

**Scottish Apprenticeships**

**A**

# **Modern APPRENTICESHIP**

**IN**

**Veterinary Nursing  
at SCQF Level 7**

**FRAMEWORK DOCUMENT  
FOR  
SCOTLAND**

**Lantra**

**Version 1.2 - September 2024**

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## Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	April 2020	Framework first published	
1.1	Dec 2021	Complete framework refreshed:  CBQ included from Lantra Awards Core skills embedded (no need for separate certification)	Full consultation and new proposal document completed
1.2	Sept 2024	Additional qualifications added to Mandatory Outcomes. Additional Enhancement added.	

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 Veterinary Nursing

### Overview of the sector

The Veterinary Nursing sector is an important part of the Animal Welfare industry and is represented by small animals, equine and agricultural animals. Registered Veterinary Nurses (RVNs) work alongside Veterinary Surgeons in order to provide a high standard of care for animals. Registered Veterinary Nurses (RVNs) normally work within a veterinary surgery or veterinary hospital and are involved in a wide range of care and treatment.

RVNs provide skilled supportive care for sick animals, as well as undertaking minor surgery (not involving entry into a body cavity), monitoring during anaesthesia, medical treatments and diagnostic tests under veterinary supervision.

RVNs also play an important role in the education of owners on good standards of animal care.

The veterinary nursing sector is regulated by the Royal College of Veterinary Surgeons (RCVS), who are responsible under the current Veterinary Surgeons Act for keeping the register of Veterinary Surgeons and Veterinary Nurses eligible to practice in the UK, setting standards for veterinary education and regulating the professional conduct of Veterinary Surgeons and Veterinary Nurses.

According to the 'RCVS Facts 2017' publication (published 2018), in total there are 5705 veterinary practices in the UK of which 8% (491) are based in Scotland. Within these Scottish veterinary practices there are currently 967 RVNs.

The veterinary nursing sector requested the development of a Modern Apprenticeship (MA) and SVQ back in 2017. Since that time, we have worked with the sector to review the Veterinary Nursing National Occupational Standards, worked with Awarding Bodies to develop suitable qualifications which are fully mapped to the RCVS Day one Skills and Day one Competencies and to develop a Modern Apprenticeship (MA) containing extra industry relevant enhancements. This will allow Student Veterinary Nurses working in veterinary practices to achieve a qualification and gain full RCVS registration as a Veterinary Nurse on completion of the Diploma's or Modern Apprenticeship.

The development of a Modern Apprenticeship (MA) was requested by the sector to enable the Student Veterinary Nurse to complete a package of learning, to include an RCVS accredited qualification, Objectively Structured Clinical Examinations (OSCE) and extra enhancements, giving the Student Veterinary Nurse the opportunity to expand their career. This is why Lantra and the sector feels that the MA will be a popular route for students, allowing them to achieve the extra enhancements such as supervisory skills or business skills on top of completing the RCVS accredited qualification and OSCE, which if successfully completed will allow the student to register with the RCVS as a Veterinary Nurse. With the added enhancements there will be the opportunity for Registered Veterinary Nurses to look at expanding their career to Advanced Veterinary Nursing Practitioner or Practice Manager.

Lantra hopes that with the implementation of the new qualifications and Modern Apprenticeship (MA), containing flexible learning options and training to aid progression within the sector, along with the implementation of RCVS initiatives such as veterinary nursing days (to welcome newly Registered Veterinary Nurses and commended long standing RVNs), RCVS Leadership courses and the RCVS Honours Awards, more people will consider a career in Veterinary Nursing and will look to a flexible vocational learning experience and opt to achieve the RCVS accredited qualifications or Modern Apprenticeship (MA)

**Contribution to the Scottish economy**

The report 'Companion Animal Economics: The Economic Impact of Companion Animals in the UK' cites that the turnover of the veterinary market in the UK was estimated at £3 billion in 2015, with 3621 businesses and more than 51,000 people employed. It also reported that, according to the Association of British Insurers, more than £600 million was paid in insurance claims in 2015, or £1.65 million per day, which all contributes to the economy.

