



A

# MODERN APPRENTICESHIP

IN

## UPSTREAM OIL AND GAS PRODUCTION

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

OPITO

July 2018

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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.

## 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. They all contain the same 3 basic criteria:

- A relevant S/NVQ (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 Apprenticeship in Upstream Oil and Gas Production

Presently, the Oil and Gas Industry provides employment for around 150,000 people in Scotland. Approximately 50,000 of those are employed offshore, with around 9,000 currently employed as Technicians. There is a consensus among oil companies and contractors supported by Independent LMI, that the industry will not have enough suitably skilled technicians to meet future demand. The age profile is skewed towards the 40-55 range, and the current numbers being trained (about 100 a year) will not compensate for the rapid attrition to be expected within 5-10 years.

A cross industry management group was established to develop a different approach to new entrant training for core offshore production and maintenance technician roles, through a single point of recruitment to an industry-wide scheme. This approach will make it easier for young people throughout the UK to access training, widen the catchment area for recruitment, enhance the industry's reputation and image, and be more cost effective.

This is an initiative by employers covering the upstream oil and gas industry. It gives young people the opportunity to develop the skills, knowledge and qualifications they need to work as technicians on offshore installations and in associated onshore terminals.

The programme has 5 pathways for apprentices in Processing Operations, Electrical Maintenance, Electronics Maintenance, Mechanical Maintenance and Instrument and Control Maintenance.

The programme runs for between 3 years and 6 months and 3 years and 9 months and provides knowledge based and skills training including attainment of core skills to National Standards.

The initial 18 to 21 months of the programme is intensive college based training and on successful completion of this phase the trainees will move on to complete 2 years of on-the-job training at one of the sponsoring companies' worksite locations. During the programme the trainees will be employed by an approved training provider on behalf of a pool of companies who support the programme.

Training may combine in-company training, college training and provision from a training provider. The Modern Apprentice will achieve the appropriate SVQ at Level 3.

Currently there are 16 companies committed to the apprenticeship scheme.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Upstream Oil and Gas Production

### Mandatory outcomes

#### SVQ or alternative competency based qualification

*The following SVQ must be achieved:*

- **Performing Engineering Operations** - GR5N 22 or GR6W 45

*plus one of the following SVQs:*

- **Processing Operations: Hydrocarbons** – GR8M 23
- **Process Engineering Maintenance (Instrument and Control)** - GR8H 23
- **Process Engineering Maintenance (Electrical)** - GR8G 23
- **Process Engineering Maintenance (Mechanical)** - GR8J 23

#### Core Skills

- |   |              |
|---|--------------|
| • <b>Communication</b>                            | SCQF level 5 |
| • <b>Working With Others</b>                      | SCQF level 5 |
| • <b>Problem Solving</b>                          | SCQF level 5 |
| • <b>Information and Communication Technology</b> | SCQF level 5 |
| • <b>Numeracy</b>                                 | SCQF level 5 |

#### Enhancements

*Apprentices would be expected to complete one or two of the following non-advanced qualifications, depending on their pathway:*

- SVQ level 1 - Processing Operations: Hydrocarbons** - G8LY 21
- OPITO Global 2 Training Certificate in Oil and Gas Processing** -GK53 04
- National Certificate in Engineering Systems** - G9CC 46
- National Certificate in Electrical Engineering** – G9AG 46
- National Certificate in Mechanical Engineering** – G97J 46

*All Apprentices would also be expected to complete a Higher National Certificate in one of the following:*

- Electrical Engineering** - G7TA 15
- Mechanical Engineering** - G840 15
- Measurement & Control Engineering** - G88N 15
- Electronics** - G7E8 15
- Petroleum Process Technology, Operations and Control** – G9K5 15

# The Framework

The mandatory and optional content of the Modern Apprenticeship in Upstream Oil and Gas Production is as follows:

## Mandatory Outcomes

### SVQs

Each apprentice is required to achieve the following Qualification:

