



A

MODERN APPRENTICESHIP

IN

Gas Engineering at SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Energy & Utility Skills

May 2020

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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 Gas Engineering

Profile of the Gas Industry

The breadth of the industry covers activities associated with the distribution of gas (“upstream”) to the fitting and maintenance of gas equipment within the customers’ property (“downstream”).

Gas Transmission and Distribution (Upstream Gas) primarily consists of activities associated with the transportation and distribution of gas, upstream of the emergency control valve (ECV), normally situated by the gas meter. There are eight gas distribution networks (GDNs), each of which covers a separate geographical region. The eight networks are owned and managed by 4 companies, one of which is SGN (previously known as Scotia Gas Networks).

Gas Utilisation (Downstream Gas) consists of all activities that take place on the customer’s side of the ECV. These activities comprise the installation, repair and maintenance of many different appliances, meters, systems and controls. It also includes emergency service response and involves carrying out the first call response to a reported gas emergency, assessing the situation and making the necessary repair or requesting further assistance. This part of the industry is dominated by self-employed traders or micro SME companies who provide installation, service and repair services to industrial, commercial and domestic customers. British Gas Services are the largest operator in the installation and maintenance of domestic central heating and gas appliances. In Scotland, British Gas Services operates under the brand name Scottish Gas.

The Gas Industry in the UK currently employs around 194,200 people with approximately 78% of these being employed in Downstream activities¹. There are currently approximately 16,600² gas engineers in Scotland with approximately 78% working in downstream businesses.

There is a statutory, safety driven, requirement for all businesses and their employees operating in the downstream sector to be registered with the Gas Safe Register. The register is the official list of gas engineers in the United Kingdom, Isle of Man and Guernsey. It operates under agreement with the Health and Safety Executive (HSE) and exists to protect the public from unsafe gas work. Registration demonstrates that the person is working legally and is competent in Matters of Gas Safety (MoGS) and safe to work with gas.

Contribution to economy

The sector is one of the most productive in the UK economy, so the ability to supply new talent could have broader economic implications. In 2014, the Gross Value Added (GVA) in the electricity and gas industries was £2,6bn. The Gas Transmission and Distribution industry will have to make an estimated 22,000 appointments over the next 10 years, to meet replacement demand, whilst the number of jobs will remain relatively stable³.

Revised Modern Apprenticeship (MA) in Gas Engineering

This will provide coverage of the following parts of the gas industry:

- Domestic natural gas installation and/or maintenance
- Industrial and commercial gas installation and maintenance
- Emergency service response

Background

The route to becoming a qualified gas engineer, and entry to the HSE Gas Safe Register, requires the demonstration of competence through relevant qualifications. Traditionally, in Scotland, for those with no industry experience there has been a reliance on a qualification that is now closed to registrations.

The workforce is male dominated (92% in Gas Utilisation and 75% in the Gas Transmission and Distribution) and has an age profile that is heavily skewed towards older workers. 10% of the workforce is under the age of 24, with 20% being over the age of 55⁴. These figures alone give rise to a potential retirement ‘ticking time bomb’, but in

¹ Business Register and Employment Survey, ONS, 2017 and Census of Employment, NI, 2017

² <https://www.myworldofwork.co.uk/my-career-options/job-profiles/gas-service-technician>

³ Energy and Utilities Workforce Renewal and Skills Strategy 2020

⁴ Labour Force Survey, ONS, January-December 2018 and Annual Population Survey, ONS, 2018

maintaining the stability of the sector this could be made worse as a result of relatively stable boiler sales and thus a similar workload. The conclusion being that in the future there will be the same level of work but with fewer people to do it.

Thus, evidence exists of the specific challenges the industry faces, now and in the future, as a result of the ageing profile of its workforce. These being:

- To maintain existing workforce levels
- To fill the additional vacancies needed to replace the ageing workforce
- The need for a formal Competence Based Qualification (CBQ) in Gas Engineering
- The need to devise a new qualification structure that better aligns to the Matters of Gas Safety (MoGS), and creates a formal set of learning pathways and provision that would underpin a future Modern Apprenticeship Framework

It is recognised that this is a niche sector and the numbers of apprentices that will be recruited to the programme will be low. This applies especially for those who might undertake the First Call Operative (FCO) pathway and the replacement staffing numbers needed to maintain a safe level of emergency response do not tend to be very high on average per year.

However, there is an evidenced need in Scotland to develop a new pathway into the gas utilisation industry that actively supports the recruitment needs of its employers and provides them with a **real** opportunity to grow their pipeline of talent, as a direct solution to the ageing workforce and retirement issues previously outlined.

