A MODERN APPRENTICESHIP IN

Wind Turbine Installation and Commissioning At SCQF Level 6

FRAMEWORK DOCUMENT FOR SCOTLAND

Energy & Utility Skills

August 2013
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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.

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.
The UK is the windiest country in Europe producing 40% of Europe’s wind energy. A modern 2.5MW turbine at a reasonable site will generate 6.5 million units of electricity each year, enough to meet the annual needs of over 1,400 households, make 230 million cups of tea or run a computer for 2,250 years.

Every unit of electricity from a wind turbine displaces one from conventional power stations: in January 2009, wind turbines in the UK had the capacity to prevent the emission of 3,682,563 tonnes of carbon dioxide per annum.

Since the first wind farm in the UK was built at Delabole in 1991, onshore wind energy has established itself as a mature, clean energy generating technology. In 2007 wind energy overtook hydropower to become the largest renewable generation source, contributing 2.2% of the UK’s electricity supply, with onshore wind comprising the bulk of this. Wind has been the world’s fastest growing renewable energy source for the last seven years, and this trend is set to continue with falling costs of wind energy, energy security threats and the urgent international need to tackle CO2 emissions to prevent climate change. This is driving a significant expansion of on and offshore wind. As of June 2013 Scotland has 3.9GW of wind installations operational, 1GW currently in construction, 2.8GW consented and approximately 10GW in distant planning.

The Scottish Government has set the ambitious target of generating 20% of all the UK’s energy from renewables by 2020 which means that 50% of electricity will have to come from green sources. The lion’s share of these renewables will have to be wind delivering over £40billion of investment and creating 20,000 Scottish jobs. Statistics published by the Department of Energy and Climate Change on 28 March 2013 demonstrate wind generation in 2012 at a record high level – 8,296 GWh, up 19 per cent on 2011 (previous record year for wind) and more than four times the level of wind generation in 2006.

Companies across the UK involved in the renewable energy industry have reported difficulties in recruiting skilled personnel in, for instance, the fields of engineering (electrical, mechanical), design and project management. This is due in part to a general shortage of graduates specialising in such disciplines in the UK, combined with a difficulty in attracting experienced personnel from other sectors due to competition with other more established industries (in particular, the oil and gas industry).

In October 2008 – the Bain Report commissioned by the British Wind Energy Association (BWEA) to analyse the labour market for the wind and marine industries was released. This Report provided not only an overview of the workforce of today, documenting where employers are finding it difficult to recruit; but also provided projections for the scale of potential employment opportunities for the future. One of the key conclusions of this report was that employers are already finding it difficult to recruit individuals with the right skills and experience for technician level roles. The labour market projections suggest that this is a key area for scaling up recruitment for the future. Between 10,000-20,000 construction, installation and operations and maintenance staff will be needed to support the British Wind Energy Industry by 2020.

The evidence presented highlighted technician training as a key ‘skills gap’. Apprenticeships are an effective means of bridging this particular skills gap for industry, both in the immediate future and the long-run.

The Working for a Green Britain report 2013 confirms the findings for Scotland of the Bain Report but suggests slower deployment of wind energy across the rest of the UK.
Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Wind Turbine Installation and Commissioning

Mandatory outcomes

SVQ or alternative competency based qualification
- The following must be achieved:
  • Diploma in Electrical Power Engineering – Wind Turbine Installation and Commissioning - R356 04 - 85 SCQF credit points - SCQF Level 6

Core Skills

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

Enhancements

City & Guilds Diploma in Electrical Power Engineering – Wind Turbine Maintenance (Technical Knowledge)

SCQF level: 6
Credit value: 77 credits

This qualification must be achieved by all apprentices and provides the underpinning knowledge required for job competence.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Although not a mandatory requirement, it is highly recommended that new entrants to the sector and/or those with no or limited engineering hand skills complete relevant units from a Performing Engineering Operation qualification for example:

EAL Level 2 SVQ Performing Engineering Operations (Engineering Practices) G8EK 222

Or

SQA Level 2 SVQ Performing Engineering Operations (Engineering Practices) G8X1 222

To support work placements abroad as may be required by the employer, it is also highly recommended that Apprentices undertake an appropriate qualification that provides a working level of a relevant language (i.e. German or Danish). Appropriate qualifications may include Standard Grade German.
The Framework

The mandatory and optional content of the Modern Apprenticeship in Wind Turbine Installation and Commissioning is as follows:

**Mandatory Outcomes**

**SVQ(s)/ CBQs**

Each apprentice is required to achieve the following qualification:

- Diploma in Electrical Power Engineering – Wind Turbine Installation and Commissioning - R356 04 - 85 SCQF credit points - SCQF Level 6

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.

**Core Skills**

Each apprentice is required to achieve the following core skills:

- Communication SCQF level 5 F427 06 6 points
- Working with others SCQF level 5 F42P 04 6 points
- Problem Solving SCQF level 5 F42K 04 6 points
- Information and Communication Technology SCQF level 5 F42F 04 6 points
- Numeracy SCQF level 5 F42B 04 6 points

Signposting from the NOS to Core Skills does not evidence that they are implicit within the CBQ and therefore all Core Skills need to be separately certificated.

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**

City & Guilds Diploma in Electrical Power Engineering – Wind Turbine Maintenance (Technical Knowledge)

SCQF level: 6
Credit value: 77 credits

This qualification must be achieved by all apprentices and provides the underpinning knowledge required for job competence.
Optional Outcomes

It is highly recommended that new entrants to the sector and/or those with no or limited engineering hand skills complete relevant units from a Performing Engineering Operations qualification for example:

EAL Level 2 SVQ Performing Engineering Operations (Engineering Practices) G8EK 222
or
SQA Level 2 SVQ Performing Engineering Operations (Engineering Practices) G8X1 222

To support work placements abroad as may be required by the employer, it is also highly recommended that Apprentices undertake an appropriate qualification that provides a working level of a relevant language (i.e. German or Danish). Appropriate qualifications may include Standard Grade German.
Registration and certification

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

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<tr>
<td>Friars Gate</td>
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<tr>
<td>1011 Stratford Road</td>
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<tr>
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Ph: 0845 077 9922
Email: enquiries@euskills.co.uk

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). 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.

