



A

# MODERN APPRENTICESHIP

IN

## ACTIVE LEISURE, LEARNING AND WELLBEING

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

SKILLSACTIVE

December 2018

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The SkillsActive logo, with "Skills" in a dark blue font and "Active" in a lighter blue font, set against a white background within a grey-bordered box.

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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: Modern Apprenticeships at SCQF 5 (SVQ 2) and SCQF 6/7 (SVQ 3), Technical Apprenticeships at SCQF 8/9 (SVQ 4) and Professional Apprenticeships at SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant S/NVQ (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 Active Leisure, Learning and Wellbeing

SkillsActive is the sector skills council for active leisure, learning and wellbeing. Our subsectors include: sport health and community cohesion of the nation and make a significant contribution to tourism.

The sector had a gross value added output equalling £0.8 billion in 2004. It created 9.2% of the total UK active leisure and wellbeing output and accounted for 1% of the whole Scottish economic output.

SkillsActive has consulted employers and they are keen to provide an entry route at Level 2 in Active Leisure, Learning and Wellbeing. We feel that there is great potential for take up, however better marketing and access to funding will assist this.

Typical workplaces are:

- local authority, leisure trust and private sport and leisure (sport centres, swimming pools, sports clubs, golf courses)
- stadia and arena (e.g. ice-rinks, athletics, cricket and football stadia)
- exercise & fitness (e.g. health and fitness clubs, hotel gyms)
- outdoor education, development training recreation & sport (e.g. outdoor education centres, activity camps)
- out of school centres, playwork centres and summer playschemes
- sports development & administration
- sports manufacturers, suppliers & retailers
- caravan parks

This is a practical sector with all staff needing competence and skills, not just academic qualifications.

Employers offer substantial training in the workplace for both individuals at an entry level and for the continuing professional development of their existing staff. With a plethora of academic qualifications in our sector (FE and HE) employers are increasingly frustrated at the lack of practical skills in evidence in graduates and they are keen to “grow their own”. In addition, they feel that there are entry routes and jobs available to those who do not have the interest or the qualifications to go into FE or HE but have the right attitude and good communication and customer care

Current employment in Scotland is:

SECTOR	TOTAL EMPLOYMENT
Sport and recreation	34,600
Health and fitness	4,500
Playwork	11,500
Outdoors	2,500
Caravans	3,500
SkillsActive	54,600

This Modern Apprenticeship will fill a vocational education gap. By providing a Modern Apprenticeship in Level 2 in Active Leisure, Learning and Wellbeing we have the perfect entry routes to different sectors of the industry. In addition this may assist in filling hard to fill posts at entry level and also provide progression for candidates in the entry level posts and therefore open opportunities for new entrants and create diversity.

With the anticipated continued growth of our sector, this will provide an important entry qualification that is

vocational, meets the needs of employers, it will be a vital component in up-skilling the current workforce and will provide an alternative entry for less academic candidates to facilitate greater diversity in our workforce.

This framework includes pathways for the following sub-sectors;

- Instructing Exercise and Fitness
- Sport and Active Leisure: Operational Services
- Activity Leadership
- Playwork
- Sports Coaching (Rugby Union)

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Active leisure, learning and wellbeing.

There are a number of separate pathways in this Modern Apprenticeship at Level 2.

### Mandatory outcomes

#### **S\NVQ or alternative competency based qualification**

- One of the following must be achieved:

- Instructing Exercise and Fitness – GL9H 22
- Operational Services - GA0022
- Activity leadership - GA0222
- Playwork - GP1G 23
- Sports Coaching – GL39 22

#### **Core Skills**

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

#### **Enhancements**

Mandatory enhancements for each pathway are specific to the pathway. Please refer to page 8 to page 13 for the full specification.

### Optional Outcomes

#### **Additional S\NVQ Units/Qualifications/Training**

None required.