After industry consultation an overarching new title of 'Gas Engineering' will be applied to both the new mandatory CBQ contained within the revised Gas Industry MA Framework and the Framework itself. In addition, and to better reflect the exact area of work the engineer would be undertaking, each CBQ certificate will state the pathway achieved as part of the apprenticeship.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Gas Engineering at SCQF Level 6:

Duration

The duration of this apprenticeship is typically 36 months. This will depend on the Apprentices experience at entry, the provider's delivery model and the optional pathway chosen within the mandatory CBQ.

Mandatory outcomes

Competency Based Qualification

- The following must be achieved:

- EAL Awards CBQ in Gas Engineering at SCQF Level 6 R664 04 (min 110 credits, max 246 credits)

This Qualification contains 7 mandatory units and 6 optional pathways, one of which must be chosen depending on the requirements of the job role and the interests of the apprentice.

Core Skills

- | | |
|--|-------------------------------|
| • Communication | SCQF Level 5, 6 credit points |
| • Working with Others | SCQF Level 5, 6 credit points |
| • Problem Solving | SCQF Level 5, 6 credit points |
| • Information and Communication Technology | SCQF Level 5, 6 credit points |
| • Numeracy | SCQF Level 5, 6 credit points |

All Core Skills need to be separately certificated to achieve this framework

Enhancements

Each apprentice is required to complete the bespoke Gas Engineering Modern Apprenticeship Workbook which is designed to develop the apprentice's knowledge of the industry they are working in, and what is required from them to do so.

In addition, each apprentice is required to achieve one of the following supporting qualifications appropriate to the individual and the business in which they work:

- Award in Customer Service at SCQF Level 5 *
- Level 2 Award in working in low risk confined spaces (GK61 62) *
- Level 2 Award in Working in Medium Risk Confined Spaces (GK62 62) *
- Level 2 Award in Working in High Risk Confined Spaces (GK 60 62) *
- Award in Health and Safety in the Workplace at SCQF Level 5**
- SCQF Level 5 Award in Manual Handling Principles and Practice**
- Award in Fire Safety at SCQF Level 5**
- Award in Emergency First Aid at Work at SCQF Level 6**
- Award in First Aid at Work at SCQF Level 6**
- SQA National Unit F5DG11 Health and Safety: Engineering SCQF Level 5***
- IOSH Working Safely Certificate***

*These are qualifications specifically offered by SQA

**Different employers may have relationships with different Awarding Bodies and have preferred courses. As such when making choices reference can be made to SQA Accreditation's Qualification Listing Report ([https://accreditation.sqa.org.uk/accreditation/Research and Statistics/Qualification Listing and Lapsing Reports](https://accreditation.sqa.org.uk/accreditation/Research_and_Statistics/Qualification_Listing_and_Lapsing_Reports)) which provides information on all accredited qualifications and their respective Awarding Bodies that are currently live with these qualification titles where alternatives to those listed above may be found.

***Other qualifications may also be acceptable. For more information please refer to the enhancements section on page 9.

Optional Outcomes

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

The Framework

Duration

The apprenticeship is typically around 18 to 36 months. This will depend on the Apprentices experience at entry, the provider's delivery model and the optional pathway chosen within the mandatory CBQ.

The duration of this apprenticeship is typically months.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- EAL Awards CBQ in Gas Engineering at SCQF Level 6 (R664 04)

The structure of this qualification is broken down into 7 mandatory units and the following 6 optional pathways, one of which must be completed by all apprentices.

- Pathway A - Central Heating Installation and Maintenance
- Pathway B - Central Heating and Gas Fires
- Pathway C - Central Heating and Cookers
- Pathway D - Central Heating & Appliance Installation and Maintenance
- Pathway E - Central Heating & Appliance (including Warm Air) Installation and Maintenance
- Pathway F - First Call Operative

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	Credit Points
Communication	SCQF Level 5	6
Working with Others	SCQF Level 5	6
Problem Solving	SCQF Level 5	6
Information and Communication Technology	SCQF Level 5	6
Numeracy	SCQF Level 5	6

Core Skills are separately certificated to achieve this Framework.

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.

However, due to the advanced technology used in some of the appliances and the regular need to solve sometimes complex problems, where candidates have already been certificated as achieving the Core Skills at Level 5 as listed, they should be actively encouraged to achieve Level 6. The same would be the case for apprentices who achieved the Level 5 Core Skills as part of their Modern Apprenticeship but were felt to have the potential to go on to achieve further.

