



A

MODERN APPRENTICESHIP

IN

Procurement level 3

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Skills for Logistics

June 2014

Skills for Logistics
12 Warren Yard
Warren Farm Office Village
Milton Keynes
MK12 5NW

**Skills for
Logistics** | ATTRACT
DEVELOP
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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

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

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

Modern Apprenticeship in Procurement

Overview of the sector

The purpose of the Procurement Modern Apprenticeship is to encourage entry into and progression within the procurement and supply chain industry. This framework has been developed by Skills for Logistics in partnership with Scottish Government's Procurement Team, Chartered Institute of Purchasing and Supply, training providers and employers in the procurement and supply chain sector.

The process of procurement includes preparation and processing of a product or service as well as the end receipt and approval of payment. It often involves:

- Purchase planning
- Specification development
- Supplier research and selection
- Value analysis
- Price negotiation
- Financing
- Making the purchase
- Supply contract administration
- Inventory control and stores

Procurement is a pan sector function which is fundamental to all businesses, because the ability to assure value for money and effectively manage risk through strategic sourcing, purchasing and supply chain management and development activities will determine if operations continue.

In the past year large scale organisations undertaking work force reviews have identified that up to one third of their procurement staff has the potential to retire within the next few years. Procurement and the supply chain industry has a history of challenges in attracting and recruiting new entrants which means the skills gap is growing in the short to medium term in both private public sector businesses. Therefore there is an opportunity to work together to address this skills gap in Scotland and, in doing so, support youth employment.

Since the Review of Procurement in 2006, the Scottish public sector has been investing in its people, organisational capability and in systems, tools, practices and training as well as championing the development of private sector capability - sharing, bench marking and promoting good practice wherever possible.

Whilst Procurement is a cross sector function, it is a key role within the Logistics sector in terms of managing supply chains. In October 2012, the Scottish Government launched the Scottish Procurement Learning and Development Partnership, building on the work already done by the cross sector Procurement Reform People and Skills Workgroup.

The Partnership's aims are to raise the awareness of procurement as a viable career option for those that have an interest, providing a choice of pathways depending on their particular circumstances and learning style including:

- Work Experience Placements
- Modern Apprenticeships
- HNC/HNDs in Procurement
- Degree and Post Graduate Courses
- Intern, Student Placements and Graduate Recruitment Schemes
- Secondment Opportunities

To that end, Skills for Logistics, in partnership with Skills Development Scotland, Scottish Government's Procurement Team, CIPS (Chartered Institute of Purchasing and Supply), SQA (Scottish Qualifications Authority), Council for Administration and with input from employers have developed a SVQ Level 3 in Procurement which will sit within the

Level 3 Modern Apprenticeship Framework and will support roles such as:

- Administrator
- Assistant buyer
- Assistant contract officer
- Contract analyst
- Stock/inventory controller/planner

A key function of this partnership is to raise awareness of procurement in schools encouraging young people into the profession. Career pathways and profiles have been developed to support this and are available on My World of Work.

Skills Shortages

The Supply Chain Management report July 2011 stated that 65% of their purchasing staff needed improvement in skills and 11% had a significant skills gap. Some of which include communicating, organising and planning as well as commercial skills. Also, the sector has an ageing workforce and difficulty in recruiting and attracting new entrants as they are not aware of the career opportunities available within procurement and the supply chain and is often seen as the “invisible industry”.

The skills gained through completion of the Level 3 Modern Apprenticeship will help address these skills shortages, not only in the technical areas but also help in the development of communication and numeracy skills.

Contributing to the Scottish Economy

Procurement and the supply chain is vital to the Scottish economy, employing 115,000 people across 12,400 companies. All sectors of the Scottish economy rely on procurement and supply chains whether its purchasing and manufacturing raw materials; procuring and constructing buildings; importing or exporting products; enabling the delivery of front line public services; future proofing technology and innovation; or supporting tourism.