## The Framework

The mandatory and optional content of the Modern Apprenticeship in Active leisure, learning and wellbeing is as follows:

### Mandatory Outcomes

#### SVQ(s)

Each apprentice is required to achieve the following Qualification:

Full name	SVQ Level	SQA Award Code	Expiry	SCQF Credit rating and levelling
Instructing Exercise and Fitness	Level 2	GL9H22	31/01/2021	SCQF Level 5
Sport and Active leisure: Operational Services	Level 2	GA0022	30/09/2019	SCQF Level 5
Activity Leadership	Level 2	GA0222	30/09/2019	SCQF Level 5
Playwork	Level 2	GP1G 23	31/05/2023	SCQF Level 6
Sports Coaching	Level 2	GL39 22	31/01/2021	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 NVQ) or equivalent qualification.

### Core Skills

Each apprentice is required to achieve the following core skills:

- Communication SCQF Level 4 F426 04
- Working with others SCQF Level 4 F42N 04
- Problem Solving SCQF Level 4 F42J 04
- Information and Communication Technology SCQF Level 4 F42E 04
- Numeracy SCQF Level 4 F42A 04

The achievement of Core Skills has been recognised as essential for any individual wishing to progress within the sector. Following a mapping exercise, the SVQs above are likely to satisfy the minimum requirements for the Workplace Assessed (WPA) core skills units.

The core skills which are ticked below are deemed to be embedded within the SVQ and do not require separate certification.

**SO THOSE UN-TICKED REQUIRE SEPARATE CERTIFICATION.**

	Communication (SCQF 4)	Working With Others (SCQF 4)	Problem Solving (SCQF 4)	Information Technology (SCQF 4)	Numeracy (SCQF 4)
Instructing Exercise and Fitness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sport and Active Leisure: Operational Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity leadership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Playwork	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Coaching Rugby Union	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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**

The enhancements required are specific to each pathway.  
These are listed below by pathway and number of enhancements to be achieved.

**INSTRUCTING EXERCISE AND FITNESS – please select two from the list below**

Qualification title	Awarding Organisation / Qualification Number	SCQF	Comments
Certificate in Fitness Instructing	Various	Level 5	Learners may already come with these qualifications.
Certificate in First Aid for Sport, Exercise & Fitness	ITC / R512 04	Level 5	
Certificate in First Aid at Work	ITC / R541 04	Level 6	
Certificate in Emergency First Aid at Work	ITC / R540 04	Level 5	
Emergency First Aid at Work	SQA GN0T 46	Level 5	
First Aid at Work	SQA GN0V 46	Level 6	
Award in Emergency First Aid at Work	First Aid Awards Limited R529 04	Level 5	
Award in First Aid at Work	First Aid Awards Limited R528 04	Level 6	
Award in Activity First Aid	First Aid Awards Limited R555 04	Level 6	
Award in Emergency First Aid at Work	STA / R542 02	Level 5	
Award First Aid at Work	HABC / R545 04	Level 6	
Award Emergency First Aid at work	HABC / R544 04	Level 5	
National or Scottish Governing Body coach education qualifications or where appropriate UK Coaching Qualifications at any level	Various	Levels 2, 3, 4, 5 and 6	These qualifications are also known as SQA National Progression Awards.
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various		Please contact SkillsActive for guidance and advice on which First Aid qualifications are suitable and recommended