## Summary of Framework

Diagram showing the contents of the Scottish Modern Apprenticeship in Veterinary Nursing

### Duration

It is expected that apprentices following this framework will take *36 months to complete*. This will include the Royal College of Veterinary Surgeons required 2990 hours of approved training, which no less than 1800 hours should be clinical work experience.

*License to practice as a Veterinary Nurse will only be issued by the Royal College of Veterinary Surgeons on completion of all elements of the Modern Apprenticeship.*

### Mandatory outcomes

SVQ or alternative competency-based qualification (CBQ)

- One of the following qualifications must be achieved:

- Lantra Awards Diploma in Veterinary Nursing – Small Animal at SCQF Level 7, R702 04      420 credits
- Lantra Awards Diploma in Veterinary Nursing – Equine at SCQF Level 7, R703 04      420 credits
- VetSkill VTEC Diploma in Veterinary Nursing (Companion Animal) at SCQF Level 7, R868 04      420 credits
- VetSkill VTEC Diploma in Veterinary Nursing (Equine) at SCQF Level 7, R869 04      420 credits

### Work Place Core Skills

- Communication      SCQF Level 6
- Working With Others      SCQF Level 6
- Problem Solving      SCQF Level 6
- Information and Communication Technology      SCQF Level 6
- Numeracy      SCQF Level 6

All core skills are embedded within the Diplomas. There is no need for separate certification.

### Enhancements

The apprentice must achieve one enhancement. Suitable courses/qualifications include:

Ref. no.	Awarding Body	Title
GN0T 46	SQA	Award in Emergency First Aid at Work at SCQF Level 6
R538 04	FAQ	Emergency First Aid at Work at SCQF Level 6
R540 04	ITC	ITC Certificate in Emergency First Aid at Work at SCQF Level 6
R529 04	FAAL	Award in Emergency First Aid at Work at SCQF Level 6
R542 04	STA	Award in Emergency First Aid at Work at SCQF Level 6
R544 04	Highfield Qualifications	Award in Emergency First Aid at Work at SCQF Level 6
R553 04	SafeCert	Award in Emergency First Aid at Work at SCQF Level 6
R870 04	VetSkill	Award in Principles of First Aid for Cats and Dogs

Or any other accredited or national or legislative recognised short course/qualification at a suitable level

Name	Delivery	Ref. no.
Groom Animals	SQA unit HA7C 04	HA7C04
	Or short practical based course	
Animal Behaviour	Online learning/distance learning or classroom-based training course	N/A
Mental Health First Aid	Scotland Mental Health First Aid (NHS Health Scotland)	N/A
IOSH Training	Online learning/distance learning or classroom-based training course	N/A
Social Media/Marketing Training	Online learning/distance learning or classroom-based training course	N/A
Workplace Coaching	Online learning/distance learning or classroom-based training course	N/A
Data Protection/GDPR Awareness	Online learning/distance learning or classroom-based training course	N/A
Resource Management	Online learning/distance learning or classroom-based training course	N/A
Sourcing Supplies	Online learning/distance learning or classroom-based training course	N/A
Supervisor Training	Online learning/distance learning or classroom-based training course	N/A
Budget Management Training	Online learning/distance learning or classroom-based training course	N/A
Time Management Training	Online learning/distance learning or classroom-based training course	N/A
Microchipping Animals	Short practical based course	N/A

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra.

The short courses must take at least one day (roughly about 8 hours of learning).

### Optional Outcomes

<p><b>Additional SVQ Units/Qualifications/Training</b></p> <p>None</p>
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## The Framework

### Duration

It is expected that apprentices following this framework will take 36 months to complete. This includes the Royal College of Veterinary Surgeons 2990 hours of a recognised programme, of which 1190 for off-the-job training.

