



A

# MODERN APPRENTICESHIP

IN

## Community Development at SCQF Level 5

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

CLD Standards Council Scotland

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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 Community Development at SCQF Level 5

Community development is an approach to achieving social change. It is based on the idea that disadvantage and social injustice cannot be handled purely by top-down solutions. Community development principles are Empowerment, Participation, Inclusion, Self-determination and partnership. CLD is used in Scotland to describe a wide range of informal learning and development activity within communities. CLD is involved with mainly disadvantaged and vulnerable groups within our communities.

The work is carried out by a diverse range of paid and unpaid staff. These staff cover a range of different job roles and have various job titles.

CLD workers share and focus upon a common set of practices underpinned by CLD competencies, professional standards and values. These are reflected in the content of the National Occupational Standards, which are the fundamental basis for these Modern Apprenticeship Frameworks in Community Development.

There is increasing importance placed upon the contribution of CLD to a range of national and local policy areas in Scotland. The sector has diverse characteristics, it is comprised of a range of organisations and services staffed by a workforce in both paid and voluntary CLD roles. It is estimated that around 7000 paid staff work in the sector. Organisations involved in delivering CLD activity comprise third sector organisations, local authority services and 'other' types such as the NHS.

A recent survey reported activity across the entire CLD sector as follows:

- 25% (76) in youth work
- 23% (70) in community capacity building and/or community development
- 8% (25) in adult learning
- 27% (83) stated a focus on all of these areas (N.B. it could be argued that this figure will increase in line with emerging Scottish Government policy).

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Community Development at SCQF Level 5

### Duration

It is expected that apprentices following this framework will take 18 -24 months to complete. This includes hours for off-the-job training.

### Mandatory outcomes

**SVQ or alternative competency-based qualification**  
 - The following must be achieved:

- SVQ in Community Development GPOE 22 (L5), Minimum SCQF credit points: 25, Maximum SCQF credit points: 26

**Core Skills**

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

### Optional Outcomes

**Additional SVQ Units/Qualifications/Training**

The work of CLD is pivotal to that of other sectors and specialisms and workers in CLD find themselves working in cross sector environments such as health and social care, education, regeneration and tenant initiatives. It is considered that the following units may be of interest and beneficial to those undertaking such diverse roles:

Working with Communities: Volunteering (H1MF 11) (SCQF level 5)  
 Working with Communities: Equality and Diversity (H1ML 11) (SCQF level 5)  
 Health and Wellbeing: Improving Wellbeing (H18M 45) (SCQF level 5)

**NOTES:**

*The SSC should include a relevant VQ and Core Skills dependant on the MA level. The following provides a guide against each MA.*

MA level	VQ level	Core Skills level
2	2	SCQF 4
3	3	SCQF 5
4	4	SCQF 6
5	5	SCQF 6

*Please remove any boxes that are not required within the mandatory component.*

*All Scottish MA Frameworks must contain a relevant SVQ or equivalent competency-based qualification.*

*All Scottish MA Frameworks must contain all 5 Core Skills. Where these can be demonstrated (via a detailed mapping at performance criteria to performance criteria level) to be embedded within the mandatory units of the SVQ/ CBQ, they should NOT require to be separately certificated.*

*Please make it clear in this section which Core Skills need to be separately certificated and which do not. You should also provide a Core Skills signposting for all Core Skills that are not embedded.*

*The Scottish Government is keen to see language qualifications included in all MA Frameworks and SSCs are encouraged to include these where appropriate.*

*If no `enhancements` are required, remove this box.*

*All sectors should encourage the achievement of additional awards, qualifications and training.*

## The Framework

### Duration

It is expected that apprentices following this framework will take 12 -18 months to complete. This includes time taken for off-the-job training.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ in Community Development at SCQF Level 5, Minimum SCQF credit points: 25, Maximum SCQF credit points: 26. SQA Awarding Body, code GPOE 22 (L5).

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:

Communication	SCQF Level 4, 6 points
Working with others	SCQF Level 4, 6 points
Problem Solving	SCQF Level 4, 6 points
Information and Communication Technology	SCQF Level 4, 6 points
Numeracy	SCQF Level 4, 6 points

**All Core Skills must be separately certificated. Whilst there may be opportunities to gather evidence within the units of the SVQ, this is not an indication that all Core Skills are embedded in the qualification.**

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

**In this section, detail any enhancements which are a mandatory part of the Framework**

## Optional Outcomes

Working with Communities: Volunteering (H1MF 11) (SCQF level 5)  
Working with Communities: Equality and Diversity (H1ML 11) (SCQF level 5)  
Health and Wellbeing: Improving Wellbeing (H18M 45) (SCQF level 5)

- The units specified above are suggestions and not an exhaustive list. Other appropriate units that will enhance the candidates' learning in their occupation can be included as optional outcomes.

## Registration and certification

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

SFJ Awards  
1st Floor Unit C; Meadowcourt Business Park  
4 Hayland Street  
Sheffield  
S9 1BY

Main Switchboard: +44 (0)114 284 1970  
[www.sfjawards.com](http://www.sfjawards.com)

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 details and requirements to be added by SSC – set out how training providers register candidates either by post or online. Include details of the documents required (such as Training Agreement, Training Plan etc).]**

In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

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

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

### SSC Service level

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

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

## Recruitment and selection

The recruitment and selection of 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.

This Modern Apprenticeship is aimed at those who have demonstrable involvement in CLD work. Selection is based on potential ability to complete the award rather than specific academic ability. Other factors which may influence the recruitment and selection process include previous volunteer experience in community development work area, willingness to work unsociable hours, ability to communicate effectively within a team and working with people in general.