**OPERATIONAL SERVICES – please select one from each section**

Qualification title	Awarding Organisation / Qualification Number	SCQF	Comments
<b>SECTION 1</b>			
STA Professional Award in Pool Emergency Procedures	R242 04	Level 6	
STA Professional Award for Pool Lifeguard	R244 04	Level 7	
STA Professional Award for Pool Responder	R243 04	Level 7	
STA Professional Award in Teaching Swimming	R240 04	Level 6	
STA Professional Certificate in Teaching Swimming	R241 04		Qualification currently not credit rated and levelled for the SCQF
STA Professional Award in Aquatic Teaching-Baby and Pre-School Pool Lifeguard	R281 04	Level 6	
Pool Lifeguard	RLSS		Qualification currently not on SCQF
National or Scottish Governing Body coach education qualifications or where appropriate UK Coaching Qualifications at any level	Various	Levels 2, 3, 4, 5 and 6	These qualifications are also known as SQA National Progression Awards.
Level 1 Award in Sports Leadership	Sports Leaders UK		Qualification currently not credit rated and levelled for the SCQF, the awarding organisation confirmed that the possibility of having the qualification accredited is being considered.
Level 2 Award in Sports Leadership	Sports Leaders UK		Qualification currently not credit rated and levelled for the SCQF, the awarding organisation confirmed that the possibility of having the qualification accredited is being considered.
<b>SECTION 2</b>			
Certificate in First Aid for Sport, Exercise & Fitness	ITC / R512 04	Level 5	
Certificate in First Aid at Work	ITC / R541 04	Level 6	
Certificate in Emergency First Aid at Work	ITC / R540 04	Level 5	
Emergency First Aid at Work	SQA GNOT 46	Level 5	
First Aid at Work	SQA GNOV 46	Level 6	
Award in Emergency First Aid at Work	First Aid Awards Limited R529 04	Level 5	
Award in First Aid at Work	First Aid Awards Limited R528 04	Level 6	
Award in Activity First Aid	First Aid Awards Limited R555 04	Level 6	
Award in Emergency First Aid at Work	STA / R542 02	Level 5	
Award First Aid at Work	HABC / R545 04	Level 6	
Award Emergency First Aid at work	HABC / R544 04	Level 5	
Disability Inclusion Training	Scottish Disability Sport	Level 6	
Safeguarding and Protecting Children	Children1st / SportsScotland		This is a workshop only – therefore not credit rated and levelled for the SCQF, however it is important to include this in the framework due to the importance of understanding safeguarding in any employment setting.
Coaching Disabled Performers	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Coaching Children and Young People	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Developing Partnerships with Clubs and Schools	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Any approved Food Hygiene Certificate	Various		Please contact SkillsActive for guidance and advice on which Food Hygiene qualifications are suitable and

			recommended
Food Safety / Health and Safety Certificates	REHIS		Qualification currently not credit rated and levelled for the SCQF
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various		Please contact SkillsActive for guidance and advice on which First Aid qualifications are suitable and recommended.

**ACTIVITY LEADERSHIP – please select one from each section**

Qualification title	Awarding Organisation / Qualification Number	SCQF	Comments
<b>SECTION 1</b>			
National or Scottish Governing Body coach education qualifications or where appropriate UK Coaching Qualifications at any level	Various	Levels 2, 3, 4, 5 and 6	These qualifications are also known as SQA National Progression Awards.
Level 1 Award in Sports Leadership	Sports Leaders UK		Qualification currently not credit rated and levelled for the SCQF, the awarding organisation confirmed that the possibility of having the qualification accredited is being considered.
Level 2 Award in Sports Leadership	Sports Leaders UK		Qualification currently not credit rated and levelled for the SCQF, the awarding organisation confirmed that the possibility of having the qualification accredited is being considered.
Award in Basic Expedition Leadership	Sports Leaders UK		Qualification currently not credit rated and levelled for the SCQF, the awarding organisation confirmed that the possibility of having the qualification accredited is being considered.
<b>SECTION 2</b>			
Disability Inclusion Training	Scottish Disability Sport	Level 6	
Certificate in First Aid for Sport, Exercise & Fitness	ITC / R512 04	Level 5	
Certificate in First Aid at Work	ITC / R541 04	Level 6	
Certificate in Emergency First Aid at Work	ITC / R540 04	Level 5	
Emergency First Aid at Work	SQA GN0T 46	Level 5	
First Aid at Work	SQA GN0V 46	Level 6	
Award in Emergency First Aid at Work	First Aid Awards Limited R529 04	Level 5	
Award in First Aid at Work	First Aid Awards Limited R528 04	Level 6	
Award in Activity First Aid	First Aid Awards Limited R555 04	Level 6	
Award in Emergency First Aid at Work	STA / R542 02	Level 5	
Award First Aid at Work	HABC / R545 04	Level 6	
Award Emergency First Aid at work	HABC / R544 04	Level 5	
Certificate in Outdoor First Aid	ITC First Aid Limited 546 04	Level 5	
Safeguarding and Protecting Children	Children1st / Sportscotland		This is a workshop only – therefore not on the SCQF, however it is important to include this in the framework due to the importance of understanding safeguarding in any employment setting.
Coaching Disabled Performers	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Coaching Children and Young People	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Developing Partnerships with Clubs and Schools	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Any approved Food Hygiene			Please contact SkillsActive for guidance

