



A

# MODERN APPRENTICESHIP

IN

## Rail Engineering

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

AT SCQF Level 5

Semta

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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 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 Rail Engineering

The Scottish Rail Network has been going through a renaissance recently with even more activity scheduled over the next two decades, and much of the focus has been on the infrastructure and the investment needed. Employers in Scotland are now identifying a pressing shortage of appropriately skilled personnel to perform the work required and this has led them to demand the creation of a fit-for-purpose Rail Engineering Modern Apprenticeship at SCQF Level 5.

The Scottish rail network is extensive and diverse with around 2,800 kilometres of track (a quarter of which is electrified) and 350 stations. It is a mixed-use railway with both rail passenger and freight services. There are around 78 million passenger journeys a year on ScotRail services, with a further 6 million passenger journeys across the border to and from England. Demand for ScotRail passenger services has increased by 25.5% over the last 7 years and this demand is expected to continue to grow. Scotland – Route Utilisation Strategy Generation two, Network Rail, June 2011 states “The demand for rail travel in the Glasgow conurbation is forecast to increase by between 24% and 38% by 2024-25. The Edinburgh growth for the same period is forecast to be between 90% and 115%. Strong growth is also forecast in areas outside the Scottish central belt” The National Transport Strategy the Strategic Transport Projects Review (STPR) defined the strategic investments in Scotland’s national transport network from 2012. The STPR includes a range of interventions for the rail network including a major electrification programme, reconfiguration of the national rail timetable, and strategic rail improvements and enhancements. Main rail priorities identified included: Edinburgh to Glasgow Rail Improvements Programme (EGIP); Highland Mainline Improvements between Perth and Inverness; and Aberdeen to Inverness Rail Improvements.

A large proportion of the diesel fleet is expected to reach its withdrawal date between 2018 and 2020 and will need to be re-engineered, refurbished or replaced. Skilled workers will need to be recruited over the next couple of years to assist and complete these tasks. Employers set out, in their Initial Industry Plan (IIP) 2011 a number of recommendations. The report states “in an industry that employs over 92,000 people with over 7,500 in Scotland and spends a third of its costs on staff, it is as important to have a plan for improving and enhancing the skills of its staff as it is to have a plan for upgrading infrastructure and rolling stock. Amongst the study’s comments and recommendations were greater uses of technology to deliver training, reduce training time, minimise the need for in-situ learning and improve efficiency; and a fundamental review of training techniques and the time needed to train specific work groups. This Rail Engineering Framework helps to address those issues.

