

Scottish Apprenticeships

A

# MODERN APPRENTICESHIP

IN

## PROVIDING SECURITY OFFICER SERVICES At SCQF Level 5

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

SKILLS FOR SECURITY

September 2021

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## Apprenticeships in Scotland

This framework document is for the use of developers or SSCs reviewing existing or developing new apprenticeships via the Standards and Frameworks contracted methodology to submit to the Apprenticeship Approvals Group (AAG). Foundation and Graduate currently have their own bespoke templates.

For those apprenticeship developments via the new facilitated approach methodology (Technical Expert Group TEG) these should be submitted to AAG on their bespoke framework and standards documentation.

### What are Apprenticeships?

There are six models of Apprenticeship in Scotland offering qualifications obtained at school with the Foundation Apprenticeship programme, and for those in paid employment, through the modern, technical, professional, higher and graduate apprenticeships. These are:

- a) Foundation Apprenticeships at SCQF level 6
- b) Modern Apprenticeships at SCQF levels 5 6 and 7
- c) Technical Apprenticeships at SCQF levels 8 & 9
- d) Professional Apprenticeships at SCQF levels 10 - 12
- e) Higher Apprenticeships at SCQF level 8
- f) Graduate Apprenticeships at SCQF levels 9 – 11

Modern to Graduate Apprenticeships offer those aged 16 or over paid employment combined with the opportunity to train for jobs at craft, technician and management level. Foundation Apprenticeships are delivered in senior phase of school and are not employed.

### Who develops them?

Apprenticeships are normally developed by Sector Skills Councils or a Standards Setting Organisations consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

### Who are they for?

Modern to Graduate Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Apprentices in Scotland must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills. While foundation apprenticeships are delivered within the senior phase of schools.

### What's in a Scottish Apprenticeship?

In Scotland, there are more than 80 different Scottish Apprenticeships and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

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

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

## Modern Apprenticeships in Providing Security Officer Services

### The Security Sector

The security sector provides the resources to keep people and property safe. It provides an important component in the fight against crime, antisocial behaviour and terrorism. It reflects and responds to changes in regulations and technologies.

Private security organisations work extensively with government and other agencies. They are a key component of the UK's security infrastructure. Their security officers protect people and property in a wide variety of environments including factories, warehouses, offices, shopping centres, hospitals, airports, concert and sports venues. The growing responsibilities of these personnel and their increasing public interface, prompted the government's regulation of the sector. This was achieved through the introduction of the Private Security Industry Act 2001, which in turn has led to licensing of security officers by the Security Industry Authority (SIA) across all 4 nations.

The security sector makes a significant contribution to the Scottish economy. Its direct turnover in 2019-2020 is estimated to be around £500 million. In addition, its services supported the much wider economy, for example all sporting events, licensed premises, shopping and leisure facilities and many more areas. It employs around 35,000 people, all of whom are 18+ and most are aged 24+.

The occupational area covered by the Providing Security Services framework is defined as those training to become security officers in the private sector. This includes 4 main pathways: Guarding, Events (licensed and unlicensed) and CCTV operations. The SIA requires all potential officers to acquire the relevant SIA licence prior to taking up their roles. This is done by attending and passing a short basic training course at an accredited centre.

There are approximately 45,000 new SIA licences issued each year in the UK (source SIA: 45,000, 43,000, 41,000 in 2019, 2018 and 2017 respectively). This equates to around 4,000 in Scotland. The employer group believes that many of the licences issued in Scotland could have come through an apprenticeship, had one been available. In addition there are 400,000 security officers currently employed in the UK with approximately 3,500 of these in Scotland. (Source: My World of Work). Most security officers have had little or no additional training since acquiring their SIA licence. A proportion of these would also benefit from a structured apprenticeship. 71% of those that are employed are full time with their organisation. The average salary of those that work in Security officer position is £24K (Source: Perpetuity Research). The sector has grown 13% since the last recession in 2008 (Source: EMSI market research). There has been a relatively high staff turnover in the industry with the average length of stay for security officer being around 10 years. By investing in their employees through the apprenticeship, employers expect to retain a greater number of their staff on completion.

