A

MODERN APPRENTICESHIP

IN

Print Industry Occupations at SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Proskills

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Updated 06/08/26 - removal of old qualification and addition of new Print Operations SVQ

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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 Print Industry Occupations

The Industry

The Print industry employs around 105,000 people in 12,000 enterprises across the UK. It has an annual turnover of around £10bn and makes a contribution to the economy in terms of GVA of around £4.5bn. This makes Print the UK's fifth largest manufacturing industry by turnover.

The industry has large numbers of smaller companies - 75% of companies employ less than 10 people and these companies account for 20% of industry turnover. However, the 0.5% of companies that employ more than 250 account for 25% of industry turnover. Almost 90% of firms in the industry employ fewer than 20 employees while the largest 400 firms account for 45% of all employees. Only about 450 print firms employ more than 50 people.

By subsector, turnover is split as follows: 34% Advertising; 30% Newspapers, Books and Magazines; 17% Other; 14% Packaging & Labels; and 5% Security Printing.

The profile of industry in Scotland broadly reflects that of the UK.

The industry is increasingly technology driven, with improvements in quality and quantity stemming from capital investment as well as improving the skills of the workforce. Digital printing now makes up more than half the market, and is growing by up to 30% per year.

Front-running companies are increasingly becoming service- rather than product-driven. This is in response to customer demand – falling sales for many large volume printed reading materials are falling, but there are growing requirements for short run, on-demand work.

However, demand for packaging and labelling remains high. New technologies such as 3d printing and interactive printing are growing, requiring new skills in design, production, sales, customer service and management.
The most common types of accidents reported to the HSE are in manual handling (27%), slips and trips (22%) and those linked to the use of machinery (22%).

In Scotland the industry covers 6,200 employees and 500 businesses, has a turnover of around 400m and GVA of around 215m.

Modern Apprenticeships were successfully introduced into the printing industry in 1995 and have been updated over the years to ensure they still meet the needs of the industry. This revised Modern Apprenticeship programme is a result of a recent review and provides training for anyone seeking a career in the printing industry at craft technician level.

The printing industry is committed to world-class education and training, and through this Modern Apprenticeship programme is able to offer a vocationally competitive choice for entrants to the industry.

The framework helps address the changing market and operational needs of employers. New technology, legislation and automation, changing business structures and environmental issues are having a considerable impact on the way people work.

Skills training is required to help Printing businesses address the following:

- To meet skills shortages - particularly prevalent among front line staff, technical staff as well at

managerial and supervisory level.

- The need to meet constantly changing consumer demands and preferences.
- To support legislation compliance on Health and Safety as well as Environmental Management.
- To improve efficiencies by tightening up processes to tackle the issue of rising energy costs and the need for more energy-efficient machinery and processes.
- To drive business performance improvements to increase national and global competitiveness.
- To keep up with technological advances.
- To improve current low capacity utilisation which in turn means declining profitability, driven primarily by the acquisition of new technologies without adequate adaptation of business planning to accommodate their higher capacities.
- This Apprenticeship framework provides a structure that will ensure that training and assessment is carried out systematically and will help meet the current and future needs of the Printing industry. Essentially, this is a sound knowledge and understanding of the complexities of the manufacturing processes, underpinned by the relevant skills and principles.

The objectives of this framework are:

1. To contribute to the tackling of the intermediate skills gaps in Scotland, by expanding our Print Apprenticeship numbers to create a modern class of technicians, whilst at the same time retaining traditional handcrafted skills. Apprentices will have transferable skills, gained as a result of practical on-the-job experience and knowledge gained.
2. To attract new recruits into the Print Industry from a range of diverse backgrounds to address current skills gaps in the industry and to increase the number of previously unrepresented group (females, ethnic minorities and those with a disability) It also aims to meet the specific challenges of an ageing workforce.
3. To provide opportunities for existing staff in the Print industry to upskill to equip them with the necessary skills and knowledge to face the many challenges facing the industry and that they can respond effectively to the changes in developing new products, new markets, technological advances and legal and environmental requirements.
4. To provide quality, sector specific skills development for those who wish to attain the highest possible standards within their chosen occupational area and provide progressional opportunities to facilitate them working to their greatest potential.
5. To provide career progression into employment at higher levels within the Print industry or, for those who wish to pursue additional learning, in a Further or Higher Education arena.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Print Industry Occupations

