

Scottish Apprenticeships

A

MODERN APPRENTICESHIP

IN

Food and Drink Operations at SCQF level 5

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

National Skills Academy for Food and Drink

February 2021

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The National
Skills Academy
FOOD & DRINK



Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	6th December 2018	Framework first published	
1.1	4 th June 2019	SVQ code updated	<p>Pathway 3 Brewing Old code GP0C 22 has been replaced by GP6P 22.</p> <p>Pathway 9 Livestock Market Droving Old code GG69 22 has been replaced by GP70 22.</p> <p>Pathway 1 Automated Bakery qualifications have now lapsed and the pathway withdrawn.</p> <p>Pathway 8 Fresh Produce qualification has now lapsed and the pathway withdrawn.</p>
1.2	28 th September 2020	SVQ codes updated	<p>Pathway 6 Fish and Shellfish Old code GG52 22 has been replaced by GR5T 22. Code GG7Y 22 qualification has now lapsed and has been withdrawn.</p> <p>Pathway 10 Meat and Poultry Old code GG6A 22 has been replaced by GR62 22. Old code GG55 22 has been replaced by GR63 22.</p>
1.3	5 th February 2021	Refreshment of Framework	<p>Framework updated into new Modern Apprenticeship Framework template. Update of sector information and confirmation of continued support for pathways.</p>

This framework document is a controlled document. The latest version can be found on the Skills Development Scotland website here:

<https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/modern-apprenticeship-frameworks/>

Contents

Apprenticeships in Scotland	4
Modern Apprenticeship in Food and Drink Operations at SCQF level 5	5
Summary of Framework	7
The Framework	9
Registration and certification	11
Recruitment and selection	12
Equal opportunities	12
Health and safety	13
Contracts	13
Employment status of Apprentices	13
Terms and conditions of employment	13
Training and development	13
Consultation	17
Career progression	21

Appendices

Appendix 1	Stakeholder Responsibilities	26
Appendix 2	Modern Apprenticeship Centres (MACs)	29
Appendix 3	Training Agreement and Training Plan	30

Apprenticeships in Scotland

This framework document is for the use of developers or SSCs reviewing existing or developing new apprenticeships via the Standards and Frameworks contracted methodology to submit to the Apprenticeship Approvals Group (AAG). Foundation and Graduate currently have their own bespoke templates.

For those apprenticeship developments via the new facilitated approach methodology (Technical Expert Group TEG) these should be submitted to AAG on their bespoke framework and standards documentation.

What are Apprenticeships?

There are six models of Apprenticeship in Scotland offering qualifications obtained at school with the Foundation Apprenticeship programme, and for those in paid employment, through the modern, technical, professional, higher and graduate apprenticeships. These are:

- a) Foundation Apprenticeships at SCQF level 6
- b) Modern Apprenticeships at SCQF levels 5, 6 and 7
- c) Technical Apprenticeships at SCQF levels 8 and 9
- d) Professional Apprenticeships at SCQF levels 10 - 12
- e) Higher Apprenticeships at SCQF level 8
- f) Graduate Apprenticeships at SCQF levels 9 – 11

Modern to Graduate Apprenticeships offer those aged 16 or over paid employment combined with the opportunity to train for jobs at craft, technician and management level. Foundation Apprenticeships are delivered in senior phase of school and are not employed.

Who develops them?

Apprenticeships are normally developed by Sector Skills Councils or Standards Setting Organisations through consultation with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

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

What's in a Scottish Apprenticeship?

In Scotland, there are more than 80 different Scottish Apprenticeships and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

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

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

Modern Apprenticeships in Food and Drink Operations at SCQF L5

Overview of the food and drink industry

The food and drink manufacturing and processing (FDMP) industry in Scotland develops, manufactures, processes, packs and distributes food and drink products for sale in the UK and abroad.

Scotland's food and drink sector is composed of a large number of smaller businesses that rely on traditional or craft skills to create products of provenance. This usually entails lower levels of technological intensity and thus more modest levels of output per job than can be achieved by the advanced systems of larger manufacturers.

Because the food and drink sector generally has less scope for growth, there is a limit to consumer intake capacity and downward pressure on prices, it has to rely largely on quality improvements. This means that people, skills and innovation are vital to future growth and why they are key pillars of the Ambition 2030 Industry Strategy.

The food and drink sector has a turnover of £13.5bn in 2015, a rise of 35% since 2007. Food and drink is Scotland's largest manufacturing sector, accounting for 29% of total manufacturing turnover and generating gross value added to the economy of £3.8bn. This is almost a third of Scotland's total manufacturing value added.

