The sector feels that those entering the industry via the level 2 Modern Apprenticeship should have an Emergency First Aid qualification (one day course) approved by the Health and Safety Executive (HSE).

Suggested courses are:

Title: Emergency First Aid in Workplace at SCQF Level 5

Reference: H30N 04

Awarding Organisation: SQA.

Title: Emergency First Aid at Work at SCQF Level 5

Reference: R266 04

Awarding Organisation: Lantra Awards

### Plus:

One other accredited, legislatively and nationally recognised short course at a suitable level (the list below is a suggestive list).

A list of suggestions is below:

- Safe Use of Pesticides (PA1) and Pesticide
- Application as appropriate (PA2 or PA6)\*

- Safe Use of Abrasive Wheel Machines
- Safe Use of Sheep Dips
- Integrated Pollution Prevention Control Certificate
- Safe Use of Veterinary Medicines
- Safe Manual Handling Operator
- Tractor Driving and Related Operations
- Crop Protection Managers Certificate (or equivalent)
- Tractor Driving on Slopes
- Basic Food Hygiene
- Materials Handler
- Certificate Artificial Insemination
- Working Safely in Agriculture/ Horticulture
- Transport of Animals by Road (Short Journeys)
- Driving with a Trailer
- Chainsaw and Related Operations
- Welfare of animals during transport
- Brushwood Chipper Operations
- All Terrain Vehicle Handling
- Forklift Truck Operations
- Sheep shearing

\*If choosing pesticides please note that PA1 plus one other must be completed, i.e. PA6, PA2 and will only be accepted as meeting this requirement if both the knowledge and competence components are achieved.

Where a certificate has an expiry date, it must be current at the time of completion of the Modern Apprenticeship.

### Optional Outcomes

N/A

## Registration and certification

This Scottish Modern Apprenticeship is managed by (Lantra). The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

Lantra  
Lantra House  
Stoneleigh Park  
Coventry  
Warwickshire  
CV8 2LG

Telephone: 02476 696996  
Fax: 02476 696732

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, [www.maonline.org.uk](http://www.maonline.org.uk)). 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.

The SSC 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 the SSC 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 the SSC at the address above.

### SSC Service level

The SSC 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.

The SSC 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 SSC for advice and guidance on recruitment and selection.

An Apprentice should:

- Be prepared to attend off-the-job training
- Be able to acquire the broad range of skills, knowledge and understanding required in the Modern Apprenticeship
- Be competent to complete the Level 2 SVQ
- Enjoy working with livestock or crops
- Enjoy working outside
- Have a positive attitude towards learning

## 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. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
3. SSC 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 MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC 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 for the duration of the apprenticeship.**

## 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.

The current provision delivering the qualifications and Modern Apprenticeship framework include:

SRUC Oatridge Campus  
 SRUC Elmwood Campus  
 SRUC Barony Campus  
 South Ayrshire Council  
 Train Shetland (Vocational Training)  
 Borders College  
 Orkney College

This is a working list – please contact Lantra for an up to date list.

### The SSC 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

### During 2012

A full review of the National Occupational Standards took place and included working groups looking at revising all of the units within the Agricultural Crop Production and Livestock Production suite. The outcome of the working groups was to remove duplication of units as well as repetition from the units themselves to ensure the new NOS units were more industry relevant.

### June and July 2013

Following the NOS review an on-line consultation was conducted during June and July 2013 to review the SVQ structures to reflect the recently revised NOS and the level 2 and 3 Modern Apprenticeship frameworks.

The SVQ structures were also distributed to Lantra's industry, virtual and key stakeholder groups, including employers and training providers. Members of Lantra's Scottish team also took the structures to local meetings and employers for feedback to ensure coverage across Scotland. During the review, SQA awarding and regulation were involved in the review and Scottish Government were kept informed of progress.

All feedback was collated and analysed and the results were fed back to the working group to ensure that the feedback reviewed was relevant and incorporated where appropriate.

The feedback indicated that all other parts of the framework should remain as in the previous version of the Modern Apprenticeship as this works well.

