



A

MODERN APPRENTICESHIP

IN

Sustainable Resource Management At SCQF Level 5

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Energy & Utility Skills

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(updated February 2021)

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Amendments to this framework:

Version	Date of Change	Amendment	Comments
2.0	05 February 2021	Removal of: <ul style="list-style-type: none"> SVQ in Waste Operations: Waste Collection Driver at SCQF level 5 (GF9G 22) SVQ in Waste Operations: Waste Site Operative at SCQF level 5 (GF9J 22) SVQ in Waste Operations: Waste Team Leader at SCQF level 5 (GF9K 22) SVQ in Waste Operations: Waste Weighbridge Operative at SCQF level 5 (GF9L 22) SVQ in Waste Supervisory Management at SCQF level 6 (GF9M 23) SVQ in Waste Operations: Waste Collection Operative at SCQF level 5 (GGF9H 22) 	Qualifications withdrawn
2.0	05 February 2021	SVQ 2 Frontline Environmental Services GF9M 23 updated to SVQ in Frontline Environmental Services at SCQF Level 5 GR8C 22	New qualification developed and accredited
2.0	05 February 2021	Remove reference to MA Level 3 page 7, 8 10 and 18	Qualification withdrawn
2.1	10 May 2021	Removal of CS Table	No longer needed

This framework document is a controlled document. The latest version can be found on the Skills Development Scotland website here:

<https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/modern-apprenticeship-frameworks/>

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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.

Modern Apprenticeships in Sustainable Resource Management

The recognised legal definition of waste is:

“Any substance or object...which the holder discards or intends or is required to discard.”

Waste streams are used to categorise waste produced. Primarily these are:

- Municipal waste
- Industrial and commercial waste
- Construction and demolition waste
- Extractive (mining) waste
- Agricultural waste and
- Hazardous waste

The UK waste management and recycling industry may be defined as: “The collection, transport, disposal and recycling of waste, including the supervision of such operations and the after-care of disposal sites, and including actions taken as a dealer or broker.”

Core activities within the industry are:

- Waste collection and transport;
- Transfer stations and Household Waste Recycling Centres;
- Energy from waste (including thermal recovery processes and anaerobic digestion);
- Recycling, processing and specialist operations; and
- Landfill.

The industry comprises: “Local authorities, a relatively small number of large private employers, a plethora of small to medium sized enterprises (SMEs) who often offer specialist services in local markets, and an active third sector of community and voluntary organisations.”

EU Skills’ research estimates that 15,600 people are employed in the waste management industry in Scotland, broken down as follows:

Table 1: Estimates of the total waste management industry workforce in Scotland

	UK	Scotland
Private Sector	91,300	10,400
Public Waste Collection and Disposal authorities and LAWDCs	46,650	4,700
Regulators	700	100
Third Sector	3,600	400
Industry total	142,550	15,600

It is widely acknowledged that the waste management industry in the UK is undergoing a period of substantial change. This is driven by a range of political, economic, social, technological, legal and environmental forces including:

Political drivers

- European policy and strategy (e.g. European Union Landfill Directive)
- UK policy and strategy (e.g. Landfill Tax Escalator and increasing anaerobic digestion capacity)
- Development of waste infrastructure

Economic drivers

- Entrants from the European marketplace
- Global economic downturn

- ✓ Price of energy, raw materials and recyclables
- ✓ Local authority spending and procurement
- ✓ Financial incentives and penalties

Social drivers

- ✓ Lifestyle/household structure
- ✓ Increased public awareness and concern in relation to environmental issues
- ✓ Increased commercial focus on environmental policy

Technological drivers

- ✓ Recovering energy from waste
- ✓ Improved processing and treatment processes
- ✓ Success of new technologies in organisations/abroad resulting in them being adopted on a larger scale

Legal drivers

- ✓ Employment legislation
- ✓ Health and safety

Environmental drivers

- ✓ Low carbon
- ✓ Energy and resource efficiency
- ✓ Lack of landfill space/landfill substance bans
- ✓ Environmental protection

Waste and the waste management industry are critical to the Scottish economy; waste is both a by-product of economic activity and an input to economic activity – whether through material or energy recovery. The management of waste has economic implications for productivity, government expenditure and the environment. An organisations decision over how to manage waste will impact on their profitability. Organisations can reduce their overall costs and improve productivity by reducing the use of expensive raw materials; equally, costs can be reduced by optimising the management of waste which arises.

In January 2008, the Government announced a new vision for waste policy in Scotland to be known as Zero Waste Scotland. Scotland’s Zero Waste Plan (ZWP) was published in June 2010. The ZWP sets a goal of no waste with re-use or recycling potential ending up in landfill by 2020. New actions include landfill bans for specific types of waste, aimed at reducing greenhouse gas emissions and recapturing their value; further separate collections of different waste types, e.g. food; and restrictions on all energy from waste facilities, previously applied only to municipal waste. Targets for the destinations of household waste in Scotland are indicated in Table 2.

