



A

# MODERN APPRENTICESHIP

IN

## Signmaking at SCQF Level 6

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

**Cogent Sector Skills Council**

**Approved February 2015**

Cogent Sector Skills Council  
Unit 5 Mandarin Court  
Centre Park  
Warrington  
Cheshire WA1 1GG



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

### 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 Apprenticeships in Signmaking SCQF Level 6

The signmaking process involves many diverse skills, from graphic design through to electrical engineering and incorporates materials such as perspex, vinyl, plastic, metal and glass. Various methods are used to produce lettering for signs, depending on the project – for example, computer-controlled routers for cutting out moulded glass fibre lettering. Screen-printing may also be used to produce posters, while traditional sign writing could involve designing by hand and painting with special brushes and enamel paint. An apprentice could be employed as a signmaker, sign installer, quality technician, or manufacturing technician.

Apprentices need to learn a range of skills including how to design signs; prepare different types of surfaces; cut out and build plastics into letters and logos; use digital technologies and install signs. The nature of the work will vary with the employer, but it could involve machining, joining, engraving, etching, hand decorating, spray-painting and screen-printing. After undergoing the Modern Apprenticeship at Level 2 or the Modern Apprenticeship Level 3, skilled signmakers and technicians could find themselves working in a variety of roles within the signmaking industry.

### Job Roles

- Signmaker
- Fabricator/ Fitter
- Quality Control Technician
- Sign Installation Maintenance Engineer
- Sign Designer

There will be an ongoing need to attract new employers to provide Signmaking Apprenticeships as at present some employers carry out their own non regulated training.

Cogent has recently undertaken a number of projects with employers, training providers and the trade body (British Sign & Graphical Association) to increase the number of apprentices and people taking regulated qualifications in the signmaking industry.

In Scotland there are around 300 employers, the majority of which will be classified as micro SME's employing under 10 people. A large proportion of these have difficulty in filling vacancies, this is mainly due to applicants having a lack of necessary experience, skills and qualifications. Modern Apprenticeships are seen as filling this gap.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Signmaking SCQF Level 6

### Duration

It is expected that apprentices following this Modern Apprenticeship Framework will take a minimum of 24 months to complete depending on previous skills and experience gained within the industry.

### Mandatory outcomes

#### SVQ competency based qualification

- The following must be achieved:

- SVQ 2 in Signmaking SCQF Level 5 GR42 45 GQA

and the

- SVQ 3 in Signmaking SCQF Level 6 GR43 46 GQA

#### Core Skills

- |  |              |
|--|--------------|
| • Communication                            | SCQF Level 5 |
| • Working With Others                      | SCQF Level 5 |
| • Problem Solving                          | SCQF Level 5 |
| • Information and Communication Technology | SCQF Level 5 |
| • Numeracy                                 | SCQF Level 5 |

#### Enhancements

None

### Optional Outcomes

#### Additional SVQ Units/Qualifications/Training

None

## The Framework

### Duration

It is expected that apprentices following this framework will take a minimum of 24 months to complete depending on previous skills and experience gained within the industry. This includes off-the-job training.

### Mandatory Outcomes

#### SVQ(s)

Each apprentice is required to achieve the following Qualifications:

- SVQ 2 in Signmaking SCQF Level 5 GR42 45 GQA *and the*
- SVQ 3 in Signmaking SCQF Level 6 GR43 46 GQA

All Scottish Modern 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 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

### Core Skills

Each apprentice is required to achieve the following core skills:

- |  |                                    |
|--|------------------------------------|
| • Communication                            | SCQF Level 5 SQA unit Code F3GB 11 |
| • Working with others                      | SCQF Level 5 SQA Unit Code F3GE 11 |
| • Problem Solving                          | SCQF Level 5 SQA Unit Code F3GD 11 |
| • Information and Communication Technology | SCQF Level 5 SQA Unit Code F3GC 11 |
| • Numeracy                                 | SCQF Level 5 SQA Unit Code F3GF 11 |

All Core Skills will 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 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

None

### Optional Outcomes

None.

## Registration and certification

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

Ian Lockhart  
Apprenticeship Manager  
Cogent Sector Skills Council  
Unit 5 Mandarin Court  
Centre Park  
Warrington  
WA1 1GG

E-Mail [ian.lockhart@kogent-ssc.com](mailto:ian.lockhart@kogent-ssc.com)

Telephone 01925 515223

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

All Modern Apprentice registrations must be complete using the MA On Line System. For more information please use this web link <https://modernapprenticeships.org/web>

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.