In 2016, overseas food and drink exports from Scotland were valued at £5.4bn, a rise of 6.7% compared to 2015 and a rise of 45% (£1.7bn) from 2007. The fish and seafood category recorded the largest overall increase, up £156m (26%), with Europe leading the increase (£133m). Red meat exports climbed £72m (11%) in 2016, of which 90% was to Europe.

The food and drink industry in Scotland employs approximately 47,000 people which accounts for 2% of its total workforce (Scottish Growth Sector Statistics, 2014). The four largest sub-sectors in terms of employment are bakery, beverages, fish and meat. Bakery and beverages employ almost half the workforce (24% and 23% respectively); and fish and meat combined employ approximately 30% of the workforce.

Across the UK and other industrialised nations, there has been a long term shift away from low skilled occupations towards those requiring higher level skills and qualifications. This has been partly driven by globalisation and the impact of technological advancements. Relative to the Scottish economy as whole, employment in the food and drink industry is concentrated in comparatively lower skilled occupations. About half the workforce are employed in processing, plant/machine and operative roles, whereas the proportion of those employed as managers and senior officials is 14%.

Most of the FDMP workforce are employed on a full-time basis (88%) and only one in eight are part-time. Future employment projections indicate an increase of 3% in the share of full-time workers by 2026, with the largest growth expected in the bakery, fish and wholesale of other foods sectors. 97% of the FDMP workforce are employed on a permanent basis and only 3% are employed on a temporary basis, offering greater job security than in the rest of the economy. The vast majority of the workforce are employees; only 1% are self-employed.

Equality Data

The information below provides some detail on statistics for each equality group for MAs overall, and identifies areas where we know there is under-representation, potential disadvantage and/or a need for concerted action to ensure equality of opportunity for these customers.

Gender

Overall, on Modern Apprenticeships, women tend to be under-represented (40% of starts in 2019-20). There is also gender segregation across frameworks which tend to reflect the industries where men or women are more heavily represented within employment (e.g. STEM sectors tend to be male dominated while Social Care and Childcare tend

to be female dominated). In 2019/20, 68% of MA frameworks had a gender balance of 75:25 or worse (56 of 82 frameworks).

Disability

The national participation rate for disabled people on Modern Apprenticeships was 15.4% (2019-20). The overall MA target for participation by disabled people is currently at 12.5%. Achievement rates for disabled people on Modern Apprenticeships are lower than those who are not disabled (71% vs 78%).

Ethnicity

The national participation rate for BME people on Modern Apprenticeships was 2.4% (2019-20). The overall MA target for participation by BME people is currently at 5.1%. The achievement rate for BME people on MAs is lower than those who are White British/Scottish (70% vs 77%).

Care Experience

The participation rate for care experienced people within Modern Apprenticeships was 1.7% (2019-20). The gap in achievement rate between care experienced people and MAs overall is 64% vs 77%.

Sexual Orientation

The participation rate for Modern Apprenticeships was 3% (2018-19). The gap in achievement rate between LGB people and MAs overall is 69% vs 76% (2018-19).

Transgender

The participation rate for Modern Apprenticeships was at 0.2% (2018-19). Due to smaller numbers of trans people participating on Modern Apprenticeships, SDS does not publish achievement data.

Religion/Belief

Due to a very high proportion of MA starts identifying as having no religion, numbers falling into the other categories for religion and belief for each framework tend to be small therefore it is difficult to identify trends in participation for these groups.

Summary of Framework

Diagram showing the contents of the Scottish Modern Apprenticeship in Food and Drink Operations at SCQF Level 5

Duration

The average length of time normally taken to achieve and demonstrate competence for all pathways is 12 months.

Mandatory outcomes

SVQ or alternative competency based qualification as identified below:

- *The following must be achieved:*

Qualification	Reference number	Awarding Body	SCQF level	SCQF credit points
Pathway 1 – SVQ Food and Drink Operations (Automated Plant Bakery Skills)	****Withdrawn****			
Pathway 2 – SVQ Food and Drink Operations (Craft Bakery Skills)	GP41 22 GP23 22	Scottish Bakers & SQA SQA & NSAFD	5	39-51
Pathway 3 – SVQ Food and Drink Operations (Brewing Skills)	GP6P 22	SQA & NSAFD	5	39-54
Pathway 4 – SVQ Food and Drink Operations (Dairy Skills)	GP22 22	SQA & NSAFD	5	36-52
Pathway 5 – SVQ Food and Drink Operations (Distribution Skills)	GP40 22 GP21 22	Scottish Bakers & SQA SQA & NSAFD	5	30-55
Pathway 6 – SVQ Food and Drink Operations (Fish and Shellfish Processing Skills)	GR5T 22	SQA & NSAFD	5	33-61
Pathway 7 – SVQ Food and Drink Operations (Food Sales and Service Skills)	GP3W 22 GP1W 22 GP24 22	Scottish Bakers & SQA SQA & NSAFD SQA & SFMTA	5	31-54
Pathway 8 – SVQ Food and Drink Operations (Fresh Produce Skills)	****Withdrawn****			
Pathway 9 – SVQ Food and Drink Operations (Livestock Market Droving Skills)	GP70 22	SQA & SFMTA	5	32-49
Pathway 10 – SVQ Food and Drink Operations (Meat and Poultry Skills)	GR62 22 GR63 22	SQA & SFMTA SQA & NSAFD	5	33-55
Pathway 11 – SVQ Food and Drink Operations (Production and Processing Skills)	GP1V 22 GP3V 22	SQA & NSAFD Scottish Bakers & SQA	5	35-61
Pathway 12 – SVQ Food and Drink Operations: Food Manufacturing Excellence	GP20 22	SQA & NSAFD	5	36-51

Work Place Core Skills

All Core Skills require separate certification at level SCQF 4 or above.

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

Enhancements

The apprentice must achieve **two** additional outcomes, including one in Food Safety or Food Hygiene. An additional outcome should be a relevant short course at a suitable level, which is a minimum of 10 learning hours. Further details can be found in the framework section. This may be industry-specific or of broader relevance to the learner or business, and must be agreed by the learner, employer and training provider at the beginning of the Modern Apprenticeship programme and shown in the Training Plan. The enhancement outcomes must be new learning. The learner must complete these outcomes in the duration of the apprenticeship programme.

Where a certificate has an expiry date, it must be current at the time of completion of the Modern Apprenticeship.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Optional outcomes provide the opportunity for employers to provide additional learning where appropriate, depending on the job role.

Options can include units from a relevant SVQ in Food and Drink Operations at SCQF Level 5 or above; relevant short courses; and relevant professional qualifications. Further details can be found in the framework section.

The Framework

Duration

It is expected that apprentices following this apprenticeship will take on average 12 months to complete. This includes 10% of time for off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following qualifications depending on the pathway they are following:

Qualification	Reference number	Awarding Body	SCQF level	SCQF credit points
Pathway 1 – SVQ Food and Drink Operations (Automated Plant Bakery Skills)	****Withdrawn****			
Pathway 2 – SVQ Food and Drink Operations (Craft Bakery Skills)	GP41 22 GP23 22	Scottish Bakers & SQA SQA & NSAFD	5	39-51
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Pathway 10 – SVQ Food and Drink Operations (Meat and Poultry Skills)	GR62 22 GR63 22	SQA & SFMTA SQA & NSAFD	5	33-55
Pathway 11 – SVQ Food and Drink Operations (Production and Processing Skills)	GP1V 22 GP3V 22	SQA & NSAFD Scottish Bakers & SQA	5	35-61
Pathway 12 – SVQ Food and Drink Operations: Food Manufacturing Excellence	GP20 22	SQA & NSAFD	5	36-51

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

Work Place Core Skills

Each apprentice is required to achieve the following Work Place Core Skills:

Core Skills	SCQF level	SCQF credit points
Communication	4	6
Working with others	4	6
Problem Solving	4	6
Information and Communication Technology	4	6
Numeracy	4	6

All Core Skills need to be separately certificated at SCQF level 4 or above

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 National 5s 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 Work Place Core Skills as part of the Apprenticeship Framework.

Enhancements

All learners must complete:

one of either SCQF L5 Elementary/Fundamentals of Food Safety, Elementary/Fundamentals of Food Hygiene or an in-house equivalent;

plus one further outcome. This should be a relevant short course at a suitable level, which is a minimum of 10 learning hours. This may be industry-specific or of broader relevance to the learner or business, and must be agreed by the learner, employer and training provider at the beginning of the Modern Apprenticeship programme and shown in the Training Plan. The enhancement outcomes must be new learning, the learner must complete these outcomes in the duration of the apprenticeship programme.

Examples of additional learning outcomes:

- SVQ Food and Drink Operations Principles/Knowledge units at SCQF Level 5 or above
- Elementary Hazard Analysis and Critical Control Points (HACCP)
- Additional SVQ units from any qualifications at SCQF L5, L6, L7 or L8 (eg., Management, Team Leading, Retail or Hospitality)
- Units from the Certificate in Protecting the Welfare of Animals at Time of Killing
- Health and Safety Certificate
- ESOL: Work and Study Related Contexts (Access 3/Intermediate 1)
- ECDL/PC Passport
- Manual Handling Certificate

Optional Outcomes

Optional outcomes provide the opportunity for employers to provide additional learning where appropriate, depending on the job role.

