



A MODERN APPRENTICESHIP

IN

MINERALS EXTRACTION AND PROCESSING

SCQF LEVEL 6

FRAMEWORK DOCUMENT

FOR

SCOTLAND



MPQC
4a Meadowbank Way
Eastwood
Nottingham
NG16 3SB



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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 and Organisations (SSCs/SSOs). SSCs/SSOs 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 Minerals Extraction and Processing

The extractive, minerals processing and related manufacturing industries are vital to our everyday lives as they provide us with places to live, work and play. These key industries provide the essential raw materials for use by the construction, agricultural, manufacturing and the energy production industries.

Each year the industry supports:

- the building of new homes
- restoration of historic and traditional buildings
- school and university improvements
- hospital building
- maintenance of road and rail networks
- improvements to water services
- the continuing upgrading of airports
- supplies of special sands for glass foundry and other industries
- the generation of electricity
- cleansing of emissions from coal-fired power stations
- the construction of lottery-supported arts and community projects
- the recycling of construction and demolition waste, glass, and slags from metal production
- fertilization of agricultural land and crops
- the manufacture of precast concrete products, paper, china, plastics, cosmetics and other products
- the clearing of ice and snow from roads
- restoration of extraction sites for future use (e.g. recreational, environmental, water storage, building)

The function of the industry is to win solid rocks and minerals and to process these to make raw materials for other industries. Winning is achieved by quarrying, mining or dredging.

Some 250 million tonnes of materials are produced every year in the United Kingdom, having a value of over £9bn. The industry employs approaching 70,000 people, including contractors. Approximately 10% of the industry is in Scotland, with 8% each in Wales and Northern Ireland. The industry is not highly unionised, but has five strong and influential trade associations; British Aggregates Association (BAA), Mineral Products Association Scotland (MPA), Coalpro, Mining Association UK (MAUK), British Precast.

The total size of the extractive, minerals processing and related manufacturing industries in Scotland is over 6,000 people. The industry in Scotland consists mainly of independent medium size companies operating multiple sites, which accounts for around 60% of the industry, whilst 3 international companies are significant and influential. Extraction is primarily from about 150 currently active quarries, whilst the principle processing activities involve the production of asphalt, ready mixed concrete and precast concrete building products. Central Scotland is a major producer of construction aggregates, and Scotland also produces a significant proportion of U. K. open cast coal production. However the industry is found in all areas of Scotland, so provides opportunities for employment in many rural areas. The largest quarry in the United Kingdom is based on the Morvern peninsula, shipping road stone to Scotland, England, and parts of Europe.

Current skill gaps in the industry are most common in the process, plant and machine operative occupational group, and the most common types of gaps are those relating to technical, practical, or job-specific skills. Skills shortages will arise in all occupations as the U.K. and Scottish economies recover from the recession and operational sites are brought back into production.

This is a revised framework for industry reflecting:

- the changes in the Standard Setting Organisation recognised by the extractive and minerals processing industries
- changes in qualifications
- updated industry LMI

The industry is heavily regulated in health, safety, welfare and environmental compliance, so has come to value competence qualifications as a method of supporting demonstration of compliance. As such, coupled with the need to recruit younger people to maintain productivity as the recovery from the recession continues, and to replace retirees from the current ageing workforce, a revised Modern Apprenticeship framework will be of great value.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Minerals Extraction and Processing

Duration

On average it should take between 18 and 24 months to complete this framework, depending on the qualification chosen.

Mandatory outcomes

SVQ or alternative competency based qualification

- One of the following must be achieved:

- SVQ Construction Plant or Machinery Maintenance at SCQF level 6 GL6J 23; 178-213 credit points
- SVQ Laboratory and Associated Technical Activities (Industrial Science) at SCQF Level 7 GE4G 23; 62 credit points
- SVQ 3 Weighbridge Operations at SCQF Level 6 GJ 94 23; 24 credit points
- SVQ 3 Processing Operations for the Extractive and Minerals Processing Industries at SCQF Level 6 GK4T 23; 193 credit points
- SVQ in Weighbridge Operations at SCQF Level 6 GM1F 46; 24 credit points
- SVQ Processing Operations for the Extractives and Minerals Processing Industries at SCQF Level 6 GM3E 46; 193 credit points
- SVQ in Laboratory and Associated Technical Activities (Industrial Science) at SCQF Level 7 GN0D 47; 86 credit points

Core Skills

- | | |
|--|--|
| • Communication | SCQF Level 5, 6 credit points, F427 04 |
| • Working with others | SCQF Level 5, 6 credit points, F42P 04 |
| • Problem Solving | SCQF Level 5, 6 credit points, F42K 04 |
| • Information and Communication Technology | SCQF Level 5, 6 credit points, F42F 04 |
| • Numeracy | SCQF Level 5, 6 credit points, F42B 04 |

The Framework

Duration

It is expected that apprentices following this framework will take a minimum of 18 months to complete. There is no mandatory requirement for off-the-job training, but in most cases some time will be required to complete inductions, health and safety training and core skills training and assessment.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve on of the following Qualifications:

- SVQ Construction Plant or Machinery Maintenance at SCQF level 6 GL6J 23; 178-213 credit points
- SVQ Laboratory and Associated Technical Activities (Industrial Science) at SCQF Level 7 GE4G 23; 62 credit points
- SVQ 3 Weighbridge Operations at SCQF Level 6 GJ 94 23; 24 credit points
- SVQ 3 Processing Operations for the Extractive and Minerals Processing Industries at SCQF Level 6 GK4T 23; 193 credit points
- SVQ in Weighbridge Operations at SCQF Level 6 GM1F 46; 24 credit points
- SVQ Processing Operations for the Extractives and Minerals Processing Industries at SCQF Level 6 GM3E 46; 193 credit points
- SVQ in Laboratory and Associated Technical Activities (Industrial Science) at SCQF Level 7 GN0D 47; 86 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.

