



A

# MODERN APPRENTICESHIP

IN

## AUTOMOTIVE

at

## SCQF

## Level 5

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Institute of the Motor Industry (IMI)

March 2017

Updated May 2018 to include new qualification numbers

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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. 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 Automotive

The IMI footprint covers the UK automotive retail sector. This includes a multitude of activities including employers engaged in all aspects of the sale, repair and maintenance of vehicles as well as services to owners and users of passenger cars, motorcycles, light and heavy vehicle commercial vehicles, specialist vehicles and associated equipment. The sector footprint also includes the rental and leasing of vehicles and some motorsport activities.

According to the latest Office for National Statistics (2014), the Scottish automotive retail sector currently employs approximately 48,700 people, which accounts for 2% of the total Scottish workforce (2.5 million) and 8% of the total UK Automotive Retail workforce. The number of people in employment has increased by 1% from 2013. There are approximately 4,720 automotive retail enterprises that operate across Scotland,<sup>2</sup> which equates to 1.09% increase from the previous year's figures. The Automotive Retail sector contributes £13.1 billion<sup>1</sup> to the Scottish economy, which equates to 11% of the total Scottish Gross Value Added (GVA) figure. The UK automotive retail industry as a whole generated £171 billion GVA, which equates to 12% UK GVA.

Continued efforts to reduce greenhouse emissions by world leaders have resulted in car manufacturers adopting new technologies to drive down emissions. This, coinciding with the development of autonomous and alternative fuel cell vehicles, has propelled the automotive sector to the forefront of technological advancement. The Society of Motor Manufacturers and Traders (SMMT) has suggested that the overall social benefit of these technological change could be in the region of an additional £51bn per year by 2030 and the creation of an additional 320,000 jobs<sup>3</sup>.

The advancing technological change in the automotive sector has meant that new Electric Vehicles and Fuel Cell Hybrid Vehicles have few similarities with the traditional combustion engine. Cars of the future will require potentially less input from the driver and there will be a greater reliance on the technology to perform the transportation as well as protect the travellers and the environment outside of the car. These cars will require the human infrastructure involved in the maintenance and repair to be highly skilled and knowledgeable in complex electronic and software control systems, who can also access continued training and development. Therefore, the industry requires bright, highly trained recruits who can adapt to this ever changing technological environment ensuring we continue to have the skills within our Scottish workforce to service, maintain and repair the complex modern motor vehicle.

This framework was last updated fully in 2011 and so required a review and update. Revised SVQ and Diploma qualifications were added into the framework for January 2016 and will be adding newly revised Paint and Body qualifications during 2017/18. The new SVQs and Diplomas saw the introduction of units that cover knowledge and competence on Electric and Hybrid Vehicles which support the requirements of the sector as listed above.

This framework, though a destination in its own right, also underpins the SCQF Level 6/7 Modern Apprenticeship and offers opportunity for progression. The inclusion of the SCQF Level 5 Vocationally Related Qualifications (VRQs) as mandatory enhancements to supplement the SVQ ensures that individuals have the necessary breadth of essential knowledge to competently and responsibly carry out tasks their job demands.

<sup>1</sup> [http://web.ons.gov.uk/ons/datasets/slice/csv/CSV\\_RegGVA012015EUROSTATH\\_EN\\_338821.zip](http://web.ons.gov.uk/ons/datasets/slice/csv/CSV_RegGVA012015EUROSTATH_EN_338821.zip)

<sup>2</sup> Office for National Statistics (ONS) for 2014 published in 2016

<sup>3</sup> <http://www.smmt.co.uk/wp-content/uploads/sites/2/CRT036586F-Connected-and-Autonomous-Vehicles-%E2%80%93-The-UK-Economic-Opportu...1.pdf>

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Automotive

### Mandatory outcomes

#### SVQs at SCQF Level 5 or Alternative Competence Based Qualifications

Each Modern apprentice is required to achieve one of the following SCQF Level 5 Scottish Vocational Qualifications (SVQs) or alternative competence based qualifications appropriate to the pathway being followed:

##### Vehicle Maintenance and Repair

C&G: SVQ Light Vehicle Maintenance and Repair at SCQF Level 5	<b>GL83 45</b>
IMI: SVQ Light Vehicle Maintenance and Repair at SCQF Level 5	<b>GL87 45</b>
C&G: SVQ Heavy Vehicle Maintenance and Repair at SCQF Level 5	<b>GL85 45</b>
IMI: SVQ Heavy Vehicle Maintenance and Repair at SCQF Level 5	<b>GL89 45</b>
IMI: SVQ Motorcycle Maintenance and Repair at SCQF Level 5	<b>GL8C 45</b>
IMI: Diploma in Lift Truck Maintenance and Repair Competence at SCQF Level 5	<b>R245 04</b>