Additional learning may include units from a relevant SVQ in Food and Drink Operations at SCQF L5 or above; relevant short courses; and relevant professional qualifications. Examples of optional outcomes may be taken from the Enhancements section above, or may be industry or organisation-specific.

Examples of areas that optional outcomes may cover:

- Relevant Health and Safety
- Working with others
- Team building
- Basic management skills
- Communication
- Report writing, eg., health and safety risk assessment for specific machinery or equipment learners are using
- Information and communication technology
- Large-scale processing outcomes
- Improvement techniques

Registration and Certification

This Scottish Apprenticeship is managed by the National Skills Academy for Food and Drink. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

National Skills Academy for Food and Drink
The Catalyst
Baird Lane
York
YO10 5GA

Telephone: 0845 644 0448

The SSC will register Scottish Apprentices undertaking this Framework. **All apprentices undertaking this framework 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 completing the online registration system (MA Online 2, www.modernapprenticeships.org). 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 Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter an apprenticeship from the age of 16. There is no upper age limit.
- The 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 Scottish 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 out with an academic institution, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

There are no specific entry requirements for the Modern Apprenticeship in Food and Drink Operations at SCQF level 5. However, previous experience of working within the industry may be beneficial.

Equal opportunities

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 apprenticeships supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of 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 Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Apprentices should be made aware of their rights and duties with regard to health and safety.

All 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 Apprenticeship programme:

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

Employment status of Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Scottish Apprenticeships. Accordingly, **all apprentices must be employed with the exception of Foundation Apprenticeships which are delivered as part of the senior phase in schools.**

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

Terms and conditions of employment

In order to compete with other sectors offering employed apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual 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 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 Work Place Core Skills where appropriate.

List of Training Providers

Organisations currently approved to deliver the Modern Apprenticeship Framework in Scotland
Brown Bros (Manufacturing)
Craft Skills Scotland
Dawnfresh Seafoods
Fife College
MGT Training
Polaris
RT Resources
Scottish bakers
Scottish Meat Training

Delivery of Training for the Modern Apprenticeship in Food and Drink Operations at SCQF level 5

Work-based training

Delivery and assessment method

This applies to all the qualifications within the Food and Drink Operations Framework.

Where appropriate assessments should be carried out in the workplace with the use of portfolios to provide evidence. These should, where appropriate, be supported by mentor / supervisor statements or other appropriate methods.

Regular reviews should take place with the apprentice as well as their employer/ mentor / supervisor (whichever is appropriate) to discuss progress.

Skills required by training providers delivering the training

Any of the following should be held by those undertaking delivery

- A1/V1
- L&D9DI
- PTLLS
- CLLS

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

Assessors should also check the Assessment Strategy for SVQs and the NCs and HNCs as issued by the appropriate awarding body.

Occupational competence is required for the specified qualification secured from previous experience.

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

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

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

Learners will achieve the SVQs which contain underpinning knowledge and this will be developed and assessed through methods such as:

- on-going training with their assessor and/or employer.
- question and answer sessions
- written and oral tasks involving research
- study and in house development
- task based work activity
- on line learning
- off line tutorials

Off-the-job training

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

Most of the delivery takes place on the job and where it does take place off the job then it should be relevant to the apprenticeship pathway and the role of the individual. It is suggested that this may be around 10% of the total time of the framework.

Delivery and assessment method

The time taken to complete will vary and be dependent on the award chosen.

Delivery will also be something agreed between the apprentice, employer and provider to suit the needs of the business but may include:

- Attending day /block release
- Distance learning
- Using on line tutorials
- Completion of work based projects.

Exemptions

Not applicable

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the 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 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 apprenticeship 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 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 apprenticeship Training Plan.

Consultation Process

The review of the Modern Apprenticeships framework ran in parallel with the review of the SVQs in Food Manufacture during 2012, using a mix of one-to-one meetings with employers; workshops and group meetings with stakeholders including employers, trade associations and training providers; online questionnaires and telephone interviews.

Initial consultation

Over 30 face-to-face consultation meetings were held with the industry between the end of March and end of August 2012. These were with individual food and drink companies; stakeholders such as the Scottish Food and Drink Federation, the Seafish Industry Authority, the Scottish Association of Meat Wholesalers, and Dairy UK (Scotland); consultation workshops such as those for Meat and Poultry, Bakery, Fish and Shellfish; and a Learning Provider Group. At these meetings both the SVQ and Modern Apprenticeships were discussed.

