



A

MODERN APPRENTICESHIP

IN

ACTIVE LEISURE, LEARNING AND WELLBEING At SCQF level 6/7

FRAMEWORK DOCUMENT
FOR
SCOTLAND

SKILLSACTIVE

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

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

Who develops them?

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

Who are they for?

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

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: Modern Apprenticeships at SCQF level 5 and SCQF levels 6/7, Technical Apprenticeships at SCQF levels 8/9 and Professional Apprenticeships at SCQF levels 10 to 12. 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 Active Leisure and Learning at SCQF Level 6/7

Overview of the sector

Modern Apprenticeship in Active Leisure, Learning and Wellbeing

SkillsActive is the Sector Skills Council for Active Leisure, Learning and Wellbeing, comprising Sport and Recreation, Health and Fitness, Playwork, The Outdoors, Caravans, and Hair and Beauty. The sector makes a significant contribution to the Scottish economy through successful leisure and tourism, to the health and wellbeing of the nation and to social equality through community sport and play initiatives.

A total of 65,300 people were employed in 4,200 workplaces in the sector in Scotland in 2008 and represents 2.2 per cent of total Scotland employment. Active Leisure, Learning and Wellbeing employment is particularly concentrated in sport and recreation (63 per cent) and in playwork (21 per cent).

Compared with Scotland's working population as a whole, Active Leisure, Learning and Wellbeing employees are more likely than average to be women, younger (in their thirties or younger) and more likely to work part-time. However, the large female playwork workforce skews this figure and sport and recreation have a higher male content. In 2008, the Active Leisure, Learning and Wellbeing workforce had 44 per cent full-time and 45 per cent part-time employees. The self-employed formed 11 per cent of sector employment. Seasonal staff are also important.

Volunteers are a valuable addition to the Active Leisure, Learning and Wellbeing workforce, with the Scottish Sports Association and SportsScotland suggesting there are approximately 146,000 volunteers in Scottish sport alone. Approximately 70 per cent of the 64,000 coaching workforce in Scotland are voluntary. In addition, there are a number of paid employees who work in the voluntary sector.

The distribution of qualification levels held by the Active Leisure, Learning and Wellbeing workforce in Scotland closely follows the average for the whole Scotland economy. Relatively, playwork is the most well qualified sector but this may not be in a sector specific qualification.

Employment information:

SECTOR	TOTAL EMPLOYMENT
Sport and recreation	36,800
Health and fitness	5,100
Playwork	12,100
Outdoors	2,700
Caravans	3,600
Hair and Beauty	5,000
SkillsActive Total	65,300

Typical workplaces for our sub sectors are:

- local authority, leisure trust and private sport and leisure (sport centres, swimming pools, sports clubs, golf courses)
- health and fitness clubs, hotel gyms
- stadia and arena (e.g. ice-rinks, athletics, cricket and football stadia)
- exercise and fitness (e.g. health and fitness clubs, hotel gyms)
- exercise referral and physical activity promotion
- outdoor education, development training recreation and sport (e.g. outdoor education centres, activity camps)
- out of school centres, playwork centres and summer play schemes

- sports coaching, development and administration
- sports development programmes including 'Active Schools'

The need for this apprenticeship

This is a practical sector with all staff needing competence and skills, not just academic qualifications. Employers offer substantial training in the workplace for both individuals at entry points and for the continuing professional development of their existing staff. With a plethora of academic qualifications in our sector (FE and HE), employers are increasingly frustrated at the lack of practical skills in evidence in graduates and they are keen to 'grow their own'.

SkillsActive has consulted employers and they are keen to maintain the SCQF Level 6/7 framework to provide progression pathways from the Modern Apprenticeship in Active Leisure, Learning and Wellbeing at SCQF Level 5, as well as to serve as entry point and opportunity for those seeking to change careers.

This SCQF Level 6/7 framework will provide both a higher entry point into the industry and a progression to HNC/D, in house CPD, job promotion and progression into HE.