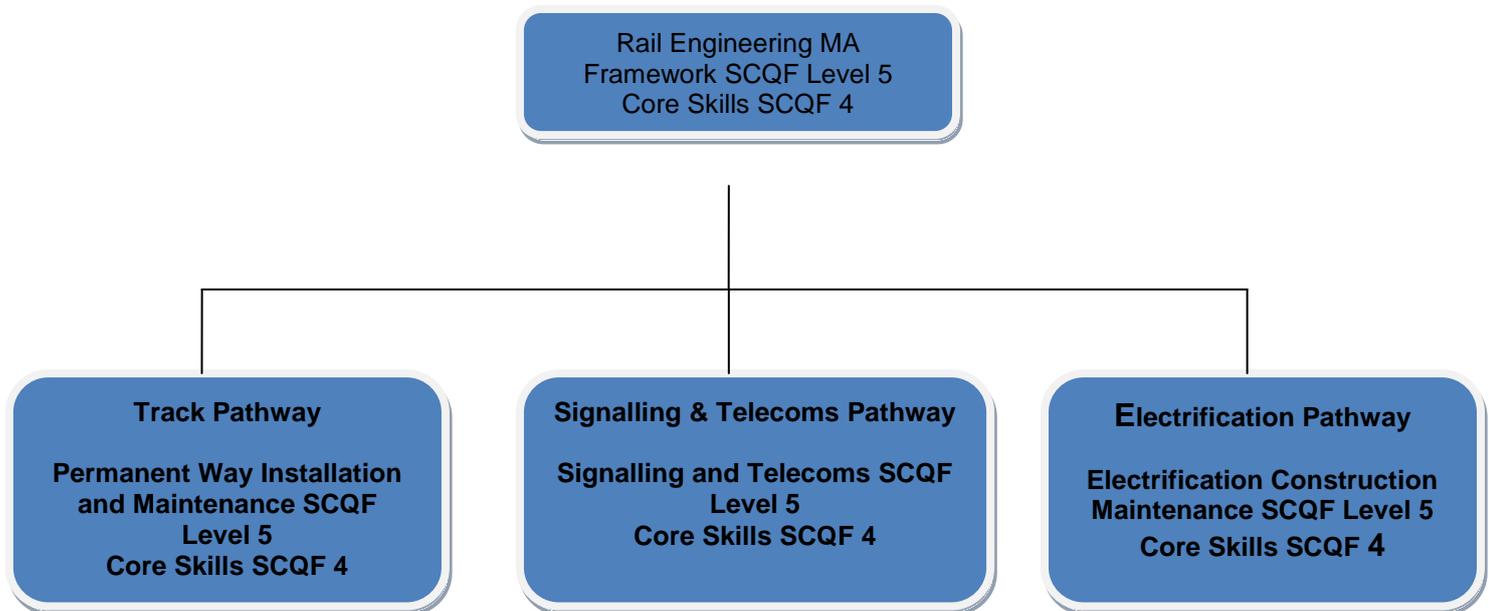
Various other key stakeholders see the need for change in the Rail Sector in Scotland including the Scottish Government “RAIL 2014 Consultation - We believe that an efficient railway, attuned to Scotland’s needs, plays a key role in enabling delivery of the Scottish Government’s Purpose of creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.”

Network Rail has moved responsibility for its Scottish operations to a Route Managing Director based in Scotland. Their “Scotland Route – Summary Route Plan” for the period April 2014 to March 2019 states “the vast bulk of the earthworks, bridges and tunnels which support routes across the network date from the original railway construction and are considerably more than 100 years old. Most of these assets continue to provide good service today, well beyond their anticipated design life but inevitably the rate of required renewal and major refurbishment will increase to address the need for continued reliability and safety of these assets.”

Creating the Rail Engineering Level 2 Modern Apprenticeship (MA) and additional pathways will directly meet the need of employers to deliver many of these ambitious targets whilst helping employees and the wider Scottish Economy as a whole. Employers have indicated a conservative requirement for over 50 Modern Apprentices on this Framework in 2015, doubling in the following 2-3 years. Semta have developed an MA SCQF level 6 Framework which will go live in 2015 and further Scottish qualifications and to support employer’s ongoing needs in this sector and provide candidates with a progression route across all pathways and disciplines that underpin sector employment.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Rail Engineering at SCQF Level 5



## Duration

It is expected that apprentices following this framework will take 12-18 months to complete. Whilst there is no mandatory time to be set aside for off the Job training centres will be expected to deliver off the job Training as required for candidates to gain the commensurate knowledge to support their functional roles and their competency across the chosen units.

## Mandatory outcomes

### SVQ or alternative competency based qualification

One of the following must be achieved:

- SVQ 2 Permanent Way Installation and Maintenance at SCQF Level 5 - Award Ref No GJ4C 22 (EAL) Credits 35-50
- SVQ 2 Rail Engineering: Signalling and Telecoms at SCQF Level 5 – Award Ref No GK56 22(EAL) Credits 83 -109
- SVQ 2 Rail Engineering: Electrification Construction Maintenance at Level SCQF Level 5 – Award Ref No GK58 22 (EAL) 43 -45

### Core Skills

- |                                            |              |
|--------------------------------------------|--------------|
| • Communication                            | SCQF Level 4 |
| • Working With Others                      | SCQF Level 4 |
| • Problem Solving                          | SCQF Level 4 |
| • Information and Communication Technology | SCQF Level 4 |
| • Numeracy                                 | SCQF Level 4 |

**Enhancements**

None

**Optional Outcomes****Additional SVQ Units/Qualifications/Training**

Whilst there are no other mandatory requirements for this framework some employers may find it beneficial to consider the Career Enhancement Programme <http://www.equatescotland.org.uk/news/helping-female-engineers-and-their-employers-realise-their-full-potential>. It is designed to help women in traditionally male dominated industries further their careers, by analysing their current position in the workplace and identifying objectives for future progression.

