

## A Foundation Apprenticeship in Food and Drink Technologies at SCQF level 6

GN26 46



This document provides you with information you will require to deliver a Foundation Apprenticeship in Food and Drink Technologies.

If you need any further information please contact **Matt Hardy** - [m.hardy@nsafd.co.uk](mailto:m.hardy@nsafd.co.uk) .

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## Background

One of the key recommendations of Sir Ian Wood's review on developing the young workforce was to *"develop better connectivity and co-operation between education and the world of work to ensure young people at all levels of education understand the expectations of employers, and that employers are properly engaged"* (Scottish Government response to Developing the Young Workforce; 2015). The Scottish Government set ambitious targets to ensure this connectivity is delivered through a partnership of schools, colleges/training providers and employers.

Skills Development Scotland, alongside other partners, is working with industry to increase the range of work based learning opportunities for pupils in the senior phase of secondary schools. One of the ways this is being achieved is through the development of Foundation Apprenticeships and Skills Development Scotland is leading this initiative.

Foundation Apprenticeships allow pupils to gain vocational qualifications that combine sector specific skills alongside the knowledge that underpins these skills in a workplace setting while still at school.

The Foundation Apprenticeship in Food and Drink Technologies will give students in S5 and S6 the opportunity to develop the skills and knowledge to work towards an SVQ and so to enter a career in the food and drink industries.

Students will gain 5 units of the Modern Apprenticeship at SCQF Level 6 in Food Technology, supported by the National Progression Award in Food Manufacture at SCQF Level 6, which develops an understanding of the principles, structure, processes and procedures used in the Food and Drink Manufacturing industry. In addition to courses in Health & Safety and Food Hygiene at SCQF Level 5, Foundation Apprentices will have the skills and knowledge to progress into employment within the food and drink sector, onto Modern Apprenticeships in Food Technology with advanced entry, or a Food and Drink route within Higher Education.

## The food and drink industry in Scotland

The Food and Drink industry is a sector that operates at the forefront of innovation and improvement, and as a consequence is in continuous change and development. The high demand for new food and drink products from retailers and consumers combined with regulatory requirements around food safety, environmental controls, audit/inspection compliance and the ever-growing complexity of production control systems are demanding new skills and abilities to keep pace with these advances. The industry requires bright, highly trained recruits who can adapt to this demanding technological environment ensuring the sector continues to have the right skills within the Scottish workforce to produce and supply safe and high-quality food and drink products.

The sector will need 19,000 new recruits by 2024 to meet identified skills needs. Currently, there are over 36,000 people working in the sector in Scotland which accounts for 19% of the Scottish manufacturing workforce. Gross value added to the economy is £1.9bn which is 14.2% of Scottish manufacturing value added. Food and Drink manufacturing is Scotland's

largest manufacturing sector made up of almost 900 businesses, 97% of these are micro to medium-sized, accounting for 18.8% of total manufacturing turnover. Over the last ten years food exports from Scotland have increased by more than 50% to £815m. Food and Drink manufacturing accounts for around 45% of Scotland's full supply chain turnover & the number of people it employs.

The refreshed Skills Investment Plan (SIP) – a product of the Scotland Food & Drink partnership alongside wide research and consultation with a range of employers and industry stakeholders from across the sector – identifies key priorities of raising the attractiveness of the sector, driving leadership and management excellence, skills for business improvement and skills for business growth.

Investment in skills is central to boosting the productivity and competitiveness of the food and drink sector. For this investment to be effective, it must be targeted on meeting the needs of employers and individuals. The food and drink SIP provides a framework and focus to ensure that the skills system is demand-led, linking skills development and growth.

### **Why choose a career in the food and drink industries?**

The food and drink sector offers a range of challenging and rewarding careers, covering a whole range of areas, including food science, product development, marketing and communications, nutrition and wellbeing, HR, packaging, research and design – with a particular demand for engineers.

There will continue to be significant job opportunities across all occupations within the food and drink sector in Scotland – taking account of the changing occupational demand for skills and to replace those who retire, change occupations or move away.

Food and drink offers excellent and exciting career prospects. We'll always need food, so there will always be jobs!

### **What is the Foundation Apprenticeship in Food and Drink Technologies?**

The Foundation Apprenticeship in Food and Drink Technologies is for pupils in S5 and S6, and is anticipated to take 2 years to complete. Pupils complete the National Progression Award (NPA) in Food Manufacture at SCQF Level 6 and the Awards in Health & Safety and Food Hygiene at SCQF Level 5. They also complete 5 units from the SVQ in Food and Drink Operations at SCQF Level 6 and a work placement.

