



A

# MODERN APPRENTICESHIP

IN

## GLASS INDUSTRY OCCUPATIONS LEVEL 2

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Proskills

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## Modern Apprenticeships in Scotland

### What are Modern Apprenticeships?

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

### Who develops them?

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

### Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme.

### What's in a Modern Apprenticeship?

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

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

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

## Modern Apprenticeships in Glass Industry Occupations Level 2

### Why the Glass sector needs an Apprenticeship

A number of factors have driven demand for qualifications and Apprenticeships in the sector in Scotland. These include:

- Health and Safety requirements and responsibilities
- A renewed realisation of the benefits of Apprentices due to the promotional and employer engagement work of Proskills
- The (limited) availability of funds to offset employer costs due again to Proskills partnerships with key stakeholders in Scotland

This has helped stimulate a demand for the delivery of a Modern Apprenticeship at Level 2.

The existence of an Apprenticeship at level 2 within the Glass industry will provide and nurture an environment in which individuals are able to develop a host of skills and personal attributes – all of which contribute to the success of the industry and to the wider Scottish economy.

### Industries covered by this framework

The industry sector covered by this framework is the Glass industry which is divided into the following main sub-industries: glazing, fenestration, glass manufacture and processing: flat and special glass, crystal and domestic, fibre and optical glass, containers.

Approximately 4 million tonnes of glass are produced each year in the UK.

Container glass, mainly bottles and jars, accounts for around 60% of all UK glass production. The majority of the container glass produced in the UK is clear.

Annual domestic production of flat glass is approximately 1.3 million tonnes; the majority going towards glazing products for buildings including laminated, self-cleaning, coated low-emissivity, silvered and other glasses.

There are three fibreglass manufacturers in the UK producing two main products. Fibre has over 40,000 different applications, including building insulation products (for energy savings and fire (thermal) protection), reinforcement of plastics and rubber, electronics and wall coverings

Domestic glass production covers both the special and domestic sectors. Although, currently the UK has no volume producer of domestic glass but several small manufacturers producing giftware from either lead crystal or common soda-lime glass. Typically they operate small pot furnaces melting a few tonnes per week.

Special Glass covers an extremely diverse group - lighting, oven hobs, optical, medical and scientific. Production capacities range from large 200 tonne per day furnaces to specialist melters producing a few kg per week.

Fenestration involves the fixing of components into building façades. The fitting and fixing of roofline products such as barge boards, fascia boards and soffits is included.

The framework helps address the changing market and operational needs of employers. New technology, legislation and automation, changing business structures and environmental issues are having a considerable impact on the way people work.

### Labour Market

Proskills identified that the total size of the Glass industry in Scotland is around 12,000 people in 1,000 workplaces. The industry consists mainly of micro companies, which account for around 70% of the industry. Companies with more than 50 employees only make up 10% of workplaces but between them they employ 66% of the workforce and so still have a significant influence on the industry.

Current skill gaps in the industry are most common in the Process, plant and machine operatives and the Skilled Trades occupational groups. The most common types of gaps are those relating to technical, practical, or job-specific skills. The presence of full Apprenticeship frameworks at levels 2 and 3 for the industry as detailed in this document will ensure that there is provision at a suitable level to help to fill these gaps. Around half of the industry do not have a qualification at level 3, and this framework will help provide a route to achieve it.

The Glass industry is of vital importance to the construction industries as an important part of the supply chain. Glass products supply many other sectors and it makes a significant contribution to the Scottish economy.

Although the Glass industry has been affected negatively by the ongoing economic issues, employers seem to be relatively optimistic about the future. The ongoing economic issues will continue to have an impact on companies in the sector, advancing technology, and changing working practices.

It will be vital to ensure the presence of appropriate training for the industry to help them prepare their employees for the future and continue to improve productivity. Other important business drivers over the next 3 years will include a lack of credit, increasing energy costs, changing customer demands and competition from within the U.K. Employers in the sector recognise that increasing employee skills will be important over this period - they will be looking to increase the importance of training.