Ian Lockhart  
Apprenticeship Manager  
Cogent Sector Skills Council  
Unit 5 Mandarin Court  
Centre Park  
Warrington  
WA1 1GG

E-Mail [ian.lockhart@cogent-ssc.com](mailto:ian.lockhart@cogent-ssc.com)

Telephone 01925 515223

## 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. 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 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.**

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

## 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.

## List of Training Providers

East Kilbride Group Training

## Delivery of Training for the Modern Apprenticeship in Signmaking SCQF Level 6

### Work-based training

#### Delivery and assessment method

The training is delivered by the employer on their premises. You will gain experience producing customer's orders or erecting signs at the customer's premises.

Once the employer, Training Provider and the apprentice feel that they have acquired the required skill level the Training Provider will undertake a number of workplace assessments this will be supported by the relevant underpinning knowledge about the tasks that are being undertaken.

#### Skills required by training providers delivering the training

Extensive experience working in the signmaking industry undertaking various job roles  
 The required assessment and verification qualifications  
 Centre approval by the Required Awarding organisation  
 Sector Skills Council Approval to deliver the Modern Apprenticeship  
 Skills Developments Scotland approval

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

It will be expected that the Underpinning Knowledge part of the competence qualifications will be delivered separately to the competence part of the qualification.

### Off-the-job training

#### Details of off-the-job training

As there is no separate knowledge qualification in this Modern Apprenticeship it will be expected that the Underpinning Knowledge components will be delivered separately to the competence components. It will be up to the training provider to adapt the delivery and assessment process to meet the needs of the apprentices and the employer.

#### Delivery and assessment method

The Underpinning Knowledge component must be delivered away from the apprentice's workstation. The delivery can be undertaken in a number of ways including the following:

E Learning, informal setting away from the workstation, formal setting like day release.

Again the assessment can very dependent on the learning situation. Some examples of assessment include the following: Work based projects, formal end tests, recorded question and answer sessions. This is just a small example of some types of assessment that can be used.

#### Exemptions

This will be dependent on previous skills and experience gained within the industry.

## 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

Cogent has undertaken consultations in a number of ways including:

- Desktop research.
- Attendance at a number of Signmaking events to promote and consult around the review and development of the modern apprenticeships and qualifications.
- One to one interviews with employers and training providers.
- Attending the annual sign and graphics exhibition.
- Telephone interviews with employers.

For some reason the take up of the MA level 3 in Signmaking has had a low take up in Scotland compared to the Signmaking apprenticeship frameworks across the United Kingdom. At the very start of this project it was imperative that we got the feelings of the employers with regards to them employing apprentices. The employers either attended the consultation meetings or comments were received via a telephone interview or by answering the survey at the annual sign and graphics exhibition. The outcome of this research indicated that there was a need to develop a MA Level 2 in Signmaking and to review the MA level 3 in Signmaking. These new developments will mirror Signmaking training in other parts of the United Kingdom. All employers questioned were based in Scotland. As most of the signmaking employers are micro or SME's and after consultations with the British Sign and Graphical Association it was decided that the best way to establish the views of these employers would be by the use of a telephone interviews. Out of the employers questioned 12% would look at recruiting an apprentice in the next 12 months, 26% would look at recruiting an apprentice in the next 6 months, 18% were interested in recruiting an apprentice over the next 3 years and 44% of employers had no interest in recruiting an apprentice these figures also included the employers who completed the survey at the consultation meetings or at the annual sign and graphics exhibition.

Working on the findings from our consultations the increase in Modern Apprenticeships will come in 3 ways.

- Supporting the positive employers to recruit Modern Apprenticeships as indicated in the consultations.
- The introduction of the Modern Apprenticeship at level 2 will enable the employers who only have level 2 job roles to take up the offer of a Signmaking Modern Apprenticeship. Helping to increase apprenticeship starts.
- As the Training Provider is becoming more established with a proven track record of delivering Signmaking Modern Apprenticeships more employers are signing up to the Modern Apprenticeships in this area helping to increase numbers.

The Following employers and the trade association took part in the research programme.