Enhancements

All Apprentices must complete the Energy & Utility Skills Modern Apprenticeship Workbook – this has been designed to provide a good foundational understanding of the industry and seeks to further support the apprentice in understanding more about their job role and the required interpersonal skills and values to work within the industry and in a modern society. Copies of the Workbook are available from Energy & Utility Skills.

Apprentices, along with their employer, are also required to select one additional qualification that will aid them in their current post and to broaden their knowledge and understanding

The list is not intended to be prescriptive but allow flexibility to suit the employer and the candidate. Energy & Utility Skills will consider additional qualifications not on the list, but they **MUST**:

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

This additional mandatory qualification must be achieved during the duration of the Modern Apprenticeship. This is not intended to disregard recognition of prior learning, but to ensure that during their programme, apprentices receive knowledge, skills and competence training contributing to their ongoing development.

If the qualification chosen has an expiry date it must be valid at the time of certification.

For the full list of Mandatory Enhancements available please refer to the summary of the framework section on pages 6 and 7.

Optional Outcomes

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

Registration and certification

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

Registrations Team
Energy & Utility Skills Limited
Friars Gate
1011 Stratford Road
Shirley
Solihul
B90 4BN

Tel: 0845 077 9922
Email: certifications@euskils.co.uk

Energy & Utility Skills will register all Scottish Modern Apprentices undertaking this Framework through MA Online. **All Modern Apprentices must be registered within 4 weeks of starting their apprenticeship.** In order to register apprentices, centres must register via MA Online: <https://modernapprenticeships.org/web/>

In the case of MA's 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 Agreement (Appendix 3). This Training agreement must be uploaded at the time of registration.

Energy & Utility Skills 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 Energy & Utility Skills that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies uploaded via MA Online.

Service level

Energy & Utility Skills undertakes to confirm the registration of candidates through the MA Online system within 4 weeks of receipt of the relevant Training Agreement. Each candidate will be issued with a unique registration number.

Energy & Utility Skills also undertakes to issue Certificates of Completion within 10 working days of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

Recruitment and selection

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

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However, it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic 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 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.

There are no specific entry requirements for this framework. However, the apprentice **MUST** be in a job role that supports the completion of the CBQ in the pathway they have chosen to complete and should be assessed as having the ability to complete all components of the framework prior to registration.

Whilst there are no specific sectorial requirements for entry on to this Modern Apprenticeship, individuals with the following characteristics and attributes are likely to be suitable for this Modern Apprenticeship:

- Be very safety conscious and have a very responsible attitude to work - gas can be dangerous if not handled correctly so the safety of themselves, work colleagues and the public are of the utmost importance.
- A basic level of fitness is important to be able to conduct the job efficiently – these are physically demanding jobs.
- Be prepared to work in any kind of weather – as jobs may involve work outdoors.
- Good practical skills for handling tools and instruments - these are very skilled jobs and some aspects require significant amounts of concentration.
- Be adaptable and flexible- the job may involve travelling as apprentices are often field based, will work at different sites, may respond to emergencies day or night and will travel between customers properties. Some employers will insist that Apprentices hold, or are working towards, a full UK driving license on commencement of the Apprenticeship and must be in possession of a full UK driving licence on completion.
- Excellent interpersonal and customer focus skills will be required - these roles will include significant interaction with members of the public.
- IT skills - as technology becomes more sophisticated and used throughout the industry.
- Be able to work both as part of a team and independently with excellent self-discipline and timekeeping essential to the role.
- Some of these job roles may involve working in confined spaces. If potential applicants are concerned about claustrophobia, they should discuss this with the recruiting employer to identify any reasonable adjustments that can be made.

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

Fife College
City of Glasgow College

In addition, Energy & Utility Skills will seek to engage other training providers and employers in the planned roll out of the Framework.

Energy & Utility Skills can supply an up to date list of training providers approved to deliver this Framework on request.

Delivery of Training for the Modern Apprenticeship in Gas Engineering at SCQF Level 6

Work-based training

Delivery and assessment method

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved CBQ Assessment Centres if they can complete all the training and development in-house. Whereas, the option of sharing training and assessment resources amongst a cluster of employers may be appealing to those organisations who do not have all the resources to provide the required training and development (particularly in rural areas or where the number of possible candidates per employer is low).

Partnerships could be developed with outside training providers who could provide administrative support in terms of establishing the required centre approvals and provide guidance in terms of agreeing the training needs of the candidate and defining roles and responsibilities in terms of delivery and assessment. Providers might include:

- private training organisations
- colleges / universities
- other employers

Training delivery and assessment in the workplace **must** conform to the Energy & Utility Skills Core Assessment Strategy which is available from Energy & Utility Skills.