Given continuing investment and promotion from Improve and the Government on an industry basis, as well as the fostering of ongoing interest from employers in up-skilling and re-skilling the workforce, Apprenticeship uptake should be steady in the industry.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Glass Industry Occupations Level 2

### Mandatory outcomes

#### SVQ or alternative competency based qualification

- The following must be achieved:

- Glazing at SCQF Level 5 – GT3A 45, 52 SCQF Credit Points
- Fenestration Installation at SCQF Level 5 – GT38 45, 53 SCQF Credit Points
- SVQ 2 Glass Processing at SCQF Level 5 –GJ98 22, 46 SCQF Credit Points
- SVQ 2 Fabrication of Glass Supporting Systems at SCQF Level 5 –GJ95 22, 44 SCQF Credit Points
- SVQ 2 Installing domestic fascias, soffits & bargeboards at SCQF Level 5 –GG9H22, 55 SCQF Credit Points
- SVQ 2 Automotive Glazing at SCQF Level 5 GL6V 22, 25-53 SCQF Credit Points

#### Core Skills

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

**N.B** Separate certification is required for Problem Solving, I.C.T. and Numeracy

### Optional Outcomes

#### Additional SVQ Units/Qualifications/Training

None

## The Framework

The mandatory and optional content of the Modern Apprenticeship in **Glass Industry Occupations Level 2** is as follows:

### Mandatory Outcomes

#### SVQ(s)/ CBQs

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

- Glazing at SCQF Level 5 – GT3A 45, 52 SCQF Credit Points
- Fenestration installation at SCQF Level 5 - GT38 45, 53 SCQF Credit Points
- SVQ 2 Glass Processing at SCQF Level 5 –GJ98 22, 46 SCQF Credit Points
- SVQ 2 Fabrication of Glass Supporting Systems at SCQF Level 5 –GJ95 22, 44 SCQF Credit Points
- SVQ 2 Installing domestic fascias, soffits & bargeboards at SCQF Level 5 –GG9H22, 55 SCQF Credit Points
- SVQ 2 Automotive Glazing at SCQF Level 5 GL6V 22, 25-53 SCQF Credit Points

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

### Core Skills

Each apprentice is required to achieve the following core skills:

- |  |        |
|--|--------|
| • Communication                            | SCQF 4 |
| • Working with others                      | SCQF 4 |
| • Problem Solving                          | SCQF 4 |
| • Information and Communication Technology | SCQF 4 |
| • Numeracy                                 | SCQF 4 |

Separate certification is required for Problem Solving, I.C.T. and Numeracy

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

There aren't any enhancements, which are a mandatory part of the Framework

### Optional Outcomes

None

## Registration and certification

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

Improve  
The Catalyst,  
Baird Lane,  
Heslington,  
York,  
YO10 5GA

**Tel: 0845 644 0558**

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 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.

Candidates should be employed by an employer in the Glass Industry and working in Scotland

## Equal opportunities

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

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

## Health and Safety

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

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

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

## Contracts

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

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

## Employment status of Modern Apprentices

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

## Terms and conditions of employment

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

## Training and development

### Delivery

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

- private training organisations
- colleges / universities
- other employers

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

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

**List of Training Providers**

RT Resources Ayr  
16-20 Crown Street  
Ayr KA8 8BY  
Tel: 01292 290029

CITB  
4 Fountain Avenue  
Inchinnan Business Park  
Inchinnan PA4 9RQ  
Tel: 0344 9948800

Intraining Group Ltd  
722 Prince of Wales Road  
Sheffield S9 4EU  
Tel: 0141 2488033

The Vocational College  
1 Dacre Street  
Bootle  
Liverpool L20 8DN  
Tel: 0151 9441744

South Lanarkshire College  
College Way  
East Kilbride  
South Lanarkshire G75 0NE  
Tel: 01355 807780

**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

Wide consultation has taken place with employers in the industry.

The consultation involved companies from across Scotland, both large and SMEs and took place from October 2013 – February 2014. Discussions also took place with the awarding body GQA Qualifications and the Trade Unions STUC and GMB.

In addition, Proskills has been liaising with key training providers for the Glass Industry in Scotland on the content and delivery including:

- RT Resources Ayr
- The Vocational College
- South Lanarkshire College
- Intraining Group
- CITB

### Feedback

Feedback on the updated Framework has been positive with only one query from a Training Provider requesting confirmation on which core skills are certificated separately.

As consultees could not give sufficient reasons to maintain the lower level core skills, we have adjusted them to follow recommendations from the Modern Apprenticeship Group (MAG), that core skills in MAs should normally be at SCQF 4 for a level 2 apprenticeship and SCQF 5 for a level 3 apprenticeship.

## Career progression

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

This framework will be part of a wider programme of work, which Proskills is undertaking to attract younger people into the sector as a whole. New careers materials including a website <http://www.prospect4u.co.uk> will promote the Glass Industry. The proposed frameworks offer not just young people, but also older workers the opportunity of continual professional development for the 25+ age group as they progress in their careers.

### Job roles available at level 2 and progression

Job roles available to Apprentices will include indoor and outdoor environments: in factory settings; on domestic housing or on commercial construction sites.