Given continued employment growth in the sector and the increasing value placed on work based learning by employers, the Modern Apprenticeship in Active Leisure, Learning and Wellbeing is a vital component of upskilling the workforce in Scotland, supporting Scottish business to have a workforce that is competitive and successful, both nationally and UK wide.

Increased uptake in MA places supports this view and enables the sector to contribute to the Scottish Government's vision of supporting economic development throughout Scotland with increased investment in Modern Apprenticeships places, the long-term development of skills, increased productivity and economic growth.

Challenges and opportunities for the sector within Scotland

The high profile events during the period of 2010 to now, have contributed and will continue to contribute not only to increased participation numbers in the sector but also the creation of increased opportunities for both training, employment and the facilities where these activities take place.

Sportscotland strategy 'Right activities in the right places - investing in facilities to create jobs – need for qualified and professional staff for these facilities' – can lead to increased employment and training opportunities within the sector in the following arenas: Community sport, School sport, Performance sport, Disability and the work of Scottish Governing Bodies.

All of these can be supported by and catered for by the pathways offered within this framework. Encouraging participation – contributing to supporting the health agenda and tackling inactivity and obesity nationally UK wide.

Pathways within this framework

This framework includes pathways for the following sub sectors:

- Fitness - Personal Training
- Playwork
- Outdoor Programmes
- Leisure Management

Summary of Framework

Duration

It is expected that apprentices following this framework can take from 12 up to 24 months to complete.

Mandatory outcomes

SVQ or alternative competency based qualification

- *The following must be achieved – ONE FOR THE RELEVANT PATHWAY*

FITNESS – PERSONAL TRAINING

- SVQ in PERSONAL TRAINING at SCQF Level 6 – GK78 23 (SQA)

LEISURE MANAGEMENT

- SVQ in LEISURE MANAGEMENT at SCQF Level 7 – GG8M 23 (SQA)

OUTDOORS

- SVQ in OUTDOOR PROGRAMMES at SCQF Level 6 – GL67 23 (SQA)

PLAYWORK

- SVQ in PLAYWORK at SCQF Level 7 – GP1H 23 (SQA)

Core Skills

- | | |
|--|--------------|
| • Communication | SCQF Level 5 |
| • Working With Others | SCQF Level 5 |
| • Problem Solving | SCQF Level 5 |
| • Information and Communication Technology | SCQF Level 5 |
| • Numeracy | SCQF Level 5 |

Enhancements

Mandatory Enhancements

Enhancements are specific to each pathway of the framework; please see requirements for each pathway below. Please note the list of enhancements are not prescriptive and if a different enhancement is required by the employer to be completed, this should be discussed and agreed in advance with SkillsActive.

Personal Training – please select two from the list below.

Title	Awarding Body / Qualification Number	SCQF	Comments
Certificate in Personal Training	For example: Active IQ; YMCA Awards, 1st4sport		Other various awarding bodies may have offer this qualification based on relevant NOS – please contact SkillsActive prior to commencing with the training plan
Certificate in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Certificate in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Activity First Aid	Various Awarding Bodies	Level 5	Any accredited
National or Scottish Governing Body coach education qualifications or where appropriate UK Coaching Qualifications at any level	Various Awarding Bodies	Levels 2, 3, 4, 5 and 6	Some of these qualifications are also known as SQA National Progression Awards.
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various Awarding Bodies	Various	Please contact SkillsActive before commencing the training plan for confirmation on which First Aid qualifications are suitable and recommended