Additionally it is suggested that employers and candidates consider appropriate qualifications or training prior to or as part of this framework. This could include qualifications such as PMO/PEO at SCQF Level 4 or other basic skills off-the-job courses which could aid in using hand tools correctly or demonstrating understanding of safety and regulations for example. The uptake of these will further improve completion rates.

Other useful qualifications could be Personal Track Safety (PTS) and Network Rail training courses, depending on the employers' requirements and the pathway selected.

## The Framework

### Duration

It is expected that apprentices following this framework will take 12-18 months to complete. Whilst there is no mandatory time to be set aside for off the job training, centres will be expected to deliver off the job training as required for candidates to gain the commensurate knowledge to support their functional roles and their competency across the chosen units.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve one of the following qualifications:

- **SVQ 2 Permanent Way Installation and Maintenance at SCQF Level 5 - Award Ref No GJ4C 22 (EAL) Credits 30-50**
- **SVQ 2 Rail Engineering: Signalling and Telecoms at SCQF Level 5 – Award Ref No GK56 22 (EAL) Credits 83 -109**
- **SVQ 2 Rail Engineering: Electrification Construction Maintenance at Level SCQF Level 5 – Award Ref No GK58 22 (EAL) 43 -45**

All Scottish Modern Apprenticeships must contain 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 4
Working with others	SCQF Level 4
Problem Solving	SCQF Level 4
Information and Communication Technology	SCQF Level 4
Numeracy	SCQF Level 4

A list of awarding Bodies offering Workplace Core Skills can be found here:

[http://accreditation.sqa.org.uk/accreditation/Qualifications/Workplace\\_Core\\_Skills/Workplace\\_Core\\_Skills](http://accreditation.sqa.org.uk/accreditation/Qualifications/Workplace_Core_Skills/Workplace_Core_Skills)

Core Skills need to be separately certificated to achieve this framework

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

There are no Mandatory Enhancements for this Framework

## Optional Outcomes

Whilst there are no other mandatory requirements for this framework some employers may find it beneficial to consider the Career Enhancement Programme <http://www.equatescotland.org.uk/news/helping-female-engineers-and-their-employers-realise-their-full-potential> It is designed to help women in traditionally male dominated industries further their careers, by analysing their current position in the workplace and identifying objectives for future progression.

Before going on to an overhead line construction site it is advantageous if apprentices have achieved the Overhead Line Equipment Construction (OLEC) 1: Access Overhead Lines Construction Sites course and successfully completed the Working at Height, Emergency First Aid and Safe Manual Handling courses.

This is to ensure the person can demonstrate their ability to access overhead line construction sites safely and effectively in line with process and procedures, and follow recording, reporting and escalation procedures.

An apprentice can achieve the OLEC 1 course before they are 18 but cannot access the track until they are 18 or over.

When a person is required to undertake basic overhead line equipment (OLE) construction activities on site they need to achieve the Overhead Line Equipment Construction (OLEC) 2: Undertake Basic OLE Construction Activities under Course direction.

The course is designed to familiarise those who are new to OLE Engineering and whose work may involve or interact with OLE Construction activities, giving them sufficient knowledge and hands-on practical skills for undertaking basic OLE construction activities safely and effectively under direction in accordance with instructions, procedures and processes. The person shall have to show they can follow recording, reporting and escalation procedures.

Although there are no pre-requisites for attending the training course, before undertaking the assessment for OLEC 2 a person must have been certified competent in OLEC 1: Access Overhead Lines Construction Sites and would normally have completed the Working at Height, Emergency First Aid and Safe Manual Handling courses.