License to practice as a Veterinary Nurse will only be issued by the Royal College of Veterinary Surgeons on completion of all elements of the Modern Apprenticeship.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve one of the following Qualifications:

- |  |             |
|--|-------------|
| • Lantra Awards Diploma in Veterinary Nursing – Small Animal at SCQF Level 7     | 420 credits |
| • Lantra Awards Diploma in Veterinary Nursing – Equine at SCQF Level 7           | 420 credits |
| • VetSkill VTEC Diploma in Veterinary Nursing (Companion Animal) at SCQF Level 7 | 420 credits |
| • VetSkill VTEC Diploma in Veterinary Nursing (Equine) at SCQF Level 7           | 420 credits |

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 6 |
| • Working With Others                      | SCQF Level 6 |
| • Problem Solving                          | SCQF Level 6 |
| • Information and Communication Technology | SCQF Level 6 |
| • Numeracy                                 | SCQF Level 6 |

All Core Skills are mapped to the Diplomas and will not require separate certification

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

The apprentice must achieve one enhancement. Suitable courses/qualifications include:

Ref. no.	Awarding Body	Title
GN0T 46	SQA	Award in Emergency First Aid at Work at SCQF Level 6
R538 04	FAQ	Emergency First Aid at Work at SCQF Level 6
R540 04	ITC	ITC Certificate in Emergency First Aid at Work at SCQF Level 6
R529 04	FAAL	Award in Emergency First Aid at Work at SCQF Level 6
R542 04	STA	Award in Emergency First Aid at Work at SCQF Level 6
R544 04	Highfield Qualifications	Award in Emergency First Aid at Work at SCQF Level 6
R553 04	SafeCert	Award in Emergency First Aid at Work at SCQF Level 6
R870 04	VetSkill	Award in Principles of First Aid for Cats and Dogs

Or any other accredited or national or legislative recognised short course at a suitable level

Name	Delivery	Ref. no.
Groom Animals	SQA unit HA7C 04	HA7C04
	Or short practical based course	
Animal Behaviour	Online learning/distance learning or classroom-based training course	N/A
Mental Health First Aid	Scotland Mental Health First Aid (NHS Health Scotland)	N/A
IOSH Training	Online learning/distance learning or classroom-based training course	N/A
Social Media/Marketing Training	Online learning/distance learning or classroom-based training course	N/A
Workplace Coaching	Online learning/distance learning or classroom-based training course	N/A
Data Protection/GDPR Awareness	Online learning/distance learning or classroom-based training course	N/A
Resource Management	Online learning/distance learning or classroom-based training course	N/A
Sourcing Supplies	Online learning/distance learning or classroom-based training course	N/A
Supervisor Training	Online learning/distance learning or classroom-based training course	N/A
Budget Management Training	Online learning/distance learning or classroom-based training course	N/A
Time Management Training	Online learning/distance learning or classroom-based training course	N/A
Microchipping Animals	Short practical based course	N/A

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra.

The short courses must take at least one day (roughly about 8 hours of learning).

### Optional Outcomes

None
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## Registration and Certification for Modern

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

Lantra  
Lantra House  
Stoneleigh Park  
Coventry  
Warwickshire  
CV8 2LG  
Telephone: 02476 696996

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 must be registered online using <https://modernapprenticeships.org/login> by setting up a record. Lantra request that the MA Agreement is uploaded to MA online before registration.

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.

The apprentice must be employed in a suitable job role to gain the experience and knowledge required for the qualification and Modern Apprenticeship.

The apprentice must have completed National 5 grade C or above in English, Maths and Science or equivalent. The apprentice should:

- Be committed to a career in Veterinary Nursing
- Enjoy working with animals
- Be prepared to attend off the job training
- Have a positive attitude towards learning
- Be able to acquire the broad range of skills, knowledge and understanding required in the apprenticeship
- Be competent to complete one of the SCQF Level 7 qualification
- Be competent to complete the Day One Skills and Day One Competences
- Be competent to complete an Objectively Structured Clinical Examinations (OSCE)
- Be able to demonstrate relevant core skill competence

## 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

The list below shows the providers who have confirmed they will offer the MA.

Borders College  
 College of Animal Welfare  
 New Lanarkshire College  
 North Highland College (UHI).  
 SRUC

As this is a new MA it is likely that new centres will come on board over time, therefore please contact Lantra or the Awarding Bodies for an up-to-date list of training providers.

## Delivery of Training for the Modern Apprenticeship in Veterinary Nursing

### Work-based training

#### Delivery and assessment method

Work-based or on-the-job training is defined as skills, knowledge and competence gained within normal work duties.