The original Scottish employer group forecasts that there will be between 300 and 500 apprenticeship starts in the first year with this number growing as more employers and providers develop their provision (source: BSIA Section minutes February 2019).

## Summary of Framework

Diagram showing the contents of the Scottish Modern Apprenticeship in Providing Security Services

### Duration

This apprenticeship will take an average candidate 12 months to achieve. The bulk of the knowledge criteria will be covered and assessed in the first two weeks of the programme. Apprentices will then further develop their skills in the workplace, working alongside experienced security officers. After around two to three months of training, the apprentices will have numerous opportunities for on the job assessment during every shift that they work. The bulk of the assessment will take place over the next six months leaving a few months at the end to cover any areas that may not have occurred naturally in the workplace.

### Mandatory outcomes

#### SVQ or alternative competency based qualification

- The following must be achieved:

- Providing Security Officer Services SVQ at SCQF level 5 – GT0Y 45

#### Work Place Core Skills – all are embedded within the SVQ

##### Indicative Levels:

- |  |              |
|--|--------------|
| • Communication                            | SCQF level 4 |
| • Working With Others                      | SCQF level 4 |
| • Problem Solving                          | SCQF level 4 |
| • Information and Communication Technology | SCQF level 4 |
| • Numeracy                                 | SCQF level 4 |

#### Mandatory Enhancements

(Detail full name, reference number and Awarding Body of qualification)

Health and Safety: IOSH Working Safely (Institution of Occupational Safety and Health  
<https://iosh.com/training-and-skills/iosh-training-courses/workingsafely1/> )

Emergency First Aid at Work at SCQF Level 6

Fire Awareness

Counter Terrorism – Action Counters Terrorism - National Counter Terrorism Security Office  
 NaCSTO

A Security Industry Authority (SIA) Licence from the list below:

- Door Supervisor
- Public Space Surveillance
- Security Guard

(details at: <https://www.gov.uk/government/organisations/security-industry-authority>)

[n.b Where the employer is a public body that sits outside of SIA regulation the apprentice may not require an SIA licence before operating in the workplace. In this specific case, the apprentice must achieve, or have achieved one of the qualifications that lead to SIA licence acquisition. These are awarded by:

- Education Qualifications and Awards Ltd (EQ Awards) (formerly AoFAQ)BIAB
- Highfield
- SFJ Awards
- NOCN
- Pearson
- Laser Learning Awards
- City & Guilds

However, it is preferable for all apprentices to achieve a full SIA licence.]

## Optional Outcomes

### Additional SVQ Units/Qualifications/Training

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

An additional Security Industry Authority (SIA) Licence from the list below:

- Door Supervisor
- Public Space Surveillance
- Security Guard

Short, typically one day (or e-learning) courses such as:

- Equality & Diversity
- Manual Handling
- Mental Health Awareness

## The Framework

### Duration

It is expected that apprentices following this apprenticeship will take 12 months to complete. This includes up to 90 hours for off-the-job training.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- Providing Security Officer Services SVQ at SCQF level 5, accredited by Highfield Qualifications, 123 – 129 credits

### Work Place Core Skills

Each apprentice is required to achieve the following Work Place Core Skills:

Communication	SCQF level 4, 6 credits
Working with others	SCQF level 4, 6 credits
Problem Solving	SCQF level 4, 6 credits
Information and Communication Technology	SCQF level 4, 6 credits
Numeracy	SCQF level 4, 6 credits

All workplace core skills are embedded within the SVQ – see attached core skills mapping document

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as National 5s and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Work Place Core Skills as part of the Apprenticeship Framework.