##### Vehicle Body and Paint

IMI: SVQ Vehicle Body Repair at SCQF Level 5	<b>GC6D 22</b>
IMI: SVQ Vehicle Paintwork Repair at SCQF Level 5	<b>GN9C 45</b>
IMI: SVQ Vehicle Accident Repair Mechanical, Electrical and Trim (MET) at SCQF Level 5	<b>GG2T 22</b>

##### Vehicle Parts

IMI: SVQ Vehicle Parts Operations at SCQF Level 5	<b>GN9E 45</b>
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##### Vehicle Fitting

IMI: SVQ Vehicle Fitting at SCQF Level 5	<b>GF6J 22</b>
IMI: SVQ Specialist Tyre Fitting at SCQF Level 5	<b>GF6K 22</b>

### Core Skills

All of the following Core Skills must be separately certificated

Communication	SCQF Level 4
Numeracy	SCQF Level 4
Information Technology	SCQF Level 4
Working with Others	SCQF Level 4
Problem Solving	SCQF Level 4

## Enhancements

Each Modern apprentice is required to achieve one of the following SCQF Level 5 Vocationally Related Qualifications (VRQs) appropriate to the pathway being followed:

### Vehicle Maintenance and Repair

C&G: Diploma in Light Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R492 04</b>
IMI: Diploma in Light Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R498 04</b>
C&G: Diploma in Heavy Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R494 04</b>
IMI: Diploma in Heavy Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R500 04</b>
IMI: Diploma in Motorcycle Maintenance and Repair Principles at SCQF Level 5	<b>R496 04</b>
IMI: Diploma in Lift Truck Maintenance and Repair Principles at SCQF Level 5	<b>R221 04</b>

### Vehicle Body and Paint

C&G: Diploma in Vehicle Body Repair at SCQF Level 5	R557 04
IMI: Diploma in Vehicle Body Repair at SCQF Level 5	R563 04
C&G: Diploma in Vehicle Accident Repair Paint Principles at SCQF Level 5	R559 04
IMI: Diploma in Vehicle Accident Repair Paint Principles at SCQF Level 5	R561 04
IMI: Diploma in Accident Repair Mechanical, Electrical and Trim (MET) Principles at SCQF Level 5	<b>R223 04</b>

### Vehicle Parts

IMI: Diploma in Vehicle Parts Principles at SCQF Level 5	R565 04
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### Vehicle Fitting

IMI: Diploma in Vehicle Fitting Principles at SCQF Level 5	<b>R220 04</b>
IMI: Diploma in Specialist Tyre Fitting Principles at SCQF Level 5	<b>R248 04</b>

## Optional Outcomes

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

NONE

## The Framework

The mandatory and optional content of the Modern Apprenticeship in Automotive is as follows:

### Mandatory Outcomes

#### SVQ(s)

Each Modern Apprentice is required to achieve one of the following SCQF Level 5 Scottish Vocational Qualifications (SVQs) appropriate to the pathway being followed:

#### Vehicle Maintenance and Repair

C&G: SVQ in Light Vehicle Maintenance and Repair at SCQF Level 5	<b>GL83 45</b>
IMI: SVQ Light Vehicle Maintenance and Repair at SCQF Level 5	<b>GL87 45</b>
C&G: SVQ in Heavy Vehicle Maintenance and Repair at SCQF Level 5	<b>GL85 45</b>
IMI: SVQ Heavy Vehicle Maintenance and Repair at SCQF Level 5	<b>GL89 45</b>
IMI: SVQ Motorcycle Maintenance and Repair at SCQF Level 5	<b>GL8C 45</b>
IMI: Diploma in Lift Truck Maintenance and Repair at SCQF Level 5	<b>R245 04</b>

#### Vehicle Body and Paint

IMI: SVQ Vehicle Body Repair at SCQF Level 5	<b>GC6D 22</b>
IMI: SVQ Vehicle Paintwork Repair at SCQF Level 5	<b>GN9C 45</b>
IMI: SVQ Vehicle Accident Repair Mechanical, Electrical and Trim (MET) at SCQF Level 5	<b>GG2T 22</b>

#### Vehicle Parts

IMI: SVQ Vehicle Parts Operations at SCQF Level 5	<b>GN9E 45</b>
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#### Vehicle Fitting

IMI: SVQ 2 Vehicle Fitting at SCQF Level 5	<b>GF6J 22</b>
IMI: SVQ 2 Specialist Tyre Fitting at SCQF Level 5	<b>GF6K 22</b>

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 SCQF level 5, 6 and 7. 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 Modern apprentice is required to achieve the following core skills:

Communication	<b>SCQF Level 4</b>
Numeracy	<b>SCQF Level 4</b>
Information and Communication Technology	<b>SCQF Level 4</b>
Working with Others	<b>SCQF Level 4</b>
Problem Solving	<b>SCQF Level 4</b>

Core skills units are available from a number of Awarding Bodies and are required to be separately certificated. Please see SQA Accreditation website for more information.