Additionally it is suggested that employers and candidates consider appropriate qualifications or training prior to or as part of this framework. This could include qualifications such as PMO/PEO at SCQF Level 4 or other basic skills off-the-job courses which could aid in using hand tools correctly or demonstrating understanding of safety and regulations for example. The uptake of these will further improve completion rates.

Other useful qualifications could be Personal Track Safety (PTS) and Network Rail training courses, depending on the employers' requirements and the pathway selected.

## Registration and certification

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

Semta Unit 2 – Orient Centre Greycaine Road Watford Hertfordshire WD24 7GP  0845 6439001
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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 via the MA 2 online system.**

For framework information, rejection notices and delivery of printed certificates please contact Semta on 0845 6439001 or [certification@semta.org.uk](mailto:certification@semta.org.uk)

All Modern Apprentices must be registered onto the MA online 2 system at <https://modernapprenticeships.org/web/> at the beginning of their apprenticeship.

Training providers must apply for the apprenticeship completion certificate via the MA 2 online system.

The certification body will look at each claim, when they are received in “Awaiting Certificate” section of the online system. Once authorised a certificate will be issued and dispatched. If a claim is rejected due to insufficient or incorrect evidence the training provider will be informed via an email that is automatically generated by the system.

The MA online support team can be contacted on 0300 303 4444 or [maonline@fiss.org](mailto:maonline@fiss.org)

In the case of MAs who 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 (Appendix 3).

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 scanned electronic copies of certificates from awarding bodies via the MA 2 online system.

Requests for registration and certification should be made to the SSC at the address above via the MA 2 online system.

### 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 outside an academic institution, 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.

Most employers have their own recruitment and selection procedures. Many also work closely with their Training Provider Partners in the process when reviewing and selecting Modern Apprenticeships candidates. Many Group Training Associations have good integrated procedures supporting employers which work consistently well.

Whilst there are no specific sectorial requirements for entry on to this Modern Apprenticeship, individual candidates may find it useful to have undertaken basic skills off-the-job courses, which could aid in using hand tools correctly or demonstrating understanding of safety & regulations. Therefore candidates are likely to require critical mandatory safety training either pre-employment, or have access to critical safety training through their immediate employer, or specific Rail Engineering pre-employment training programmes arranged for the Industry.

## 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 for the duration of the apprenticeship.**

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

This framework is supported by the following organisations that have been actively engaged in the consultation and will be actively engaged in training of Modern Apprentices and Pre Employment specific Programmes for the Rail Industry and sector in Scotland. In addition the framework will be promoted by Semta through its extensive database and existing Training Provider and Client / Employer relationships.

The following organisations have already shown support for the framework:-

Babcock Rail  
 Strathclyde Passenger Executive  
 Scotrail  
 East Kilbride Group Training Association  
 InTraining  
 QTS Group  
 Forth Valley College  
 Edinburgh College  
 MEI Midlands Training  
 Edinburgh College  
 Scot Train Ltd  
 Trained Up

## Delivery of Training for the Modern Apprenticeship in Rail Engineering SCQF Level 5

### Work-based training

#### Delivery and assessment method

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.

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

Providers should have access to staff/ assessors with commensurate experience and be technically competent in the specific work area of assessment and training (i.e. Signalling, Telecoms or Electrification Construction Maintenance) and meet the terms of their chosen awarding organisation for the components that underpin this framework. It is expected that Assessors and internal Verifiers will hold the required up to date qualifications for the purpose of assessment and up to date Industry experience.

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

Apprentices will acquire underpinning knowledge through a number of mediums, although not all providers will use the same arrangements. Employers working with Training Providers and FE Colleges may arrange for formal off-the-job training or arrange either day release or block release as required. Some employers are likely to use their own in-house training arrangements and facilities where available. In addition to these arrangements some provider will use open learning and distance materials, working with partner institutions to develop materials as appropriate.