Procurement People of Tomorrow is a Scottish Government and Academia-led initiative to build and sustain our own talent pool, backed by the Chartered Institute of Purchasing and Supply and supported by public and private sectors. It focuses on engaging with young people and designing a range of flexible academic and vocational pathways for them to build their skills and enter the profession. The approach has been carefully designed to enable a sustainable increase in capability and capacity in procurement and supply chain excellence across all sectors. By building the skills we need and better equipping young people for the workforce we can directly contribute to Scotland’s social and economic success.

In addition to attracting and building competence, the initiative also focuses on retaining and enhancing commercial skills in industry. It promotes capacity-building and succession planning across Scotland’s public and private sectors; providing cross sector development opportunities; and sharing and signposting knowledge and best practice.

Current qualifications/provision and evidence of demand/marketing activity

The Level 3 Modern Apprenticeship has been developed as an entry point for those looking to enter the sector through the Procurement People of Tomorrow, to build and support the Scottish talent pool.

The Level 3 SVQ (SCQF Level 6) in Procurement has been developed to reflect the different jobs apprentices will be carrying out. The Level 3 SVQ has minimal mandatory units offering flexibility for learners and employers to tailor the qualification to their specific job role. The Modern Apprenticeship has been designed in such a way to offer learners the opportunity to learn the skills and knowledge required in procurement roles.

Although there is a well-established range of CIPS programmes, the sector felt these qualifications focussed primarily on knowledge and understanding and do not judge a learner’s competence, which is necessary for the role. However, the industry did feedback that CIPS qualifications would enhance the apprentices’ journey and should be included as optional within the Enhancements section of the framework.

The Level 3 framework will act as an entry and progression route for those apprentices entering the industry and want to build on their prior knowledge and skills.

The objectives of the level 3 Modern Apprenticeship will be to address the following:

1. To increase the skills of those in procurement and supply chain roles by:
 - Having qualifications and frameworks which are fit for purpose, current and meeting industry's needs, which enable learners to complete a qualification that is relevant to them in their employment, which will in turn lead to employers willing to support the framework.

This will be addressed through:

- The introduction of the level 3 SVQ in Procurement and Modern Apprenticeship framework

2. To attract new entrants into the sector.

This will be addressed through:

- Increasing awareness and promotion of the Modern Apprenticeship
- Increasing marketing and communications through Modern Apprenticeship week and case studies
- Highlighting the benefits of Modern Apprenticeships to employers
- Using careers events to inform careers advisors of the career opportunities within the sector

3. To work with industry and training providers to promote this framework to non-traditional entrants.

This will be addressed through:

- Increasing awareness and promotion of the Modern Apprenticeship through the use of case studies
- Increasing marketing and communications
- Promoting the benefits of and progression opportunities offered through Modern Apprenticeships to those on National Progression Awards and other full-time programmes.

Recruitment trends envisaged for the Modern Apprenticeship

Skills for Logistics will work with Scottish Government, CIPS, SQA, Skills CFA, key stakeholders and the provider network to raise awareness of the SVQ and Modern Apprenticeship and grow their recruitment.

During the development and consultations businesses have indicated there will be the following registrations on the level 3 Modern Apprenticeship:

- Year 1 – 100
- Year 2 - 300
- Year 3 – 500

Challenges for the sector within Scotland

Procurement and supply chain management is an essential role across many businesses in Scotland which is not always visible. With the changing skills needs towards higher levels skills there is a need to ensure new entrants and the existing workforce have the opportunity to progress and build on their existing skills.

Both employers and training providers were asked if there were any factors which may stop them from offering

Modern Apprentice places on the new level 3 MA in the next twelve months.

The factors identified from the survey are as follows:

- Businesses working on small margins, which impacts on training
- Lack of time to train
- Lack of funding or resources to take training
- Reluctance of procurement and supply chain employers to engage with colleges

Skills for Logistics realise there is a need to work with both employers and providers to raise awareness of and the benefits of Modern Apprenticeships. Skills for Logistics website along with SDS's My World of Work will be used to promote the level 3 Modern Apprenticeship with employers and potential apprentices. The Modern Apprenticeship in Procurement will also continue to receive significant profile as a corner stone of the Procurement People of Tomorrow initiative.