Entry requirements are at the discretion of the employer however consultation with industry has indicated that applicants will be expected to hold as a minimum:

- Scottish Standards (or equivalent) in Maths, English and one science at credit grade.

Employers are asked to be flexible when recruiting people onto the Apprenticeship. Where employers/providers have robust learner support systems in place (such as tutorials and mentoring programmes), an individual who historically has not done particularly well at reading, writing and numeracy may thrive on an Apprenticeship where the relevance and application of these subjects is understood.

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.

We expect the following colleges to deliver this MA from September 2013:

- Dumfries and Galloway College and Ayr College (expected to merge 2013)
- Carnegie College and Adam Smith College (expected to merge 2013)
- Inverness College

**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

To ensure that this MA is entirely appropriate for the employers that will utilise it, a robust and wide-ranging consultation that is appropriate and representative of the wind industry in Scotland has been conducted.

The Renewable Network Group, an employer group facilitated by the National Skills Academy for Power and chaired by Gary Robinson, Head of HR at RES has driven development of this MA. The purpose of the group is to develop and implement the skills strategy required to deliver the wind skills needs of the UK economy.

The following consultation meetings have taken place to develop the competence qualification, the MA framework and support for delivery provision:

29 July 2013 - meeting scheduled regarding delivery support
13 June 2013 - meeting with Weir Group
12 June 2013 - meeting with RePower
11 June 2013 - final group consultation with employers to ratify MA framework prior to submission
27 May 2013 - SSE consultation on new MA
15 May 2013 - letters of support received from SSE, Scottish Power and Areva
7 May 2013 - meeting with providers regarding delivery support
9 May 2013 - SSE MA exploration
2 May 2013 - Scottish Power MA consultation
28 Feb 2013 - Areva MA meeting
27 February 2013 - Meeting with providers re delivery support
5 September 2012 - final units checked by Siemens operational technicians
31 August 2012 - qualification credit and levelling exercise with Siemens
8 Feb 2012 - meeting with Siemens, RES, RWE, The Crown Estate, RenewableUK, E.ON to discuss expanding the MA in Wind Turbine Operations and Maintenance
23 Jan 2012 – meeting with Department with Business Innovation and Skills re offshore wind strategy
17 October 2011 - meeting with Siemens, Carnegie College, Tyne Met College and Newcastle College to discuss scope of delivery
11 October 2011 - unit scoping meeting with Siemens
4 July 2011 - original request from employers for extension of the MA in Wind Turbine Operations and Maintenance to underpin installation and commissioning job roles.

Dedicated 1:1 meetings have taken place with SSE, Scottish Power and Areva as these employers are instrumental to the wind industry in Scotland.

The industry is not unionised and as such trade unions have not been consulted.

The content of this Modern Apprenticeship is entirely employer lead and has been agreed through the consultation process. Emerging issues raised during the consultation process have been taken into account (i.e. the limited hand skills of new entrants to the sector and the need for supplementary units from a performing engineering operations qualification for apprentices in this position) and are factored into this MA.
**Career progression**

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

Completion of this Modern Apprenticeship provides a wide of career progression opportunities for successful apprentices. Career progression pathways are both vertical and horizontal as demonstrated in the diagram below.

Once an ex-apprentice reaches Authorised Technician status they can then progress horizontally to job roles including Blade Technician, Safety Trainer, Technical Trainer or Operations and Maintenance (O & M) Technician. To become an Operations and Maintenance Technician, individuals would need to complete the fault find and diagnose units from the following qualification:

City & Guilds Diploma in Electrical Power Engineering – Wind Turbine Operations and Maintenance.

Completion of one of the following qualifications would also support progression within the industry:

- HNC In Engineering Systems (with Renewable options) delivered by a range of SQA approved centres.
- Professional Development Award in Renewable Energy Systems delivered by a range of SQA approved centres.

Completion of the Energy & Utility Skills Wind Turbine Installation and Commissioning Workbook will support apprentices in developing their knowledge of career progression pathways. The workbook has been designed to ensure the apprentice is knowledgeable about their rights and responsibilities in their current occupation and those occupations to which the framework leads.
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:

| 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 workplace 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 workplace 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 (or Parent/Guardian, if under 18) | Date: |
| Modern Apprenticeship Centre | Date: |
# MODERN APPRENTICESHIP TRAINING PLAN

## The Modern Apprenticeship Centre

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## The Modern Apprentice

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<td>Work address:</td>
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## The Employer

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## Skills Development Scotland office

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Framework selected outcomes

**Mandatory outcomes**

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<th>SVQ/ CBQ Level <em>(please identify level)</em></th>
<th>Tick units being undertaken</th>
<th>SCQF Level</th>
<th>SCQF Credit Points</th>
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<th>SVQ/ CBQ Level <em>(please identify level)</em></th>
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**Enhancements**

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**Core Skills** *(Include details of the minimum level required)*

1. Communication
2. Working with others
3. Numeracy
4. Information and communication technology
5. Problem Solving

**Optional outcomes**

**Additional units (if any)** *(specify unit)*

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Summary of Modern Apprentices accredited prior learning:

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

Energy & Utility Skills
Friars Gate
1011 Stratford Road
Shirley
Solihull
B90 4BN

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enquiries@euskills.co.uk
www.euskills.co.uk