Weighbridge is now included at this level as a result of a National Occupational Standard review; the subsequent crediting and levelling of the new NOS setting the qualification at SVQ 3 at SCQF Level 6.

Core Skills

Each apprentice is required to achieve the following core skills:

Communication	SCQF Level 5, 6 credit points, F427 04
Working with others	SCQF Level 5, 6 credit points, F42P 04
Problem Solving	SCQF Level 5, 6 credit points, F42K 04
Information and Communication Technology	SCQF Level 5, 6 credit points, F42F 04
Numeracy	SCQF Level 5, 6 credit points, F42B 04

All the Core Skills will 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

None.

Optional Outcomes

None.

Registration and certification

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

Mineral Products Qualifications Council (MPQC)
MP Futures
4a Meadowbank Way
Eastwood
Nottingham NG16 3SB

MP-Futures will register all Scottish Modern Apprentices undertaking this Framework. All Modern Apprentices must be registered with MP-Futures 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). MP-Futures has an active MA Online v2 login, and registration and certification will be via NSAFD, who, at this time, continue as the Apprenticeship issuing authority for the sector. 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.

Modern Apprenticeship Certificate of Completion will be issued 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.

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.

Modern Apprentices must be employed by an Extractive and Minerals Processing Industries employer and working in Scotland. Due to health and safety regulations for young people on quarry sites, age restrictions may apply according to specific locations and job roles. Therefore age 18 is usually the youngest age for apprentices, although exceptions are possible in some circumstances.

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

MP Skills (MPQC)
Edinburgh College
Aberdeenshire Council
Edutrain International Ltd.

Delivery of Training for the Modern Apprenticeship in Minerals Extraction and Processing

Work-based training

Delivery and assessment method

Delivery of work based training will include all the practical aspects and applications of the skills, knowledge and understanding required to complete the appropriate qualification. This will be primarily through 1:1 instruction and supervision, but small group learning is also encouraged. Work-based practice and experience gained in different circumstances will also be an essential requirement.

In almost all cases the practical skills and knowledge training is provided by the employer. Training providers will be involved in programme management and administration, core skills delivery and SVQ assessment.

Assessment for the chosen SVQ qualification will be entirely within the workplace on real work activities.

Skills required by training providers delivering the training

All trainers and assessors must have the skills and knowledge of the subject for which they are providing training. In addition assessors must have a recognised assessment qualification and be registered with and approved by an

Awarding Body to assess that qualification.

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

Initial underpinning knowledge will be provided through induction and initial training, especially in relation to health and safety, and in working relationships within the work area. This will be built upon by reinforcement throughout the practical training sessions.

Off-the-job training

Details of off-the-job training

Not applicable

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

This is a revised Modern Apprenticeship Framework at Level 3 (SCQF Level 6). The original framework in Extractives and Mineral Processing was developed in 2008 and 2009 by Proskills, and involved companies from across Scotland. The extractive, mineral processing and related manufacturing industries decided that the Mineral Products Qualifications Council (MPQC) should become the Standard Setting Organisation for the sector, and the governing body decided that all Apprenticeships for the sector needed to be reviewed to ensure currency and to clearly show ownership by MPQC as MP Futures.

As a result of the review changes were made to:

- the title
- the detail in all sections,
- the competence qualifications

The changes were consulted on, and consultees were also asked to consider whether the Core Skills Levels were appropriate. The industry was content to retain Core Skills at Level 2, but the levels have been increased following advice from SDS and SQA.

The consultation process during 2014 included:

- meetings with industry groups
- email and web-based consultation
- in addition the two Trade Associations within Scotland, The British Aggregates Association and the Mineral Products Association contacted all their member companies requesting them to consider the review.
- MP-Futures has been liaising with Edutrain, the key training provider for the Extractives and Minerals Processing sectors in Scotland on the content and delivery. Other providers have been consulted with regard to potential uptake of the framework.

Employers consulted included: Aggregate Industries, Breedon Aggregates, Lafarge Tarmac, Cemex, Hanson, Hillhouse Quarries, Patersons, Tillicoultry Quarries, Forestry Commission, Lovie Quarry & Concrete Products, Hodge Plant, Skene Group, Thompson Quarries, Barr Group, Bridgend Quarry, Hugh King, Anglepark Quarries, Geddes Group, Blinkbonny, MacClaghlan Group, Dalgligh Associates, Cloburn Quarries.

Other stakeholders consulted included: Institute of Quarrying, British Precast Concrete Association, Coalpro.

The consultation covered over 80% of employment in the sector in Scotland.

Information on Core Skills for the new qualifications included on Construction Plant or Machinery Maintenance was obtained from the SSC for the sector, Constructionskills.

Career progression

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

- Processing Plant Operator
- Weighbridge Operator
- Laboratory Technician
- Plant maintenance engineer

Other opportunities for progression include:

- Supervisory roles and occupations within the extractive, mineral processing and associated manufacturing industries
- Other operative or technical occupations in the sector such as Driller, Shotfirer, Maintenance Engineer

- Entry onto other sector training or higher education courses

Specific information on opportunities can be obtained from MP Futures.

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 website <http://www.mpfutures.co.uk/>

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 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/ CBQ Level (please identify level) <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level (please identify level) <i>(List mandatory and optional units)</i>				
Enhancements				

Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication technology			
5	Problem Solving			

Optional outcomes

Additional units (if any) <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

Summary of Modern Apprentice’s accredited prior learning:

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

**Apprenticeship Manager
Mineral Products Qualifications Council (MPQC)
MP Futures
4a Meadowbank Way
Eastwood
Nottingham NG16 3SB**