



A

MODERN APPRENTICESHIP

IN

Spirits Operations at SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

National Skills Academy for Food and Drink

March 2020

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

The National
Skills Academy
FOOD & DRINK

The logo for The National Skills Academy, featuring a stylized orange square with a smaller grey square inside, and the text "The National Skills Academy" in a black sans-serif font, with "Skills" in bold. Below the logo is the text "FOOD & DRINK" in a blue sans-serif font.

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

What's in a Modern Apprenticeship?

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

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

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

Modern Apprenticeships in Spirits Operations at SCQF Level 6

Overview of the spirits industry

The spirits industry is a technically challenging industry in which to operate requiring the application of scientific principles to process and supply high quality spirits products.

The Skills Investment Plan for Scotland's Food and Drink Sector identified the need for an expansion of the 'Apprenticeship Family' for the food and drink sector. The spirits industry is supportive of a new Modern Apprenticeship to attract and retain talent within the sector covering the range of operations, including processing, bottling, packing, labelling, casking, warehouse operations and distribution.

To date, the sector has been served by generic food and MAs and a customised Spirits Industry Vocational Qualification (SIVQ), but demand from employers and stakeholders is for a specific SVQ and MA Framework for the spirits sector.

The spirits sector in Scotland is booming and is represented by businesses that range from large multinational organisations, producing a vast range of spirits through to small/craft distillers.

The Scotch Whisky industry is a particularly important export sector for Scotland and the UK. Scotch Whisky accounts for **70%** of Scottish food and drink exports, **21%** of all UK food and drink exports, and **1.3%** of all UK exports. Every second 41 bottles are shipped overseas and these exports earned Scotland £1.28bn every year. Scotch Whisky supports more than 40,000 jobs across the UK – 10,000 of which are in Scotland.

Confidence in the future is reflected in high levels of investment in the Scotch Whisky industry. There has been a 19% increase in distilleries since 2013, with over 130 malt and grain distilleries now operating in Scotland, making it the greatest concentration of whisky production in the world.

Scotch Whisky faces tough competition from traditional sectors (e.g. Bourbon) and beyond, and must think beyond its traditional positioning based on provenance and quality if it is to continue to succeed. Increasingly consumers will look for the stories behind the brand, and for better differentiation against competing brands and sectors. This may take the form of differentiation in usage, flavour, packaging and branding.

In addition to the traditional whisky industry, there are growing spirits industries in Scotland. Gin appears to be in sustained growth, driven by premiumisation targeted at younger consumers. Many producers see Gin as a low entry cost way into distilling. Liqueurs, vodka and brandy are also established in Scotland, with many of the major companies offering a full range of spirits, rather than specialising in one particular type.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Spirits Operations at SCQF Level 6

Duration

The average length of time normally taken to achieve and demonstrate competence is 24 months.

Mandatory outcomes

SVQ or alternative competency based qualification as identified below:

The relevant SVQ must be completed

Qualification	Reference number	Awarding Body	SCQF Credit Points
SVQ in Spirits Operations at SCQF Level 6	GR4A 23	SQA & NSAFD	41-67

Core Skills

The following Core Skills occur naturally in the competence-based qualification and do not require separate certification:

- Communication (SCQF 5)
- Problem Solving (SCQF 5)

The following Core Skills require separate certification:

- Working With Others (SCQF 5)
- Information and Communication Technology (SCQF 5)
- Numeracy (SCQF 5)

Enhancements

Apprentices must complete at least one of the following qualifications:

- IBD General Certificate in Distilling
- IBD General Certificate in Packaging

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.

Additional learning may include units from a relevant SVQ at SCQF Level 5 or above; relevant short courses or relevant professional qualifications. Examples of optional outcomes may be industry or organisation-specific.

Examples of areas that optional outcomes may cover:

- People skills such as team leader, managing others, working in a team
- Manager or supervisor skills development
- Communications in the workplace
- Report writing at management level
- Large scale processing outcomes
- How to deal with complaints
- Conflict resolution
- Dealing with personnel issues
- Employment law
- Food Hygiene Intermediate Certificate
- Additional SVQ units from any qualifications at SCQF Levels 6-8 (e.g., Management or Team Leading)
- SVQ Food and Drink Operations Principles/Knowledge units at SCQF Level 5 or above
- HACCP (Intermediate Level)
- Health and Safety Certificate
- ESOL: Work and Study Related Contexts (Access 3/Intermediate 1)
- Food Safety for Manufacturing Award
- Coaching Certificate
- Manual Handling Certificate
- First Aid
- Water treatment

The Framework

Duration

It is expected that apprentices following this framework will take on average 24 months to complete. The off-the-job training is provided via the IBD General Certificates and the knowledge requirements within the SVQ units.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following qualification:

Qualification	Reference number	Awarding Body	SCQF Credit Points
SVQ in Spirits Operations at SCQF Level 6	GR4A 23	SQA & NSAFD	41-67

All Scottish Modern 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 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Core Skills

Each apprentice is required to achieve the following core skills:

Core Skills	Minimum level	SCQF credit points
Communication	5	6
Working with others	5	6
Problem Solving	5	6
Information and Communication Technology	5	6
Numeracy	5	6

The following Core Skills occur naturally in the competence-based qualification and do not require separate certification:

- Communication (SCQF 5)
- Problem Solving (SCQF 5)

The following Core Skills require separate certification:

- Working With Others (SCQF 5)
- Information and Communication Technology (SCQF 5)
- Numeracy (SCQF 5)

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have

been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

Enhancements

Apprentices must complete one of the following qualifications:

- IBD General Certificate in Distilling
- IBD General Certificate in Packaging

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 at SCQF Level 5 or above; relevant short courses or relevant professional qualifications. Examples of optional outcomes may be industry or organisation-specific.

Examples of areas that optional outcomes may cover:

- People skills such as team leader, managing others, working in a team
- Manager or supervisor skills development
- Communications in the workplace
- Report writing at management level
- Large scale processing outcomes
- How to deal with complaints
- Conflict resolution
- Dealing with personnel issues
- Employment law
- Food Hygiene Intermediate Certificate
- Additional SVQ units from any qualifications at SCQF Level 6-Level 8 (e.g., Management or Team Leading)
- SVQ Food and Drink Operations Principles/Knowledge units at SCQF Level 5 or above
- HACCP (Intermediate Level)
- Health and Safety Certificate
- ESOL: Work and Study Related Contexts (Access 3/Intermediate 1)
- Food Safety for Manufacturing Award
- Coaching Certificate
- Manual Handling Certificate
- First Aid
- Water treatment

Registration and certification

This Scottish Modern Apprenticeship is managed by 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 all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.**

Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and 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.

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The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to the SSC at the address above.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

Recruitment and selection

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

- Employees may enter this Modern Apprenticeship from the age of 18. 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.

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. 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 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.**

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee 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 Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

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

- private training organisations
- colleges / universities
- other employers

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

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

List of Training Providers

As this is a new Modern Apprenticeship Framework, work will be undertaken to build the capacity and capability of training providers, with providers expressing an interest in offering including Craft Skills Scotland, Polaris Learning Ltd., and Pinnacle Food and Drink Services.

There are a number of centres who have SDS contracts in place to deliver food and drink Frameworks who will be approached to determine whether they are also interested in offering including:

- Crawford Training Services
- Fife College
- Galloway Training Limited
- JB Management (Scotland) Limited
- learndirect limited
- MGT Training Ltd
- R T Resources
- SRUC (formerly Elmwood College)

Delivery of Training for the Modern Apprenticeship in Spirits Operations at SCQF Level 6

Work-based training

Delivery and assessment method

Where appropriate assessments should be carried out in the work place 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

Those involved in delivery of SVQ, NCs and HNCs are advised to check with the SQA Accreditation guidance on assessor and verifier competence requirements and the note issued September 2013. 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.**

The relationship between the current L & D Units and previous Assessor and Verifier qualifications can be found on the attached link.

https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Assessor_and_Verifier_Compentence_FINAL.pdf

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

The delivery of the enhancements which provide underpinning knowledge should be agreed between the employer, provider and apprentice to suit the needs of the business and could take one or more of the methods above.

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 and the role of the individual.

The General Certificates in Distilling or Packaging are detailed in the enhancement section and deliver off-the-job training appropriate to the MA Framework.

These General Certificates and the knowledge requirements within the SVQ units will contribute towards the off-the-job requirements of this MA.

Delivery and assessment method

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
- A continuous block of off-the-job training
- A series of shorter blocks of off-the-job training together with periods of work-based learning in-company
- A '3-days off, 2-days on' pattern (or vice versa)

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 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

Work originally commenced on developing a brand new set of NOS for the Spirits sector in 2017. A series of meetings were held with employers and stakeholders since to develop the SVQ and Modern Apprenticeship, including specific workshops to discuss and agree NOS content.

Since the approval for this work through a Standards & Frameworks contract, NSAFD have worked with employers to shape the content of a new SVQ qualification and have gathered substantial evidence of demand from employers and providers. This SVQ, along with the IBD General Certificates as the knowledge-based qualifications, providing the enhancement element within the MA, and the appropriate level of Core Skills, forms the basis of the MA Framework.

Consultation with employers and stakeholders was undertaken through a mixed approach of telephone conference meetings, online consultations, and face-to-face meetings to ensure the widest range of feedback and support.