Skills for Logistics provider network will continue to share good practice and areas for development to support their capacity and capability to deliver across Scotland.

Specific concerns or issues that the sector wishes to address through the MA programme

With continued cuts in the public sector and the ageing workforce there is an even greater need for well trained highly skills practitioners, which is why it is crucial that the procurement and supply chain industry use the Modern Apprenticeship framework to develop a competent and skilled workforce.

Skills for Logistics will ensure that through continued work with the Scottish Procurement Learning and Development Partnership any concerns or issues are addressed to ensure uptake of the level 3 MA.

Evidence of why this framework will be successful

This is a new Modern Apprenticeship which has been driven by industry needs to address their recruitment and skills gaps. It supports the building of the 'talent pool' through the Scottish Government led Procurement People of Tomorrow by introducing an alternative route into procurement and supply chain businesses. Many of the businesses involved in the development and consultation have given an indication of their support to taking on Modern Apprentices.

The industry needs people who can learn both on the job, enhancing their skills with off the job development of knowledge and understanding. These modern apprentices will be employed as valuable employees to enable businesses to maintain and grow their workforce replacing those retiring.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Procurement

Mandatory outcomes

SVQ or alternative competency based qualification

- *The following must be achieved:*

The following Level 3 SVQ must be achieved.

- SVQ 3 Procurement at SCQF Level 6 – **GJ4D 23**

Core Skills

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

For the Procurement SVQ, all the above core skills are fully mapped to the mandatory units within the SVQ level 3.

Enhancements

The sector feels that those entering the industry via the level 3 Modern Apprenticeship should achieve one of the following courses/qualifications.

- CIPS Certificate in Procurement and Supply Operations qualification number 600/7209/x
- Building Specific Industry Procurement Capability, for example
 - In public sector: EU Procurement Directives; EU Supplier Selection and Award Criteria; Supplier De-briefing; Managing the Tendering Process. All courses offered through the EU Academy and Scotland Excel.
 - In sectors where hazardous material handling or health and safety a critical feature in procurement and supply chain strategies (e.g. oil and gas, chemical, construction, etc):
 - First Aid Awards Limited – Award in Manual Handling Principles and Practices Course - SCQF level 5
 - Any accredited SQA units in moving and handling
 - First Aid at Work offered by an SQA approved awarding body, eg. First Aid Awards Limited.
- Enhancing General Procurement Capabilities courses offered through Scotland Excel, for example
 - eCommerce and eProcurement Capability
 - Cost/price Analysis;
 - Exploring Terms and Conditions of Contract

Optional Outcomes

Additional SVQ Units/Qualifications/Training

(Detail other awards, qualifications or training programmes which are relevant and desirable.)

N/A

The Framework

The mandatory and optional content of the Modern Apprenticeship in Procurement is as follows:

Mandatory Outcomes

SVQ(s)/CBQs

Each apprentice is required to achieve the following qualification:

- SVQ 3 Procurement at SCQF Level 6 - **GJ4D 23**

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

Level 3 SVQ Structure

Candidates must complete all mandatory units, plus seven optional units. A minimum of three units must be from Group A and two units must be from Group B.

Mandatory Units

| | |
|--------|----------------------------------------------------------------------------|
| SfL121 | Analyse information on the procurement of the supplies in the supply chain |
| SfL123 | Analyse the performance of suppliers |
| SfL124 | Identify potential suppliers for the supply chain. |
| SfL125 | Place orders with suppliers |
| SfL126 | Monitor and progress the delivery of orders |

Group A Optional Units

| | |
|--------|------------------------------------------------------------------|
| SfL113 | Maintain operational relationships within the supply chain |
| SfL114 | Analyse information on the supply chain |
| SfL116 | Monitor the achievement of project tasks |
| SfL117 | Control supplies at storage locations and facilities |
| SfL120 | Administer contracts |
| SfL122 | Verify the capability of suppliers to meet supply specifications |
| LANCS3 | Promote, monitor and maintain health, safety and security |
| SfL97 | Produce specifications for supplies |
| SfL129 | Obtain information on distribution requirements |