On-the-job training should:

- Achieve clear and specific outcomes which contribute directly to the successful achievement of the MA framework and this may include accredited and non-accredited elements.
- Must follow the Royal College of Veterinary Surgeons 1800 hours or more of clinical work experience.
- Be planned, reviewed and evaluated jointly between the modern apprentice and a tutor, mentor or manager.
- Allow access as and when required by the modern apprentice either to a tutor, mentor or manager.
- Be delivered during contracted working hours.
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study.

Assessment is generally carried out in the candidate's place of work but where this is not possible assessment can be carried out in a training environment, but the situation should reflect a real work environment as far as possible. Simulation must be agreed with the External Verifier first.

Regular reviews should take place with the apprentice as well as their employer/mentor/supervisor (whichever is appropriate) to discuss progress.

The Apprentice must log the skills they acquire on a Nursing Progress Log which will log the competencies with the required clinical skills.

### Skills required by training providers delivering the training

Appropriate qualifications from the following list should be held by those undertaking delivery and assessment depending on whether they are delivering or just assessing in the workplace:

- L&D9D or L&D9DI
- A1 or A2 plus CPD (in line with the current L&D9 Standard)
- TQFE plus CPD (in line with the current L&D9 Standard)
- D32 and/or D33 plus CPD (in line with current L&D9 Standard)

Assessors and verifiers who currently hold D or A and V Units are still considered to be qualified assessors and internal verifiers/external verifiers and are not required to undertake the new Units. However, they must be working to the current NOS and undertaking appropriate continuous professional development. Any new assessors and verifiers, who do not currently hold any of these qualifications, should undertake the qualifications based on the current Learning and Development (L&D) NOS.

Assessors should also check Lantra's Assessment Strategy for guidance.

Occupational competence is required for all of the specified qualifications secured from previous experience.

It is good practice for staff involved in delivery to maintain:

- their industry knowledge through CPD activities
- participate in in-house or awarding body training and workshops / standardisation sessions

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

N/A

## Off-the-job training

### Details of off-the-job training

Off-the-job training is defined as time for learning activities away from normal work duties. Off-the-job training should normally:

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager.
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.
- Lead to the achievement of the RCVS accredited qualification, Day One Skills and Day One Competences and an Objectively Structured Clinical Examinations (OSCE).

This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises, or through distance learning. Off-the-job training is defined as time for learning activities away from the normal work duties.

Where it takes place off the job, then it should be relevant to the Modern Apprenticeship and the role of the individual. It has been agreed that the average off-the-job training should consist of at least 1190 hours of the total time of the framework.

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

The Apprenticeship will take 36 months which will include the RCVS required 2990 hours of programme, this includes at least 1800 hours of clinical work experience.

Delivery will also be something agreed between the apprentice, employer and provider to suit the needs of the business but may include:

- Attending day /block release
- Distance learning
- Using on-line tutorials
- Completion of work-based projects

Underpinning knowledge is delivered as an integral part of the qualifications and will be delivered by the training provider as part of on and off-the-job training with their employer/training provider. Modern apprentices may also be required to prepare for lessons by carrying out self-study.

The apprentice must log the skills they acquire on a Nursing Progress Log which will log the competencies with the required clinical skills and achieve an OCSE at the end of the Modern Apprenticeship.

#### **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

Following the review of the Veterinary Nursing National Occupational Standards (NOS) in 2018, Lantra with the support of the RCVS, Associations such as BVNA, colleges/training providers, Awarding Bodies, Employers and Trade Unions, developed a SVQ and Modern Apprenticeship for Veterinary Nursing mapped to the RCVS Day One Skills and Day One Competencies.

Since then, no Awarding has come forward to offer the SVQ, instead Awarding Bodies have opted to convert their Diplomas to the SCQF to create CBQs for delivery within an apprenticeship. These Diplomas have full accreditation from SQA Accreditation and RCVS approval. With RCVS accreditation of these qualifications this will allow Student Veterinary Nurses who complete the qualifications and the Modern Apprenticeship to register as a Veterinary Nurse.

The RCVS have been involved in the process right from the start of the development, ensuring that the National Occupational Standards and that the veterinary nursing qualifications are mapped to the RCVS Day One Skills and Day One Competencies and meet the six RCVS Standards.

