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| --- |
| **SCOTTISH HIGHER LEVEL**  **APPRENTICESHIPS**  **A**  **TECHNICAL**  **APPRENTICESHIP**  **IN**  **[FRAMEWORK NAME]**  **AT**  **SCQF 8/9**  **FRAMEWORK DOCUMENT**  **FOR SCOTLAND**  **[Name of Sector Skills Council]**  **[Month and Year]**  Full name and address of SSC in this box  SSC Logo in this box |

Amendments to this framework examples

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date of Change | Amendment | Comments |
| 1.0 | 1st January 2014 | Framework first published |  |
| 1.1 | 12th Feb 2015 | SVQ code updated | New code issued by SQA due to old qualification entering its lapsing period |
| 1.2 | 25th March 2015 | New awarding body added | ABC Quals Ltd added to be able to deliver the framework |
| 2.0 | 11th Aug 2016 | Complete framework refreshed:  VQ Changed  Training qual added  Core skills embedded (no need for separate certification | Full consultation and new proposal document completed |

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/>

**Contents**

|  |  |
| --- | --- |
| Technical and Professional Apprenticeships in Scotland | 3 |
|  |  |
| Technical and Professional Apprenticeships in *(name of Framework)* | 4 |
|  |  |
| Summary of Framework | 5 |
|  |  |
| The Framework | 6 |
|  |  |
| Registration and certification | 7 |
|  |  |
| Recruitment and selection | 8 |
|  |  |
| Equal opportunities | 8 |
|  |  |
| Health and safety | 9 |
|  |  |
| Contracts | 9 |
|  |  |
| Employment status of Technical and Professional Apprentices | 9 |
|  |  |
| Terms and conditions of employment | 9 |
|  |  |
| Training and development | 10 |
|  |  |
| Consultation | 11 |
|  |  |
| Career progression | 12 |
|  |  |

**Appendices**

|  |  |  |
| --- | --- | --- |
| Appendix 1 | Stakeholder Responsibilities | 13 |
| Appendix 2 | Modern Apprenticeship Centres (MACs) | 16 |
| Appendix 3 | Training Agreement and Training Plan | 17 |
| Appendix 4 | Career Skills Units for Technical and Professional Apprenticeships | 20 |

Introduction

**Apprenticeships in Scotland**

##### There are currently three groups of Apprenticeships available in Scotland. They are:

* Foundation Apprenticeships
* Modern Apprenticeships (Modern, Technical, Professional)
* Graduate Level Apprenticeships

##### This document is concerns itself with the Technical Apprenticeships only and further information on other apprenticeships can be found here.

##### <https://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships>

##### Modern Apprenticeships

##### 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:

1. Foundation Apprenticeships at SCQF level 6
2. Modern Apprenticeships at SCQF level 5 6 and 7
3. Technical Apprenticeships at SCQF level 8 & 9
4. Professional Apprenticeships at SCQF level 10 - 12
5. Higher Apprenticeships at SCQF level 8
6. Graduate Apprenticeships at SCQF level 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.

They all contain the same 3 basic criterion:

A Mandatory Competency Based Qualification, or series of Mandatory Qualifications which may be **a relevant**:

* Scottish Vocational Qualification (SVQ)

or

* An alternative Competency Based Qualification (CBQ)

Career Skills

* Career Skills for Technical and Professional Apprenticeships at SCQF Levels 8, 9 and 10 or

##### Acquisition of knowledge to underpin the competency based qualification, which may be:

* A relevant training qualification delivered by a training provider/college/employer

or

* Training acquired whilst on the job (Industry Specific Training)

##### This document concerns itself with Technical Apprenticeships

##### Technical Apprenticeships

##### What are Technical Apprenticeships?

Technical Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at technician level.

##### Who develops them?

Technical Apprenticeships are normally developed by Sector Skills Councils or Sector Skills Organisations (SSCs/SSOs). SSCs/SSOs or a developer who consult with employers and key partners in their sector to produce a framework and associated training programme, which meets the needs of employers.

##### Who are they for?

Technical 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.