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

Each Modern Apprentice is required to achieve one of the following SCQF Level 5 Vocationally Related Qualifications (VRQs) appropriate to the pathway being followed:

### Vehicle Maintenance and Repair

C&G: Diploma in Light Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R492 04</b>
IMI: Diploma in Light Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R498 04</b>
C&G: Diploma in Heavy Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R494 04</b>
IMI: Diploma in Heavy Vehicle Maintenance and Repair Principles at SCQF Level 5	<b>R500 04</b>
IMI: Diploma in Motorcycle Maintenance and Repair Principles at SCQF Level 5	<b>R496 04</b>
IMI: Diploma in Lift Truck Maintenance and Repair Principles at SCQF Level 5	<b>R221 04</b>

### Vehicle Body and Paint

C&G: Diploma in Vehicle Body Repair at SCQF Level 5	R557 04
IMI: Diploma in Vehicle Body Repair at SCQF Level 5	R563 04
C&G: Diploma in Vehicle Accident Repair Paint Principles at SCQF Level 5	R559 04
IMI: Diploma in Vehicle Accident Repair Paint Principles at SCQF Level 5	R561 04
IMI: Diploma in Accident Repair Mechanical, Electrical and Trim (MET) Principles at SCQF Level 5	<b>R223 04</b>

### Vehicle Parts

IMI: Diploma in Vehicle Parts Operations at SCQF Level 5	R565 04
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### Vehicle Fitting

IMI: Diploma in Vehicle Fitting Principles at SCQF Level 5	<b>R220 04</b>
IMI: Diploma in Specialist Tyre Fitting Principles at SCQF Level 5	<b>R248 04</b>

## Optional Outcomes

NONE

## Registration and certification

This Scottish Modern Apprenticeship is managed by the Institute of the Motor Industry, the Sector Skills Council for the Retail Motor Industry. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

**Institute of the Motor Industry (IMI)**  
Fanshaws  
Brickendon  
Hertford  
SG13 8PQ  
Tel: 01992 519039  
Fax: 01992 511548  
[www.theimi.org.uk](http://www.theimi.org.uk)

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online - [www.maonline.org.uk](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 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 institution, 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.

Although there are no formal entry requirements it is recommended that candidates commencing on this Modern Apprenticeship programme should have achieved as a minimum a National 4 in English, Maths and a Science subject. It is also desirable that an appropriate initial assessment test is undertaken.

Candidates should possess an interest in things Automotive and be able to demonstrate a commitment to working in the industry. This could be through school link courses, work experience programmes or voluntary/part time work.

There is also a further recommendation that a robust induction procedure is in place which includes Equal Opportunities and Employment Rights and Responsibilities.

## 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' 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 a SDS area office, 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.

Please contact the Sector Skills Council for an up to date list of current providers approved to deliver this framework or visit the Scotland pages of the IMI website at [www.theimi.org.uk](http://www.theimi.org.uk) where the list is published

## 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 on the revisions for this framework took place using face to face meetings held in Scotland, a consultation webpage, online survey, consultation forms and telephone conversations.

Automotive Dealer Groups (Service Maintenance and Repair, Fast fit, Accident Repair, Parts, Sales, Vehicle Rental and Leasing)

Arnold Clark Automobiles  
John Clark Motor Group  
Parks Motor Group  
Phoenix Car Company

Independent Garages (Service Maintenance and Repair, Accident Repair, Parts, Sales)

Allied Vehicles

Rapid Fit (Fast Fit, Service, Maintenance and Repair)

Kwik Fit

Parts Distribution (Parts)

Dingbro Ltd

Trade Associations (All Areas)

SMTA – Scottish Motor Trade Association (806 member companies)  
RMIF/ VBRA Vehicle Builders and Repairers Association (25 member companies)

Colleges, Training Providers and the two Awarding Bodies (City & Guilds and IMI) were also consulted using various methods of communication and included:

BITA Academy  
City & Guilds  
Fife College  
GTG Training  
IMI  
Moray Firth Training  
New College Lanarkshire  
North East College Scotland  
Remit Training  
West College Scotland

The outcome of the consultations saw the following:

- Retention of the current pathways offered at SCQF Level 5
- Continued inclusion of the VRQs as mandatory enhancements to the framework ensuring adequate underpinning knowledge is included within the MA Programme
- Retaining the requirement for separate certification of all core skills
- Removal of 'ATA' as an optional outcome in the framework
- Additional job roles added as possibilities of Career Progression

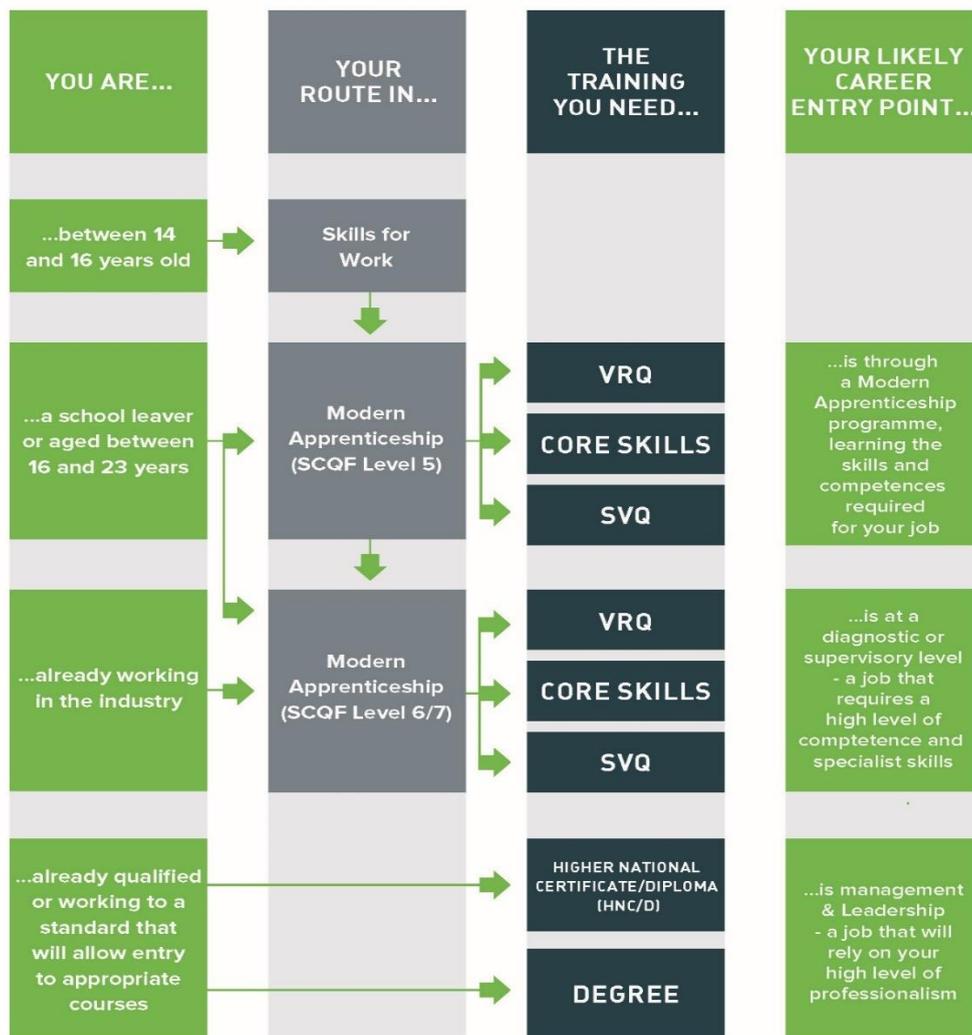
## Career progression

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

- Light Vehicle Service Technician
- Motorcycle Service Technician
- Vehicle Inspector
- Paint Technician
- Specialist Tyre Fitter
- Fast-Fit (Vehicle Fitting) Technician

- Heavy Vehicle Service Technician
- Lift Truck Service Technician
- Body Repair Technician
- Parts Adviser
- MET Technician

Skills for Work courses and full time college based programmes all provide valid entry routes to the Modern Apprenticeship and opportunities will also exist for candidates to progress to an SCQF Level 6 or 7 Modern Apprenticeship Automotive.



# 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 visit, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/>.

### 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 [www.modernapprenticeships.com](http://www.modernapprenticeships.com)

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 Modern Apprenticeship programme in Scotland.

### **MAG is responsible for:**

- Approval and re-approval of MA Frameworks
- De-approval of MA Frameworks
- Overseeing the generic marketing thrust of the MA programme in Scotland
- Encouraging best practice across MA 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)			

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

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

**Institute of the Motor Industry (IMI)**  
Fanshaws  
Brickendon  
Hertford  
SG13 8PQ  
Tel: 01992 519039  
Fax: 01992 511548  
[www.theimi.org.uk](http://www.theimi.org.uk)