This includes a new appendix that sets out a Common Delivery Strategy for regulated qualifications that lead to Gas Safe Registration. It includes new **Industry Assessment Tables** that set out what candidates must do to demonstrate competence on each appliance (e.g. cookers, gas meters) they are being trained to install and/or service. It also outlines what is required when dealing with reported gas emergencies.

Skills required by training providers delivering the training

The current Core Assessment Strategy that assessors:

- must hold, or be working towards, valid assessor qualifications as defined by the Qualification Regulator
- must be occupationally competent in the units they are assessing. Centres must evidence that the assessor has achieved the award (or equivalent), at or above the level they are assessing. Alternatively, they must provide supporting evidence that they are able to make valid judgments through experience built up by working in the industry
- must have a working knowledge of the qualification and a full understanding of that part of the award for which they have responsibility for
- must demonstrate current evidence of continuing professional development in a relevant area of practice.

The new Gas Safe Registration aligned experience and assessment requirements outlined in the Common Delivery Strategy contained within Appendix 1 of this document expand on these stipulations and provide a fuller description of the required roles and responsibilities of all those involved in the assessment and quality assurance of the learning, including the requirement for individuals to demonstrate proof of Gas Safe Registration themselves where deemed appropriate.

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

The mandatory section of the new CBQ in Gas Engineering at SCQF Level 6 contains five 'understanding' units that will in the main deliver the underpinning knowledge required by each learner.

For Pathway F – First Call Operative additional role specific underpinning knowledge will also be delivered in units specific to that pathway.

This knowledge can be developed in various ways, for example employers working with training providers and colleges may arrange for this to be undertaken by either day or block release. Whereas some employers will use their own in-

house training arrangements where available.

In addition, open and/or distance learning packages may be developed and used to support these arrangements.

Employers, FE and training providers will be expected to take and make the necessary arrangements for underpinning knowledge to be successfully imbedded in their programmes of training delivery.

Off-the-job training

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

A variety of methods will be used to deliver the underpinning knowledge related to the CBQ as described in 'delivery of underpinning knowledge'

Delivery and assessment method

As detailed the CBQ contains 5 mandatory 'understanding' units and whilst organisations will employ a variety of delivery methods to impart the knowledge contained within them, they will collectively form a separate 'exam' based component of the CBQ.

Exemptions

No exemptions have been identified for the off the job components of the Gas Engineering Apprenticeship.

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

A consultation meeting was arranged on 28 November 2019, comprising of representatives from; Centrica/Scottish Gas, Scotia Gas Networks, SSE, City of Glasgow College, South Lanarkshire College, Fife College, EAL Awards and SQA Accreditation. City of Glasgow College and Fife College have engaged with a total of 20 Employers in relation to potential 2020/21 registrations between them. As such, their attendance and inputs to the consultation process reflect both their own views and a summary of their potential employer partner views.

The key outcome from the meeting was endorsement of the decision reached as part of the development of the CBQ last year, that a core and optional pathway Gas Engineering CBQ as opposed to a traditional SVQ would provide a more flexible mechanism to support entry to the Gas Safe Register.

Other key points centred around:

- 'Appendix F' – the gas specific aspect of the Energy & Utility Skills Assessment Strategy that was felt by many to be inflexible and unsuitable
- Possible areas of learning/qualifications that could be included within the mandatory enhancements and/or optional contents sections of the MA Framework.
- The recommended duration of the framework
- A recognition that the present spread of training providers would need enhancement to address gaps in provision
- An agreement that because of an aging workforce there was a real need for recruitment into the industry
- An agreement that addressing inequalities from an under representation of women in the sector was a real need.

An online survey was then conducted from the 17 December 2019 to the 13 January 2020 and posed a series of specific questions about the title of CBQ Qualification and the MA, core skills, enhancements and optional outcomes, the MA duration, the likelihood of delivering the MA and estimated numbers. Recognising that the present geographical spread of training providers would need enhancement to address possible gaps in provision, it was also hoped that an on-line survey would allow a wider audience to have their views regarding framework content.

22 completed responses were received. 9 responses were received from individuals representing 8 different employers. 1 response was received from an individual representing the Gas Strategic Management Board (<https://www.euskills.co.uk/about/our-industries/gas/standards-setting-body/strategic-management-board/>) but whose own employing organisation also responded. 9 responses were received from individuals representing 3 FE Colleges.