## 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

List all of the organisations approved to deliver the MA framework in Scotland and list any organisations which are not currently approved but are likely to be able to deliver this Framework in the future, detailing any timescales for approval.

Currently approved to deliver SVQ:

- Glasgow Council for Voluntary Sector

Have expressed interest to deliver SVQ:

- FARE – see email from Chris D Kerr 19/12/17
- South Lanarkshire Council – had previous approval from SQA to deliver CD SVQ

From the survey monkey consultation with the CLD Sector for CD SVQ SCQF 5:

A total of 21 respondents (34%) thought that it was likely or very likely that their organisation would be interested in delivering the MA in Community Development at SCQF level 5 in the next 12 months...

From the survey monkey consultation with CLD Sector for CD SVQ SCQF 6:

Regarding potential interest in delivery of the MAF at SCQF level 6 in the future, most respondents (24 respondents, 39%) thought that it was a possibility.

## Delivery of Training for the Modern Apprenticeship in Community Development at SCQF Level 5

### Work-based training

#### **Delivery and assessment method**

*- how is training delivered and assessed in the workplace?*

Training delivery within the Modern Apprenticeship process may involve some organisations becoming SVQ approved centres (although some may already be approved); or joining a consortium or use of peripatetic assessors. There are also occasions where it may be less resource intensive if a cluster of employers share training delivery and assessment resources. Employers can also implement and manage the assessment process, but all assessors must be approved by the awarding body offering the SVQ and other qualifications within the framework.

Assessment should ensure that evidence illustrates competency across elements and units that naturally link together in terms of whole jobs; that it is derived from naturally occurring evidence collected in the workplace. Evidence must be authentic, current, sufficient, fit for purpose and valid.

Workplace evidence may be collected in the context of full time, part time or casual employment.

#### **Skills required by training providers delivering the training**

*- list any skills and qualifications required*

The current SVQ assessment strategy for Community Development (2017) stipulates that assessors:

- Have up-to-date working knowledge and experience of best practice in community development work or a related vocational area, in line with any requirements as set out by any relevant national professional organisation;
- Hold or be working towards an appropriate Assessor qualification as identified by SQA Accreditation the qualification regulator. Assessors holding older assessor qualifications must be able to demonstrate that they are assessing to the current standards.

All assessors must show current evidence of continuing professional development in a relevant area of practice.

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

*- how do apprentices develop knowledge and understanding if there is no formal certification of underpinning knowledge*

Knowledge can be developed in various ways, for example, via training courses, mentoring, internal organisational training sessions, open and/or distance learning packages. Assessment of knowledge is undertaken during the portfolio assessment process of the SVQ.

### **Off-the-job training**

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

*- What is required to complement the workbased component? Does it lead to a formal recognised award (e.g. and Awarding Body or Vendor award?*

Some employers may be resourced to complete all training and development in-house, however for some employers, the expectation is that the training and development is undertaken outside the workplace, for example by private training providers, colleges or other employers. In terms of what is required to complement the workbased component, there may be suitable training courses or open/distance learning packages available.

#### **Delivery and assessment method**

*- How is training delivered and assessed off-the-job? How long does it take to achieve the award?*

Knowledge can be developed in various ways, for example, via training courses, mentoring, internal organisational training sessions, open and/or distance learning packages. Assessment of knowledge is undertaken during the portfolio assessment process of the SVQ.

#### **Exemptions**

*- Are any groups exempt from completing the off-the-job component? (e.g. older workforce with the required knowledge as demonstrated through RPL/ APL)*

No exemptions have been identified for the off the job components of the Community Development 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

This section should give details of the consultation that was undertaken for this Framework. This should be a summary of the information supplied in Appendix 1 of the Proposal Template.

In 2017, the Community Development SVQS were revised with the sector. At that time, some preparation questions were included in the online survey regarding the possible development of a Modern Apprenticeship Framework (MAF). Respondents were generally in agreement that a MAF was introduced for the sector.

In November 2017, a working group comprising practitioners from the sector was established and the content of a MAF at SCQF Level 5 and SCQF Level 6 was discussed and agreed appropriate to be used as part of online survey questions designed to gather opinion from the wider sector.

In January 2018, an online consultation took place. A total of 95 responses were received. In addition, two detailed telephone interviews were carried out with key stakeholders in order to gain qualitative feedback. In instances where telephone consultees also completed the online survey, their responses were used once only, to avoid double counting.

- 73% of respondents were from the public sector
- 58% represented organisations employing more than 250 employees
- 41% represented SMEs
- 22 respondents were from the voluntary sector
- 4 were from Higher Education institutions
- 3 were from Further education institutions
- 3 were from businesses
- 55 were from local authorities
- 8 were from training providers
- 1 was from a school
- 7 categorised themselves as 'other'

All respondents were supportive of the creation of a MAF and provided opinions also to targeted questions regarding possible enhancements, drawn from current and planned policy areas set out by the Scottish Government.

## Career progression

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

Following the completion of the Modern Apprenticeship, candidates should be able to achieve job roles such as:

- Community activist
- Community work assistant
- Outreach and/or support worker
- Education support worker

These roles would be in environments such as:

- Local Government
- Voluntary sector organisations
- Charitable enterprises
- Faith groups
- Family centres

Following completion of the modern apprenticeship, candidates should be able to access the opportunity to undertake the following qualifications as career development options:

- NC Working with communities at SCQF Level 6
- Professional Development Award - Community Involvement: An Introduction at SCQF Level 6
- SVQ Community Development at SCQF Level 6
- PDA Introduction to Community Work at SCQF Level 6

# 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 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 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:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

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:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



**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**

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

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

**Optional outcomes**

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

**Summary of Modern Apprentice’s accredited prior learning:**

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

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S9 1BY

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