Certificate			and advice on which Food Hygiene qualifications are suitable and recommended.
Food Safety / Health and Safety Certificates	REHIS		Qualification currently not credit rated and levelled for the SCQF.
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various		Please contact SkillsActive for guidance and advice on which First Aid qualifications are suitable and recommended.

**PLAYWORK – please select one from each section**

Qualification title	Awarding Organisation / Qualification Number	SCQF	Comments
<b>SECTION 1</b>			
F2CP 11 Children and Young People - Process of Play from NPA Playwork and Childcare	SQA	Level 5 / 6	
<b>SECTION 2</b>			
Award in Paediatric First Aid	First Aid Awards Limited R409 04	Level 6	
Award in Emergency Paediatric First Aid at SCQF Level 6	SQA GLOY 46	Level 6	
Award in Paediatric First Aid at SCQF Level 6	SQA GL10 46	Level 6	
Certificate in First Aid at Work	ITC / R541 04	Level 6	
Certificate in Emergency First Aid at Work	ITC / R540 04	Level 5	
Award in Emergency First Aid at Work	STA / R542 02	Level 5	
Award in Emergency First Aid at Work	First Aid Awards Limited R529 04	Level 5	
Award in First Aid at Work	First Aid Awards Limited R528 04	Level 6	
Award in Activity First Aid	First Aid Awards Limited R555 04	Level 6	
Award in Emergency First Aid at Work	STA / R542 02	Level 5	
Award First Aid at Work	HABC / R545 04	Level 6	
Award Emergency First Aid at work	HABC / R544 04	Level 5	
Emergency First Aid at Work	SQA GNOT 46	Level 5	
First Aid at Work	SQA GNOV 46	Level 6	
Food Safety / Health and Safety Certificates	REHIS		Qualification currently not credit rated and levelled for the SCQF.
Any approved Food Hygiene Certificate	Various		Please contact SkillsActive for guidance and advice on which Food Hygiene qualifications are suitable and recommended
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various		Please contact SkillsActive for guidance and advice on which First Aid qualifications are suitable and recommended.

**SPORTS COACHING - please select one from each section**

Qualification title	Awarding Organisation / Qualification Number	SCQF	Comments
<b>SECTION 1</b>			
National or Scottish Governing Body coach education qualifications or where appropriate UK Coaching Qualifications at any level	Various	Levels 2, 3, 4, 5 and 6	These qualifications are also known as SQA National Progression Awards.
Disability Inclusion Training	Scottish Disability Sport	Level 6	

