



A

MODERN APPRENTICESHIP

IN

Domestic Plumbing & Heating

At SCQF Level 7

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

SummitSkills

**Approved 23 July 2015
Operational from 5 August 2015**

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Contents

| | |
|------------------------------------------------------------------|----|
| Modern Apprenticeships in Scotland | 3 |
| Modern Apprenticeships in <i>Domestic Plumbing & Heating</i> | 4 |
| Summary of Framework | 5 |
| The Framework | 6 |
| Registration and certification | 7 |
| Recruitment and selection | 8 |
| Equal opportunities | 8 |
| Health and safety | 9 |
| Contracts | 9 |
| Employment status of Modern Apprentices | 9 |
| Terms and conditions of employment | 9 |
| Training and development | 10 |
| Consultation | 11 |
| Career progression | 12 |

Appendices

| | | |
|------------|--------------------------------------|----|
| Appendix 1 | Stakeholder Responsibilities | 13 |
| Appendix 2 | Modern Apprenticeship Centres (MACs) | 16 |
| Appendix 3 | Training Agreement and Training Plan | 17 |

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. 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 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 Apprenticeships in Domestic Plumbing & Heating

The Domestic Plumbing & Heating (DPH) Industry in Scotland

The DPH industry in Scotland has a strong tradition of apprenticeships and training and employs approximately 10,000 - 12,000 people.

This Modern Apprenticeship is designed to provide individuals with the opportunity to develop competencies that are needed to carry out job roles and responsibilities associated with the installation and/or maintenance of hot and cold water, central heating, drainage and weathering systems in commercial, industrial and residential buildings including relevant:

- Technological requirements and changes
- Statutory and Non- Statutory Regulations & Requirements
- Working practices in accordance with Health and Safety requirements
- Inspection, testing and commissioning procedures
- Work on Electrical Systems associated with plumbing systems

The aim of this framework is to ensure that the Modern Apprenticeship (Level 3) delivery programme includes:

- The Skills and Knowledge required by the industry to achieve competence
- Job related skills that will be used in the working environment
- Knowledge and skills aligned to working practices, relevant statutory and non-statutory regulations
- Transferable and Core Skills
- The basis for career progression

Employers have endorsed this programme as it delivers qualified competent plumbers and improves productivity and retention. All Candidates are required to sit and pass an industry approved entrance test to ensure that they possess the necessary skills and aptitude to successfully complete the college based programme.

Contribution to Scottish Economy

It is estimated that the Domestic Plumbing & Heating industry is worth £250m to the Scottish economy.
Source: SNIPEF

Summary of Framework

Duration

It is estimated that new recruits will take 3 years to achieve and demonstrate competence.

Mandatory outcomes

SVQ or alternative competency based qualification

- The following must be achieved:

- SVQ3 Domestic Plumbing & Heating (GK71 23) at SCQF level 7 (297 SCQF credit points)

Core Skills

- Communication SCQF 5
- Working With Others SCQF 5
- Problem Solving SCQF 5
- Information and Communication Technology SCQF 5
- Numeracy SCQF 5

Enhancements

Competence in a fuel option (as per SVQ structure) must meet the minimum standards laid down by the appropriate body i.e. Gas Safe (Gas), OFTEC (Oil), HETAS (Solid Fuel) and MCS (Emergent Technologies) and for an SVQ candidate on achievement of the full SVQ result in separate operative registration/recognition with the appropriate body.

This in normal course will require a candidate as part of their SVQ to undertake bespoke training leading to an assessment to meet the requirements of the appropriate registration/certification/industry body

Optional Outcomes

n/a

The Framework

Duration

It is expected that apprentices following this framework will take 3 years to complete including off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ3 Domestic Plumbing & Heating (GK71 23) at SCQF level 7 (297 SCQF credit points)

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:

| | |
|------------------------------------------|-------------------------------|
| Communication | SCQF level 5; 6 credit points |
| Working with others | SCQF level 5; 6 credit points |
| Problem Solving | SCQF level 5; 6 credit points |
| Information and Communication Technology | SCQF level 5; 6 credit points |
| Numeracy | SCQF level 5; 6 credit points |

The Workplace Core Skills (level 5) are embedded within the SVQ. No separate certification of these Core Skills is necessary.

