

Scottish Apprenticeships

A

MODERN APPRENTICESHIP

IN

SENIOR PRODUCTION CHEF at SCQF Level 6

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

People 1st International

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Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	June 2021	New Framework first published	
1.1			
1.2			
2.0			

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

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

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Apprenticeships in Scotland

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

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

What are Apprenticeships?

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

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

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

Who develops them?

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

What's in a Scottish Apprenticeship?

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

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

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

Modern Apprenticeships in Senior Production Chef at SCQF Level 6

People 1st International is an industry-led skills expert. It supports businesses in the UK and internationally to build, develop and retain skilled workforces. It is a trusted partner to employers, industry bodies, skills organisations, donor funders, NGOs investment banks and governments, with over 50 years' experience in skills development and technical vocational education and training.

Chef skills shortages within the UK have been well documented, with skills gaps and possible solutions articulated in research carried out by People 1st International in 2017. The SDS commissioned research carried out by the University of Strathclyde in 2019 built on this research to explore current and future chef skills needs in Scotland. People 1st International are delighted to be able to offer the proposed Production Chef at SCQF level 5 and Senior Production Chef at SCQF Level 6 Modern Apprenticeship progression pathway to address the perceived gaps in current provision, build on the wider work already being done by the SDS Chef Skills Group to raise the attractiveness of the profession as a career of choice, and complete the suite of Hospitality Modern Apprenticeships.

As part of People 1st International's suite of Hospitality Modern Apprenticeship Frameworks, the Production Chef and Senior Production Chef Modern Apprenticeships will:

- Contribute to increasing productivity and performance by ensuring that individuals have the skills, knowledge and experience needed to produce high quality dishes and products consistently to specifications, often in large volumes across a wide variety of hospitality and catering operations
- Provide a flexible progression route from SCQF level 5 to SCQF level 6 to attract and retain production chefs from a diverse range of groups
- Provide hospitality and catering businesses with access to a high-quality skills training programmes to help businesses remain profitable
- Contribute towards professionalising production chefs by providing career progression to leadership and management roles.

The Tourism & Hospitality Sector in Scotland

The Sustainable Tourism sector was identified in Scotland's Economic Strategy as one of the growth sectors in which Scotland can build on existing comparative advantage and increase productivity and growth. Scotland's tourism sector is a diverse industry, with a range of sub-sectors such as hotels, camping sites and other provision of short stay accommodation, restaurants, bars, travel agents, museums and other recreational and cultural activities. In addition, other sectors in the Scottish economy, for example retail and transport, benefit directly and/or indirectly from the tourism industry.

Essentially, hospitality is the provision of goods and services within hotels, restaurants, bed and breakfasts, the licensed trade, contract catering and hospitality services; that is hospitals, prisons and schools.

- In 2019 there were 14,970 businesses in the Sustainable Tourism sector in Scotland, accounting for 8.4% of all businesses in the country
- In 2019 there were 229,000 people employed in the Sustainable Tourism sector in Scotland, accounting for 8.8% of total employment
- In October 2020 Accommodation and Food Services was the 3rd largest employment sector in Scotland, employing 214,000 people
- In 2018 Sustainable Tourism contributed £1.41bn to the Scottish Economy's Gross Value Added (GVA)

- Restaurants and mobile food service activities are the largest contributor to the Sustainable Tourism sector GVA
- In March 2020, there were 15,215 registered enterprises operating in the Sustainable Tourism growth sector, representing 8.5% of all registered business in Scotland
- In 2020, 96.2% of Scottish Sustainable Tourism registered enterprises were small (0-49 employees), accounting for 50.4% of employment in this sector, whilst large enterprises (250+ employees) accounted for 1.1% of registered enterprises but 32.7% of employment
- The majority of enterprises in the Sustainable Tourism sector were UK owned with their registered office address in Scotland (97.9%), accounting for 77.6% of sector employment in 2020

The COVID-19 pandemic has had a devastating impact on the tourism industry in Scotland, with total Tourism GVA reported as £3,004m in 2020, down 32% from 2010. However, forecasts by Oxford Economics estimate that this will rise again to £5,294m in 2030, up 76% from 2020.

Although, understandably, Tourism productivity (GVA per job) in 2020 was calculated as £13,900, down 40% since 2010, it is estimated to increase by 67% from 2020 to £23,200 in 2030.