Level 1 Award in Sports Leadership	Sports Leaders UK		Qualification currently not credit rated and levelled for the SCQF, the awarding organisation confirmed that the possibility of having the qualification accredited is being considered.
Level 2 Award in Sports Leadership	Sports Leaders UK		Qualification currently not credit rated and levelled for the SCQF, the awarding organisation confirmed that the possibility of having the qualification accredited is being considered.
<b>SECTION 2</b>			
Certificate in First Aid for Sport, Exercise & Fitness	ITC / R512 04	Level 5	
Certificate in First Aid at Work	ITC / R541 04	Level 6	
Certificate in Emergency First Aid at Work	ITC / R540 04	Level 5	
Emergency First Aid at Work	SQA GN0T 46	Level 5	
First Aid at Work	SQA GN0V 46	Level 6	
Award in Emergency First Aid at Work	First Aid Awards Limited R529 04	Level 5	
Award in First Aid at Work	First Aid Awards Limited R528 04	Level 6	
Award in Activity First Aid	First Aid Awards Limited R555 04	Level 6	
Award in Emergency First Aid at Work	STA / R542 02	Level 5	
Award First Aid at Work	HABC / R545 04	Level 6	
Award Emergency First Aid at work	HABC / R544 04	Level 5	
Certificate in Outdoor First Aid	ITC First Aid Limited 546 04	Level 5	
Coaching Disabled Performers	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Coaching Children and Young People	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Developing Partnerships with Clubs and Schools	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various		Please contact SkillsActive for guidance and advice on which First Aid qualifications are suitable and recommended.

## Optional Outcomes

N/A

## Registration and certification

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

SkillsActive Krisztina Biliczky 033 0004 0005 Krisztina.biliczky@skillsactive.com
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The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 8 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](http://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 8 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.

## 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 S/NVQ 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 S/NVQ and Core Skills where appropriate.

List of potential providers for Level 2 MA		
Training providers	Delivered SVQ Level 2 through Skillseekers (Information supplied SDS)	Definitely Interested in delivering MA Level 2
Angel Training Associates	✓	✓
Angus College		✓
Angus Council Training Services	✓	
Childrens Services Training and Assessment Centre		✓
Dawes Training Consultancy	✓	
Falkirk Council	✓	✓
Fitness Training Scotland		✓
Fit for Sport		✓
Glasgow City Council		✓
Intraining Group	✓	✓
Inverclyde Council	✓	✓
Islay and Jura Community Enterprise	✓	✓
Langside College		✓

Lifetime		✓
Midlothian Training Services	✓	
Motherwell College		
North Lanarkshire Council	✓	
Perth and Kinross Council	✓	
Scottish Rugby Union		✓
Shetland Recreational Trust	✓	✓
Training and Learning Centre Clackmannan		✓

### 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

SkillsActive held a consultation event in Edinburgh on Friday 26 November 2010, and we also circulated a questionnaire to a number of interested parties, both employers and training providers. Since then we have conducted telephone interviews with a wide range of training providers and employers from across the country, including rural areas.

The consultation was overwhelmingly supportive of a Level 2 active leisure and learning framework with different specialist pathways that included required core and industry skills that reflected the needs of the different sub-sectors.

Findings of the consultation were:

- There are entry level jobs at SVQ Level 2 that are quite distinct from Level 3
- To encourage diversity and increase access to our sector it would be helpful to have more vocational pathways.
- It would be useful to have an MA at level 2 because level 3 can be too big a jump for some candidates
- Employers have evidence of skills gaps in communication, customer care, working with others and problem solving so these core skills at SCQF Level 4 should be included
- SVQs or equivalent competence based qualifications should be included.
- Where possible core skills should be embedded in the competence qualification
- There should be different pathways within each of our subsectors which need to have their own enhancements
- Each subsector is quite distinct in the respect that it has its own progression routes but also we should not present barriers to those who may want to move between subsectors and we should keep these opportunities open
- A Modern Apprenticeship should be developed for Level 2 to offer learners the opportunity to develop basic skills to encourage them into the industry
- The Modern Apprenticeship at level 2 needs to take account of new NOS
- SkillsActive needs to work with SQA and other Awarding Bodies to ensure that the SVQ qualifications are accredited and are credit rated and levelled for the SCQF
- The Level 2 needs to provide a progression route to the MA Level 3, to opportunities within FE and HE and to more senior jobs within the sector that require greater competence and underpinning knowledge