Prior to the conversion of the veterinary nursing diplomas Lantra invited the sector to register their interest in the development of a modern apprenticeship and qualifications. Lantra hosted five working groups and one-to-one sessions to initially develop the SVQ, Assessment Guidance for the SVQ and the Modern Apprenticeship.

The first meeting was held on the 26th of June 2019 and attended by 16 people including employers large and small, training providers/Colleges, RCVS and Associations such as BSAVA.

Discussions were held around the logistics of the development, timeframes, allocation of work and the benefit of having the Modern Apprenticeship.

The second meeting held on the 25th of September 2019, also attended by 16 people from large and small employers, associations, training providers/colleges, Awarding Bodies, SQA Accreditation and SDS. The discussions focused around the draft SVQ structure and agreeing the units within, as well as looking at the draft Modern Apprenticeship and agreeing the duration, on and off the job hours, entry requirements, progression, core skills and the list of enhancements.

We then held three subsequent meetings on the 10th, 31st October and the 13th of December 2019, to develop an SVQ Assessment Guidance, to ensure that all the requirements of the RCVS Day One Skills and Day One Competencies are covered within the Veterinary Nursing SVQ.

Our Accreditation Manager at SQA Accreditations also held a two-day credit and levelling event on the 6 and 7th November of 2019, to credit and level the new Veterinary Nursing National Occupational Standards for the SVQ. On completion of the event our Accreditation Manager reviewed the score cards and sent through the SCQF credit and levels ready for inclusion within the SVQ structure.

This information is still valid and can still be taken forward by an Awarding Body to develop the full SVQ, if they choose to do so.

Now that the Veterinary Nursing Diplomas are ready for delivery, these qualifications have been included within the Modern Apprenticeship for delivery, we sent out a summary of the framework, which hasn't changed apart from the inclusion of the Lantra Awards Diploma's.

The updated Modern Apprenticeship summary was sent out to the originally organisations consulted back in November 2019. They range from RCVS, employers, associations, unions, Awarding Bodies, training providers and colleges were contacted regarding the wider industry consultation. Lantra also contacted the Scottish TUC, who

were asked to circulate the consultation to their union contacts. We confirmed with Unite and Unison that they had informed their members in Scotland of the proposed SVQ and MA. To date the unions have not sent in any feedback. However, as they sent out the consultation to their members and a number of Veterinary practices and Veterinary Nurses responded to the consultation, this feedback could have come in due to the union's promotion of the consultation.

Table 5 – list of some of the organisations contacted during the consultation.

Organisation	Region	Type	Size
Abbey Veterinary Clinic	Dundee	Employer	Medium
Abercorn Veterinary Clinics	Edinburgh	Employer	Large
Aberdeen Veterinary Referrals	Aberdeenshire	Employer	Medium
Aberlour Veterinary Centre	Moray	Employer	Medium
Abervet 2015 Ltd	Aberdeenshire	Employer	Small
A&G Vets	Falkirk	Employer	Medium
Albavet	Scotland	Employer	Small
Albyn Veterinary Clinic Ltd	West Lothian	Employer	Medium
Allan Veterinary Surgery	Renfrewshire	Employer	Medium
Apex Vets	Falkirk	Employer	Small
Ardene House Veterinary Hospital	Aberdeenshire	Employer	Medium
Ardmory Veterinary Clinic	Glasgow	Employer	Medium
Ark Veterinary Clinics Ltd	Motherwell	Employer	Large
Armac Vets Ltd	Scotland	Employer	Medium
Ashbank Vet Centre Ltd	Scotland	Employer	Small
Ashgrove Veterinary Centre Ltd	Aberdeenshire	Employer	Small
Aurora Veterinary Clinic	Aberdeenshire	Employer	Medium
Avalon Veterinary Clinic	Milngavie	Employer	Medium
Avenues Veterinary Group	Glasgow	Employer	Large
Avondale Veterinary Group	South Lanarkshire	Employer	Large
Bard Vets Ltd	Dumfries and Galloway	Employer	Medium
Bishopbriggs Veterinary Centre	Glasgow	Employer	Medium
Blackness Veterinary Surgery	Dundee	Employer	Medium
Blairgowrie Vets Ltd	Blairgowrie	Employer	Small
Blantyre Veterinary Surgery	Glasgow	Employer	Medium
Borders Vets Ltd	Scotland	Employer	Medium
Borders College	Scotland	College	Medium
Braid Veterinary Hospital	Edinburgh	Employer	Medium
Brannock Veterinary Clinic	Lanarkshire	Employer	Medium
Bridge Vets	Aberdeenshire	Employer	Small
Broadleys Veterinary Hospital	Scotland	Employer	Medium
Bruceview Vet Clinic	Stirling	Employer	Medium
BSAVA UK wide association	UK Wide	Association	Large
Buchan Veterinary Clinics	Aberdeenshire	Employer	Medium
BVA UK wide association	UK Wide	Association	Large
BVNA	UK Wide	Association	Large
Cameron & Grieg	Fife	Employer	Medium
Campbell & Galloway	Glasgow	Employer	Medium
Champion Vet	Scotland	Employer	Medium
Charnwood Veterinary Centre	Dumfries	Employer	Small
City and Guilds	UK Wide	Awarding Body	Large
Clyde Veterinary Group	Scotland	Employer	Large
College of Animal Welfare	UK Wide	Training Provider	Large