The Profile of Chefs in Scotland:

- There are currently 24,600 chefs working in Scotland
- The number of chefs working in Scotland had increased by 2,300 between 2012 to 2018, in the same period the number of cooks decreased by 2,000 to 7,000 in 2018
- Prior to 2010 chefs and cooks were officially categorized in one category in the UK's Standard Occupational Classification system (SOC); after 2010 chefs and cooks were classified in two separate groups
- Chef roles have historically been male-dominated, with Cooks being female-dominated. In 2018 10% of chefs and 71% of cooks identified as female
- In 2015 young people aged 16 to 24 accounted for 20% all chefs in the UK, and just under 52% were aged under 35
- The distinction between classical chefs and production chefs is important. The former require a broad range of skills to prepare and cook from scratch. The latter tend to work with pre-prepared food and need much more limited culinary skills
- The highest percentage of classical chefs can be found in the hotel industry and the highest percentage of production chefs found in the pub industry. However, what is clear is that both chef occupations are critically important for each industry in the sector
- There is a clear need to establish a development pathway to support chef progression into higher level leadership and management roles to avoid the 'accidental manager' who are ill equipped for the challenges of leading and managing a kitchen team or brigade

Looking to the future:

- 11% of all job postings in the sector between 1st June 2020 and 21st May 2021 were for chefs (870) and 14% were for kitchen and catering assistants (1,090), although it should be noted that these statistics do not specify the type chef or level of skills required for the roles
- Based on information from approximately 57% of job postings in Tourism the most requested specialised skills listed were in cooking (1,113)
- The Tourism workforce is expected to grow by 8.5% or 15,000 to 191,200 people by 2024, compared to a Scotland wide increase of 3% or 77,600 people
- Tourism is forecast to account for 13.1% of Scotland's total number of job openings in the short term (2021 – 2024) and 11.3% in the longer term (2024-2031).

Summary of Framework

Diagram showing the contents of the Scottish Modern Apprenticeship in Senior Production Chef at SCQF Level 6

Duration

The Senior Production Chef Modern Apprenticeship Framework at SCQF Level 6 is estimated to take about 12 – 18 months depending upon the prior competency of the individual Apprentice

Mandatory outcomes

SVQ or alternative competency based qualification

- The following must be achieved:

- SVQ Senior Production Chef at SCQF Level 6 – GT1P 23

Work Place Core Skills

- Communication (SCQF level 5)
- Working with Others (SCQF level 5)
- Problem Solving (SCQF level 5)
- Information and Communication Technology (SCQF level 5)
- Numeracy (SCQF level 5)

Enhancements

None

Optional Outcomes

Additional SVQ Units/Qualifications/Training

- Intermediate or Advanced Food Safety qualifications
- HACCP (Hazard Analysis and Critical Control Points) qualifications
- Allergen Identification and Control / Allergen Management qualifications at Level 5 or above
- Any other optional unit within the SVQ Senior Production Chef at SCQF Level 6 not chosen to meet minimum credit values within the qualification.

The Framework

Duration

It is expected that apprentices following this framework will take 12-18 months to complete. As there is no requirement for formal off-the-job training no duration has been included, however, the framework may include approximately 2-3 months informal off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ Senior Production Chef at SCQF Level 6
- Accreditation code GT1P 23
- SCQF level 6
- Credit points Min 50 / Max 78

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

Work Place Core Skills

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

Communication	(SCQF level 5)
Working with others	(SCQF level 5)
Problem Solving	(SCQF level 5)
Information and Communication Technology	(SCQF level 5)
Numeracy	(SCQF level 5)

The Information and Communication Technology and Working with Others Core Skills are required to be separately certified, although some of the Core Skills are partially covered in the SVQ. The Numeracy, Communication and Problem Solving Core Skills are embedded in the mandatory units in the SVQ.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as National 5s and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Work Place Core Skills as part of the Apprenticeship Framework.

Enhancements

None

Optional Outcomes

- Intermediate or Advanced Food Safety qualifications
- HACCP (Hazard Analysis and Critical Control Points) qualifications
- Allergen Identification and Control / Allergen Management qualifications at SCQF Level 5 or above
- Any other optional unit within the SVQ Senior Production Chef at SCQF Level 6 not chosen to meet minimum credit values within the qualification.

Registration and Certification for Modern

This Scottish Apprenticeship is managed by People 1st International. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

The Apprenticeship Team
People 1st International
1 Temple Way
BRISTOL, BS2 0BY

E: Apprenticeshipadmin@people1st.co.uk

The SSC will register Scottish Apprentices undertaking this Framework. **All apprentices undertaking this framework must be registered with the SSC within 4 weeks of starting their apprenticeship.**

Candidates should be registered online using MA Online.