British Sign and Graphical Association	Cairns Signmaker & Screen Printer
Osprey Company (Scotland)	Coastline Sign & Graphics
Signworx (Scotland) Ltd	Cameron Signs
Sign Master (Roxburgh)	Decorative Window Panels Ltd
Kelso Graphics	D 2 Print
Spectrum Speed Signs	Holmes Partnership
Sprint Design	Ian Cooper Sign Systems
A1 Ace Signz Fife	Instant Image Signs & Graphics
2 G Products	Logos Labels Signs and Engraving
ABC Promotions	Miller Reprographics
All in House	M & N Products
Instant Image Signs & Graphics	McNaughtans Labels
Suitable Signs	Merroc
Sign A Rama (Edinburgh)	Morna Macreggor
D S McDirnie Coachworks	Prestige Signs & Graphics
Ellart	Screen Plus

Matrix Computer Services	Signex Ltd
Orkney Islands Council	R S Creative Signs and Exhibitions
Ikea Ltd	Inverclyde Funeral Services
D M Beith	Sign Express (Ayrshire)
Digital Creations	McFarlane Labels Ltd
Copy Care Services	Tim Pomeroy
Criss Cross Designs	Plato Scotland
Claymore Engraving	Mirror Door Place
B & S Graphics	Robertson Acorn Ltd
Bar One Ltd	Print Centre by Greenlaw Graphics
All Bright Signs & Lighting Logistics	Art Machine
Dee Organ	Auto Art Ltd
Tay-Cad Ltd	Premier Printers
Bain Signwriting	A B S (Arbroath)
Clubsport	Brian Roberson Signs
Sign Industries	R G S Signs and Screenprinting
Mercury Signs & Design Ltd	Signs & Design Perth
OPG Ltd	D Signs

The following organisations have also been part of the consultations.

Skills Development Scotland  
 Scottish Trade Union Congress  
 Scottish Qualification Authority  
 PAAVQSET Awarding Organisation  
 East Kilbride Group Training Association

Predicted Modern Apprenticeships starts over the next 3 years.

Modern Apprenticeship Level	2015/16	2016/2017	2017/2018
Level 2	15	45	60
Level 3	23	46	69

Cogent are working with a number of training providers who have shown an interest in delivering these Modern Apprenticeship

Signmaking Universal Services Project Outcomes 2015:

1. Credit and Level the current SVQ Level 2 in Signmaking
2. Credit and Level the current SVQ Level 3 in Signmaking
3. Review the current Modern Apprenticeship at Level 3
4. Develop a new Modern Apprenticeship at Level 2

## Career progression

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

### Progression from this pathway: MA Level 3

Following completion of this Modern Apprenticeship at level 3 there are several options open to the successful candidate who wishes to continue their development in order to progress their career. There are opportunities to continue to undertake further vocational training or academic qualifications. These may include (but are not exclusive to) the following:

- Higher National Certificate/Diploma in Art and Design, Design, Graphics, Fabrication and Welding or a related discipline.
- Developing a career in coaching through Assessor and Verifier Awards
- Qualifications in a related area, including (but not limited to) Health & Safety, Training & Development, Business Improvement Techniques and Supervisory Management.

Successful completion of the Modern Apprenticeship in Signmaking could find skilled signmakers and technicians working in a variety of roles within the Signmaking Industry, including;

- Quality Control Inspector
- Signmaker
- Sign Installation Maintenance Technician
- Sign Designer

# 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 Federation for Industry Sector Skills and Standards website <http://fiss.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 the 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.

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:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

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



**MODERN APPRENTICESHIP TRAINING PLAN**

**The Modern Apprenticeship Centre**

Name:
Address:
Telephone:
Contact:

**The Modern Apprentice**

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

**The Employer**

Name:
Address:
Telephone:
Contact:

**Skills Development Scotland office**

Name:
Address:
Telephone:
Contact:

**Framework selected outcomes**

**Mandatory outcomes**

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				

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

**Summary of Modern Apprentice's accredited prior learning:**

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

Ian Lockhart  
Apprenticeship Manager  
Cogent Sector Skills Council  
Unit 5 Mandarin Court  
Centre Park  
Warrington  
WA1 1GG

E-Mail [ian.lockhart@cocent-ssc.com](mailto:ian.lockhart@cocent-ssc.com)

Telephone 01925 515223