



A

MODERN APPRENTICESHIP

IN

MARITIME OCCUPATIONS at SCQF Level 5

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Maritime Skills Alliance

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

Modern Apprenticeships in Maritime Occupations

The maritime sector comprises the following main sub-sectors (in alphabetical order):

- Fishing
- Leisure marine, including superyachts, but excluding boat and ship-building
- Merchant Navy
- Ports
- Royal Navy
- Search and rescue
- Tugs
- Vessels operating in restricted waters (Rivers, inland waterways and limited distances to sea)
- Workboats and jack-up barges.

The maritime sector plays a significant role in the life and economy of Scotland. It provides:

- jobs, both directly and indirectly
- skilled people for shore-based jobs, shipbuilding and repair
- environmental benefits from moving goods by sea compared with other forms of transport
- wider, societal benefits by enabling the movement of people, goods and services to and from island communities and providing access to education, healthcare and social activities
- infrastructure for offshore industries.

The sector has been estimated to contribute well over £400m pa to the Scottish economy and to employ 4,700 people.

“The Glasgow area remains a leading world centre for commercial ship management. Scotland has a long tradition in the industry and contributes over 50% of the annual cadet officer intake to the Merchant Navy. Former merchant navy officers are the backbone of the shore-based maritime sector in Scotland.” (Scottish Enterprise)

Of particular importance are key international and coastal shipping routes including ferry services to the Scottish islands. In 2010 279,000 passengers and 5,000 vehicles were carried on vessels leaving and entering Scottish ports.

In addition 84,000 tons of cargo was handled. A few ports specialise in specific cargos, but the majority are multipurpose even if they are well known for one particular commodity, such as Peterhead for fish and Aberdeen in supporting North Sea oil and offshore renewable energy.

The Scottish fishing industry makes a significant contribution to the Scottish economy, and the value of the catch landed at Scottish ports is some 70% of the UK total. In 2010 the Scottish fishing fleet consisted of 2,000 vessels with 5,000 crew. It is particularly important provider in the Highlands and Islands and when those working on shore in the fish markets, fish processing and other support activities are taken into account, a key contributor to those local economies.

There is a pressing need to attract new young entrants to the maritime sector, and to help young people start long-term careers. The development of Modern Apprenticeships with a number of pathways is central to that work, providing them with opportunities both for progression and for movement between the sub-sectors.

Summary of the Framework

The Maritime Occupations Framework has five pathways, four of which involve work at sea; the fifth – port operations – is shore-based. There is considerable overlap between the skills required, particularly between the four sea-going roles, though each requires its own specialist knowledge and skills. Because of that overlap, there are good opportunities for former apprentices not only to progress within their own specialism, but also to cross over to other parts of the wider maritime industry.

Duration

The minimum length of time normally taken to achieve and demonstrate competence varies between the five pathways:

- Deck Rating – 24 months
- Engine Room Rating – 18 months
- Workboat Operative – 12 months
- Sea Fishing - 12 months
- Port Operations – 15 months

Mandatory outcomes

SVQ or alternative competency based qualification

The following must be achieved (ie different qualifications for each pathway):

- Pathway 1:
Award in Maritime Studies: Deck Rating at SCQF Level 5
SQA Code: GL63 45 – 22 credits
followed by ...
Certificate in Maritime Studies: Able Seafarer (Deck) SCQF Level 5
SQA Code: GL62 45 – 23 credits
- Pathway 2:
Diploma in Maritime Studies: Able Seafarer (Engine Room)
SQA Code: GL2E 45 – 83 credits
- Pathway 3:
Diploma in Maritime Studies: Workboats
SQA Code: GL2F 45 – 66 credits
- Pathway 4:
Diploma in Maritime Studies: Sea Fishing at SCQF level 5
SQA Code: GG10 45 - Minimum 52 credits, maximum 56
- Pathway 5:
SVQ 2 in Port Operations at SCQF level 5
SQA Code: GJ6V 22 - Minimum 34 credits, maximum 63

Core Skills

- | | |
|-----------------------|----------------------|
| • Communication | Minimum SCQF level 4 |
| • Working With Others | Minimum SCQF level 4 |
| • Problem Solving | Minimum SCQF level 4 |
| • ICT | Minimum SCQF level 4 |
| • Numeracy | Minimum SCQF level 4 |