In the case of Modern 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 Training Plan.

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

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

SSC Service level

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

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

Recruitment and selection

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

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

There are no specified entry requirements for entry on to the Apprenticeship programme. Employers set their own criteria.

Equal opportunities

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

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

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Apprentices should be made aware of their rights and duties with regard to health and safety.

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

Contracts

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

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

Employment status of Apprentices

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

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

Terms and conditions of employment

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

Training and development

Delivery

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

- private training organisations
- colleges / universities
- other employers

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

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

List of Training Providers

A list of all organisations approved to deliver this apprenticeship in Scotland can be obtained from People 1st International by contacting the Apprenticeship Team at:

E: Apprenticeshipadmin@people1st.co.uk

Delivery of Training for the Modern Apprenticeship in Senior Production Chef at SCQF Level 6

Work-based training

Delivery and assessment method

The MA is delivered through competence-based assessment in the workplace. This must be done in accordance with People 1st's Hospitality Assessment Strategy. This assessment strategy applies to all hospitality sector Scottish Vocational Qualifications (SVQs). It came into force on the 1st July 2017 and applies to any new SVQ units and qualifications for the hospitality sector.

There are four components to the hospitality sector assessment strategy which set out requirements and guidance relating to:

external quality control

assessment principles

occupational expertise of assessors and verifiers

continuous professional development

The purpose of this assessment strategy is for People 1st and awarding bodies to work in partnership to:

- maximise the quality assurance arrangements for the hospitality sector's SVQ units and qualifications and maintain standardisation across assessment practice*
- assure employers and candidates that the sector's competence SVQ units and qualifications are consistently assessed to the national occupational standard*
- promote continuous professional development amongst assessors and verifiers.*

The assessment strategy should be used alongside the generic principles that awarding bodies must meet for the delivery of SVQs, as required by the relevant sections of the current SQA Accreditation's Regulatory Requirements.

People 1st advocate the integration of national occupational standards within employers' organisations in order to achieve a national level of competence across the sector's labour market. As such, assessment of the sector's competence based units and qualifications will, ideally, take place within the workplace and assessment should, where possible, be conducted by the candidates' supervisors and/or line managers. People 1st recognise, however, that it is not always feasible for candidates to be assessed in the workplace and as such it permits the use of assessment within Realistic Working Environments (RWE). Additionally, where sector employers do not have the infrastructure to manage assessment independently, it values the role of peripatetic assessors to support the assessment process.

Within these parameters, People 1st expects that:

- the majority of assessment of the sector's SVQ units and qualifications will be based on performance evidence, i.e. direct observation, outputs of work and witness testimony within the workplace or an RWE approved by an awarding body*
- opportunities to ascertain candidate's accreditation of prior learning is maximised by early contact between the assessor and candidate and during initial assessment / induction period.*

Please note: External tests do not form part of People 1st's assessment strategy.

Skills required by training providers delivering the training

There are no mandatory skills or qualifications set by People 1st International for training providers delivering the training, however, it is recommended that training providers have up to date occupational knowledge and expertise. Training providers should be up to date with latest relevant sector developments, working practices, technology and legislative changes. Training providers work within the quality guidelines set by their Awarding Body.

The requirements relating to the occupational expertise of assessors and verifiers is set out in Annex C of the Assessment Strategy. Guidance on additional qualifications and / or training relevant to assessors and verifiers can be found in Annex D.

To maintain high standards of quality and standardisation within assessment and achieve best practice People 1st require all external verifiers, internal verifiers and assessors to maintain a record of their continuous professional development – see guidance at Annex E of the Assessment Strategy.

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

Apprentices develop knowledge and understanding through a variety of methods, depending on their individual development needs, the needs of the business, and the requirements of units chosen e.g. mentoring and coaching, masterclasses, on-the-job training, in-house training, e-learning and self-study.

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

There is no mandatory requirement for formal off-the-job training, however, employers may find it beneficial to partner with private training organisations, colleges or other employers to provide additional learning opportunities for Apprentices away from the pressures of the workplace.

Delivery and assessment method

N/A

Exemptions

N/A

The SSC training plan

The plan is required to identify:

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

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

However, any changes must:

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

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

Consultation Process

People 1st International conducted the Modern Apprenticeship consultation in conjunction with the development of the SVQ Production Chef at SCQF Level 5 and Senior Production Chef at SCQF Level 6 between August 2020 and May 2021 through a variety of 1:1 discussions, Teams meetings, email and an online survey.