The employers consulted broadly represented the sector. The subsectors represented were: bakery, meat and poultry, fish, fresh produce, dairy, beverages, cereal and milling, and general food and drink. Small and micro companies were represented by their trade associations.

Initial consultation findings

Most employers supported the title change of the suite of SVQs to 'Food and Drink Operations' reflecting the broader functions of the industry than is suggested by 'Food Manufacture'.

Employers supported the use of the SVQs as the competence based qualifications, which were reported to have worked well and were a good fit with business needs.

Initial consultation indicated support for Core Skills at level SCQF 3 for the Modern Apprenticeship Level 2. These were said to meet business needs, and higher level Core Skills might be a barrier to learning.

The industry liked the flexibility offered currently in the Level 2 Modern Apprenticeship; but some thought Food Safety/Food Hygiene (or an in-house equivalent) should be optional according to the needs of the business, rather than mandatory, as in the current framework.

Final consultation

Participants in the initial consultation were re-surveyed online in October/November 2012 to expand on the initial results, further probing their rationale, for example about the level of Core Skills.

Telephone interviews with non-respondents to the online questionnaire, were carried out after the consultation had been open for two weeks.

Results of final consultation

Title of framework

It was almost unanimous that the title of the new framework should be the Modern Apprenticeship in Food and Drink Operations.

Core Skills

Respondents gave mixed responses for the appropriate level of Core Skills. As a result, further telephone interviews

were carried out with employers, stakeholders and centres to explore the strength of feeling on this issue and their rationale.

Improve Limited has set Core Skills for the Modern Apprenticeship Level 2 at SCQF level 4, the minimum recommended by the Modern Apprenticeship Group (MAG), which is in line with consultation results.

Enhancements

Overall, it was agreed that there should be two additional outcomes, or enhancements, which may be industry-specific or of broader relevance to the business for the Modern Apprenticeship Level 2; and that Elementary/Fundamental of Food Safety, Elementary/Fundamentals of Food Hygiene, or an in-house equivalent must be one of those.

Optional outcomes

It was agreed that the framework should include optional outcomes that could be tailored to different job roles and help to develop a rounded individual.

Additional framework development activity in 2013

The extensive consultation in 2012 identified the need for further development work to cover job roles in the sector not covered in the MA framework. The development identified the requirement for a new SVQ qualification and MA pathway for Automated Plant Bakery at Level 2. The 2013 project developed new NOS, Units of Competence and the SVQ.

During the project, further consultation was carried out with Plant Bakery stakeholders and employers. This followed a similar methodology to the 2012 work, but as the principles for the framework were recent and did not need to be reviewed again, Level 2 work was restricted to Plant Bakery. The consultation was smaller than last year, and broadly supported the findings from 2012, in terms of MA structure, core skills and enhancement outcomes.

Summary of results

1. The competence based qualification should be one of:
 - SVQ Food and Drink Operations (Automated Plant Bakery Skills) Level 2
 - SVQ Food and Drink Operations (Craft Bakery Skills) Level 2
 - SVQ Food and Drink Operations (Meat and Poultry Skills) Level 2
 - SVQ Food and Drink Operations (Dairy Skills) Level 2
 - SVQ Food and Drink Operations (Fresh Produce Skills) Level 2
 - SVQ Food and Drink Operations (Production and Processing Skills) Level 2
 - SVQ Food and Drink Operations (Distribution Skills) Level 2
 - SVQ Food and Drink Operations (Food Sales and Service Skills) Level 2
 - SVQ Food and Drink Operations (Livestock Market Droving Skills) Level 2
 - SVQ Food and Drink Operations (Fish and Shellfish Processing Skills) Level 2
 - SVQ Food and Drink Operations (Food Manufacturing Excellence) Level 2
2. The title of the framework agreed as Modern Apprenticeship in Food and Drink Operations, Level 2
3. Core Skills set at SCQF 4
4. Enhancements: two additional outcomes, one to be Level 2 Elementary/Fundamentals of Food Safety, Elementary/Fundamentals of Food Hygiene, or an in-house equivalent.
5. Optional outcomes to be included in the framework.

Additional Framework activity in 2017

During 2017, the food and drink industry identified the need for further development work to cover the brewing sector within the MA Framework through the creation of a brand new pathway.

The Skills Investment Plan for Scotland's Food and Drink Sector identified the need for new skills and apprenticeship provision for the drinks sector, particularly for the area of brewing.

Drinks manufacturing is the largest sub-sector of the food and drink industry in output terms. There has been a notable increase in craft brewing businesses in Scotland in recent years, with micro, small and large businesses operating across the country, and a need for skills provision to support this growing sub-sector.