Table 2: % Targets for Scotland’s Household Waste set in ZWP

Year	Recycled/ Composted/Prepared for re-use
2010	40
2013	50
2020	60
2025	70*

Source: Scotland’s Zero Waste Plan, published June 2010

* Note: 2025 target relates to all waste.

In addition, the Scottish Government is committed to the following targets:

- ✓ the introduction of separate food waste collections by 2013
- ✓ a total ban on recyclable waste from landfill from 2020
- ✓ a total ban on biodegradable waste from landfill from 2017
- ✓ 70% of construction and demolition waste to be recycled/prepared for re-use by 2020
- ✓ no more than 5% of all waste to go to landfill by 2025
- ✓ an interim 25% cap on municipal waste going to energy from waste facilities will be replaced by measures which define and control the types of waste suitable for this form of treatment.

Based on widespread agreement on the trend towards the use of more advanced technologies and automation of processes to meet targets, it has been estimated that at least 195,950 people will be employed in the industry by 2020. Industry experts have identified a range of current skills gaps including:

Professional and technical roles: Additional need for technically skilled employees to maintain and operate treatment facilities is expected as more are built. The demand for highly qualified engineers, operational managers and processing technicians is expected to grow significantly in the immediate future.

Operative and maintenance roles: Corresponding to the advancing skills requirements for more senior positions, increasing skill levels are expected for supporting roles.

Elementary roles: The large manual base currently retained within the industry has traditionally required a low level of skills. However, as more technology is deployed throughout the industry, there will be a growing demand for higher levels of competence. In order to meet future labour demands brought about by both growth and changes in the skills needs of the industry, the following priorities need to be met:

Up-skilling the current workforce: Through up-skilling of the current workforce it is believed to be possible to meet some of the new skills needs within the industry. This is anticipated to be especially appropriate for manual, operative and lower level technical roles.

Recruiting new entrants: A traditionally poor image of the industry is perceived to have hampered recruitment in the past. There is now an acute need to recruit a significant number of new entrants into the industry over the next decade. The need to attract young new entrants is widely recognised as the industry workforce ages and employees with a wealth of technical expertise approach retirement.

The Modern Apprenticeship (MA) in Sustainable Resource Management provides a key opportunity to address the current and future skills shortages in the industry. It will facilitate the development of occupational competence in a wide range of job roles in the collection, transfer, treatment and final disposal of waste and resources. The MA will attract new entrants by providing a structured route to job competence and career progression and can also be used to up skill existing staff. It provides the ability for employers to “grow their own” workforce where technically competent individuals are increasingly difficult to recruit.

The Apprenticeship enables employers to identify managers of the future and support succession planning whilst delivering tangible benefits such as reduced staff turnover. The Apprenticeship provides an opportunity to improve perceptions by raising standards and supporting the professionalisation of the industry.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Sustainable Resource Management

Mandatory outcomes

SVQ or alternative competency based qualification

In the MA level 2 one of the following SVQs must be achieved:

Name	Accreditation Code	SCQF Level	SCQF Credit Points
SVQ in Frontline Environmental Services at SCQF Level 5 GR8C 22	GR8C 22	5	Min 33 Max 60

Core Skills

In the MA level 2 all of the following Core Skills must be achieved:

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

In the MA level 2 the following enhancement must be achieved:

Name	Qualification number
Certificate in Principles of Sustainable Resource Management (SCQF 5)	GG33 45

The Framework

The mandatory and optional content of the Modern Apprenticeship in Sustainable Resource Management is as follows:

Mandatory Outcomes

SVQ(s)

In the MA level 5 each apprentice is required to achieve one of the following qualifications:

Qualification Title	Accreditation Number	SCQF Level	Credit Points
SVQ in Frontline Environmental Services at SCQF Level 5	GR8C 22	5	Min 33 Max

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

In the MA level 2 each apprentice is required to achieve the following core skills:

Title	Minimum Level	Reference Numbers	SCQF points
Communication	SCQF level 4	F450 04, F82L 04, F44B 04, FT9N 09, F441 04, F426 04, FD7L 04	6
Working with others	SCQF level 4	F45G 04, F83D 04, F44V 04, FT99 04, F449 04, F42N 04, FD88 04	6
Problem Solving	SCQF level 4	F45C 04, F838 04, F44P 04, FT94 04, F447 04, F42J 04, FD84 04	6
Information and Communication Technology	SCQF level 4	F458 04, F834 04, F44K 04, FT9J 04, F445 04, F42E 04, FD80 04	6
Numeracy	SCQF level 4	F454 04, F830 04, F44F 04, FT9E 04, F443 04, F42A 04, FD7R 04	6

All core skills must 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

In the MA level 2 each apprentice must achieve:

Certificate in Principles of Sustainable Resource Management (SCQF 5)

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:

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

0845 077 9922
enquiries@euskills.co.uk
www.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.