<b>Consultation has taken place with the following employers</b>			
<b>Employer</b>	<b>Person</b>	<b>Location</b>	<b>Size</b>
Access 2 Employment	John Reid	Ayr	small
Angus Council	Gail <u>Mallarkey</u>	Angus	large
<u>Ardroy</u> Outdoor Centre	Liz Evans	<u>Lochgoilhead</u>	small
Edinburgh Leisure	Anne <u>Lovering</u> and Janice <u>Sless</u>	Edinburgh	large
Falkirk Council	Hazel Mackay	Falkirk	large
Glen Coe Outdoor Centre	Debbie Williams	Glen Coe	small
Inverclyde Leisure	David <u>McCorkindale</u>	Inverclyde	large
Islay and Jura Community Enterprises	Gary Scott	Islay and Jura	small
North Ayrshire Council	Sandra Paxton	North Ayrshire	large
Scottish Football Association	Tom Docherty	Scotland wide	large
Scottish Rugby	Paul <u>Kesterton</u> and Neil Carrie	Scotland wide	medium
Scottish Swimming	Amanda <u>Rigby-Greenhaugh</u>	Scotland wide	medium
Shetland Recreational Trust	George Mustard	Shetland	small
West Lothian Leisure	Ian Henry	West Lothian	large

We feel that these consultees provide a representative sample of employers within the SkillsActive footprint including governing bodies of sport, leisure providers, outdoors activity providers and playwork settings. There were also public and private providers consulted.

They also represent a range of sizes from Glen Coe Outdoor centre with 7 full time staff to Edinburgh Leisure with over 750 employees, with 4.1 million customers and a turnover of £23 million.

The list below comprises training providers that we consulted who either currently deliver the MA Level 3, propose to deliver the MA level 2 and/or formerly delivered SVQs in level 2 in our sector through the Skillseekers programme. All saw the relevance and the need for the MA level 2 and many would propose to start delivering the MA Level 2 framework if approved.

Consultation has taken place with the following training providers		
Training provider	Person	Location
Angel Training	Nadine <u>Krol</u>	Renfrewshire
Angus College	Stephen McGregor	Angus
Argyll College	<u>Ishbel</u> Crawford	Argyll
Children's Services Training and Assessment Centre	Maggie Hepburn	Aberdeen
Training and Learning Centre Clackmannanshire	Avril Byrne	Clackmannan
Cumbernauld College	Todd <u>Lumsden</u>	Cumbernauld
Falkirk Council	Hazel <u>MacKie</u>	Falkirk
Fitness Training Scotland	Isobel Black and Paul <u>Garvie</u>	Kilmarnock
Fit for Sport	Craig Jones	London
Forth Valley College	Elaine <u>McGeorge</u>	Forth Valley
Glasgow City Council	Marian Hopkins	Glasgow
Great Western Assessment and Training Centre	Mel Thompson	Aberdeen
<u>HiMats</u>	Sandra Tucker	Inverness
<u>Intraining</u>	Pat McKay	Glasgow
Inverclyde Council	Irene Black	Inverclyde
<u>Langside</u> College	Karen Sharp	Glasgow
Lifetime	Mike <u>Beegny</u>	Bristol
Motherwell College	Paul Watson and Jim Griffin	Motherwell
North Ayrshire Council	Sandra Paxton	North Ayrshire
Scottish Football Association	Tom Docherty	Scotland wide
Scottish Sports Academy	Eric Dawes	Scotland wide

#### Consultation took place with the following stakeholders

Skills Development Scotland – Lawrence Durden

SQA Accreditation – John Byrne

## Career progression

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

#### Access from school

This will be an excellent entry qualification for a young person on leaving school, an individual graduating from a get ready for work programme, or somebody who has been in an entry level post for a short time. Our consultation demonstrated that employers would welcome the introduction of a vocational entry route below MA Level 3 to help introduce the subject to entrants.