### Enhancements

There are five mandatory enhancements required to achieve the framework:

Health and Safety: IOSH Working Safely (Institution of Occupational Safety and Health  
<https://iosh.com/training-and-skills/iosh-training-courses/workingsafely1/> )

Emergency First Aid at Work at SCQF Level 6

Fire Awareness

Counter Terrorism – Action Counters Terrorism - National Counter Terrorism Security Office NaCSTO

A Security Industry Authority (SIA) Licence from the list below:

- Door Supervisor
- Public Space Surveillance
- Security Guard

(details at: <https://www.gov.uk/government/organisations/security-industry-authority>)

[n.b Where the employer is a public body that sits outside of SIA regulation the apprentice may not require an SIA licence before operating in the workplace. In this specific case, the apprentice must achieve, or have achieved one of the qualifications that lead to SIA licence acquisition. These are awarded by:

- Education Qualifications and Awards Ltd (EQ Awards) (formerly AoFAQ)BIIAB
- Highfield
- SFJ Awards
- NOCN
- Pearson
- Laser Learning Awards
- City & Guilds

However, it is preferable for all apprentices to achieve a full SIA licence.]

## Optional Outcomes

Candidates would normally attend additional training courses specific to their roles. This might include the following:

An additional Security Industry Authority (SIA) Licence from the list below:

- Door Supervisor
- Public Space Surveillance
- Security Guard

Short, typically one day (or e-learning) courses such as:

- Equality & Diversity
- Manual Handling
- Mental Health Awareness



## Registration and Certification for Modern

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

Skills for Security  
Suite 7 3rd Floor, The Outset, Bank Quay House,  
Sankey Street,  
Warrington,  
Cheshire. WA1 1NN

[info@skillsforsecurity.org](mailto:info@skillsforsecurity.org)

01905744000

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

**Appendix 3 includes a sample form for registration details and requirements that set out how training providers can register candidates either by post or online.**

In the case of Modern which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the Training Plan.

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

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

### SSC Service level

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

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

## Recruitment and selection

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

- Employees may enter an apprenticeship from the age of 18 due to the requirement of holding an SIA licence. There is no upper age limit.
- The Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However, it should be stressed that no persons should be deterred from applying for a Scottish apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken out with an academic institution, such as volunteering activity.
- The following factors may also influence the selection process:
  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

It is important that all apprentices acquire a relevant SIA licence before or in the first few weeks of the apprenticeship. The sector is regulated by the Security Industry Authority, (SIA), and only licence holders are allowed to work in these roles (unless they are in an unregulated role with in the public sector). Candidates need to be age 18 or above to obtain an SIA licence.

Given the nature of the work, candidates will need to go through a criminal records check before being accepted onto the apprenticeship.

## Equal opportunities

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

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

## Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Apprenticeship that apprentices are

fully informed both of the regulations and that they and their employers are bound by these regulations. Apprentices should be made aware of their rights and duties with regard to health and safety.

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

## Contracts

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

1. Contract of employment signed by the employer and the Apprentice for employed apprentices.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

## Employment status of Apprentices

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

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

## Terms and conditions of employment

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

## Training and development

### Delivery

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

- private training organisations
- colleges / universities
- other employers

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

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

## List of Training Providers

Details of all organisations approved to deliver the apprenticeship in Scotland and any organisations which are not currently approved but are likely to be able to deliver this apprenticeship in the future, can be obtained through the Skills for Security (SITO) website below. This is regularly updated.

Organisations currently undergoing Approval:

Centre	Location(s)
SfS	North Lanarkshire Glasgow Edinburgh
Securi-Group	Glasgow Edinburgh
HSC Training	Glasgow
F1 Training Services LTD	Dundee Aberdeen Glasgow
Blueprint Training	Glasgow Edinburgh

<https://www.sito.org.uk/apprenticeships>

Further information can be obtained through:

Email: [info@skillsforsecurity.org](mailto:info@skillsforsecurity.org)  
Telephone: 01905 744000

## Delivery of Training for the Modern Apprenticeship in Providing Security Officer Services

### Work-based training

#### Delivery and assessment method

*- how is training delivered and assessed in the workplace?*

The vast majority of training will take place 'on the job' during real work activities. There will also be around 90 hours of classroom-based training and e-learning.

Assessment of candidates will be against the national occupational standards developed by Skills for Security. It will be undertaken in accordance with the following criteria: -

- Evidence of occupational competence will be generated and collected through real work activities in a realistic work environment.