### Sample size

During the review of the Modern Apprenticeships, Lantra used Scottish members of the industry and a virtual group along with the provider network in Scotland, including those already offering an Agriculture programme and Modern Apprenticeships. The location of the organisations that were involved in the consultation is detailed in the table below.

### Geographical spread

The location of the organisations that were involved in the consultation is detailed in the table below. This covers the whole of Scotland from the Islands to the Borders.

### Names of organisations

Detailed below is a list of the organisations and locations of those who were involved in the consultation of these revisions.

Organisation	Location
QMS	Edinburgh
NFUS	Scotland
Borders College	Galashiels
SRUC - Oatridge Campus	Edinburgh
SRUC - Barony Campus	Dumfries and Galloway
Aviagen Ltd	Edinburgh
Orkney College - UHI	Orkney
Scottish Dairy Academy	Aberdeen
Castle Farm	Perth
Derculich Estates	Strathtay

Miller Farms	Perth
KDJ MaCrea and Partners	Inverness
Tenant Farmers Association	Scotland
British Wool Marketing Board	Scotland
First Milk Ltd	Scotland
SBCA	Scotland
Scottish Crofting Foundation	Scotland
National Beef Association	Scotland
Poultry Farm	Newbridge
Bucleagh Estates	Thornhill
National Sheep Association	Scotland
H.A. Smith and Son	Moray
2 Agriculture	Edinburgh
Employer Arthur MacDonald	Inverness
Employer Jeff Wilson	Strachur
Employer Neil McDonald	Angus
D.A. McConnach & Sons	Montrose
Employer Hugh Curry	Colebaine
Employer Jill Dickson	Earlston

## Career progression

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as:

Following the completion of the Modern Apprenticeship, apprentices will be able to maintain positions in areas such as:

Related jobs at Level 2	Brief description of responsibilities
Assistant Herds person	An assistant herds person in the dairy industry will help take care of a herd of dairy cows on a day to day basis. General duties may include, feeding, cleaning accommodation and equipment, assisting to load and unload animals, identifying welfare issues and assisting with record maintenance.
General Farm Worker	The type of work they do varies depending on the farm and season, and could involve planting, tending and harvesting crops, maintaining the health and welfare of animal, feeding and watering animals.
Stock person	A stock person is responsible for the livestock on a farm. This will include ensuring they are fed and watered and looked after to meet health and welfare requirements as well as growth targets. They may also have some responsibility for staff working on the farm

Learners completing the level 2 Agriculture Modern Apprenticeship will be able to progress onto the Level 3 Agriculture Modern Apprenticeship and into Further Education (FE) and have the potential to also move onto Higher Education (HE). Some courses could include:

FE:

- SVQ 3 Agricultural Crops – GH59 23
- SVQ 3 Agricultural Livestock – GH5C 23
- SVQ 3 Mixed Farming – GH5D 23
- SVQ 3 Poultry Production – GH5E 23
- National Qualification Group Award

HE:

- Agricultural Sciences
- Conservation
- Sustainable Farming
- Agriculture
- Seed production

These courses range from HNCs to degrees (BSc or BA depending upon the chosen course) and further qualifications such as an MSc or PhD may also be available. Useful websites to visit regarding FE and HE include: [www.ucas.co.uk](http://www.ucas.co.uk), [www.landex.org.uk](http://www.landex.org.uk) or [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) Information regarding courses, providers and further information on specific entry requirements can also be found via these websites.

# 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)
- Skills Development Scotland
- Training Providers

### Role of the Sector Skills Councils

SSCs 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 sector's SSC, follow the link to the Alliance of Sector Skills Councils' website <http://www.sscalliance.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 SSC (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 SSC 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 SSC, 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 SSC 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.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

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 SSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSC 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 Apprentices accredited prior learning:**

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

Lantra,  
Lantra House,  
Stoneleigh Park,  
Coventry,  
Warwickshire,  
CV8 2LG

Telephone: 02476 696996  
Fax: 02476 696732