Collier & Brock	Scotland	Employer	Small
Conanvet	Inverness-shire	Employer	Small
Condorrat Veterinary Surgery	ForthValley	Employer	Medium
County Vets	Ayrshire	Employer	Small
Craigpark Veterinary Centre	Glasgow	Employer	Medium
Crossriggs Veterinary Clinic	Ayrshire	Employer	Medium
Crown Vets	Inverness-shire	Employer	Small
CVS Group Plc	UK Wide – Practices in Scotland	Employer	Large
Deveron Veterinary Surgeons	Aberdeenshire	Employer	Medium
Donald S. McGregor and Partners Ltd	Caithness	Employer	Medium
Donview Veterinary Centre	Aberdeenshire	Employer	Medium
Dryfe Vets Ltd	Dumfriesshire	Employer	Medium
Dundas Veterinary Group Ltd	Edinburgh	Employer	Large
Dunedin Veterinary Surgeons	East Lothian	Employer	Medium
Dunmuir Veterinary Group	Stewartry	Employer	Large
Dunnydeer Veterinary Group	Aberdeenshire	Employer	Large
Easter Ross Vets	Ross-shire	Employer	Small
Eastgate Veterinary Practice	Inverness-shire	Employer	Small
East Neuk Veterinary Clinic	Fife	Employer	Medium
Eden Veterinary Practice	Fife	Employer	Medium
Fair City Veterinary Group	Perth	Employer	Large
Firstvets Bearsden	Glasgow	Employer	Small
Flett & Carmichael Veterinary Surgeons	Orkney	Employer	Medium
Fochabers Veterinary Surgery	Moray	Employer	Medium
Forth Valley Vets	Stirling	Employer	Medium
Fraser & Fraser Ltd	Ross-Shire	Employer	Medium
Galedin Vets	Scotland	Employer	Small
Glenbrae Veterinary Clinic	Scotland	Employer	Medium
Glenythan Vet Group	Aberdeenshire	Employer	Large
Gordon Vets Ltd	Scotland	Employer	Small
Grahams Road Veterinary Clinic	Falkirk	Employer	Small
Greenside Veterinary Practice – Part of the Linnaeus Group	UK based – Practices in Scotland	Employer	Small
Hawick Veterinary Practice Ltd – Part of the Linnaeus Group	UK based – Practices in Scotland	Employer	Small
Hyndland Street Veterinary Surgery	Glasgow	Employer	Medium
ICR Veterinary Group Ltd	Edinburgh	Employer	Large
IVC Evidensia	UK Wide – Practices in Scotland	Employer	Large
Ingis Vets Alloa	Scotland	Employer	Small
Inshes Veterinary Centre	Inverness	Employer	Medium
Ivybank Veterinary Clinic	Ayrshire	Employer	Medium
Johnston & Farrell	Ross-shire	Employer	Medium
Julie Innes Veterinary Surgery	Lanarkshire	Employer	Small
Kidd Veterinary Centre	Angus	Employer	Medium
Kilbarchan Veterinary Practice Ltd	Renfresshire	Employer	Medium
Kingdom Veterinary Clinic	Fife	Employer	Medium
Kirkton Veterinary Centre Ltd	Aberdeenshire	Employer	Medium
Lantra Awards UK wide Awarding Body	UK Wide	Awarding Body	Medium