The National Progression Award in Food Manufacture at SCQF level 6 provides knowledge and an introduction to the skills that will help pupils to complete the work based units. It develops an understanding of the principles, structure, processes and procedures used in the Food and Drink Manufacturing industry.

REHIS Food Hygiene and Health & Safety courses are expected as standard in the industry and these qualifications are expected to both help learners undertake their work placement and increase employability.

The Foundation Apprenticeship includes 5 units from the SVQ in Food and Drink Operations at SCQF Level 6, allowing recognition of prior learning, and therefore advanced entry, for those students progressing to the Modern Apprenticeship.

These components, along with the associated work placement, form the Foundation Apprenticeship in Food and Drink Technologies.

There has been much research undertaken into the skills needs of the industry and this Foundation Apprenticeship, whilst providing a learner with a holistic overview of the industry in particular aims to address a skills shortage in technical areas to support product development, ensuring product quality and innovation. The specific areas it addresses are:

1. **Compliance** – all those working in the industry need to understand the basics of compliance to ensure that food is manufactured in a safe environment. The ability to ensure ongoing compliance throughout the process is essential.
2. **Commercial influences** – employees with an understanding of the commercial drivers of the industry, the role of consumers and the impact of societal change as well as the broader food supply chain are well placed to ensure ongoing relevance of the product portfolio but also of the need to meet new market opportunities.
3. **Skills for Innovation including food science & product development** – an identified area of real industry shortage is food science which underpins the ability to develop or reformulate products.
4. **Team working** – food companies are successful because of their people and team working is essential to ensure that everyone plays their part in the process.

## Partnerships

In a Foundation Apprenticeship, it is important to provide the right balance between the taught elements of the programme (usually an NPA) and the experiential, work based elements (SVQ). However, in doing an SVQ, the fusion of knowledge and skills acquisition to develop competence needs to be present.

Foundation Apprenticeships are delivered by partnerships comprised of school, learning provider and employer. The learning provider is responsible for the approvals, delivery, assessment and quality assurance of the component units and qualifications. Where multiple learning providers are involved, arrangements between them will be detailed in an SQA Partnership Agreement.

The learning provider must have the appropriate SQA centre and qualification approvals in place before it can deliver the Foundation Apprenticeship. For further support and guidance on SQA's approval and quality assurance processes, please see:

### Information for Centres on Foundation Apprenticeships:

- [https://www.sqa.org.uk/sqa/files\\_ccc/InformationForCentresFoundationApprenticeships.pdf](https://www.sqa.org.uk/sqa/files_ccc/InformationForCentresFoundationApprenticeships.pdf)

**Information for Centres on SQA Partnership Agreements, where multiple learning providers are involved:**

- [https://www.sqa.org.uk/files\\_ccc/PartnershipAgreementTemplate.pdf](https://www.sqa.org.uk/files_ccc/PartnershipAgreementTemplate.pdf)

The lead partner will usually be the learning provider. The lead partner is expected to work with employers to ensure an adequate supply of work placement opportunities. In the case of the Food and Drink industry, there will be key contacts that can usefully help to support a better understanding of the scope and availability of these, including employer bodies and trade associations. Assessment will comply with the relevant SSC's assessment strategy.

Consideration will have to be taken on the time and costs for employer support and contribution to the programme as the vast majority of the food and drink industry in Scotland are small companies employing people in single figures.

Employers could contribute to the partnership in a range of ways, not limited to work placements. This may include:

- supporting recruitment with interviewing and selection;
- coaching and mentoring;
- guest speaking;
- involved in the assessment of practice.

The Foundation Apprenticeship Product Specification, published by SDS, sets out principles for delivering an industry related Foundation Apprenticeship. The partnership will provide to SDS a clear outline of how these principles will be met, of the arrangements they have made to ensure how necessary interdependencies are developed and maintained and of the roles and responsibilities of each of the partners.

## **Pastoral Care**

It is important to remember that the pupils who are taking part in this programme are still at school and as such there is a duty of care. This includes providing appropriate health and safety training and measures to ensure the safety of the young people and by also appointing a workplace mentor who will be a point of contact for the young person when they are out of the school environment.

Pastoral care in the Foundation Apprenticeship programme also includes making sure the placement is the right fit for the pupil and ensuring you listen to any concerns the pupil may have and providing the levels of personal support they might need to succeed.