Enhancements

For the [Deck Rating](#), [Engine Room Rating](#) and [Workboat Operative](#) pathways, apprentices must pass the following 4 safety courses - which are a statutory obligation - before serving at sea (they are normally taken together, with a security course, in a week's off-the-job training):

- personal survival techniques ('PST')
- fire prevention and fire-fighting
- elementary first aid
- personal safety and social responsibilities ('PSSR')

For the [Deck Rating](#) and [Engine Room Rating](#) pathways, apprentices must pass a one-day "Entry into Enclosed Spaces" course which follows the syllabus set by the Merchant Navy Training Board.

For the [Sea Fishing](#) and [Port Operations](#) pathway there are no additional requirements.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

For the Port Operations pathway, apprentices are encourage to undertake further industry relevant training to enhance their employability. For example:

- Health and safety awareness course offered by an SQA approved awarding body
- Or any other accredited or national or legislative recognised short course at a suitable level (the list below is only a suggestion)
 - Forklift (various type)
 - Mechanical shovel (various types)
 - Cranes mobile and various
 - Container handling equipment
 - Mobile elevated work platforms
 - Conveyor and shed sweeper equipment

The Framework

Duration

It is expected that apprentices following this framework will take between 12 and 24 months to complete their training, depending on which pathway they follow:

- Pathway 1 Deck Rating - 24 months
- Pathway 2 Engine Room Rating - 18 months
- Pathway 3 Workboat Operative - 12 months
- Pathway 4 Sea Fishing - 12 months
- Pathway 3 Port Operations - 15 months

For the Deck Rating, Engine Room Rating, Workboat Operative and Sea Fishing pathways, the training combines substantial off-the-job preparatory training in a classroom, with longer periods at sea putting into practice what has been learnt ashore.

Training at sea is structured in accordance with a Training Record Book, which for the Ratings roles has been agreed by the Merchant Navy Training Board.

For the Port Operations pathway the training includes off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following qualifications, depending on which Pathway they follow:

Pathway 1 Deck Rating: GL63 45 - Award in Maritime Studies: Deck Rating at SCQF Level 5
followed by GL62 45 - Certificate in Maritime Studies: Able Seafarer (Deck) SCQF Level 5

Pathway 2 Engine Room Rating: GL2E 45 – Diploma in Maritime Studies: Able Seafarer (Engine Room) at SCQF Level 5 (83 credits)

Pathway 3 Workboat Operative: GL2F 45 – Diploma in Maritime Studies: Workboats at SCQF Level 5 (66 credits)

Pathway 4 Sea Fishing: GG10 45 - Diploma in Maritime Studies: Sea Fishing at SCQF level 5 (52-56 credits)

Pathway 5 Port Operations: GJ6V 22 - SVQ 2 in Port Operations at SCQF level 5 (34-63 credits)

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Core Skills

Each apprentice is required to achieve the following core skills:

Communication

SCQF level 4 - reference number F426 04

Working with others	SCQF level 4 - reference number F42N 04
Problem Solving	SCQF level 4 - reference number F42J 04
Information and Communication Technology	SCQF level 4 - reference number F42E 04
Numeracy	SCQF level 4 - reference number F42A 04

For pathways 1 to 4 (Deck Rating, Engine Room Rating, Workboat Operative and Sea Fishing) the core skills should be embedded in the apprentice's training, and will not be separately certificated.

For pathway 5 (Port Operations) the core skills for Numeracy and Information Technology **will need to be separately certificated**. The remaining core skills are embedded in the SVQ level 2 Port Operations.

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

For the Deck Rating, Engine Room Rating and Workboat Operative pathways, apprentices must pass the following 4 safety courses - which are a statutory obligation - before serving at sea (they are normally taken together, with a security course, in a week's off-the- job training):

- personal survival techniques ('PST')
- fire prevention and fire-fighting
- elementary first aid
- personal safety and social responsibilities ('PSSR')

For the Sea Fishing and Port Operations pathway there are no enhancements.