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

Competence in a fuel option must meet the minimum standards laid down by the appropriate body i.e. Gas Safe (Gas), OFTEC (Oil), HETAS (Solid Fuel) and MCS (Emergent Technologies) and for an SVQ candidate on achievement of the full SVQ result in separate operative registration/recognition with the appropriate body. This in normal course will require a candidate as part of their SVQ to undertake bespoke training leading to an assessment to meet the requirements of the appropriate registration/certification/industry body

Optional Outcomes

None

Registration and certification

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

SummitSkills
Lincoln House,
137-143 Hammersmith Road,
London.
W14 0QL
Tel: 0207 313 4890

All Modern Apprentices must be registered with the SSC, via MA Online, within 4 weeks of starting their apprenticeship.

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.
- * All candidates are required to undertake and pass a 51 multiple choice question industry approved entry test designed to test their spatial awareness and ability to calculate and measure. Candidates are required to achieve a 70% pass mark which helps to ensure that the candidate is likely to have the ability to achieve the MA. The test is available in both paper and electronic formats. SNIPEF Regional Training Officers are able to bulk test candidates prior to recruitment as requested or needed in order to aid the recruitment process.
- * 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.

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. A sample SSC Training Agreement is set out in Appendix 3.
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 Sample Training Plan at Appendix 3. 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.**

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

SNIPEF (Scottish & Northern Ireland Plumbing Employers' Federation) hold a list of approved providers. See the SNIPEF website for more details.

<http://www.snipef.org/>
www.becomeaplumber.com

Delivery of Training for the Modern Apprenticeship in Domestic Plumbing & Heating

Overview

Modern Apprenticeships are a combination of work-based and college/training centre training. This gives apprentices the opportunity to earn while they learn, providing the dual benefit of gaining a nationally recognised qualification whilst being paid as they work. Over the course of your four year apprenticeship, apprentices will work to achieve the SVQ level 3 in Domestic Plumbing & Heating.

SNIPEF Training Services Ltd, is the training subsidiary company of SNIPEF. Established in 1983 the company acts as the Managing Agent and Training Provider offering the Modern Apprenticeship in Plumbing to young persons in Scotland.

SNIPEF Training Services Ltd is involved in the:

- Identification of appropriate vocational training courses.
- Administration of employees enrolled on the SNIPEF Training Services Modern Apprentice course.
- Operation of funding arrangements.
- Monitoring the vocational training through a team of Regional Training Officers located throughout Scotland. The Regional Training Officers maintain contact and monitor each apprentice's progress both on and off the job.

Recruitment into the Plumbing Industry is by direct employment with a plumbing and heating firm. SNIPEF Training does not employ apprentices or place them with an employer. Anyone who wishes to undertake a Modern Apprenticeship in Domestic Plumbing & Heating must be employed.

Whilst there is no age restriction for entry to the Plumbing Modern Apprenticeship, restrictions on Government funding means access to the programme depends on suitable funding being available.

Entrants are expected to have a minimum of 4 standard grades at general level to access a Modern Apprenticeship in Plumbing. In addition all entrants must pass the Plumbing Industry's Apprentice Entrance Selection Test. Under the new curriculum for excellence the equivalent of standard grades at general level will be the national 4 qualification.

Each Modern Apprentice if successful will gain the SVQ Level 3 Modern Apprenticeship in Domestic Plumbing & Heating and be graded by the Plumbing Joint Industry Board (JIB) as a Plumber.

Modern Apprentices on the programme will receive the appropriate weekly wage set by the JIB while attending work and college from their employer.

Work-based training

Delivery and assessment method

- how is training delivered and assessed in the workplace?

The employer must make every effort to ensure that the skills gained off-the-job are used and consolidated in the work place. On-the-job hours are year1 (690), year 2 (690), year 3 (500) a total of 1880 hours. The SNIPEF Regional Training Officer who is responsible for induction and monitoring of progress, in conjunction with the employer and apprentice, completes on an ongoing basis a "Workplace Evidence Record" to ensure that all the necessary skills and competencies are covered during the training period.

Skills required by training providers delivering the training

- list any skills and qualifications required

The employer is required to nominate a qualified and competent plumbing operative to oversee and supervise all work and training undertaken by the apprentice. The Regional Training Officer monitors the work and training being undertaken by the apprentice to ensure that it is appropriate and to industry standards and that the apprentice has access to a reasonable range of plumbing and heating work and training.

The employer representative (operative), apprentice and SNIPEF Regional Training Officer are all required to sign the Work Place Evidence Record and to review progress on an ongoing 13 week basis.

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

- how do apprentices develop knowledge and understanding if there is no formal certification of underpinning knowledge

N/A

Off-the-job training**Details of off-the-job training** (please state if not applicable)

- What is required to complement the workbased component? Does it lead to a formal recognised award (e.g. and Awarding Body or Vendor award?)