Lamond Veterinary Clinic	West Lothian	Employer	Small
Links Veterinary Group	East Lothian	Employer	Large
Market Cross Veterinary Clinic	Edinburgh	Employer	Small
MBM Veterinary Group	Ayrshire	Employer	Large
McDonald Vets - Queen Margaret Drive	Glasgow	Employer	Large
McKenzie Vets	Alexandria	Employer	Small
Meadows Veterinary Centre	Aberdeenshire	Employer	Small
Miller & Swann	Moray	Employer	Medium
Mintlaw Vet Surgery	Peterhead	Employer	Medium
Moray Coast Veterinary Group	Morayshire	Employer	Large
Morven Veterinary Practice Ltd	Aberdeenshire	Employer	Medium
New Lanarkshire College	Scotland	College	Large
Nithsdale Vets Ltd	Dumfries and Galloway	Employer	Medium
North Highland College (UHI)	Scotland	College	Medium
North Lanarkshire College	Scotland	College	Medium
Northvet Veterinary Group Ltd	Orkney	Employer	Large
Oak Tree Vet Centre	Edinburgh	Employer	Small
Oban Veterinary Surgeons	North Argyll	Employer	Medium
Old Mill Veterinary Practice	Isle of Lewis	Employer	Small
Parkside Veterinary Group	Scotland	Employer	Large
PDSA	UK Wide – Practices in Scotland	Employer	Large
Pets Friends Veterinary Clinic	Larbert	Employer	Small
Pets'n'Vets	Glasgow	Employer	Medium
Polmont Veterinary Clinic	Falkirk	Employer	Small
Provost Veterinary Group	Fife	Employer	Large
Queen's Park Veterinary Surgery	Glasgow	Employer	Medium
RCVS	UK Wide	Regulatory Body	Large
Real Vets Ltd	Glasgow	Employer	Medium
Riverside Veterinary Clinic	Stirling	Employer	Medium
Rogart Vets	Sutherland	Employer	Small
Rouken Glen Veterinary Surgery	East Renfrewshire	Employer	Medium
Sandyhills Veterinary Clinic	Glasgow	Employer	Small
Scottish Vet Referrals	Inverness-shire	Employer	Medium
Shedden Vets Ltd	Clarkston	Employer	Medium
Shetland Vets	Shetland Islands	Employer	Small
Sirram Veterinary Services Ltd	Lanarkshire	Employer	Medium
Skills Development Scotland	Scotland	Funding Agency	Large
SQA Accreditations	Scotland	Qualification Accreditation	Large
SQA	Scotland	Awarding Body	Large
SRUC	Scotland	College	Large
SSPCA	Scotland	Employer	Large
St Clair Veterinary Clinics Ltd	Fife	Employer	Medium
Struthers and Scott	Perthshire	Employer	Medium
STUC	Scotland	Union Congress	Large
Tay Valley Veterinary Centre	Perth	Employer	Medium
Taylor Veterinary Practice Ltd	Glasgow	Employer	Medium
The Crofts Veterinary Centre	Angus	Employer	Small
The Lawrie Veterinary Group	Scotland	Employer	Large
The Oaks Veterinary Centre	Ayrshire	Employer	Medium
The Roundhouse Veterinary Hospital	Glasgow	Employer	Medium