A Governance Group consisting of Scotch Whisky Association and employers from William Grant & Sons Distillers, Edrington and Diageo have overseen all stages of this project and have been responsible for approval and sign off of the NOS, SVQ and Modern Apprenticeship.

The NOS were originally developed in 2017-18 and led by William Grant & Sons and Diageo through face-to-face meetings and online consultation with employers across the nations.

During 2018-19, as the SVQ and MA were being developed, more employers became involved and there were requests to revisit the NOS content to ensure the content was appropriately specific for the spirits sector. This work was carried forward to 2019-20 and in June 2019, two-day workshops were held with sector experts to agree the content. From these meetings, the NOS were agreed and subsequently approved, with the SVQ structure being agreed by the group in October 2019. A meeting in January 2020 agreed the Modern Apprenticeship content.

Framework Consultation with Employers

Employers and stakeholders have been fully involved during face-to-face meetings in agreeing the new NOS and designing the SVQ and Modern Apprenticeship including all units, and were asked to feedback if they felt the unit selection was inappropriate for the qualification that would be developed for the new Modern Apprenticeship.

An online consultation was developed to circulate to wider sector employers and there feedback was taken to the Governance Group to agree the final content.

The IBD General Certificates are deemed to provide the deeper, technical, knowledge required for the spirits sector. Employers and stakeholders were supportive of the use of the relevant qualification within the new Modern Apprenticeship dependent on job role.

The consultation explained the requirement for Core Skills within the new Modern Apprenticeship:

Each apprentice is required to achieve the following Core Skills:

- *Communication at SCQF Level 5*

- *Working with others at SCQF Level 5*
- *Problem solving at SCQF Level 5*
- *Information and Communication Technology at SCQF Level 5*
- *Numeracy at SCQF Level 5*

Core Skills are skills and abilities which everyone needs in their work. This is true for every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers. 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 following employers were actively involved in the development by attending face-to-face meetings and responding to online consultation:

- The Borders Distillery
- Inver House Distillers
- The Lindores Distilling Co.
- Edrington
- John Fergus & Co. Ltd.
- The North British Distillery Company
- Benromach Distiller Co.
- William Grant & Sons Distillers
- Gordon & MacPhail
- Diageo
- Ian Macleod Distillers
- Douglas Laing & Co.
- John Dewar & Sons
- Bacardi
- The Three Stills Company
- Glasgow Distillery
- Glengoyne Distillery
- Moray Distillery Ltd.
- Old Poison
- Isle of Harris Distillers
- Distell International
- Whyte and Mackay

These employers, combined with the support from SQA Awarding Body and the providers and Scotch Whisky Association, show a cross-sector level of stakeholder support for the development.

Union Consultation

Consultation with union representatives from Unite and GMB. Formal confirmation of support has been provided by GMB and Unite have been approached and made aware of the Modern Apprenticeship.

Provider Consultation

Consultation was undertaken through SQA Awarding Body, who have committed to support the new SVQ qualification, and with the largest providers in the sector directly, including Polaris, Pinnacle Food and Drink Services and Craft Skills Scotland, who all confirmed their support for the new SVQ and Modern Apprenticeship.

Career progression

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

Progression includes:

- Applying the skills and knowledge acquired during the apprenticeship to a relevant job in the spirits sector and continuing to develop craft, technical skills and supervisory/management skills
- Progress into a more specific role in the spirits sector
- Lateral career moves to other food and drink sub-sectors and further developing their skills and knowledge
- Lateral progression to another Modern Apprenticeship/SVQ pathway in Food and Drink Operations at the same level to further develop industry-specific skills or generic supervisory, technical or business improvement skills
- In-house development
- Progression into higher education

Apprentices may also wish to continue their professional development through industry specific training or relevant professional development. Further information is also available on the My World Of Work website <http://www.myworldofwork.co.uk> and the National Food and Drink Skills Academy Tasty Careers website www.tastycareers.org.uk

Typical progression and exit routes for the framework can be found in the table below.

Spirits Operations		
Job titles	Job roles	Progression routes
Spirits Process Operative	Overseeing the processing of materials to produce spirits	Employment in job roles to the left, or progression to higher level jobs in the spirits industry or higher education. Lateral progression to any suitable MA/SVQ pathway including: <ul style="list-style-type: none"> • MA/SVQ SCQF Level 6 Food and Drink Operations • MA /SVQ SCQF Level 6 Laboratory Science
Spirits Production Operative	Overseeing the tools and machinery to ensure the production of spirits	
Warehouseman	Responsible for spirits prior to dispatch and distribution	
General Labourer	Take up various supporting tasks in production and warehousing	

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 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 Federation for Industry Sector Skills and Standards website <http://fiss.org/>.

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress

- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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		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

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				

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
	<i>(specify unit)</i>			

Summary of Modern 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