**Framework Design Principles**

**Each framework will contain:**

* An expected duration for the Apprenticeship that it would normally take a new apprentice to complete.
* Mandatory outcome
  + The core qualification of the apprenticeship
* Any Mandatory Enhancements
  + Additional qualifications and/or training that the apprentice must know and/or be able to do to operate in the sector
* Any Optional Enhancements
  + Additional qualifications/training that would bring added value to the apprentice to be able to operate more effectively in the sector

**Career/ Core Skills**

Unless specified by the SSC/SSO, Technical/Professional Apprentices must complete career skills units **at SCQF** Level 7 or above from the list  **-** <https://www.skillsdevelopmentscotland.co.uk/media/46907/career-skills-for-technical-and-professional-apprenticeships-july.pdf> - **and** achieve a minimum of 1520 credits in total. The Apprentice and the Employer will select the appropriate career skills units within Annex 4 to meet the above **or other SSC approved unit that is at SCQF Level 7 or above)**

**Summary of Framework**

**Diagram showing the contents of the** **Technical/ Professional Apprenticeship in [name of Framework]**

|  |
| --- |
| **Duration**  **NOTES:**  ***The SSC/developer should include a relevant SVQ/CBQ/ HN, Professional qualification or other qualification based on occupational standards***  *Please remove any boxes that are not required.*  ***Mandatory Component***  *All Scottish Technical and Professional Apprenticeship Frameworks must contain a relevant SVQ, equivalent CBQ, Higher National, Professional Qualification or other qualification based on occupational standards..*  ***Career Skills see link***  *All Scottish Technical and Professional Frameworks must contain Career Skills. The Career Skills units selected should NOT be the same as any of the mandatory components.*  *Two to five units should be selected from any of the categories, to meet the following thresholds:*   * *Technical Apprenticeships must include Career Skills Units at SCQF 7 or above and achieve a minimum threshold of 15 Credits* * *Professional Apprenticeships must include Career Skills Units at SCQF 8 or above and achieve a minimum threshold of 20 credits.*   ***Enhancements***  *The Scottish Government is keen to see language qualifications included in all 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.* |
| **-** *Developer should include an estimate of the length of time it takes to achieve and demonstrate competence. Apprenticeship policy in Scotland does not require a minimum duration for Modern, Technical, Higher and Professional apprenticeships, although some sectors do mandate this.* *So that whilst a minimum duration for apprenticeship in Scotland is not mandatory it is helpful for AAG members to receive an estimate of the expected average duration of the programme for apprentices.* |

### Mandatory outcomes

|  |
| --- |
| **SVQ/ CBQ/ HN Qualification/ Professional Qualification**  **-** *The following must be achieved:*   1. (Full name of qualification and reference code) |
|  |
| **Career Skills** *(see Appendix 4 for full list)*   * Employer and individual to select the appropriate Career Skills units within the agreed thresholds |
|  |
| **Enhancements**  (Detail full name and reference number of qualification) |
| **Optional Outcomes** |
| **Additional SVQ Units/Qualifications/Training**  (Detail other awards, qualifications or training programmes which are relevant and desirable.) |

**THE FRAMEWORK**

**Title of this Framework**

**Technical Apprenticeship in XXXXXXXXXXX at SCQF Level XXX**

Upon completion of this framework the typical roles that this apprentice might be employed as include:

1

2

3

4

5

6

7

8

9

10

**Duration**

The suggested duration for this apprenticeship is………………

**Mandatory Outcomes**

**Core Qualification(s) to be achieved**

|  |  |  |
| --- | --- | --- |
| **Awarding Bodies Full Title** | **SCQF Level** | **Awarding Bodies Qualification Code** |
|  |  |  |
|  |  |  |
|  |  |  |

**Mandatory Enhancements to be achieved**

|  |  |  |
| --- | --- | --- |
| **Awarding Bodies Full Title** | **SCQF Level (If appropriate)** | **Awarding Bodies Qualification Code**  **(If appropriate)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Optional Outcomes**

**The following may also be achieved/are desirable**

|  |  |  |
| --- | --- | --- |
| **Title of Training/Enhancement** | **SCQF Level (If appropriate)** | **Awarding Bodies Qualification Code**  **(If appropriate)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Career Skills**

Unless specified by the SSC/SSO, Technical/ Professional Apprentices must complete career skills units at SCQF Level 7 or above from the attached list (Annex 4) and achieve a minimum of 1520 credits in total. The Apprentice and the Employer will select the appropriate career skills units within Annex 4 to meet the above criterion.

|  |
| --- |
| **Work-Based Training – Mandatory Outcome** |
| **Delivery and Assessment Method for the Mandatory Outcome(s)**  *This section should detail how the Work Based Training and assessments are carried out in the workplace and/or with the training provider* |
|  |
| **Delivery of underpinning knowledge – Work Based Training (if no formal off-the job Training Is Provided)**  *This section details how apprentices develop their knowledge and understanding if there is no formal certification of underpinning knowledge* |
| **Off-the-job training** |
| **Details of off-the-job training**  *This section details how the apprentice will gather the underpinning knowledge which is required to complement the work based component?*  *Does it lead to a formal recognised award e.g. and Awarding Body or Vendor award?*  *Where will it be delivered (College/Training Provider)* |
|  |
| **Delivery and assessment method of off-the-job training**  *This section details how training is delivered and assessed off-the-job?*  *How long does it take to achieve the award?*  *Is there an attendance pattern?*  *How will it be assessed* |
|  |
| **Exemptions**  *This section details if there are any groups exempt from completing the off-the-job component? (e.g. older workforce with the required knowledge as demonstrated through RPL/ APL)* |