The Veterinary Centre	Glasgow	Employer	Small
Thistle Vets Ltd	Edinburgh	Employer	Medium
Tower Veterinary Centre	Perth	Employer	Small
Thrums Veterinary Group	Perthshire	Employer	Small
Tweed Valley Animal Health Ltd	Berwickshire	Employer	Medium
Two Rivers Veterinary Practice	Scotland	Employer	Medium
University of Edinburgh Hospital for Small Animals	Edinburgh	Employer	Medium
University of Glasgow Small Animal Hospital	Glasgow	Employer	Medium
Unison	UK	Union	Large
Unite	UK	Union	Large
VetPartners Practices Ltd	UK Wide – Practices in Scotland	Employer	Medium
Vets Now Hospital Glasgow	Glasgow	Employer	Medium
Vets4Pets	UK Wide – Practices in Scotland	Employer	Large
VetSkills Awarding Body	Scotland	Awarding Body	Medium
Village Vets	East Lothian	Employer	Small
Wallace Veterinary Centre	Scotland	Employer	Small
Wards Veterinary Centre	Elgin	Employer	Small
West Port Veterinary Clinic	Scotland	Employer	Small
Wilson & Partners	Fife	Employer	Medium
W K Swan	Aberdeenshire	Employer	Small
Woodside Veterinary Group	Aberdeenshire	Employer	Large
Organisation	Region	Type	Size

We received support from around 50 Training Practices (employing trainee veterinary nurses to put them through training), SRUC, IVC, North Highland College, Dick, Borders College, RCVS, BVNA, Vets4pets, Scottish SPCA

Feedback received:

- RCVS asked that qualifications on offer across all four nations should mirror one another, which is one of the reasons why Lantra Awards did not take the SVQ forward and instead converted their Diplomas to the SCQF, allowing easier transferability of skills across all four nations
- SRUC have 20 employed students waiting to enrol in January 2022, with a further 30 students and vet practices showing an interest in the September 2022 intake
- recruiting RVNs is currently very challenging. The high majority of clinical coaches are RVNs and employment choice seems high. All of SRUCs full time students find employment and very often the full time students are becoming employed mid training as practices are unable to recruit RVNs. There is a shortfall of RVNs and the Modern Apprenticeship would provide opportunity for an increased number of training practices to support employed students through work based training
- Practice principals have indicated support for a Modern Apprenticeship for several years
- Over the years, VN training in Scotland has been problematic for practices as there has been no apprenticeship training or apprenticeship funding available to train employed students via the work based learning route. The common route for training has been via HE courses and full time education courses with student placements.  
The possibility of a MA means that practices will be able to employ and train their own nurses, and by doing so, reduce the personnel shortage that veterinary practices are currently experiencing. The introduction of a Scottish MA in this sector will provide parity across all regions of the UK, will futureproof the training provisions, and provide training options that can be offered to student VNs.
- There should be a list of enhancements within the framework. The candidate should choose one enhancement, this should be either Emergency First Aid at Work, or one enhancement from the list of short courses/qualifications suggested by the working group on the 25<sup>th</sup> of September 2019. There should

also be a statement highlighting that if the providers wish to add to this list, they should first agree the enhancement with the employer and apprentices and then contact Lantra, at the beginning of the MA, to confirm we are happy with this enhancement.

- The off the job-the-training should reflect and include the RCVS 2990 required hours of training of which 1800 hours should be clinical practice, leaving 1190 hours of off the job training. Concerns were raised that the 1190 hours could be classed as college-based training hours. It was explained that off-the-job-training could be attending college, but also compiling a nursing progress log, completion of multiple-choice exams and practical exams, home study and on-line learning.
- The MA should have a duration of 36 months which will include training, clinical practice, compiling a nursing progress log, completion of multiple-choice exams and practical exams. The consultation raised that although 36 months was acceptable, there should be flexibility in duration, for those learners who can complete the Modern Apprenticeship earlier.
- The Core Skills to be embedded within the SVQ/Diplomas/MA

## Career progression

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

On completion of the apprenticeship and the achievement of an OSCE the apprentice will become a Registered Veterinary Nurse.

Apprentices completing the Veterinary Nursing Modern Apprentices at SCQF Level 7, will be able to progress to:

- Higher National Diploma
- Under-Graduate Degrees
- Emergency and Critical Care Certificate

The Registered Veterinary Nurse can progress in their career to:

- Advanced Veterinary Nursing Practitioner
- Practice Manager
- Emergency and Critical Care Veterinary Nursing

# 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:

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

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:

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

## 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)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

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

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

Lantra  
Lantra House  
Stoneleigh Park  
Warwickshire  
CV8 2LG