Optional Outcomes

For the Port Operations pathway, apprentices are encourage to undertake further industry relevant training to enhance their employability. For example:

- Health and safety awareness course offered by an SQA approved awarding body
- Or any other accredited, national or legislative recognised short course at a suitable level (the list below is only a suggestion)
 - Forklift (various type)
 - Mechanical shovel (various types)
 - Cranes mobile and various
 - Container handling equipment
 - Mobile elevated work platforms
 - Conveyor and shed sweeper equipment

Registration and certification

Registration and certification for this Scottish Modern Apprenticeship is managed by the Institute of the Motor Industry ('the SSC' – Sector Skills Council). The SSC is the first point of contact in Scotland for any enquiries in relation to the registration and certification relating to the Framework. Contact details:

Cara Taylor
The Institute of the Motor Industry
Fanshaws, Brickendon, Hertford, SG13 8PQ
www.theimi.org.uk

01992 519039

apprenticeships@theimi.org.uk

For questions relating to the content of each pathway, please contact

Iain Mackinnon
Secretary
Maritime Skills Alliance
iain@maritimeskills.org
Tel: 0208 99 88 77 2

IMI will register all Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with IMI within 4 weeks of starting their apprenticeship.**

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.

IMI 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 IMI 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 IMI 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.

There are no formal entry requirements for any of the five pathways. However learners must be working in a suitable role in order to gain the experience and knowledge required for the qualifications and in addition:

- Be prepared to undertake off-the-job training
- Be able to acquire the broad range of skills, knowledge and understanding required in the Modern Apprenticeship
- Have a positive attitude towards learning
- Show initiative

In addition those learners undertaking the Sea Fishing pathway apprentices are required to undertake the 3-week 'Introduction to commercial fishing course' approved by the Seafish Industry Authority ('Seafish') before starting their Modern Apprenticeship. There is no cost to the apprentice for this training.

Equal opportunities

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

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

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

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

Contracts

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

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

Employment status of Modern Apprentices

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

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

Terms and conditions of employment

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

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and

development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

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

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

List of Training Providers

Delivery of the off the job elements of the Modern Apprenticeships in Maritime Occupations can only be undertaken by an approved provider able to offer access to the necessary facilities (including, where appropriate, firefighting). The list below shows the providers which have either shown an interest in delivering the Modern Apprenticeship or are currently registered with SQA Awarding to deliver the underpinning Maritime Studies Qualifications:

- City of Glasgow College
- Lews Castle College
- NAFC (formerly North Atlantic Fisheries College), Shetland
- North East Scotland College
- Orkney College
- West Highland College
- Forth Ports (registered to deliver the SVQ 2 in Port Operations)
- Stream Marine Training

Additional centres may be added from time to time, and the most up-to-date list can always be had from the Maritime Skills Alliance.

Delivery of Training for the Modern Apprenticeship in [name of framework]

Work-based training

Delivery and assessment method

For the Deck Rating and Engine Room Rating pathways apprentices follow a programme of training at sea which is structured in line with a Training Record Book approved by the Merchant Navy Training Board. The exact order in which each task is covered depends on circumstances such as the nature of the vessel and the voyage, but in each case a designated and suitably experienced senior colleague is required to assess that an apprentice has demonstrated that they are competent. The assessment will usually be done practically, by asking the apprentice to show a senior colleague a task being performed in practice.

Similar arrangements apply to the Workboat Operative and Sea Fishing apprentices, with the difference that the Training Record Book is one approved by the Maritime Skills Alliance not the MNTB. Also for fishing apprentices, signing-off tasks in the TRB is likely to be done by the Skipper or the Mate (his deputy), depending on the nature of the vessel because fishing vessels do not have an officer structure like the Merchant Navy.

For Port Operations, too, work-based training is very practical, and so is the assessment: apprentices must demonstrate to an experienced senior colleague that they are competent to do each task in turn. The exact order in which tasks are done will depend on how the port works and what business is being done.

Regular reviews should take place with the apprentice as well as with their employer / mentor/ supervisor to discuss progress.

Skills required by training providers delivering the training

Providers delivering the four sea-going pathways - Deck Rating, Engine Room Rating, Workboat Operative and Sea Fishing - must be registered with the Maritime and Coastguard Agency, which publishes a list of centres which it approves.