Factory roles will include Glass manufacturing and processing where operations such as glass cutting, shaping and assembly take place, maintaining quality throughout all processing operations, from raw material supply to packaging and dispatch. Other production roles include making frames and assemblies from non-glass materials such as PVCu, aluminum and steel.

Other job roles include the fitting and fixing of frames such as doors and windows to houses and conservatories, but advanced commercial walling systems are also installed to buildings such as offices, schools, shops, hospitals etc. Where the glass is not already assembled within the frame, Glaziers will install the glass. Some jobs require the maintenance of existing systems either on a preventative basis or as and when maintenance and repairs are necessary.

A surveyor's role may include assessing the client's requirements, surveying the job to determine measurements, fixing method and state of substructure and possible problems and passing this information on to the installers. (Sometimes the surveying and installation roles are completed by the same person).

### Specific job roles

Examples of job roles are shown here for level 2, however, please see the Career Progression routes chart below and at [www.prospect4u.co.uk](http://www.prospect4u.co.uk) or <http://www.mps-academy.co.uk/career-ladder/glass-career-ladder/> for interactive activities and further information about the Glass industry and job roles available. Actual tasks and job roles will vary between employers.

#### Installer/Fitter

- Typically working towards or achieved **Fenestration Installation Level 2**
- Other job titles include: Conservatory Installer, Curtain Wall Installer, Double Glazier, Installation Specialist, Installer of Replacement Windows and Doors, Screen Wall Installer, Window Fitter
- Work as installers of glass supporting systems, on customer's premises, which include window and door units, and basic curtain walling systems etc. and dealing with routine assignments

#### Glass Maker/Operator/Manufacturer

- Typically working towards or achieved **Glass Manufacturing Level 2**
- Other job titles include: Batch Plant Operator, Bottle Maker, Fibre Glass Maker, Forming Operator, Furnace Operator, Glass Maker, Glass Manufacturer, Glass Shop Operator, IS Machine Operator, Machine Operator, Melting Operator, Process Operator, Tank Operator
- Works with raw materials, melted glass materials, or semi-finished products in glass making factories. The work includes the receiving and batching of raw materials before they are processed, and the control of heating equipment to melt and form glass from the raw materials. It is not expected that apprentices working in glass manufacturing all do the same activities.

#### Glass Processor

- Typically working towards or achieved **Glass Processing Level 2**

- Other job titles include: Autoclave Operator, Cold End Operator, Craft Glass Worker, Double Glazing Unit Maker, Engraver, Glass Blower, Glass Cutter, Glass Decorator, Glass Painter, Laminated Glass Manufacturer, Lamp Maker, Leaded Light Maker, Packing, Operator, Polisher, Processor, Safety Glass Maker, Sealed Unit Maker, Scientific Glass Blower, Screen Printer, Toughener, Warehouse Operator, Window Film Applicator
- Work to produce products from glass and related materials in a processing environment. This covers the handling of products throughout the process. Cutting, shaping, assembling, and finishing the products, including decoration.

#### Glazier

- Typically working towards or achieved **Glazing Level 2**
- Work as glaziers, installing glass into frames (e.g. windows, doors), and/or maintain glazing installations (usually windows and doors), deal with routine assignments under minimum supervision, working on customers premises, may be maintaining supporting frames and units.

#### Fabricator/Framemaker

- Typically working towards or achieved **Production of Glass Supporting Fabrications Level 2**
- Other job titles include: Aluminium Fabricator, Conservatory Fabricator, Curtain Walling Fabricator, Fabricator, Framemaker, PVCu Fabricator, Screen Walling Fabricator, Window and Door Maker, Window Fabricator
- Works in frame fabrication factories on routine assignments under minimum supervision, producing fabricated products such as door and window frames and units, Screen Walling, conservatories, and glazing systems used in curtain walling etc., by joining and assembly. Fabricators and framemakers will work with non-glass materials or semi-finished products such as PVCu, aluminium and steel.

#### Roofline Installer

- Typically working towards or achieved **Installing Domestic Fascias, Soffits and Bargeboards Level 2**
- Generally work at height, as installers of roof line components, on customer's premises which includes the fitting and fixing of fascia boards, soffits and bargeboards etc. and dealing with routine job specifications.