All apprentices are required to undertake and complete the Industry approved college based programme amounting to (420) hours in year 1, (420) hours in years 2 and (240) hours in year 3 leading to the SVQ Level 3 in Domestic Plumbing & Heating. A Record of Achievement is completed twice per annum to record candidate achievement, which must be signed by an authorised college/training centre signatory and the apprentice. This is subsequently, if available at the time of the review, used by the SNIPEF Regional Training Officer during a 13 week progress review and countersigned by the Training Officer and the Apprentice to confirm that the recorded achievement is correct.

Delivery and assessment method

- How is training delivered and assessed off-the-job? How long does it take to achieve the award?

Apprentices will attend a College/Training Centre either 1 week in 3 weeks or on a day release basis, over a three year period (typically 36 weeks), to undertake an industry approved training programme leading to achievement of the SVQ Level 3 in plumbing and heating. It assessed through SQA's SOLAR Electronic Assessment System as well as including some practical assessments. The Programme is also subject to the SQA Internal and External Verification quality assurance procedures.

Exemptions

- Are any groups exempt from completing the off-the-job component? (e.g. older workforce with the required knowledge as demonstrated through RPL/ APL)

There are no exemptions. All candidates must complete the full programme.

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

Consultation and employer/provider engagement was a priority throughout the project:

- September 2014 – December 2015: to agree the SVQ structures, units and assessment strategy. This included a consultation event at the Walled Garden.
- November 2014 – February 2015: to agree the Credit Rating associated with the SVQ units. This included a series of meetings at SQA.
- April 2015 – May 2015: E-consultation on MA.
- March 2015 – June 2015: to agree the MA content. This included a consultation event in Perth and a series of one-to-one meetings between SummitSkills and SNIPEF.

SNIPEF, in addition to the above, ran a number of consultation events as part of their larger communication strategy. These took place across Scotland and included branch meetings and special interest groups.

E-consultation: Almost 1500 employers were consulted (and invited to consultation meetings) via Survey Monkey e-consultation including 750 SNIPEF member employers and 680 non-SNIPEF employers. There were 19 responses. 89% of the responses came from employers. Employer engagement remains a key current priority for SNIPEF to ensure that the provision available continues to meet the needs of employers and their apprentices.

Employers Consulted:

| | |
|-----------------|-------------------------------------|
| A Webster | AJK & Co |
| Brian Smith | John N Dunn Group Ltd |
| D Hunter | Hugh Scott (Builders & Slaters) Ltd |
| Fraser Lawrence | F&S Lawrence Ltd |
| G Buist | McDonald & Buist |
| G Gerrie | Scotia homes |
| Gordon Matheson | Matheson Plumbing Co Ltd |
| Juliet McGill | McGills Dundee |
| Mark Haddow | LW Haddow P&H Ltd |
| Michael Brady | City Building Glasgow |
| N Hadden | Neil Hadden Plumbing & Heating |
| Preston Fleming | Preston Fleming Plumbing & Heating |
| Raymond Leslie | Firth Heating Ltd |
| Scott Curtis | Curtis Plumbing & Heating Perth |
| Silvie Gowans | McGills Dundee |
| W MacMillan | Firth Plumbing & Heating Ltd, |

Providers Consulted:

| | |
|-------------------------|-----------------------|
| Alan Bauld/Harry Hunter | West College |
| Alan Reid/John Rafferty | Borders College |
| Alan White | Ayr College Retired |
| Alex Reid | Glasgow Clyde College |
| Garry Austin | Inverness College |

| | |
|-----------------------------------------|---------------------------|
| George Brown/Gordon Nisbet/ Donald Kemp | Perth College |
| Harry Hunter | WCS |
| James Jamieson | SLC |
| Jim Booth | Tullos Training Ltd |
| Jim McKinnon | Moray College |
| John Lang | South Lanarkshire College |
| John McLellan | GKC |
| Juliet Harkin | Edinburgh College |
| Mick Brady/Stephen Farnin | City Building Glasgow |
| Neil Robertson | North East College |
| Raymond Riddle | Ayr College |
| Robert McCulloch | Fife College |
| Scott Warden/Derek Christie | Dundee & Angus College |
| Steven Adams | Forth Valley College |