Group B Optional Units

| | |
|-----------|--------------------------------------------------------------------------|
| FABAA626 | Plan how to manage and improve own performance in a business environment |
| CFABAG123 | Contribute to negotiations in a business environment |
| SCDCPC301 | Create and maintain effective working relationships with other people |
| FSPFCC04 | Ensure you comply with regulations in the financial services environment |
| CFABAA615 | Communicate in a business environment |

Core Skills

Each apprentice is required to achieve the following core skills:

| Core Skill | City & Guilds | Edexcel | EDI | SQA |
|---------------------------------------------------------|---------------|---------|---------|---------------------|
| Communication (SCQF level 5) | F451 04 | F82M 04 | F44C 04 | F427 04 (6 credits) |
| Numeracy (SCQF level 5) | F455 04 | F831 04 | F44G 04 | F42B 04 (6 credits) |
| Information and Communication Technology (SCQF level 5) | F459 04 | F835 04 | F44L 04 | F42F 04 (6 credits) |
| Problem Solving (SCQF level 5) | F45D 04 | F839 04 | F44R 04 | F42K 04 (6 credits) |
| Working with Others (SCQF level 5) | F45H 04 | F83E 04 | F44W 04 | F42P 04 (6 credits) |

Please refer to the supplementary mapping documents for further details on the mapping of the mandatory units in level 3 which can be found on Skills for Logistics website link:

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/scot/>

For the SVQ 3 Procurement, the core skills are all fully mapped.

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

Enhancements

Enhancements

The sector feels that those entering the industry via the level 3 Modern Apprenticeship should achieve one of the following courses/qualifications.

- CIPS Certificate in Procurement and Supply Operations qualification number 600/7209/x
- Building Specific Industry Procurement Capability, for example :
 - In public sector: EU Procurement Directives; EU Supplier Selection and Award Criteria; Supplier De-briefing; Managing the Tendering Process. All courses offered through the EU Academy and Scotland Excel.
 - In sectors where hazardous material handling or health and safety a critical feature in procurement and supply chain strategies (e.g. oil and gas, chemical, construction, etc):
 - First Aid Awards Limited – Award in Manual Handling Principles and Practices Course - SCQF level 5
 - Any accredited SQA units in moving and handling
 - First Aid at Work offered by an SQA approved awarding body, eg. First Aid Awards Limited.
- Enhancing General Procurement Capabilities courses offered through Scotland Excel, for example
 - eCommerce and eProcurement Capability
 - Cost/price Analysis;
 - Exploring Terms and Conditions of Contract

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 Skills for Logistics.

Where a certificate has an expiry date, it must be current at the time of completion of the Modern Apprenticeship.

Optional Outcomes

N/A

Registration and certification

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

Skills for Logistics
12 Warren Yard
Warren Farm Office Village
Milton Keynes
MK12 5NW

Tel: Tel: 01908 313360
Fax: 01908 313006
Email: info@skillsforlogistics.org

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, www.maonline.org.uk). In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

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

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

SSC Service level

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

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

Recruitment and selection

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

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

Industry want the entry requirements for the Modern Apprenticeship to be flexible, so has therefore suggested that those entering into Procurement roles should have achieved one of the following:

- National 5/Intermediate 2/Skills for Work National 5
- SVQ Level 2 Supply Chain Management
- SVQ Level 2 Warehousing and Storage
- Experience of working in the supply chain management and/or procurement

The industry feels that a learner should:

- Be prepared to attend off-the-job training
- Be able to acquire the broad range of skills, knowledge and understanding required in the Modern Apprenticeship
- Be competent to complete the Level 3 SVQ
- Have a positive attitude towards learning
- Shows initiative
- Be willing to adapt to different work roles
- Be willing to communicate with a variety of people

Equal opportunities

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

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

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to.

It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

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

Contracts

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

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
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 MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed.**

Terms and conditions of employment

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

Training and development

Delivery

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

- private training organisations
- colleges / universities
- other employers

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

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

The list below shows the providers who have either shown an interest in delivering the Modern Apprenticeship and/or are currently delivering the Supply Chain Management SVQ and Modern Apprenticeship.