During the project, consultation was carried out with employers, stakeholders, providers and Awarding Bodies. This followed a similar methodology to previous consultation activity through face-to-face meetings, telephone discussions and online consultation.

The results of the consultation supported the new SVQ in Food and Drink Operations (Brewing Skills) as a new pathway within the current MA Framework. The aim is to provide learners with significant amounts of technical capability that currently is not delivered via the generic SVQs within this Framework which are not specifically tailored to the brewing sector.

During review activity in 2017, there have been further minor updates to the Framework, to ensure it is compliant with the current Modern Apprenticeship Framework template document.

There has also been a review of the current qualifications within the MA Framework to remove qualifications that have lapsed since the last review. These are:

- GG7W 22 City & Guilds SVQ Food and Drink Operations (Dairy Skills) at SCQF L5
- GG7X 22 City & Guilds SVQ Food and Drink Operations (Distribution Skills) at SCQF L5
- GG81 22 City & Guilds SVQ Food and Drink Operations (Fresh Produce Skills) at SCQF L5
- GG83 22 City & Guilds SVQ Food and Drink Operations (Livestock Market Droving Skills) at SCQF L5
- GG53 22 SQA & Improve SVQ Food and Drink Operations (Livestock Market Droving Skills) at SCQF L5
- GG84 22 City & Guilds SVQ Food and Drink Operations (Meat and Poultry Skills) at SCQF L5
- GG80 22 City & Guilds SVQ Food and Drink Operations (Production and Processing Skills) at SCQF L5

SVQs within the MA Framework have been subject to review during 2017 and qualification codes will be updated during 2018 for the following SVQs:

- SVQ in Food and Drink Operations (Craft Bakery Skills) at SCQF L5
- SVQ in Food and Drink Operations (Dairy Skills) at SCQF L5
- SVQ in Food and Drink Operations (Distribution Skills) at SCQF L5
- SVQ in Food and Drink Operations (Food Sales and Service Skills) at SCQF L5
- SVQ in Food and Drink Operations (Production and Processing Skills) at SCQF L5
- SVQ in Food and Drink Operations: Food Manufacturing Excellence at SCQF L5

The Framework document has been updated to reflect the change of company name from Improve to the National Skills Academy for Food and Drink.

The list of organisations currently approved to deliver the Modern Apprenticeship Framework in Scotland has been reviewed and updated.

Additional Framework activity in 2019

During 2019, there has been the removal of two pathways from this Framework:

- Pathway 1 – Automated Plant Bakery Skills Pathway
- Pathway 8 – Fresh Produce Skills Pathway

The qualifications supporting both these pathways were due to lapse and there had been minimal uptake on these apprenticeships since they were developed. The Awarding Bodies did not support the continuation of the SVQs and there was no industry support for the continuation of these apprenticeship pathways. It was agreed that both apprenticeship pathways should be discontinued.

There were also updates to qualifications following review projects which resulted in minor content updates and updates to qualification codes:

- Pathway 3 Brewing Old code GPOC 22 has been replaced by GP6P 22
- Pathway 9 Livestock Market Droving Old code GG69 22 has been replaced by GP70 22

Additional Framework activity in 2021

Following a review of the SVQs for the Meat and Poultry and Fish and Shellfish sector with sector employers and stakeholders, the resulting SVQs underwent minor content updates and changes to qualification codes:

- Pathway 6 Fish and Shellfish Old code GG52 22 has been replaced by GR5T 22. Code GG7Y 22 qualification has now lapsed and has been withdrawn
- Pathway 10 Meat and Poultry Old code GG6A 22 has been replaced by GR62 22. Old code GG55 22 has been replaced by GR63 22

The Modern Apprenticeship Framework has been updated into the newly approved template and consultation has been undertaken with sector employers to confirm they are still supportive of the Modern Apprenticeship Framework, using a consultation approach based around telephone discussions and online consultation.

Career progression

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

There are no specific routes into the Modern Apprenticeship in Food and Drink Operations at SCQF L5, although previous experience gained in the industry may be beneficial.