Leisure Management – Please select one from each section

Title	Awarding Body / Qualification Number	SCQF	Comments
SECTION 1			
STA Professional Award for Pool Lifeguard	STA / R244 04	Level 7	
STA Professional Award for Pool Responder	STA / R243 04	Level 7	
STA Professional Award in Teaching Swimming	STA / R240 04	Level 6	
STA Professional Certificate in Teaching Swimming	STA / R241 04		
Pool Lifeguard	RLSS		Qualification currently not credit rate or levelled for the SCQF, but highly valued by the sector.
National or Scottish Governing Body coach education		Levels 2, 3,	Some of these qualifications are also known as SQA

qualifications or where appropriate UK Coaching Qualifications at any level	Various Awarding Bodies	4, 5 and 6	National Progression Awards.
Certificate in Higher Sports Leadership	Sports Leaders UK	SCQF Level 6	
Award in Community Sports Leadership	Sports Leaders UK	SCQF Level 5	
Award in Sports Leadership	Sports Leaders UK	SCQF Level 5	
SECTION 2			
Certificate in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Certificate in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Activity First Aid	Various Awarding Bodies	Level 5	Any accredited
Disability Inclusion Training	Scottish Disability Sport		
Safeguarding and Protecting Children	Children1st / Sportscotland		This is a workshop only – therefore not credit rated and levelled for the SCQF, however it is important to include this in the framework due to the importance of understanding safeguarding in any employment setting.
Coaching Disabled Performers	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Coaching Children and Young People	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Developing Partnerships with Clubs and Schools	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Any approved Food Hygiene Certificate	Various Awarding Bodies		Please contact SkillsActive before commencing the training plan for confirmation on which Food Hygiene qualifications are suitable and recommended
Food Safety / Health and Safety Certificates	REHIS		Qualification currently not credit rated and levelled for the SCQF
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various Awarding Bodies		Please contact SkillsActive before commencing the training plan for confirmation on which First Aid qualifications are suitable and recommended

Outdoor Programmes – Please select one from each section			
Title	Awarding body / Qualification Number	SCQF	Comments
SECTION 1			
National/ Scottish Governing Body coach education qualifications or where appropriate UK Coaching Qualifications at any level	Various Awarding Bodies	Levels 2, 3, 4, 5 and 6	Some of these qualifications are also known as SQA National Progression Awards.
Certificate in Higher Sports Leadership	Sports Leaders UK	SCQF Level 6	
Award in Community Sports Leadership	Sports Leaders UK	SCQF Level 5	
Award in Sports Leadership	Sports Leaders UK	SCQF Level 5	
SECTION 2			
Disability Inclusion Training	Scottish Disability Sport	Not SCQF credit rated and levelled	
Certificate in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Certificate in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Activity First Aid	Various Awarding Bodies	Level 5	Any accredited
Safeguarding and Protecting Children	Children1st / Sportscotland		This is a workshop only – therefore not on the SCQF, however it is important to include this in the framework due to the importance of understanding safeguarding in any employment setting.
Coaching Disabled Performers	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Coaching Children and Young People	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Developing Partnerships with Clubs and Schools	Sportscoach UK		Qualification currently not credit rated and levelled for the SCQF
Any approved Food Hygiene Certificate			Please contact SkillsActive before commencing the training plan for confirmation on which Food Hygiene qualifications are suitable and recommended
Food Safety / Health and Safety Certificates	REHIS		Qualification currently not credit rated and levelled for the SCQF.
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various Awarding Bodies		Please contact SkillsActive before commencing the training plan for confirmation on which First Aid qualifications are suitable and recommended

Playwork – Depending on their employment setting, candidates are required to complete either the Section 1 enhancement plus one enhancement from Section 2 in addition

OR

Both units from Section 2 for Regulated Settings plus one enhancement from section 2 in addition