The results of the consultation exercise indicated:

- There was strong support for a new title of 'Gas Engineering' being applied to the Framework, but that this might not fully reflect the full job role and differentiate between commercial and domestic environments.
- Strong support for all 5 Core Skills at SCQF Level 6 but with some concerns that the additional tasks and possible additional learning to fulfil the Core Skill Specifications at this level might prove a barrier to overall completion of the MA for some apprentices.
- Strong Support for a 'revamped' Mandatory Gas Workbook to provide a good foundational understanding of the industry and what is required to work and progress from an apprentice perspective
- Strong Support for including further relevant qualifications but with split thoughts on their inclusion as mandatory enhancements or optional outcomes
- That the minimum amount of time required for apprentices to achieve completion ranged from 18 months to 3 years reflecting the different credit pathway requirements and differing delivery models

Following analysis of the responses a summary structure of the proposed framework outcomes was developed and issued to all those who attended the workshop in November 2019 and/or completed the above survey for final review and sign off. This communication included proposals within it to address any of the disparities raised above.

This was made available from the 18 February 2020 to 24 February 2020. During this period calls were made to key employers and colleges to clarify their views on these disparities.

- Title- Whilst some felt the title of Gas Engineering covered too wide a scope it was explained that this had been felt to be the best way to incorporate Pathway F – First Call Operative since this was a very niche market and could possibly be without a qualification and apprenticeship to serve it without including it within this Framework. This was excepted by those spoken to who had raised the issue.
- Core Skills - In relation to Core Skills one of the key college providers raised an issue that whilst it is excellent to encourage higher attainment, the requirement for level 6 might prove too challenging for some and thus prove a barrier to the overall completion of the Modern Apprenticeship. As a result, all those contacted were happy for the requirements for all 5 Core Skills to remain at SCQF Level 5.
- Further relevant qualifications - The inclusion of the requirement to achieve one additional mandatory enhancement qualification is new for this framework. The survey asked for views on whether those included should be mandatory or optional. The survey results supported a view that mandatory was the preferred choice for 5 out of the 7 qualifications that were originally suggested.

Considering that this is a new requirement, and to ensure apprentices are not over- burdened, it was felt that asking employers and apprentices to choose one qualification from a list would be the best way forward here to support the apprentices in their further development.

Other Stakeholders:

The Awarding Body EAL Awards are committed to offering the required CBQ for the MA in Gas Engineering and are presently working closely with Energy & Utility Skills and SQA Accreditation to have this successfully accredited. To date union members from Prospect have been updated about the developments have raised no concerns re the revised Modern Apprenticeship proposal.

Career progression

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

This Modern Apprenticeship has been designed with the intention of providing a robust path to Gas Safe Registration, and a 'license to practice' in the Downstream Gas Industry. By undertaking a brand-new mandatory CBQ, apprentices will be able to clearly demonstrate competence and will become highly regarded.

The Apprentice's knowledge about career pathways and progression will be developed throughout the Apprenticeship via the mandatory Energy & Utility Skills Gas MA Workbook. This will track the history of the industry, the types of key roles that individuals can obtain, and explore the interpersonal skills and values needed to be successful in a sector that covers our everyday basic needs of having clean water to wash in and a working oven to cook a meal.

On completion of the Modern Apprenticeship typical job roles apprentices will be able to gain include Gas Service Engineers who install and maintain meters, pipes and appliances such as fires and cookers and Emergency Engineers who respond to gas leaks. Once qualified they will be able to undertake additional training and assessment in order to gain additional gas safe register 'categories' including other different appliances, or Liquefied Petroleum Gas (LPG). A growing area is opportunity for up-skilling is in the installation of energy-efficient technologies.

Whilst undertaking these roles individuals will be provided with the necessary on-going on and off the job training, including refresher courses and new skills training to enable them to continue to be able to carry out their job role competently. Progression will depend on the performance and motivation of the individual and vacancies/opportunities available. Apprentices may continue to work as a competent craftsman in their current job role for the rest of their careers. Apprentices can progress horizontally within the sector to complete qualifications or units at the same level relevant to their job role. Apprentices may also, where appropriate, progress

to higher level qualifications and/or higher-level work within the sector, for example to supervisory and managerial roles.

Further information is also available on the My World or Work website www.myworldofwork.co.uk or Energy & Utilities Jobs www.energyutilitiesjobs.co.uk, a community dedicated to growing the talent in the energy and utilities sector. It is a collaboration which aims to ensure the utilities sector has sufficient pipeline of talent entering the sector, whilst retaining quality candidates for the future.

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://fisss.org/>.

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties

- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices via the MA Online 2 system at <https://modernapprenticeships.org/web/>
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices via the MA Online 2 system
- 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
	(specify unit)			

Summary of Modern Apprentice's accredited prior learning:

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

Registrations Team
Energy & Utility Skills Limited
Friars Gate
1011 Stratford Road
Shirly, Solihull
B90 4BN

0845 077 9922