The pathways in the Modern Apprenticeship in Food and Drink Operations at SCQF L5 are:

- Pathway 1 – Automated Plant Bakery Skills (withdrawn)
- Pathway 2 – Craft Bakery Skills
- Pathway 3 – Brewing Skills
- Pathway 4 – Dairy Skills
- Pathway 5 – Distribution Skills
- Pathway 6 – Fish and Shellfish Processing Skills
- Pathway 7 – Food Sales and Service Skills
- Pathway 8 – Fresh Produce Skills (withdrawn)
- Pathway 9 – Livestock Market Droving Skills
- Pathway 10 – Meat and Poultry Skills
- Pathway 11 – Production and Processing Skills
- Pathway 12 – Food Manufacturing Excellence

There is a clear link between SVQs at SCQF L5 and those at SCQF L6, which makes progression easier, and encourages the movement of learners from one pathway to another, i.e., lateral career moves as well as upward progression. Knowledge units now sit across all the pathways to avoid duplication when lateral moves are made. For example, a learner may undertake the Meat and Poultry pathway at SCQF L5, progress to Meat and Poultry at SCQF L6, then go on to the Food Manufacturing Excellence, SCQF L6.

Progression from the above pathways include:

- Applying the skills and knowledge acquired during the apprenticeship to a relevant job in the same food and drink sub-sector and continuing to develop craft and technical skills
- Lateral career moves to other food and drink sub-sectors and further developing their skills and knowledge
- Progression to the Modern Apprenticeship in Food and Drink Operations at SCQF L6, following an industry-specific pathway to develop higher level skills and knowledge in the same sub-sector
- Progression to the Modern Apprenticeship in Food and Drink Operations at SCQF L6, following a generic pathway to develop supervisory, technical or business improvement skills
- In-house development

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions such as those shown in the pathway tables below, which give typical (but not exhaustive) progression and exit routes:

Automated Plant Bakery Skills Pathway		
Job Title	Job Roles	Progression Routes
Production Control Operative	Controlling manufacture of automated bakery products	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations (Bakery Skills) MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Baking Operative	Operating automated baking processes	
Quality Assurance Operative	Maintaining quality levels to set parameters within highly automated Food and Drink manufacturing organisations	
Craft Bakery Skills Pathway		
Job Title	Job Roles	Progression Routes
Sales/Service Support Assistant (Baking)	Assisting with sales/service support in a baking organisation	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations (Bakery Skills) MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Baker	Baking	
Confectioner	Confectionery	
Cake Decorator	Decorating cakes	
Brewing Skills Pathway		
Job Title	Job Roles	Progression Routes
Brewing Operative	Assisting with the production of beers, lagers, alcoholic beverages	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Quality Assurance Operative (Brewing)	Assisting with quality assurance within a brewery	
Production Control Operative (Brewing)	For large automated systems, ensuring brewing manufacturing production line operates effectively	
Warehouse and Storage Operative (Brewing)	Assisting with warehouse and storage duties	
Sales/Service Assistant (Brewing)	Sales/service support within a brewing organisation	

Dairy Skills Pathway		
Job Title	Job Roles	Progression Routes
Dairy Production Operative	Assisting with manufacture of dairy based products such as butter, milk, cheese, ice cream	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Quality Assurance Operative (Dairy)	Assisting with quality assurance within a dairy organisation	
Dairy Production Equipment Technician	Contributing to the operation and maintenance of plant and equipment	
Sales/Service Support Assistant (Dairy)	Sales/service support within a dairy production organisation	
Distribution Skills Pathway		
Job Title	Job Roles	Progression Routes
Warehouse Operative (Food and Drink Industries)	Warehouse operatives look after food and drink products in a stockroom or warehouse. They receive, store and send out the goods, making sure that there are no missing or damaged items, and that their correct storage and handling conditions are maintained	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence) MA/SVQ SCQF L6 Food and Drink Operations (Supply Chain Skills) MA SCQF L5 or L6 Freight Logistics SVQ SCQF L5 or L6 Supply Chain Management
Logistics Controller (Food and Drink Industries)	Assisting with management of logistics within Food and Drink organisations	
Dairy Production Equipment Technician	Contributing to the operation and maintenance of plant and equipment	
Sales/Service Support Assistant (Dairy)	Sales/service support within a dairy production organisation	
Fish and Shellfish Processing Skills Pathway		
Job Title	Job Roles	Progression Routes
Sales/Service Support Assistant (Fish and Shellfish)	Assisting with Sales/Service support within a Fish or Shellfish organisation	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations (Fish and Shellfish Industry Skills) MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Fishmonger	Fish and shellfish processing	
Fish/Shellfish Processing Operative	Fish and shellfish operations	