This Apprenticeship does not discriminate. It is open to individuals of any age and does not impose any restrictions to entry. Responsibility for selection and recruitment of Apprentices lies with the employer who will have a clear idea of their requirements.

Employers must be confident that the potential Apprentice has the learning potential/capacity, motivation and aptitude to achieve all of the mandatory outcomes of the framework. 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.

Through consultation employers have indicated that Individuals with the following characteristics and attributes are likely to be suitable for this Apprenticeship:

- ✓ The waste management industry is potentially very dangerous so the safety of apprentices, their work colleagues and the public are of the utmost importance in this job. Apprentices must be very safety conscious and have a very responsible attitude to work, working in accordance with company health and safety procedures at all times.
- ✓ Apprentices must be prepared to wear Personal Protective Equipment (PPE) when required.
- ✓ These may be physically demanding jobs that involve bending, lifting and manual handling so a basic level of fitness is important to be able to conduct the job efficiently.
- ✓ Many of these jobs involve work outdoors, so apprentices should be prepared to work in any kind of weather.
- ✓ Some job roles will require shift work to ensure plant and equipment is operational 24 hours a day. Apprentices therefore need to be adaptable and flexible.
- ✓ A driving licence is desirable for some roles.
- ✓ Most of these job roles involve dealing with the general public on a day-to-day basis so apprentices should be

presentable and have a polite and courteous manner.

Employers/providers must be able to demonstrate that there are no overt or covert discriminatory practices in selection and employment. All promotional, selection and training activities must comply with relevant legislation in particular, the Equality Act 2010.

Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to.

It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed for the duration of the apprenticeship.**

Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

The following providers are seeking scheme approval to deliver the qualifications included in this MA and are expected to be approved as Modern Apprenticeship Centres (MACs) to deliver this MA in January 2013.

- Edutrain
- Telford College
- Albion Environmental
- WAMCAL

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 and its component parts are fit for purpose and meet the needs of the employers and apprentices that will utilise it, a robust consultation has been conducted with waste management companies operating in Scotland and relevant stakeholders. The outputs of this consultation have steered both the qualification and MA development.

EU Skills works with employers through strategic industry groups that provide intelligence and employer leadership to drive action on key industry issues. The Waste Management, Recycling and Resource Recovery Industry Skills Initiative (WRRRSKI) is the strategic industry group that prioritised this MA development within EU Skills' business plan for 2012-13 and has had ultimate sign off of the content of this MA.

The purpose of WRRRSKI is to address the strategic skills issues across the waste management, recycling and resource recovery sector, with particular emphasis on the skills activities for medium (2-5 years) and long term (5-20 years) collaborative action. WRRRSKI supports the sector wide delivery of a long term, sustainable, skilled workforce. One of the functions of WRRRSKI is to oversee and influence the development of industry based Apprenticeship programmes. WRRRSKI is chaired by Simon Catford, HR Director at Viridor and membership comprises the following organisations:

Biffa
Cory Environmental
Cylch
FCC Environmental
Grundon
London Waste
May Gurney
Serco
Shanks
Veolia
Viridor

Consultation regarding the MA and the qualifications required for inclusion commenced in April 2011. Between April 2011 and June 2011, first presentations were given to relevant group meetings facilitated by the organisations listed below. This generated significant discussion and EU Skills has been invited to, and has provided, regular inputs at subsequent meetings.

- Scottish Environmental Services Association (SESA) and their corporate members - the trade association representing Scotland's managers of waste and secondary resources, many of which represent SME.
- Convention of Scottish Local Authorities (COSLA) and their corporate members - the representative voice of Scottish local government which also acts as the employers' association on behalf of all 32 Scottish Councils.

- Association for Public Services Excellence (APSE) - a not for profit local government body working with over 300 councils throughout the UK. Promoting excellence in public services, APSE is the foremost specialist in local authority front line services, hosting a network for front line service providers in areas including waste and refuse collection.
- The Community Resources Network Scotland (CRNS) - represents recycling and re-use organisations across Scotland (many SME) on issues of sustainable community resource management. Most members are social enterprises managing waste resources at a local level through recycling, reuse, composting, waste reduction and waste education activities.

On 18 October 2011 a full MA consultation meeting was facilitated by EU Skills in Edinburgh. The following organisations were represented:

Perth and Kinross Council
Scottish Borders Council
West Lothian Council
West Dunbartonshire Council
Community Resources Network Scotland

Apologies were sent from:

North Lanarkshire Council
North Ayrshire Council
Leven Seat (SME)
William Tracey (SME)
Clackmannanshire Council

For those that sent apologies, 1:1 consultation meetings at the employer's premises were conducted following the meeting to ensure that the views of these employers were taken into account.