Being aware that some people are also young carers might affect some of the decisions you make about which is the most appropriate placement for the pupil. This would include being aware of any restrictions that might be in place for travelling or for after school or holiday commitments.

## **How should the Foundation Apprenticeship in Food and Drink Technologies be delivered?**

The following diagram illustrates the outcome achieved for pupils and for employers from bringing together the essential elements of work based learning in a Foundation Apprenticeship:



Delivery and assessment of the NPA in Food Manufacture and courses in Food Hygiene and Health & Safety may typically be in S5, and the units of the SVQ in Food and Drink Operations typically in S6. However, there should be a blended approach between teaching for the courses in Food Hygiene /Health & Safety and the NPA at the college/training provider and delivery of the SVQ through real life activities in the workplace.

### **NPA in Food Manufacture at SCQF 6**

This NPA is designed to develop an understanding of the principles, structure, process and procedures used in the food and drink manufacturing industry. It provides underpinning knowledge for the SVQ in Food Technology at SCQF Level 6.

The units take learners from the principles of food science and food safety, through developing marketable food products for today's consumer, to the care, legislation and processes involved in creating those products. The unit on sustainability mirrors industry challenges of waste minimisation and balancing sustainability and environmental considerations with current manufacturing methods.

The units are typically delivered by the learning provider, in the classroom and assessed by the learning provider while pupils are in S5.

### **Elementary Food Hygiene unit**

The Elementary course, offered by REHIS, is designed for all food workers in the food industry. The course provides learners with knowledge and understanding of the need for high levels of hygiene in the preparation, storage and service of food in commercial environments to prevent contamination and food poisoning.

This will typically be delivered by the learning provider, in a classroom setting, while pupils are in S5.

### **Elementary Health and Safety Certificate**

The Elementary course, offered by REHIS, is designed for all workers. The course provides learners with practical information and advice that will help them and employers (or those undertaking duties in a voluntary capacity) ensure that their work activities are carried out safely reducing any risk to themselves or others.

This will typically be delivered by the learning provider, in a classroom setting, while pupils are in S5.

### **SVQ Food and Drink Operations at SCQF Level 6**

The SVQ units are delivered and assessed whilst students are on placement in the workplace in S5 and S6. Delivery and assessment requirements will adhere to SQA's requirements for the

SVQ Food and Drink Operations at SCQF Level 6, with assessment being carried out by an SVQ Assessor (usually the learning provider). Pupils are also expected to complete a reflective diary which includes a portfolio of evidence. This will support their SVQ assessment.

All supporting information on the SVQ units included in the Foundation Apprenticeship can be found at <http://www.sqa.org.uk/sqa/66003.html>

As a guide, a minimum of **7 hours per week** throughout S5 and **10 hours per week** throughout S6 is spent on the Foundation Apprenticeship. In S5, students will undertake the knowledge-based elements in a college/training provider and in S6 with food and drink employers in placement. Students will learn some of the practical skills that are needed to develop their skills base. ***Involvement with industry and employers is to be encouraged from commencement of delivery.***

## Structure of the Foundation Apprenticeship in Food and Drink Technologies

As of February 2019, new versions of the SVQ units have been accredited. The Foundation Apprenticeship framework has been updated to include these new units. The old versions of these Units may still be used, as indicated in the table below (grey text).

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Group Award Title	Unit Title	SCQF Level	SCQF Credit points
GF4N 46 National Progression Award (NPA) in Food Manufacture at SCQF Level 6	H1NE 12 Food Manufacturing: Fundamentals of Food Science	6	6
	H1NF 12 Food Manufacturing: Food Production	6	6
	H1NG 12 Food Manufacturing: Commercial and Social Drivers	6	6
	H1NH 12 Food Manufacturing: Sustainability	6	6
REHIS Unit	HW53 04 Elementary Food Hygiene	5	1
REHIS Unit	HW54 04 REHIS Elementary Health and Safety Certificate	5	1
Part of the SVQ in Food and Drink Operations at SCQF level 6	J03B 04 Develop Productive Working Relationships with Colleagues Or DR4A04 Develop Productive Working Relationships with Colleagues	6	9
	J05G 04 Interpret and Communicate Information and Data in Food and Drink Operations Or H3L004 Interpret and Communicate Information and Data in Food and Drink Operations	6	5
	J03K 04 Contribute to Continuous Improvement of Food Safety in Food and Drink Operations Or F2JH04 Contribute to Continuous Improvement of Food Safety in Manufacture	6	5
		6	5
		6	5
		6	5

	J039 04 Develop a New Product in a Food Business Or H3GV04 Develop a New Product in a Food Business	6	4
	J042 04 Promote and Support Creative Thinking in a Food Business Or H3G904 Promote and Support Creative Thinking in a Food Business	6	5
<b>Foundation Apprenticeship Certification Unit</b>	HE6E 04 Foundation Apprenticeship Certification Unit	-	0
<b>TOTAL SCQF CREDIT POINTS</b>			<b>54 Or 53</b>

1 SCQF credit point is equal to 10 notional hours of learning.

This provides exemption from the SVQ units towards the SVQ in Food and Drink Operations at SCQF level 6 and Modern Apprenticeship in Food and Drink Operations at SCQF level 6.