For the Port Operations then any of the following should be held by those undertaking the delivery

- A1/V1
- L&D9D1
- PTLLS
- CTLLS

Those involved in delivery of SVQs are advised to check with the SQA guidance on assessor and verifier competence requirements and the note issued September 2013. Assessors and verifiers who currently hold D or A and V Units are still considered to be qualified assessors and internal verifiers/external verifiers and are not required to undertake the new Units. However, they must be working to the current NOS and undertaking appropriate continuous professional development. Any new assessors and verifiers, who do not currently hold any of these qualifications, should undertake the qualifications based on the current Learning and Development (L & D) NOS.

The relationship between the current L & D Units and previous Assessor and Verifier qualifications can be found on this link: www.sqa.org.uk/sqa/files_ccc/Assessor%20and%20Verifier%20Competence%20FINAL.pdf

Assessors should also check the Assessment Strategy for the SVQ in Port Operations Occupational competence is required for the specified qualification secured from previous experience.

It is good practice to be able to show staff involved in delivery maintain:

- their industry knowledge through CPD activities
- participate in in-house or awarding body training and workshops / standardisation sessions

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

n/a – formal off-the-job training is mandatory for each pathway

Off-the-job training

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

- What is required to complement the workbased component? Does it lead to a formal recognised award (e.g. and Awarding Body or Vendor award)?

Off-the-job training is an essential part of each pathway. All five occupations are hazardous, so an important function of the off-the-job training is to provide a secure base of knowledge and understanding of the approach to safety in the roles: how an apprentice should keep themselves and others safe, and how to respond if something goes wrong (eg through mandatory fire-fighting training).

In each case the qualification provides the structure for the underpinning knowledge, and only when that base has been thoroughly learned will apprentices be allowed to test their new knowledge in practice. Learning is therefore incremental, and tested at each stage. The exact pattern of off-the-job and work-based training will be agreed between the training provider and employer, but the usual pattern is a multi-part sandwich.

In the case of the Deck Rating and Engine Room Rating pathways, the qualification also serves as formal evidence to the Maritime and Coastguard Agency for the MCA to issue its Able Seafarer Certificate – and therefore follows the syllabus set out by the MCA. Able Seafarer certification is recognised worldwide because it meets the requirements of the international Convention for Standards of Training, Certification and Watchkeeping ('STCW').

Delivery and assessment method

After initial safety training, the purpose of the off-the-job training is to give the apprentice the knowledge and (where possible) practical skills they need in the next stage before allowing them to try tasks at sea or in the port (as appropriate).

There is little written assessment, and knowledge and competence is primarily tested by practical means: eg showing an experienced assessor that an apprentice can handle ropes safely.

The time to complete each apprenticeship pathway is set out above, and for the sea-going pathways the Modern Apprenticeship includes the minimum sea time required by the Maritime and Coastguard Agency. For the Deck Rating and Engine Room Rating apprenticeships, the MCA reduces the sea time otherwise required before Able Seafarer certification in recognition of the fact that an apprentice is following an approved course of training.

Exemptions

Not applicable

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning

- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

Consultation Process

Consultation for the two long-standing pathways – [Deck Rating](#) and [Sea Fishing](#) – was undertaken in 2012.

Consultation for the [Engine Room Rating](#) pathway was managed through the UK-wide Ratings Task

Force, which comprises the UK Chamber of Shipping, the RMT and Nautilus International trade unions, and the Merchant Navy Training Board. The Task Force convened a 'Ratings Summit' at City of Glasgow College in November 2015, attended by 80 representatives of shipping companies and their partners.

Central to the consultation has been close discussion with representatives of the largest ferry companies in Scotland, as the companies most likely to employ British ratings: Caledonian MacBrayne, Serco Northlink and Stena Line. Work continues to encourage companies in the offshore sector in the North Sea to employ apprentices, but prospects for the foreseeable future look discouraging in the light of the current downturn in the sector.