#### Progression possibilities

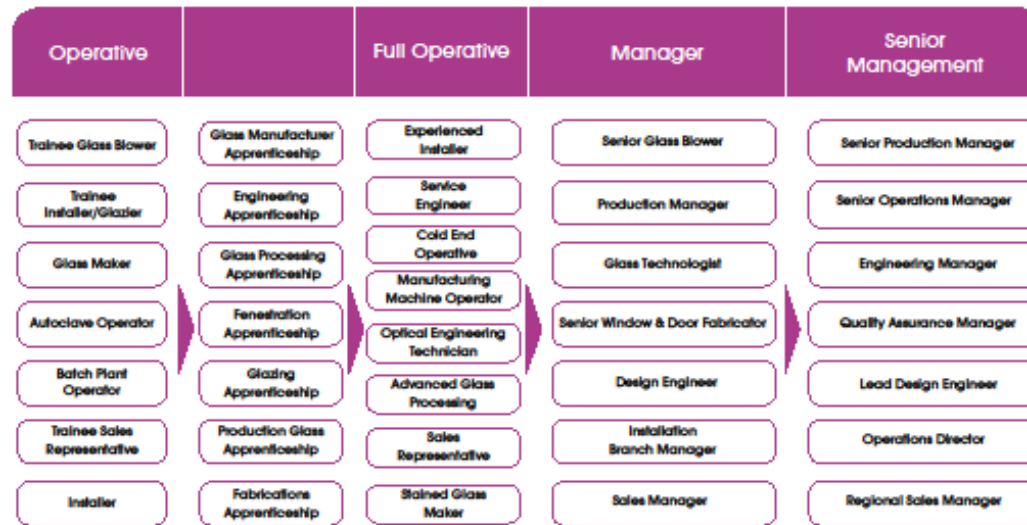
Apprentices may progress to the MA3 and will progress their knowledge and skills within their chosen discipline and in addition will typically have aspects of technical, supervisory responsibilities in their roles and contribute to the quality assurance and control procedures, including safety, production, quality, waste, customer service. In many cases, progression from level 3 qualifications enables employees to progress to Higher Education and/or higher-level work.

An example of job progression is shown here, however please see the Career Progression routes chart below and at [www.prospect4u.co.uk](http://www.prospect4u.co.uk) for interactive activities regarding job roles and progression and further information. Actual tasks and job roles will vary between employers.

**Fenestration Apprentice > Experienced Installer > Installation Surveyor > Installation Branch Manager > Senior Operations Manager**

## CAREER PROGRESSION ROUTES

## GLASS



Industry Specific Qualifications				
SCQF LEVEL 5	SCQF LEVEL 6	SCQF LEVEL 7	SCQF LEVEL 8 & 9	SCQF LEVEL 10 & ABOVE
Intermediate 2 Credit Standard Grade National Certificate National Progression Award SVQ 2: • Glazing • Fenestration Installation • Glass Manufacturing • Glass Processing • Production of Glass Supporting Fabrications • Installation/Domestic/Rack, South & Burglar • Modern Apprenticeship in Glass Industry Occupations	Higher National Certificate National Progression Award SVQ 3 in: • Glass Manufacturing • Glass Processing • Glazing • Production of Glass Supporting Fabrications • Fenestration Installation • Modern Apprenticeship in Glass Industry Occupations • Glass Industry Occupations	Advanced Higher Scottish Baccalaureate Higher National Certificate Certificate of Higher Education NVQ 3 in: • Glass Processing • Glass Manufacturing • Glazing • Production of Glass Supporting Fabrications • Fenestration Installation & Surveying • Modern Apprenticeship in Glass Industry Occupations	Higher National Diploma Professional Development Award Bachelor/Ordinary Degree Graduate Diploma Graduate Certificate Diploma of Higher Education NVQ 4	Doctoral Degree Integrated Masters Degree/Masters Degree Post Graduate Diploma Post Graduate Certificate Honours Degree Graduate Diploma Graduate Certificate NVQ 5
Typical Wage Bands				
\$12,000 – \$22,000	\$18,000 – \$28,000	\$22,000 – \$35,000	\$22,000 – \$45,000	\$35,000 – \$85,000 +

Please note that these qualifications are desirable but not necessarily essential. Within the glass industry you could also work in any of the following disciplines: Administration, Environment, Health & Safety, Marketing or Project Management. For more information, please visit [www.prospect4u.co.uk](http://www.prospect4u.co.uk)

For more information please visit [www.prospect4u.co.uk](http://www.prospect4u.co.uk)

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# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

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

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

### Role of the Sector Skills Councils

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

For details on your sector's SSC, follow the link to the Alliance of Sector Skills Councils' website <http://www.sscalliance.org>.

### Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

### Role of the Awarding Bodies

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

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



## Role of the Training Provider

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

### Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

## Role of 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:

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

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

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

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

Improve Limited  
The Catalyst  
Baird Lane  
York  
YO10 5GA  
Telephone: 0845 6440448