Title	Awarding Body / Qualification No	SCQF	Comments
SECTION 1			
F2CP 11 Children and Young People: Process of Play	SQA	Level 5	from NPA Playwork and Childcare
SECTION 1 FOR REGULATED SETTINGS ONLY			
Please note for regulated settings, candidates are required to complete both units from this section for full achievement			
Promote effective communication - from Social Services (Children and Young People) SVQ at SCQF Level 7	SQA / H5LC04	Level 7	This requirement is mandated by the Scottish Social Care Council so this SVQ can be used for support workers in a day care of children's service.
Promote the Safeguarding of children and young people- from Social Services (Children and Young People) SVQ at SCQF Level 7	SQA / H5LF04	Level 7	This requirement is mandated by the Scottish Social Care Council so this SVQ can be used for support workers in a day care of children's service.
SECTION 2			
Certificate in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Certificate in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in First Aid at Work	Various Awarding Bodies	Level 6	Any accredited
Award in Emergency First Aid at Work	Various Awarding Bodies	Level 5	Any accredited
Activity First Aid	Various Awarding Bodies	Level 5	Any accredited
Paediatric First Aid	Various Awarding Bodies	Level 6	Any accredited
Award in Paediatric First Aid	Various Awarding Bodies	Level 6	Any accredited
Award in Emergency Paediatric First Aid	Various Awarding Bodies	Level 6	Any accredited
Food Safety / Health and Safety Certificates	REHIS		Qualification currently not credit rated and levelled for the SCQF.
Any approved Food Hygiene Certificate	Various Awarding Bodies		Please contact SkillsActive before commencing the training plan for confirmation on which Food Hygiene qualifications are suitable and recommended
Any approved First Aid at Work or Emergency First Aid at Work certificates	Various Awarding Bodies		Please contact SkillsActive before commencing the training plan for confirmation on which First Aid qualifications are suitable and recommended

The Framework

The mandatory and optional content of the Modern Apprenticeship in Active Leisure and Learning at SCQF Level 6/7 is as follows:

Mandatory Outcomes

SVQ(s)

Each apprentice is required to achieve the following Qualification:

Full name	SVQ Level	SQA Award Code	SCQF Credit rating and levelling
Leisure Management (1st4sport)	Level 3	GF9R 23	SCQF Level 7
Leisure Management (SQA)	Level 3	GG8M 23	
Outdoor programmes (SQA)	Level 3	GL67 23	SCQF Level 6
Playwork (SQA)	Level 3	GP1H 23	SCQF level 7
Personal Training (SQA)	Level 3	GK78 23	SCQF Level 6

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

Core Skills

Each apprentice is required to achieve the following core skills:

- Communication SCQF Level 5
- Working with others SCQF Level 5
- Problem Solving SCQF Level 5
- Information and
Communication Technology SCQF Level 5
- Numeracy SCQF Level 5

All Core Skills must be separately certificated.

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 within 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.

The Core Skills which are ticked below, have been sign posted into the SVQs listed below so could be used as part of the evidence of achieving the core skills.

	Communication	Working with Others	Problem Solving	Information and Communication Technology	Numeracy
Leisure Management	X	X	X		X
Playwork	X	X	X	X	
Outdoor Programmes	X	X	X		
Personal Training	X	X	X		X

Enhancements

The enhancements enable the employer and the apprentice to tailor the outcomes of the Apprenticeship to the needs of the organisation and to provide the Apprentice with appropriate skills and qualifications in their chosen area of Active, Leisure Learning and Wellbeing, that will help them in their current post and to progress in their career.

The list is not intended to be prescriptive but allow flexibility to suit the employer and the candidate. However, the qualifications chosen must reflect the requirements of the employer and the specific demands of the job and they should relate to the SVQ pathway the candidate is undertaking. Different employers may have relationships with different awarding bodies and have preferred courses.

Please note that if candidates already hold these qualifications then their Modern Apprenticeship training plan should contain qualifications that they have NOT already completed. Previously achieved qualifications and training can only be accepted if they were achieved no earlier than 6 months before the start date on this apprenticeship programme. If a qualification is out of this period, providers are expected to contact SkillsActive prior to commencing delivery to discuss each case on an individual basis to ensure no apprentices are disadvantaged in any way.

Please note this does not intend to disregard recognition of prior learning, but to ensure that during their programme apprentices receive knowledge, skills and competence training contributing to their career progression and retention in the sector.