- City of Glasgow College
- Fife College East
- JB Management – Ayr but deliver Scotland wide
- Orion Group - Glasgow
- Pitchblue - Dunfermline
- Polaris Learning Ltd
- Training Matters (Scotland) Limited
- AD Services Scotland – Lanarkshire but deliver Scotland wide
- Fife College West
- JHP Training Scotland (West)
- New College Lanarkshire Motherwell Campus
- Orkney College
- XL Training
- ITCA Limited
- Microcom Training (Glasgow) Ltd
- Angus Council Towards Employment Team (Youth)
- IDTC Limited
- JLD Training Ltd
- MI Technologies Limited
- Mainstream Training Limited
- New College Lanarkshire Coatbridge Campus
- Rathbone Glasgow
- SSVQ
- Standard Life
- Vision Training (Scotland) Limited
- Perth College

This is a working list – please contact Skills for Logistics for an up to date list.

The SSC training plan

The plan is required to identify:

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

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

However any changes must:

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

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

Consultation Process

The development and consultation of the Procurement Modern Apprenticeship was announced at the Procurex event in **October 2012** by Deputy First Minister Nicola Sturgeon which formally launched the Scottish Procurement Learning and Development Partnership.

During the latter part of 2013 consultation took place with employers and providers across Scotland to agree the development of a SVQ Level 3 in Procurement and Modern Apprenticeship framework. This was followed by further consultation on the structure of the SVQ and content of the Modern Apprenticeship framework in January and February 2014. During this time the proposed SVQ structure and MA framework was circulated electronically to a range of businesses as well as providers. It was also taken to a number of meetings across Scotland which also included trade unions, such as PCS and FDA. During this consultation SQA awarding and accreditation, SDS and Scottish government were involved in the process.

The on-line consultation included the views of a broad range of private and public sector employers, as well as trade bodies and professional organisations. Although over 100 businesses were contacted there were only 20 who responded on line but some of these were trade associations representing a number of businesses. 70% of responses were from public organisations and 30% from private organisations which included self-employed, micro businesses, SMEs and large organisations as well as Scottish Government.

All feedback was collated and analysed and the results were fed back to the working group to ensure that the feedback reviewed was relevant and incorporated where appropriate. Of the 20 responses, 7 organisations which entered their contact details are: IBM UK Ltd, A G Barr plc, NHS Highland, Scottish Government, Shetland Islands Council, Angus Council and Morris & Spottiswood Ltd.

The structure and Modern Apprenticeship was also shared with the Oil and Gas Supply Chain Forum on which sits many Oil and Gas companies, the Scottish Local Government Procurement Forum (on which sits every local authority in Scotland) and through NHS links to all Health Boards. They fed back that they are particularly happy

with the addition of the industry and sector specific modules included within the MA.

The University of Edinburgh are key advocates of the Procurement People of Tomorrow initiative and the Modern Apprenticeship. They have very much endorsed the Procurement SVQ and Modern Apprenticeship structure and content along with the rest of the Scottish Procurement Learning and Skills Partnership on which sit s representation from across the public and private sectors, including Scottish and Central Government, HEFE, Finance Sector, Recruitment Sector and Aerospace and Defence.

Through the Procurement People of Tomorrow initiative, there has been HR representation. There has also been feedback from the Council of Scottish Government Unions (CSGU) *who “are fully supportive of and engaged with the Scottish Government’s MA Programmes at SVQ 2 and SVQ 3 levels and are represented on the Scottish Governments Youth Employment Opportunities Joint Working Group”.*

Nikki Bell, Scottish Procurement commented:

“What’s key to our progress in Scotland is the level of commitment and collaboration at all levels behind the scenes within the Scottish Procurement community. Working with our partners and stakeholders across the broader public and private sectors and ensuring that we 'think big'; test and future proof our strategies to deliver every last drop of added value; securing buy in and support to their implementation.”