- SVQ Level 2 - **Performing Engineering Operations** at SCQF level 5 - GR5N 22 or GR6W 45

*plus one of the following:*

- SVQ Level 3 - **Processing Operations: Hydrocarbons** at SCQF level 7 – GR8M 23
- SVQ Level 3 - **Process Engineering Maintenance (Instrument and Control)** at SCQF level 7 - GR8H 23
- SVQ Level 3 - **Process Engineering Maintenance (Electrical)** at SCQF level 7 - GR8G 23
- SVQ Level 3 - **Process Engineering Maintenance (Mechanical)** at SCQF level 7 - GR8J 23

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on National Occupational Standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kinds of activities of a job. SVQs are available at five levels – although most are at level 2 and level 3. When someone has achieved an SVQ, there is a guarantee that they have the skills and knowledge needed to do their job. All Scottish Modern Apprenticeships must contain a relevant SVQ (or NVQ) or equivalent qualification.

### Core Skills

Each apprentice is required to achieve the following 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

Core skills will be separately certificated. Scottish candidates who have been issued with a Core Skills profile on their Scottish Qualifications certificate or 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.

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

*It is anticipated that all Apprentices will complete a minimum of 2 qualifications – one non-advanced and one Higher National Certificate. Some pathways may require more than one non-advanced qualification.*

*Apprentices would be expected to complete one or two of the following non-advanced qualifications, depending on their pathway:*

**SVQ level 1 - Processing Operations: Hydrocarbons** at SCQF level 4 - G8LY 21

**OPITO Global 2 Training Certificate in Oil and Gas Processing** - GK53 04

**National Certificate in Engineering Systems** at SCQF level 6 - G9CC 46

**National Certificate in Electrical Engineering** at SCQF level 6 – G9AG 46

**National Certificate in Mechanical Engineering** at SCQF level 6 – G97J 46

*All Apprentices would also be expected to complete a Higher National Certificate in one of the following:*

**Electrical Engineering** at SCQF level 7 - G7TA 15

**Mechanical Engineering** at SCQF level 7 - G840 15

**Measurement & Control Engineering** at SCQF level 7 (selected units for Instrumentation discipline) - G88N 15

**Electronics** at SCQF level 7 - G7E8 15

**Petroleum Process Technology, Operations and Control** at SCQF level 7 - G9K5 15

## Registration and certification

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

OPITO  
Minerva House  
Bruntland Road  
Portlethen  
Aberdeen  
AB12 4QL  
+44 (0) 1224 787800

OPITO will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with OPITO within 8 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, [www.maonline.org.uk](http://www.maonline.org.uk)). 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.

OPITO 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 OPITO 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 OPITO at the address above.

### Service level

OPITO undertakes to confirm the registration of candidates in writing within 8 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

OPITO 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 institutions, such as volunteering activity.
- The following factors may also influence the selection process:
  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact OPITO for advice and guidance on recruitment and selection.

Successful candidates will have as a minimum (or expected to attain) four National 5 Qualifications (or four Intermediate 2 or four Standard Grades at Credit level or other comparable qualifications) in English, Mathematics and 2 from either Physics or Chemistry or a Technological subject. The key test, however, is whether candidates can demonstrate the aptitude and potential to achieve an SVQ Level 3.

The selection and recruitment process is likely to be based upon;

1. Evidence of ability and performance from the National Record of Achievement (NRA) or Scottish Qualification Certificate (SQC)
2. Number and level of Nationals or other educational qualifications attained.
3. Successful completion of a suite of selection tests, designed to test not only numerical and writing ability, but also the ability to discern visual and spatial relationships and to undertake elementary problem solving.
4. Completing an interview conducted by an approved training provider and representatives from the participating companies

## 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 OPITO Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 3 OPITO Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by a SDS area office, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances, however it is essential that OPITO 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 for the duration of the apprenticeship.**

## 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 or 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.

OPITO is the only organisation that is currently approved to deliver the Modern Apprenticeship for Upstream Oil and Gas Production in Scotland.