The National Workboat Association managed a formal consultation for the workboat operative pathway with its 17 members in Scotland. Six companies from round Scotland responded positively and none opposed the idea. Most of these companies said that they hoped to take one or two apprentices a year, but perhaps not every year. One said it would convert an existing in-house apprenticeship to an MA, and another hoped to take on more than two a year 'in the coming years'. Once an MA is created, other companies are likely to see the value of following the example of the pioneers: this would be a wholly new opportunity for the workboat sector.

The workboat sector is not unionised. However, Nautilus International, the relevant trade union, has indicated its support.

For the Port Operations pathway, Port Skills and Safety (PSS) led a formal consultation. PSS is owned by the two largest port groups in the UK, the British Ports Association and the UK Major Ports Group, and serves as the national lead body for skills in the ports sector in the UK. It surveyed all its members in Scotland (over 30) asking about planned updating of the Port Operations and Supervising Port Operations SVQ qualifications and a proposal to create a Modern Apprenticeship for Port Operations. A dozen members responded, very positively, about all the proposals. Those organisations responding represented a range of sizes from SMEs to large companies.

SQA Awarding and SQA Accreditation were both involved in this process throughout. Unite representatives at Forth Ports were also involved in the consultation.

The providers and organisations responding to the questionnaire included:

Forth Ports
Arbroath Harbour / Angus Council
Argyle and Bute Council
Clyde Queen's Harbour Master
Dumfries and Galloway Council
Inverness Harbour Trust
Shetland Islands Council
Ullapool Harbour
CalMac Ferries

Questions were also asked about the entry requirements and types of progression and any additional enhancements which should be included in the pathway.

Forth Ports in particular, one of the largest port businesses, has been keen to see the MA in Maritime Occupations with the Port Operations pathway created, and has been working with PSS and the Maritime Skills Alliance to do the necessary background work to make that happen. Forth Ports are registered to deliver the SVQ level 2 Port Operations at SCQF level 5.

The Maritime Skills Alliance works closely with both SQA Awarding Body (as our preferred provider) and SQA Accreditation and representatives of both routinely attend our Maritime Qualifications Board.

Career progression

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

Pathways 1 and 2 – for **Deck Ratings and Engine Room Ratings** – when combined with appropriate sea time lead to recognition as an Able Seafarer, which is an internationally-recognised role. Full detail is available from the [Maritime and Coastguard Agency](#). There are good opportunities within the Merchant Navy for promotion beyond that to officer level, with well-funded bursaries available from the UK-wide [Slater Fund](#) which is managed by the Marine Society.

The [Careers at Sea](#) website has much more information.

Pathway 3 – for **workboat operatives** – leads to a range of career opportunities in a particularly varied sector given the range of work which workboats do. As with ratings in the Merchant Navy, there are also good opportunities for promotion to officer roles. The [National Workboat Association](#) website has more information.

Pathway 4 – for **sea fishing** – leads primarily to work in a very varied sector. The Seafish Industry Authority has more information about careers on its [website](#). Many fishermen also provide services to off-shore companies, particularly through guardship duties.

Pathway 5, for **port operations**, though the detail will vary depending on the scale and commercial focus of the employing port, there are opportunities to move into supervisory and management roles, and to specialise in particular aspects of the operations of ports and harbours, such as VTS (vessel traffic services, the maritime equivalent of air traffic control) or the commercial side of the port.

There is also careers information on the whole maritime sector on the [Maritime Skills Alliance](#) website, and at [Sea Vision](#).

Appendices

APPENDIX 1

Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/>.

For the Maritime sector, much of the role of the Sector Skills Council – but *not* formal registration and certification – is undertaken by the **Maritime Skills Alliance**. There is full information here: www.MaritimeSkills.org

Role of Skills Development Scotland (SDS)

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs/ CBQs and SVQ/CBQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available

- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Modern Apprenticeship Group (MAG)

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

MAG is responsible for:

- Approval and re-approval of Modern Apprenticeship Frameworks
- De-approval of Modern Apprenticeship Frameworks
- Encouraging best practice across Modern Apprenticeship Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

Modern Apprentices' responsibilities include:

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout

- Behaving in a professional manner throughout

APPENDIX 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ/ CBQ (and Core Skills if these are being separately certificated)

or

- 2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

The SSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

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

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

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

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

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

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

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice		Date:
Modern Apprenticeship Centre		Date:



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentice’s accredited prior learning:

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