Trade and Industry Bodies Consulted:

| | | |
|--------------------|-------------------|------------------|
| D Edmont | Unite the Union | Regional Officer |
| D Lawson | Unite the Union | Regional Officer |
| Duncan Wilson | Head Of Training | Snipef |
| J Allot | Unite the Union | National Officer |
| Malcolm Drysdale | Education Officer | Snipef |
| Robert Barclay | Training Officer | Snipef Training |
| Neil Foxcroft | Training Officer | Snipef Training |
| Shirley Williamson | Technical Officer | Snipef |

Other Bodies consulted:

- SQA Awarding Body
- SQA Accreditation
- SDS

Career progression

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

It is anticipated that successful candidates will progress within the Plumbing industry in qualified positions in employment or self-employment in technical/supervisory/management roles by being able to:

- Register on a relevant industry Certification Scheme
- Progress into higher technical and professional learning and assessment programmes such as those associated with relevant Level 4 SVQs and Higher National Certificates
- Progress in their career with further training into such job roles as Technician, Designer, Estimator, Project Manager, Site/Workshop Supervisor/ Manager, Chartered Engineer, Sales Engineer or Commercial Manager

Further career guidance can be found at: www.summitskills.org.uk and www.becomeaplumber.com

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 Federation for Industry Sector Skills and Standards website <http://fisss.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 Skills Development Scotland Quality Assessment (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:

| | |
|----------------------------------------------|--|
| Name of Employer: | |
| Name of Modern Apprentice: | |
| Name of Modern Apprenticeship Centre: | |

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:

| | | |
|-------------------------------------|--|--------------|
| Employer | | Date: |
| Modern Apprentice | | Date: |
| Modern Apprenticeship Centre | | Date: |



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

| SVQ Level 3 Domestic Plumbing & Heating at SCQF Level 7 – Mandatory units | | Tick units being undertaken | SCQF Level | SCQF Credit Points |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------|------------|--------------------|
| | Apply health and safety and environmental legislation in the building services engineering sector | | 6 | 44 |
| | Establish and maintain relationships in the building services engineering sector | | 6 | 16 |
| | Coordinate a work site in the building services engineering sector | | 6 | 16 |
| | Perform electrical work on mechanical building services systems | | 6 | 24 |
| | Install and test domestic plumbing and heating systems | | 7 | 24 |
| | Service and maintain domestic plumbing and heating systems | | 7 | 24 |
| | Inspect and pre-commission domestic plumbing and heating systems | | 7 | 24 |
| | Commission domestic plumbing and heating systems | | 7 | 24 |
| | Decommission domestic plumbing and heating systems | | 7 | 24 |
| | Install sheet weathering protection | | 7 | 20 |
| | Domestic Plumbing and Heating Final Competence Assessment | | 7 | 4 |
| SVQ Level 3 Domestic Plumbing & Heating at SCQF Level 7 – Optional units (candidates chose 1 from 4) | | | | |
| | Install and Commission Fuel Systems: Gas | | 6 | 16 |
| | Install and Commission Fuel Systems: Oil | | 6 | 16 |
| | Install and Commissioning Fuel Systems: Solid Fuel | | 6 | 16 |
| | Emergent Technologies | | 6 | 16 |

| Enhancements | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Candidates undertaking the Level 3 SVQ Award in Domestic Plumbing & Heating MUST select one of the four optional fuel units:</p> <ul style="list-style-type: none"> • Install and Commission Fuel Systems; Gas (ACS) • Install and Commission Fuel Systems; Oil • Install and Commission Fuel Systems; Solid Fuel • Install and Commission Fuel Systems; Emergent Technologies <p>Competence in a fuel option must meet the minimum standards laid down by the appropriate body i.e. Gas Safe (Gas), OFTEC (Oil), HETAS (Solid Fuel) and MCS (Emergent Technologies) and for an SVQ candidate on achievement of the full SVQ result in separate operative registration/recognition with the appropriate body. This in normal course will require a candidate as part of their SVQ to undertake bespoke training leading to an assessment in order to meet the requirements of the appropriate registration/certification/industry body.</p> | |

| Core Skills (Include details of the minimum level required) | | Tick units being undertaken | SCQF Level | SCQF Credit Points |
|----------------------------------------------------------------|------------------------|-----------------------------|------------|--------------------|
| 1 | Communication | | 5 | 6 |
| 2 | Working with others | | 5 | 6 |
| 3 | Numeracy | | 5 | 6 |
| 4 | Information technology | | 5 | 6 |
| 5 | Problem Solving | | 5 | 6 |

Summary of Modern Apprentice's accredited prior learning:

| |
|-----|
| N/A |
|-----|

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

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London
W14 0QL

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