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

MACs may be the employer of the apprentice or a separate organisation such as a training provider, college or similar.

### The 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

The OPITO Modern Apprenticeship Steering Group includes representatives from all organisations employing Apprentices. The Steering Group meets every 3 months to monitor progress of the Apprentices and discuss any delivery issues.

## Career progression

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

Apprentices may have the opportunity to achieve careers as Technicians.

Careers as technicians are highly sought and well rewarded. Technological changes and improvements to working practices mean that the scope and variety of the job also changes.

The technician will advance in an industry where assessment of competence against National Standards is the norm. Breadth of competence as much as seniority will define progression and reward.

Technicians could progress to control room operator, senior technicians and/or team leaders in both continuous operations and in project activities. Apprentices may also have the opportunity to progress to positions such as maintenance supervisor, process supervisor or field engineer. There are opportunities for work offshore on fixed and mobile installations, both in the UK and overseas, and in onshore oil and gas terminals.

Technicians operate as a key resource within the industry and can anticipate secure employment in the UK, in Europe and globally wherever oil and gas is extracted.

Qualifications and experience gained also readily permit transference to other industry sectors.

# 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 visit [www.sscalliance.org.uk](http://www.sscalliance.org.uk)

### Role of Skills Development Scotland

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 [www.modernapprenticeships.com](http://www.modernapprenticeships.com)

Skills Development Scotland,, 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 S/NVQs or S/NVQ 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 S/NVQs and S/NVQ 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 Modern Apprenticeship Group (MAG)

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

#### MAG is responsible for:

- Approval and re-approval of MA Frameworks
- De-approval of MA Frameworks
- Overseeing the generic marketing thrust of the MA programme in Scotland
- Encouraging best practice across MA 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(s) (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 S/NVQ(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> <i>(or Parent/Guardian, if under 18)</i>		<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>Mandatory SVQs</b>		Tick quals being undertaken	SCQF Level	SCQF Credit Points
Level 2	<b>Performing Engineering Operations</b> - GG0V 22 or GC9W 22 or GF9Y 22		5	
<b>Mandatory SVQs –one from the following</b>				
Level 3	<b>Processing Operations: Hydrocarbons</b> – GL7P 23		7	
Level 3	<b>Process Engineering Maintenance (Instrument and Control)</b> - GD0J 23		7	
Level 3	<b>Process Engineering Maintenance (Electrical)</b> - GD0G 23		7	
Level 3	<b>Process Engineering Maintenance (Mechanical)</b> - GD0H 23		7	
Level 3	<b>Engineering Maintenance (Electronic)</b> - GC91 23		7	
<b>Enhancements</b>				
SVQ Level 1	<b>Processing Operations: Hydrocarbons</b> - G8LY 21		4	
NC	<b>National Certificate in Engineering Systems</b> - G9CC 46		6	
NC	<b>National Certificate in Electrical Engineering</b> – G9AG 46		6	
NC	<b>National Certificate in Mechanical Engineering</b> – G97J 46		6	
<b>plus one of the following:</b>				
HNC	<b>Electrical Engineering</b> - G7TA 15		7	
HNC	<b>Mechanical Engineering</b> - G840 15		7	
HNC	<b>Measurement &amp; Control Engineering</b> - G88N 15		7	
HNC	<b>Electronics</b> - G7E8 15		7	
HNC	<b>Petroleum Process Technology, Operations and Control</b> – G9K5 15		7	

<b>Core Skills</b>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	Communication		5	
	Working with others		5	
	Numeracy		5	
	Information technology		5	
	Problem Solving		5	

**Summary of Modern Apprentices accredited prior learning:**

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

OPITO  
 Minerva House  
 Bruntland Road  
 Portlethen  
 Aberdeen  
 AB12 4QL  
 +44 (0) 1224 787800