Stuart Elkins, Implementation Specialist at Skills for Logistics commented:

“The creation of an SVQ and Modern Apprenticeship is an important milestone in the development of Procurement pathways for young people in Scotland and cuts across all industries.”

Sample size

During the development of the Modern Apprenticeship Skills for Logistics used Scottish employers and the provider network in Scotland, including those who already offer the supply chain management Modern Apprenticeships. Scottish Government also used their network to ensure a range of larger public and private sector businesses provided comment.

Geographical spread

The location of the organisations that were involved in the consultation is detailed in the table below. This covers the whole of Scotland from the Islands to the Borders.

Names of organisations

Detailed below is a list of the organisations and locations of those who were involved in the consultations and development meetings.

| Organisation | Location | Type of business |
|--------------------------|---------------------|------------------|
| IBM UK Ltd | Greenock | Employer |
| A G Barr plc | Cumbernauld | Employer |
| NHS GGHB | Glasgow | Employer |
| Scottish Government | Edinburgh & Glasgow | Government Body |
| Shetland Island Council | Highlands & Islands | Employer |
| Angus Council | Angus | Employer |
| Morris & Spottiswood Ltd | Edinburgh | Employer |
| DHL | Kilmarnock | Employer |
| Glasgow City Council | Glasgow | Employer |

| | | |
|-----------------------------------------------------------|---------------------|-----------------------|
| Glasgow City College | Glasgow | Provider |
| Intec Business Colleges Ltd | Glasgow | Provider |
| Pitchblue | Dunfermline | Provider |
| PCS | Scotland wide | Union |
| FDA | Scotland wide | Union |
| Council of Scottish Government's Unions | Scotland wide | Scottish Government |
| Skills Development Scotland | Scotland wide | Government Body |
| Scottish Prison Service | Scotland wide | Government Body |
| Strathclyde Passenger Transport | Strathclyde | Employer |
| Chartered Institute of Purchasing & Supply (CIPS) | Scotland wide | Awarding Organisation |
| CIPS Branch Chairs | Scotland wide | Employer |
| Advanced Procurement for Universities and Colleges (APUC) | Scotland wide | Provider |
| RBS | Edinburgh | Employer |
| Prosafe | Aberdeen | Employer |
| Edinburgh University | Edinburgh | Provider |
| Oil & Gas UK Supply Chain Forum | Aberdeen | Employer |
| Opito | Scotland wide | Employer |
| Scottish Local Government Procurement Forum | Scotland wide | Employer |
| National Procurement | Glasgow & Edinburgh | Employer |
| NHS Highland | Highland & Islands | Employer |
| Dundee City Council | Dundee | Employer |
| Inverness College | Inverness | Provider |
| MIS Ecosse | Glasgow & Fife | Employer |
| Barclay Card | Glasgow | Employer |
| Pertemps | Glasgow | Employer |
| Service Graphics | Glasgow | Employer |
| Scottish Water | Scotland wide | Employer |
| Falkirk Council | Falkirk | Employer |
| Renfrewshire Council | Renfrewshire | Employer |
| Registers of Scotland | Scotland wide | Employer |
| Heineken | Scotland wide | Employer |
| Diageo | Scotland wide | Employer |
| City of Glasgow Local Authority | Glasgow | Employer |
| Scottish Canals | Scotland wide | Employer |
| South Lanarkshire Local Authority | South Lanarkshire | Employer |
| Life Tec | Scotland wide | Employer |
| Perth College | Perth | Provider |
| DGC Training | North Lanarkshire | Provider |
| Road Haulage Association | Edinburgh | Employer |
| Nithcree Training | Dumfries | Provider |
| Training Matters | Glasgow | Provider |
| JB Management | Ayr | Provider |