- Real work activities are those undertaken to provide a security product or service under typical business conditions.
- A realistic working environment is one that reflects typical employment conditions relevant to the work activities being assessed.
- The evidence collected under these conditions should also be as naturally occurring as possible.

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

*- list any skills and qualifications required*

The gathering and judging of evidence should be entrusted to personnel who are not only trained and qualified as assessors (appropriate to the qualification being assessed) but who are occupationally competent in the tasks that they are assessing.

Trainers/assessors must be occupationally competent and suitably qualified, in accordance with all of the criteria specified below: -

- a) hold verifiable, relevant, current industry experience and knowledge of the occupational working area at or above the level being assessed. This experience and knowledge must be of sufficient standing to be effective and reliable when judging candidates' competence. Assessors experience and knowledge may be verified by among other things:
  - Curriculum vitae and references
  - Possession of a relevant qualification e.g. a SCQF Level 5 SVQ/CBQ (or higher), or an NVQ/Diploma at Level 3 in Security or leadership related subject
  - Corporate membership of a relevant professional institution such as BSIA
- b) demonstrate their ability and commitment to maintain their occupational competence by providing up-to-date records of CPD;
- c) be able to relate the national occupational standards against which they will be assessing candidates;
- d) provide evidence that they,
  - understand the structure of national occupational standards and qualifications;
  - can interpret the standards in accordance with awarding body requirements;
  - recognise acceptable sources of evidence for the qualification; and
  - can implement the recording procedures required by the awarding body.
  - can implement the awarding body quality assurance and administration procedures.
- e) be in regular contact with the candidates and the internal verifier; and
- f) hold the appropriate assessor award (as defined by the regulatory authorities) or have a clear plan for achieving the award(s) within 18 months of commencing assessments.

Evidence of individuals meeting all of the above criteria should be confirmed by the awarding body and ratified through external verifiers. Evidence of meeting criteria c and d above may be provided as a result of successfully completing relevant training such as BSIA CPD courses on which attendance is not mandatory but is strongly recommended. Evidence should be retained for three years.

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

*- how do apprentices develop knowledge and understanding if there is no formal certification of underpinning knowledge*

There is a requirement for 90 hours of off-the-job training. Most of this will usually be delivered at the start of the apprenticeship followed by additional days, short courses or e-learning throughout the apprenticeship.

## **Off-the-job training**

**Details of off-the-job training** (please state if not applicable)

- *What is required to complement the work-based component? Does it lead to a formal recognised award (e.g. and Awarding Body or Vendor award)?*

The off-the-job training would be accredited. The initial one week block would lead to the acquisition of an SIA licence (or a second SIA licence if the candidate already has one). Subsequent training would lead to accredited qualifications in Health and Safety, First Aid, Fire Awareness and Counter Terrorism, for example:

Health and Safety: IOSH Working Safely (Institution of Occupational Safety and Health <https://iosh.com/training-and-skills/iosh-training-courses/workingsafely1/> )

Emergency First Aid at Work at SCQF Level 6

Fire Awareness

Counter Terrorism – Action Counters Terrorism - National Counter Terrorism Security Office NaCSTO

**Delivery and assessment method**

- *How is training delivered and assessed off-the-job? How long does it take to achieve the award?*

The SIA licence is delivered and assessed during a 30 hour block. It is done through a short qualification currently offered by 5 different awarding bodies. It is classroom based with a formal test at the end. The qualification isn't a direct requirement of the apprenticeship but the SIA licence it leads to, is.

The other awards are delivered through short courses, either classroom based or through e-learning. They are assessed through verbal questioning, practical tasks and short formal tests.

**Exemptions**

- *Are any groups exempt from completing the off-the-job component? (e.g. older workforce with the required knowledge as demonstrated through RPL/ APL)*

If candidates already possess an SIA licence and are experienced, they may choose to use the RPL/ APL process outlined in the SVQ assessment strategy. If candidates work in an unregulated role (for example within the public sector) they might not require an SIA Licence but would need to already have, or to achieve, one of the SIA licence acquisition awards listed above.