### **Off-the-job training**

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

There are no formal requirements set out within this framework for a separate period of Off-the-Job Training. Organisations will deliver use a variety of methodologies to deliver the underpinning knowledge and understanding related to the SVQ units of Competence as detailed in ' Delivery of Underpinning knowledge'

#### **Delivery and assessment method**

There is no requirement for separate Assessment of knowledge, understanding and off-job elements. This will be assessed as part of Assessment of overall SVQ units

#### **Exemptions**

This is not applicable to this framework

## 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

Initial discussions on the need for this type of Framework began in 2011 when a number of key employers in the sector began to ask for the introduction of a Level 2 MA Framework to support their activities. The consultation process for this version began in earnest in January 2013. A number of consultation meetings were held both in group formats and in one-to-one. Group events were held at QTS and EKGTA. Whilst the focus for these meetings was on employers, training providers and other stakeholders were included. Employers who have indicated support for this Framework embrace a range of large and SME organisations including: Babcock Rail, QTS, Vital (now Morson), SPTE, Wabtec, Penderons, First ScotRail, East Coast Trainline, Railcare, McCulloch Rail, Brodie Rail, and Invensys. Training Providers who were involved and are supportive of this Framework: In training, EKGTA, Ayrshire College, Inverness College, and SWGR. Stakeholders who were involved and supportive of this Framework: SDS, SE, C&G, EAL, SQA, and the RMT Union.

Further consultation was carried out in October 2014 to extend the Level 2 Framework and add Signalling, Telecoms and Electrification pathways to the framework. Employer and Stakeholder groups were invited to a formal workshop session to establish the content of new SVQs to underpin the extended pathways of Telecoms, Signalling and Electrification as additions to existing Permanent Way Maintenance and Installation. It was agreed as part of consultation outcome that these qualifications and pathways should also be added to existing Level 2 Modern Apprenticeship framework and that no additional mandatory enhancements were necessary or a period of off the Job Training. SQA accreditation supported the development of new SVQ structures and was subsequently sent back out to Industry and agreed. THE New SVQS structures were accredited by SQA ACG in December 2014. Confirmation was also sought and agreed that these new SVQs would form the basis of an updated Modern Apprenticeship Framework for Rail Engineering at Level 2.

The consultation also established the content for SVQs at Level 3 and a new Level 3 (SCQF 6) Framework for Rail Engineering to support and enable progression in all the disciplines across the rail sectorial content.

Those communicated to and agreeing the Framework additions include:

Freightliner, Edinburgh College, Forth Valley College, Scotrail, First Group, Scot Train Ltd, Intraining, QTS Group, Brodie Engineering, MEI Midlands Training, Babcock International, Carrion PLC, Thales Group, RMT, Network Rail, Siemens, Bombardier, Trained Up, Babcock Rail, Strathclyde Passenger Executive, East Kilbride Group Training Association.

## Career progression

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

It is anticipated that progression will be available from this Modern Apprenticeship to other MA Frameworks and a range of further vocational and academic qualifications. We believe that this framework may also provide the first step on the ladder for many people who are currently in employment but have little or no formal qualifications thus actively promoting continuous learning and the Scottish Governments perspective that vocational education should be both lifelong and prestigious.

Horizontal Progression: Progression to College for full time/part time study, or Company in-house training or other Engineering frameworks where achievements allow for part recognition (all which could then lead to Vertical Progression).

Vertical Progression: Progression to a higher level of Framework for Rail Engineering at SCQF level 6 or the Engineering Technical Framework at SCQF level 8 including Careers Skills to further enhance promotion and career prospects.

It is envisaged that a Professional Framework will become available in the Advanced Manufacturing sector. Success in this framework will be a progressive step towards that objective for candidates who have an interest in pursuing learning at a higher level.

# 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 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 via the MA 2 online system at <https://modernapprenticeships.org/web/>
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices via the MA 2 online system
- 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 Apprentice’s accredited prior learning:**

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

SEMTA  
Unit 2 – Orient Centre  
Greycaine Road  
Watford  
Hertfordshire  
WD24 7GP  
  
0845 6439001