**Progression from MA level 2 to MA level 3**

SVQ Level 2		SVQ Level 3
Sport and Active Leisure: Operational Services	→	Leisure Management
		Outdoor Programmes
		Sports Development
Activity Leadership	→	Playwork
		Sports Development
		Coaching teaching and instructing
		Leisure management
		Instructing Physical activity and exercise
Playwork	→	Playwork
		Activity Leadership
		Coaching
		Sports Development
Sports Coaching (Rugby Union)	→	Coaching, teaching and instructing
		Sports Development
		Instructing physical activity and exercise
		Outdoor Programmes

**Progression within work**

The following are level 2 roles that the MA candidates might be in when undertaking the MA at level 2

Level 2 roles	Description
Leisure attendant/ lifeguard	Working for a duty manager, a leisure attendant would set up and take down equipment, have cleaning duties, help with the efficient running of the sports centre or similar facility
Activity leader	Working for a qualified coach or instructor an activity leader would help take groups of, usually young children for physical activity sessions including games and introductions to sports/ outdoor activities
Assistant coach / instructor (sports and outdoors)	Working for a qualified coach the assistant would help with sports coaching sessions generally in a specific sport, help with equipment and the supervision of clients, generally young people to ensure that the session was safe
Assistant Playworker	Working as an assistant in a play centre or play scheme facilitating children play in their leisure time
Gym assistant	Working for a qualified gym instructor, assisting with the day to day running of a gym or exercise facility, generally having duties looking after equipment, health and safety of the customers and helping with sessions supervised by a qualified person

Following completion of the MA level 2 candidates will have the ability after gaining more experience to progress to the following:

Level 3 roles	Description
---------------	-------------

Leisure supervisor	Working for a duty manager having some supervisory duties in the day to day running of the sports facility, ensuring that it met with health and safety requirements, and that customers had a good experience
Junior instructor	Working for a qualified coach or Senior instructor, would help with the delivery of physical activity or coaching sessions, perhaps delivering parts of the session under supervision, building relationships with clients and ensuring that they were safe and having fun
Junior/ assistant/ trainee coach	Supervised by a senior coach, would assist with the delivery of some of the planned coaching session, perhaps taking a small group for a specialised activity, ensuring health and safety, and clients skills levels improving.
Playwork supervisor	Supervise playworkers in paly centres or play schemes as they facilitate childresn play . Plan play sessions and lead the centre .

**Progression within education**

For those who wish to continue their development of skills, and qualifications opportunities will exist to progress to Higher Education into a range of HNC/D or degree courses which might include:

- Sports coaching with sports development
- Sports coaching
- Sports development
- Sports and exercise science
- Sports studies
- Sport and recreation management
- Playwork management
- Sport and active lifestyles promotion

# 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](#).

## Role of Skills Development Scotland

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 [ update ]

Skills Development Scotland 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 S/NVQs or S/NVQ 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 S/NVQs and S/NVQ 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, Technical and Professional Apprenticeship Frameworks
- De-approval of Modern, Technical and Professional Apprenticeship Frameworks
- Encouraging best practice across Modern, Technical and Professional 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 S/NVQ(s) (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 S/NVQ(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:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

The **Employer’s responsibilities** are to:

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the modern apprentice’s personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b> <i>(or Parent/Guardian, if under 18)</i>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



**MODERN APPRENTICESHIP TRAINING PLAN**

**The Modern Apprenticeship Centre**

Name:
Address:
Telephone:
Contact:

**The Modern Apprentice**

Full name:
Home address:
Work address:
Date of birth:

**The Employer**

Name:
Address:
Telephone:
Contact:

**Skills Development Scotland office**

Name:
Address:
Telephone:
Contact:

**Framework selected outcomes**

**Mandatory outcomes**

<b>S\NVQ Level (please identify level)</b> <i>(List mandatory and optional units)</i>		<b>Tick units being undertaken</b>	<b>SCQF Level</b>	<b>SCQF Credit Points</b>
<b>S\NVQ level (please identify level )</b> <i>(List mandatory and optional units)</i>				
<b>Enhancements</b>				

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

**Optional outcomes**

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

**Summary of Modern Apprentices accredited prior learning:**

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

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