Any enhancement not contained on these lists will be considered by SkillsActive but MUST:

- Be relevant to the work of the Apprentice
- Be externally validated by a nationally recognised body (not in house training)
- Be submitted for consideration and approval to SkillsActive prior to inclusion on the individual's Training Plan

Not all of these enhancements are credit rated and levelled on to the SCQF, but SkillsActive is encouraging all awarding bodies to invest in this step.

For the full list of Mandatory Enhancements available for each pathway of this framework, please refer to Pages 6 to 11 of this framework.

Optional Outcomes

No optional outcomes are required to be achieved as part of this framework.

Registration and certification

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

Krisztina Biliczky
E-Mail: krisztina.biliczky@skillsactive.com
Tel: 02034344388

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.**

All Modern Apprentices must be registered through MA Online. In order to use MA Online, you must register your centre via the website <https://modernapprenticeships.org/web/>

Modern Apprentices are required to complete a training agreement, which must be signed and dated by the Apprentice, Employer and Training Provider. The Training Agreement must be uploaded at the time of registration.

Certification is claimed through MA Online.

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 *MA Online V2*.

This will require photocopies of certificates from awarding bodies to be uploaded to the MA Online system.

SSC Service level

The SSC undertakes to confirm the registration of candidates in through the MA Online V2 system within 4 weeks of receipt of the relevant 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 the candidate has completed the outcomes as stated on MA Online.

Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However, it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Equal opportunities

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

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

Apprenticeships in our sector aim to promote diversity, equal opportunity and inclusion by offering a high quality learning experience.

The delivery of this programme must be in a setting free from prejudice and discrimination where all learners can contribute fully and freely and feel valued.

Employers/providers must be able to demonstrate their selection, recruitment and employment practices are in line with the Equality Act 2010 and there are no overt or covert discriminatory practices in relation to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnerships; pregnancy and maternity; race; religion or belief; sex; sexual orientation and socio-economic disadvantage.

By having an open access, prejudice and discrimination free recruitment process to our Apprenticeship programmes, we are encouraging anyone interested from any race, religion and ethnicity to enter the sector, and this way we can make a small contribution to trying to ensure the ethnicity balance will improve over a period of time.

Health and Safety

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

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

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

Contracts

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

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

Employment status of Modern Apprentices

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

Terms and conditions of employment

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

Training and development

Delivery

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

- private training organisations
- colleges / universities
- other employers

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

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms that 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.

Delivery of Training for the Modern Apprenticeship in Active Leisure and Learning at SCQF Level 6/7

Work-based training

Delivery and assessment method

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.

Skills required by training providers delivering the training

The trainer and assessor must have sufficient operational experience within the active leisure and learning sector and must have an in-depth technical knowledge of the SVQ units and standards of competencies required for the framework. They must be able to interpret current working practices, technologies and products within the area of work and be committed to upholding the integrity of the qualification. The Assessor must hold, or be working towards a valid assessor's qualification.

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

Modern Apprentices develop knowledge and understanding as part of the SVQ content and do not require a separate qualification.

Off-the-job training

Details of off-the-job training

The underpinning knowledge requirements are often more suited to delivery by outside training providers that might include private training organisations and colleges.

Such knowledge could be delivered through training packages 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 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.

Delivery and assessment method

Knowledge is usually delivered as part of the framework, by off the job support as part of the SVQ qualification. It is anticipated the Modern Apprentice would achieve within a 24-month period.

Exemptions

Where a mandatory component of the framework has been achieved prior to the programme, evidence of achievement

must be available and submitted at the time of certification.

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

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

However, any changes must:

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

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

Consultation Process

SkillsActive consulted in different ways

- In December 2016 an invitation to the online survey was circulated to all training providers in the sector
- In December 2016 an invitation to the online survey was disseminated to relevant stakeholders by the steering group members
- The consultation was overwhelmingly supportive this framework with different specialist pathways that included required core and industry skills that reflected the needs of the different sub-sectors.