| | | |
|-------------------------|---------------------------|----------|
| AD Services Scotland | Lanarkshire | Provider |
| GTG | Glasgow | Employer |
| Wincanton Logistics | Scotland wide | Employer |
| Orion Group | Glasgow | Provider |
| Fife College | East and West | Provider |
| Polaris Learning | Aberdeenshire | Provider |
| JHP Training | West | Provider |
| New College Lanarkshire | Motherwell and Coatbridge | Provider |
| Orkney College | Orkney | Provider |
| XL Training | Dunfermline | Provider |
| ITCA Limited | Aberdeen | Provider |
| Microcom Training Ltd | Glasgow | Provider |
| ITCA Limited | Lanarkshire/Perthshire | Provider |
| JLD Training Ltd | Glasgow | Provider |
| MI Technologies Limited | Glasgow | Provider |
| Rathbone | Glasgow | Provider |
| SSVQ | Glasgow | Provider |
| Standard Life | Scotland wide | Provider |
| Vision Training | Falkirk | Provider |

In addition, the Scottish Implementation Specialist at Skills for Logistics attended and supported provider and employer meetings throughout the process raising the awareness of the development.

Career progression

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

The types of jobs Modern Apprentices can secure include:

| Related jobs | Brief description of responsibilities |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrator, Assistant buyer, Assistant Contract Officer, Contract Analyst, Stock/inventory controller/planner | <ul style="list-style-type: none"> • Conduct market research, gathering and analysing data to support understanding of market dynamics and the development of specifications and procurement strategies. • Locate suppliers, using sources such as catalogues and the internet, and interview them to gather information about products or service offerings. • Prepare tender documentation or invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting. • Compare tenders bids including prices, specifications and delivery dates in order to determine the best value bid among potential suppliers. • Prepare purchase orders and send copies to suppliers and to departments originating requests. • Determine if inventory quantities are sufficient for needs, ordering more materials when necessary. • Respond to customer and supplier inquiries about order status, changes, or cancellations. • Perform buying duties when necessary. • Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems. • Review requisition orders in order to verify accuracy, terminology, and specifications. • Prepare, maintain, and review purchasing files, reports and price lists. • Track the status of requisitions, contracts, and orders. • Calculate costs of orders, and charge or forward invoices to appropriate accounts. • Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications. • Compare suppliers' bills with bids and purchase orders in order to verify accuracy. • Approve bills for payment. • Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors. • Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes. • Monitor contractor performance, recommending contract modifications when necessary. • Analyse and report key performance data to support supplier and supply chain development activity |

Learners completing the level 3 Procurement Modern Apprenticeship will be able to progress into Further Education (FE) and have the potential to also move onto Higher Education (HE). Some courses could include:

- Relevant HNC/D
- Level 4 Modern Apprenticeship in Supply Chain Management
- CIPS Diploma in Procurement and Supply
- Degree and Post Graduate Courses

- Graduate recruitment schemes

A useful website to visit regarding higher education is www.ucas.co.uk. Information about courses, providers and further information on specific entry requirements can also be found on this website. Apprentices may also wish to continue their professional development through industry specific training or relevant professional development awards such as those offered by CIPS. My World of Work is also a useful website for careers www.myworldofwork.co.uk

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Alliance of Sector Skills Councils' website <http://www.sscalliance.org>.

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

| | |
|----------------------------------------------|--|
| Name of Employer: | |
| Name of Modern Apprentice: | |
| Name of Modern Apprenticeship Centre: | |

The **Employer's responsibilities** are to:

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

The **Modern Apprentice's responsibilities** are to:

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

The **Modern Apprenticeship Centre's responsibilities** are to:

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

This agreement to be signed by all parties:

| | | |
|----------------------------------------------------------------------|--|--------------|
| Employer | | Date: |
| Modern Apprentice <i>(or Parent/Guardian, if under 18)</i> | | Date: |
| Modern Apprenticeship Centre | | Date: |



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

The Modern Apprentice

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

The Employer

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

Skills Development Scotland office

| |
|------------|
| Name: |
| Address: |
| Telephone: |
| Contact: |

Framework selected outcomes

Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentices accredited prior learning:

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

Skills for Logistics
12 Warren Yard
Warren Farm Office Village
Milton Keynes
MK12 5NW

Tel: Tel: 01908 313360
Fax: 01908 313006
Email: info@skillsforlogistics.org