**List of Training Providers**

|  |
| --- |
| This link provides details of the current list of training providers cleared to deliver this apprenticeship framework  [Skills Development Scotland Training Providers](https://www.ourskillsforce.co.uk/?firstStep=1&secondStep=2) |

**2.10 Registration and Certification**

2.10.1 This Apprenticeship is managed by **XXXXXX**. [Name of SSC]is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details for each SSC/SSO can be found here:

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

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

2.10.3 Registration can be made by completing the online registration system (MA Online, [www.maonline.org.uk](http://www.maonline.org.uk)) or by SSC specific registration processes. In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan, or a bespoke Training Plan approved by Skills Development Scotland, to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

2.10.4 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 navigator reports or photocopies of certificates from awarding bodies.

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

**2.11 SSC Service level**

2.11.1 Each candidate will be issued with a unique registration number.

2.11.2 The SSC undertakes to issue Certificates of Completion within 10 days of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

**2.12 The SSC Training Plan**

2.12.1 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. |

2.12.2 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.

2.12.3 However any changes must:

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

2.12.4 A sample Training Plan is provided at Appendix ?? of this document, however, for those Modern Apprentices funded by SDS it is sufficient to submit the Skills Development Scotland Training Plan or bespoke training plan on condition that it covers the same information required in the MA Training Plan.

**2.13 Recruitment and Selection**

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

1. Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit. All applicants undertake a pre-employment assessment, formally recognised by employers, to ensure that the applicants have the ability to manage the course.
2. 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, Highers, National 4 and National 5’s, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
3. The following factors may also influence the selection process:
4. performance during a formal interview process
5. references
6. relevant work experience
7. trial observation period.
8. Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
9. 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.
10. Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

**2.14 Equal opportunities**

2.14.1 Scottish 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.

2.14.2 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.

**2.15 Health and Safety**

2.15.1 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.

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

**2.16 Contracts**

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

* Contract of employment signed by the employer and the Modern Apprentice.
* 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.
* 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 or bespoke 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.

**2.17 Employment status of Modern Apprentices**

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

2.17.2 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.

**2.18 Terms and conditions of employment**

2.18.1 In order to compete with other sectors offering Scottish 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.

**2.19 Training and Development**

**2.19.1 Delivery**

2.19.2 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:

1. training providers
2. colleges / universities
3. other employers

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

2.19.4 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.

**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:

1. Awarding Bodies
2. Employers
3. Modern Apprentices
4. Modern Apprenticeship Group (MAG)
5. Sector Skills Councils (SSCs/SSOs)
6. Standard Setting Organisations (SSOs)
7. Skills Development Scotland
8. Training Providers

**Role of the Standard Setting Organisation/Sector Skills Councils**

SSOs/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 SSO/ SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fisss.org/>.

**Role of** **Skills Development Scotland (SDS)**

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

Further information is available from: [http://www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx)

SDS provides advice and guidance to individuals on the range of Scottish Modern Apprenticeships and training providers available. Individuals are signposted to training 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 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 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 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 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 Developer 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 Developer, 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 Developer 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

1. Registering Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
2. Registering Modern Apprentices with the Developer
3. Applying for the final `Certificate of Completion’ on behalf of Apprentices
4. Informing the Developer 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: |

**Framework selected outcomes**

***Mandatory outcomes***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Framework – All units are mandatory** | | **Tick units being undertaken** | **SCQF Level** | **SCQF Credit Points** |
|  | Unit Title |  |  |  |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| **Workplace Core Skills**  *(Include details of the minimum level required)* | | Tick units being undertaken | SCQF Level | SCQF Credit Points |
| 1 | Communication |  | 5 | 6 |
| 2 | Working with others |  | 5 | 6 |
| 3 | Numeracy |  | 5 | 6 |
| 4 | Information and Communication Technology |  | 5 | 6 |
| 5 | Problem Solving |  | 5 | 6 |

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

|  |
| --- |
| Not applicable. See Recruitment and Selection. |

**APPENDIX 4: Career Skills Units for Technical and Professional Apprenticeships**

**Technical Apprentices** should complete Career Skills units at SCQF Level 7 or above and achieve a minimum of 15 Credits in total.

**Professional Apprenticeships** should complete Career Skills units at SCQF Level 8 or above and achieve a minimum of 20 Credits in total.

The Career Skills units selected must not duplicate any of the units undertaken as part of the mandatory qualification.

A full list of career skills is available at

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