Findings

- SVQs or equivalent competence based qualifications should be included.
- There should be different pathways within each of our subsectors which need to have their own sector-specific enhancements
- Each sub-sector is quite distinct in the respect that it has its own progression routes but also we should not present barriers to those who may want to move between sub-sectors and we should keep these opportunities open therefore at this stage there is no need for more prescriptive pathway specific progression routes
- SkillsActive needs to work with SQA and other Awarding Bodies to ensure that the SVQ qualifications are accredited and are credit rated and levelled for the SCQF
- SkillsActive needs to work with SQA and other Awarding Bodies to ensure there are more SCQF credit and levelled enhancements qualifications available for the sector
- SkillsActive needs to make it more clear that the enhancements list currently presented is not a prescriptive and exhaustive list and it is intended to be flexible and employers and providers are welcome to come forward with suggestions of what they need as part of their programme
- SkillsActive needs to emphasize that flexibility can and is always applied on the 6-month rule of previously achieved qualifications for the enhancement section of the framework
- The Level 3 framework at SCQF Level 6/7 needs to provide a progression route from the MA Level 2 framework at SCQF Level 5 to opportunities within FE and HE and to more senior jobs within the sector that require greater competence and underpinning knowledge

The following organisations have been consulted and / or contributed to the redevelopment and review of the framework:

Organisation	Location
Renfrewshire Leisure	Paisley area
Scottish Rugby	Scotland wide
South Lanarkshire Leisure and Culture	South Lanarkshire
Sport Aberdeen	Aberdeen
Scottish Orienteering	Scotland wide
Think Fitness	Hawick
East Dumbarton Leisure	East Dunbartonshire
West Lothian Leisure	West Lothian
Sport Scotland	Scotland wide
Sport Academy Scotland	Perth
Direct Partners Ltd.	Edinburgh
The EnergyWise Academy	Edinburgh
Angel Training	Bridge of Weir
Falkirk Community Trust	Falkirk
Play Scotland	Scotland wide
Active Stirling	Stirling
Edinburgh Leisure	Edinburgh
International Play Association	Alva
Just Play	Arbroath

Coralshore Ltd.	Dundee
Cairngorms National Park Authority	Grantown on Spey
Live Active Leisure	Perth
Clackmannanshire Council	Alloa / Clackmannanshire
Possibilities for Each and Every Kid	Glasgow
Tinies Glasgow Ltd.	Glasgow

We feel that these consultees provide a representative sample of employers within the SkillsActive footprint including; governing bodies of sport, leisure providers, outdoors activity providers and playwork settings. Public and private providers were also consulted. There were representatives from across Scotland and covered both rural and urban areas.

Career progression

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

The Modern Apprenticeship provides individuals with an opportunity to enter the industry and progress from operational level to junior management or equivalent as well as providing opportunities for candidates to broaden expertise into other technical/occupational areas within Active Leisure and learning.

Following the completion of the Modern Apprenticeship, candidates should be able to achieve one of the positions listed below.

- Playwork Practitioner / Senior Playworker
- Personal Trainer
- Sports Development Officer
- Sports Centre Supervisor / Manager
- Club Manager / Centre Manager / Duty Manager
- Field Study Officer
- Outdoor Recreation Supervisor / Senior Outdoor Instructor
- Outdoor Development Trainer

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

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

Role of the Sector Skills Councils

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

For details on your sector's SSC, follow the link to the Alliance of Sector Skills Councils' [website](#).

Role of Skills Development Scotland

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

Further information is available from [update]

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

Responsibilities include:

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

Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs or SVQ units. These qualifications are accredited by the SQA Accreditation 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 and SVQ units are fully met.

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

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



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentices accredited prior learning:

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

Helen Jellis
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Email: helen.jellis@skillsactive.com