## **Certification**

SQA will issue the commemorative certificate for the Foundation Apprenticeship.

Learning providers must ensure that they have appropriate approvals in place with the relevant awarding bodies (SQA and REHIS) for the Foundation Apprenticeship and all mandatory components. Candidates must be entered and resulted for all relevant units for verification and certification purposes.

Once all contributing results are entered on SQA systems, the candidate's commemorative certificate will be produced.

SQA Awarding Body quality assurance requirements apply to the delivery of the SQA component units and group awards. Centres are required to sign up to the relevant Assessment Strategy for the SVQ and comply with all its requirements.

## **Food and Drink Placements for the Foundation Apprenticeship**

Pupils will ideally have the opportunity to undertake 2 different placements. The placements must be with food and drink employers and not a simulated placement like a school or college laboratory.

Considerations will be made on the geographic location of the work placement depending on the pupils and college/training provider's location.

## **Selection of pupils**

Pupils will apply to the programme with support from their school. Learning provider interviews will take place as with any other Further Education admissions process. Employers are encouraged to get involved in the recruitment and selection stages, to ensure they get to know the pupils before their placement.

Pupils need to be ready to work at SCQF level 6 (the same level as Higher). They need to have:

- a good level of written and spoken English
- a good level of numeracy skills
- an interest in working in the food and drink industries
- motivation to succeed within industry
- a willingness to work with due regard to food safety and health & safety
- communication and team working skills

The fundamental entry condition for the framework is the employer's and college/training provider's confidence in the candidate's ability to thrive and achieve their potential within the Foundation Apprenticeship.

## **Equality and Diversity**

We expect those involved in the development, recruitment and delivery of Foundation Apprenticeships to be pro-active in ensuring that no-one should be denied opportunities because of their age, disability, gender reassignment, marriage and civil partnership, religion or belief, sex or sexual orientation or pregnancy and that any barriers (real or perceived) are addressed to support all pupils. These are the protected characteristics of the Equality

Act 2010 and training providers and employers must comply with this Act to ensure that applicants are not discriminated against in terms of entry to and promotion within the industry.

Our emphasis throughout is upon equality and diversity both for new entrants to the sector and opportunities for progression for the existing workforce.

## Enhancement

The ability to think and write reflectively is a skill which will enhance pupils' abilities both across the curriculum and into the world of work. By undertaking the Foundation Apprenticeship pupils will not only develop skills and knowledge in the food and drink industries they also develop core skills valued by employers particularly those of communication, problem solving and working with others.

## Recognition of prior learning

The recognition of prior learning (RPL) is the process for recognising learning that has its source in experience or in previous learning contexts. Using RPL to recognise informal learning involves learners reflecting on what they have learnt from their experience and how they can use this to support their current learning.

Candidates wanting to become Foundation Apprentices may be asked to demonstrate evidence of their skills and knowledge via a portfolio of past school/college work, voluntary or leisure activities. This type of evidence, especially in the form of e-portfolios, is highly valued by employers who will want to gain an understanding of the apprentice's talent and aptitude.

RPL will be undertaken through the college/training provider in association with the relevant awarding body.

Learners may already have SCQF credit points for formal learning and it may be possible to transfer some of this credit to another qualification. This is called credit transfer. Students completing a Foundation Apprenticeship may be able to transfer credit from this to further learning programmes.

## Progression routes

A Foundation Apprenticeship forms the skills, knowledge and competence which can be built on to progress to employment via a Modern Apprenticeship or further study. There are opportunities to undertake further vocational training or academic qualifications. These may include (but are not exclusive to) the following:

- Modern Apprenticeship in Food and Drink Operations at SCQF level 6
- Higher National Certificate/Diploma in Food Science and Technology
- Higher Education Studies at University

## Further information

Further information on the food and drink sector and working in the food and drink industries can be found at: [www.nsafd.co.uk](http://www.nsafd.co.uk)