Food Sales and Service Skills Pathway		
Job Title	Job Roles	Progression Routes
Retail/Sales Assistant, Shop Assistant (Food and Drink Industries)	Selling and advising consumers on food and drink produce; providing a high level of service. Sales Assistants develop expertise and product knowledge	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Fresh Produce Skills Pathway		
Job Title	Job Roles	Progression Routes
Sales/Service Support Assistant (Fresh Produce)	Assisting with the provision of Sales/Service support in a fresh produce organisation	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Fresh Produce Grading Operative	Grading fresh produce prior to sales	
Warehouse and Storage Operative	Assisting with warehouse and storage duties	
Packing Operative	Packaging and wrapping fresh produce prior to sales	
Livestock Market Droving Skills Pathway		
Job Title	Job Roles	Progression Routes
Livestock Operative	Support and maintain livestock operations, pen livestock, control movement, classify livestock for dispatch, maintain lairage	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations (Meat and Poultry)
Meat and Poultry Skills Pathway		
Job Title	Job Roles	Progression Routes
Sales/Service Support Assistant (Meat and Poultry)	Assisting with the provision of Sales/Service support in a meat and poultry organisation	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations (Meat and Poultry Skills) MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Slaughter Operative	Slaughtering animals humanely	
Butcher	Cutting meats	
Meat and Poultry Operative	Processing meat and poultry	

Production and Processing Skills Pathway		
Job Title	Job Roles	Progression Routes
Sales/Service Support Assistant (Food and Drink Industries)	Assisting with Sales/Service support for organisations within the Food and Drink industries	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L5 or SCQF L6 Food and Drink Operations (Food Manufacturing Excellence) MA/SVQ at SCQF L6 Food and Drink Operations (Supply Chain Skills)
Facilities Support (Food and Drink Industries)	Supporting facilities and resourcing functions within the Food and Drink industries	
Production Control Operative (Food and Drink Industries)	For large automated systems, ensuring Food and Drink manufacturing production line operates effectively	
Quality Assurance Operative (Food and Drink Industries)	Maintaining quality levels to set parameters within highly automated Food and Drink manufacturing organisations	
Food and Drink Processing Control Operative	Maintaining manufacturing processes within highly automated Food and Drink organisations	
Food Manufacturing Excellence Pathway		
Job Title	Job Roles	Progression Routes
Productivity Technician (Food and Drink)	Improving food/drink productivity by assisting with the introduction of lean production methods	Employment routes in job roles to the left, or progression to higher level jobs. <ul style="list-style-type: none"> MA/SVQ at SCQF L6 Food and Drink Operations MA/SVQ at SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Business Operative (Food and Drink)	Assisting with general food/drink production responsibilities	
Team Supervisor (Food and Drink)	Supervising team activities within a Food and Drink organisation	
Technical Assistant (Food and Drink)	Assisting with the management of a technical project or area within a Food and Drink organisation	
Organisational and Development Assistant (Food and Drink)	Assisting with the development and structure of a Food and Drink organisation	
Further information on careers in the food and drink industry can be found at : www.tastycareers.org.uk		

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

- Awarding Bodies
- Employers
- Apprentices
- Apprenticeship Approval Group (AAG)
- Approved SSC/SSO
- Skills Development Scotland
- Training Providers

Role of the SSCs

SSC/SSO are responsible for developing Scottish Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

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

Role of Skills Development Scotland (SDS)

Apprenticeship 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 Apprenticeship 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 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 Scottish Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Scottish 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 Scottish Apprenticeships is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by 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/ 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 Scottish Apprenticeship Programme. 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 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 Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of 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 Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Apprenticeship Approval Group (AAG)

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

AAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying employed 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 Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing 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 Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Apprentice

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

Employed 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

Apprenticeship Centres (ACs)

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

The AC 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 Work Place 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 ACs for the delivery of the apprenticeship within Scotland, which will be available to employers and others.

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

In addition to the assessment of the Apprentice against the relevant standards set by the selected apprenticeship outcomes, the AC has responsibility for:

- Entering into a formal training agreement with the employer and Apprentice
- Registering 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 Apprentices
- Informing the SSC of any material alterations to Apprentices' training plans or desired changes to the selected apprenticeship outcomes.

APPENDIX 3

APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

The **Employer's responsibilities (employed status apprentices only)** are to:

- 1 employ the apprentice subject to the employer's usual terms and conditions of employment;
- 2 provide the 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 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 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 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 **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 Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected apprenticeship 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 **Apprenticeship Centre's responsibilities** are to:

- 1 agree the content of the apprentice's personal training plan as confirming that the selected apprenticeship outcomes and training plans meet the criteria of this apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the 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:
Apprentice		Date:
Apprenticeship Centre		Date:

APPRENTICESHIP TRAINING PLAN

The Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Apprenticeship selected outcomes

Mandatory outcomes

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

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

Optional outcomes

Additional units <i>(if any)</i> <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)			

Summary of Apprentice's accredited prior learning:

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

National Skills Academy for Food and Drink
The Catalyst
Baird Lane
York
YO10 5GA

Telephone: 0845 644 0448