**The SSC training plan**

The plan is required to identify:

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

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

However any changes must:

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

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

## Consultation Process

The original consultation was developed by SfS and approved by the Scottish employer group. The framework development project was self-funded. In order to keep costs down, an electronic survey tool was used to consult with BSIA members in Scotland. The questions were designed specifically to elicit views on the proposed framework and are therefore appropriate to it.

The survey link was sent to 220 employers with employees and/or provision in Scotland. This was followed up with reminder emails, phone calls and general invitations to complete the survey on the BSIA and SfS websites. An article was also published on the Skills for Security website.

The employer group reviewed the responses to ensure that the coverage was sufficient and representative of the sector. It also considered the outcomes and issues raised through the responses.

The response rate from the consultation survey was 15%. This included medium and large employers as well as a significant number of smaller employers. The employers who responded represent some 85% of people employed in the sector in Scotland (Securigroup, Securitas, G4S and Mitie). It was therefore deemed to be representative both geographically and in terms of company size. The consultation is current, it was carried out during Autumn 2020.

In addition, the apprenticeship development project has been discussed at each of the BSIA sector meetings in Scotland for several years. The group is an employer led association that represents the interests of security sector employers in Scotland. Feedback from this group has directed the development of this proposal throughout.

The outcomes of the consultation have informed the Apprenticeship Framework submission in several ways:

- The need for the apprenticeship to professionalise the sector and raise perception
- The need to integrate licencing, first aid, and H&S (including fire awareness)
- The need to remove some pathways e.g. close protection
- The need to add Counter Terrorism

In addition, some emerging issues from the consultation have been factored into the submission. These are:

- Covid

- Increased use of technology

A further short consultation exercise was carried out in January 2021 to gain feedback on the more detailed draft framework document that was then produced. 30 individual responses were received. The indicative estimate of recruitment numbers was approx. 1,500 over the next 3 years. The Employer Steering Group agreed a few final changes in February 2021 prior to submission of the draft framework to the approval group.

## Career progression

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

Supervisory roles: there is already range of team leader/ supervisory qualifications available and although generic, could be contextualised for the security sector by the training provider.

A new Standards based apprenticeship is being developed in England to meet the needs of employees progressing from security officer posts. SFS and a number of employers from this development group are also represented on the steering group in England. It is possible at some point in the future, that a similar development could take place in Scotland to develop an apprenticeship framework at SCQF level 6/7/8 to make provision available to Scottish employees.

Successful candidates will be able to move into different roles within their own company, or in other companies should the need arise. The more modules they attain in the SVQ, the wider the range of roles they could apply for. These could include working in any of the areas covered by the framework, moving into supervisory roles, moving into training and assessing roles.



# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

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

- Awarding Bodies
- Employers
- Apprentices
- Apprenticeship Approval Group (AAG)
- Approved SSC/SSO
- Skills Development Scotland
- Training Providers

### Role of the SSCs

SSC/SSO are responsible for developing Scottish Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/> or contact SDS for advice .

### Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

## Role of the Awarding Bodies

A significant proportion of Scottish Apprenticeships is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by SQA Accreditation and are offered by Awarding Bodies.

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

## Role of the Training Provider

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

### Training Providers are responsible for:

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

## Role of the Apprenticeship Approval Group (AAG)

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

### AAG is responsible for:

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

## Role of the Employer

Employers' responsibilities include:

- Paying employed Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training

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

## Role of the Apprentice

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

### Employed Apprentices' responsibilities include:

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

## APPENDIX 2

### Apprenticeship Centres (ACs)

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

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

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

#### Either

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

or

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

#### In addition

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

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

In addition to the assessment of the Apprentice against the relevant standards set by the selected apprenticeship outcomes, the AC has responsibility for:

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

## APPENDIX 3

### APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

The **Employer’s responsibilities (employed status apprentices only)** are to:

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

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

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

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

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

This agreement to be signed by all parties:

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

## APPRENTICESHIP TRAINING PLAN

### The Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

### The Apprentice

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

### The Employer

Name:
Address:
Telephone:
Contact:

### Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

**Apprenticeship selected outcomes**

**Mandatory outcomes**

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

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

**Optional outcomes**

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

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

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

**Skills for Security Limited**

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