This phase of the consultation process identified the following employer requirements:

- Parity with the Intermediate and Advanced Level Apprenticeship in Sustainable Resource Management available in England and Wales.
- SVQs as the preferred competence qualifications
- An MA at levels 2 and 3
- A separate qualification to provide the underpinning knowledge that is essential for effective performance in the job role.

At this point, the qualification requirements for the MA were clear and so qualification development between SQA Awards and WAMITAB commenced.

Credit and levelling of the qualifications and further consultation on the MA content was conducted in Stirling 21-23 August 2012. The organisations include:

North Lanarkshire Council
Clarks Council
Viridor
West Lothian Council
Albion Environmental
Perth & Kinross Council
West Lothian Council

SQA Accreditation

On 10 October 2012 a consultation meeting of the waste industry training managers was conducted at Cory Environmentals' Riverside Resource Recovery (RRR) Facility in Bexley. The organisations consulted and include:

Viridor
Cory Environmental
FCC Environment
Cornerstone Training
London Waste
Grundon

Apologies for the meeting were received from:

Agrivert
Biffa

Electronic consultation was conducted with these individuals after the meeting

EU Skills has consulted with the relevant Trade Unions as part of the development process. These include:

Prospect, Unite & GMB

The unions have been very supportive of the proposed MA. The key theme emerging from discussions was equality of entry and appropriate progression opportunities. The Unions were keen to ensure that internal upskillers within organisations that had been doing a job for a number of years and therefore had significant experience, but who didn't have formal qualifications, would be given an opportunity to commence the MA alongside new recruits who did have formal qualifications.

Colleges/ training providers have also been consulted to ensure that qualifications and MA developed are deliverable. Providers providing a significant contribution include:

Edutrain, Telford College, Albion Environmental & WAMCAL

A range of other key stakeholders were also engaged into the consultation and development process. These include:

Zero Waste Scotland - an organisation that helps individuals, businesses and communities to reduce waste, recycle more and use resources sustainably
Scottish Government – Environmental division
Scottish Environmental Protection Agency - Scotland's environmental regulator
The Chartered Institution of Wastes Management (CIWM) - the professional body which represents waste and resource professionals working in the sustainable waste and resource management sectors worldwide
Skills Development Scotland
SQA Accreditation
SQA Awards
WAMITAB

Ratification of the content developed/proposed through consultation was provided by WRRRISKI at the meeting held in Solihull on 26 October 2012.

Career progression

Following completion of the Modern Apprenticeship I2, candidates should be able to achieve positions in areas such as:

Job Title	Job Role
Environmental Services Operative	Performing a range of local environmental services which may include collection and loading of waste and recyclable materials, sorting and preparation of recyclable material for processing, manual or mechanical removal of waste and detritus from public highways, treating highways and land for ice
Reuse Driver	Driving the reuse collection vehicle and the loading and unloading of materials.
Reuse Collection Operative	Collect, loading and unloading of reuse materials. Manual handling usually plays a significant part. Involves contact with the public and providing advice for reuse and recycling activities. Sort goods and select items for reuse.
Reuse Operative	Manual handling usually plays a significant part. Involves contact with the public and provision of advice on reuse and recycling activities. Sort goods and select items for reuse.
Reuse Sales Operative	Manual handling usually plays a significant part. Involves contact with the public and provision of advice on reuse and recycling activities. Sort goods and select items for resale and reuse.
Waste Collection Driver	Driving the refuse collection vehicle and the loading and unloading of material.
Refuse Collection Loader	Loading and unloading waste as part of a kerbside collection team. Manual handling usually plays a significant part. Involves contact with the public and providing advice on recycling activities.
Weighbridge Operative	Operation of the weighbridge and associated administrative duties.
Transfer Station Operative	Involves both manual and mechanical handling of waste and transfer to containers for processing. May involve some sorting and reprocessing.
Household Waste Recycling Centre (HWRC) Operative	Maintains HWRC (civic amenity) sites in an orderly and tidy state. Will assist manually and/or mechanically in the loading and offloading of materials and containers. Involves directing the general public on the best practice for sorting waste and recyclables.
Compost Operative	Involves both manual and mechanical handling of green waste and transfers to containers for processing. May involve some sorting and reprocessing.
Team Leader	Managing the day to day operational activities of a small team.

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 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 **E m p l o y e r ' s r e s p o n s i b i l i t i e s** 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 **M o d e r n A p p r e n t i c e ' s r e s p o n s i b i l i t i e s** 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 **M o d e r n A p p r e n t i c e s h i p C e n t r e ' s r e s p o n s i b i l i t i e s** 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 <i>(or Parent/Guardian, if under 18)</i>		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 <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <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)			

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

0845 077 9922
enquiries@euskills.co.uk
www.euskills.co.uk