The existing SDS Chef Skills Group, at their meetings from August 2020 to February 2021, supported the development by providing guidance and expertise, acting as a sounding board prior to wider consultations, and encouraging engagement with industry consultations.

The People 1st International database of over 600 hospitality employers operating in Scotland, employers engaged in food production and professional cookery modern apprenticeships, providers of both the Hospitality SVQs and Modern Apprenticeships, and relevant Awarding Bodies were used as the basis of the wider consultation. This database also includes trade associations and other wider industry stakeholders:

- Local Authority Caterers Association Scotland
- TUCO (The University Caterers Organisation) – National & Scotland
- Hospital Caterers' Association – Scotland
- National Association of Care Catering – Scotland
- UK Hospitality
- Springboard UK
- Institute of Hospitality – Scotland actively circulated the consultation to their members
- Hospitality National Quality & Skills Board

With the support of the SDS Chef Skills Group, the National Hospitality Quality & Skills Board, People 1st International's parent company Workforce Development Trust (WDT), the Institute of Hospitality Scottish Branch and SQA Awarding Body, the online consultation between February and April 2021 received a good response from industry.

Feedback was received on behalf of the employers, training providers, Awarding Bodies and other stakeholders. Respondents provide a good mix of hospitality and catering businesses, key players in the industry and institutions ranging from high end dining such as Cameron House on Loch Lomond, to high street casual dining such as Marston's and the Azzurri Group, through to contract caterers including Compass, Sodexo, the Scottish Prison Service and NHS. This mix of respondents has provided a good representation of the variety and diversity of environments in which Production Chefs and Senior Production Chefs work, with representation from colleges and training providers who deliver training in remote and rural areas.

The consultation concluded that the MAs in Production Chef at SCQF Level 5 and Senior Production Chef at SCQF Level 6 will support the industry in responding to chef skills shortages:

- The introduction of a robust alternative MA pathway to Professional Cookery for businesses which are highly automated and require their chefs to produce food to specifications, often in large volumes. The consultation has affirmed that this does not simply mean institutional or 'canteen' catering, but also applies to large scale events where high-quality food has to be produced consistently in large volumes, such as weddings and other events
- The inclusion of units related to large-scale production of dishes and products within the core qualifications has responded to the needs of many hospitality and catering businesses which

have struggled to provide opportunities for candidates to demonstrate they are competent across the current range of competencies

- The ability to provide a valid MA progression route for homegrown talent as a stepping stone into leadership and management which can be tailored to the needs of a wide variety of hospitality and catering operations.

The consultation also concluded that, whilst a mandatory off-the-job formally recognised MA component is desirable for many employers, this additional requirement would place unnecessary barriers for a number of employers and learners wishing to engage with the programme. The consultations identified a number of different delivery models used by employers and providers and therefore People 1st International has included flexible delivery arrangements within these Modern Apprenticeship Frameworks.

Career progression

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

The SVQ Frameworks which underpin the Production Chef and Senior Production Chef MAs are all credit rated for the SCQF. Therefore, the achievement should allow progression to be mapped across other credit rated provision for example from an MA Framework at SCQF6 into a HNC programme.

The Hospitality Services SVQ at level 4 provides progression into the Production Chef MA Framework at SCQF Level 5, which provides a clear progression pathway for individuals from SCQF5 to the new Senior Production Chef MA at SCQF6. Individuals completing the SCQF6 framework can progress on to the Hospitality Supervision and Leadership at SCQF Level 7 or a generic leadership and management qualification or framework, and then on to the Hospitality Management Skills Technical Apprenticeship to further their development.

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

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

Role of the SSCs

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

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

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Apprenticeship Approval Group (AAG)

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

AAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying employed Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training

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

Role of the Apprentice

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

Employed Apprentices' responsibilities include:

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

APPENDIX 2

Apprenticeship Centres (ACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

APPENDIX 3

APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

Employer		Date:
Apprentice		Date:
Apprenticeship Centre		Date:

APPRENTICESHIP TRAINING PLAN

The Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Apprenticeship selected outcomes

Mandatory outcomes

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

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

Optional outcomes

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

Summary of Apprentice’s accredited prior learning:

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

The Apprenticeship Team
People 1st International
1 Temple Way
BRISTOL, BS2 0BY

E: Apprenticeshipadmin@people1st.co.uk