Duration

- *SSC should include an estimate of the length of time it takes to achieve and demonstrate competence.*

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 or alternative competency based qualification

- *The following must be achieved:*

- SVQ in Print Operations at SCQF Level 6 **GWK5 23** with three pathways:
  - Pre Press
  - Press
  - Post Press (includes optional Carton Manufacture units)

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

Optional Outcomes

Additional SVQ Units/Qualifications/Training

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

Short courses in:

- Product Knowledge
- Marketing
- Customer Services
- Print Science

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)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ in Print Operations at SCQF Level 6 **GWK5 23** with three pathways:

  - Pre Press
  - Press
  - Post Press (includes optional Carton Manufacture units)

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, SCQF 6 points, F427 04,
Working with others	SCQF Level 5, SCQF 6 points, F42P 04
Problem Solving	SCQF Level 5, SCQF 6 points, F42K 04
Information and Communication Technology	SCQF Level 5, SCQF 6 points, F42F 04
Numeracy	SCQF Level 5, SCQF 6 points, F42B 04

Certification is required for Numeracy for all pathways. Certification is required for Information and Communication Technology (ICT) for SVQ 3 Carton Manufacturing.

No separate certification for ICT is required for the following pathways:

- SVQ 3 Print Administration at SCQF Level 6
- SVQ 3 Press at SCQF Level 6
- SVQ 3 Pre Press at SCQF Level 6
- SVQ 3 Post Press at SCQF Level 6

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.

Optional Outcomes

Short courses in:

- Product Knowledge
- Marketing
- Customer Services
- Print Science

Registration and certification

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

Proskills
Unit 24 East Central
127 Olympic Avenue
Milton Park
Abingdon
Oxfordshire
OX14 4SA

Telephone: 01235 432 030
Fax: 01235 432 032
Email: info@proskills.co.uk

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.

Apprentices should be employed in the print industry and working in Scotland.

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

Graphic Enterprise Scotland
c/o Maclay, Murray & Spens, 1 George Street,
Glasgow
G2 1AL
Tel: 07771 865947

Attain Training Ltd
6 Carron Crescent,
Lenzie,
Glasgow,
G66 5PJ
Tel: 0141 564 3995

Delivery of Training for the Modern Apprenticeship in Print Industry Occupations

Work-based training

Delivery and assessment method
- how is training delivered and assessed in the workplace?

The training and assessment is delivered in the workplace using the employer's equipment and in the context of production requirements. New entrants to the sector undergo initial training and all candidates are assessed in each of the units selected.

Skills required by training providers delivering the training
- list any skills and qualifications required

Have expertise and knowledge of awards and a full understanding of that part of the award for which they have responsibility. Hold or be working towards the appropriate Assessor/Internal Verifier qualification as identified by SQA Accreditation the qualification regulator.

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

The Underpinning Knowledge part of the competence qualification will be delivered separately to the competence part of the qualification.

Off-the-job training

Details of off-the-job training (please state if not applicable)
- What is required to complement the workbased component? Doe sit lead to a formal recognised award (e.g. and Awarding Body or Vendor award?

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 apprentice and the employer.

This will normally be carried out away from the learner's normal workplace, usually in the employers training/meeting room, as classroom based learning.

Examples of this would be the knowledge and understanding related to health and safety responsibilities, requirements and legislation, where to find and how to apply standard operating procedures, data protection and confidentiality.

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

N/A

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)

None

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:

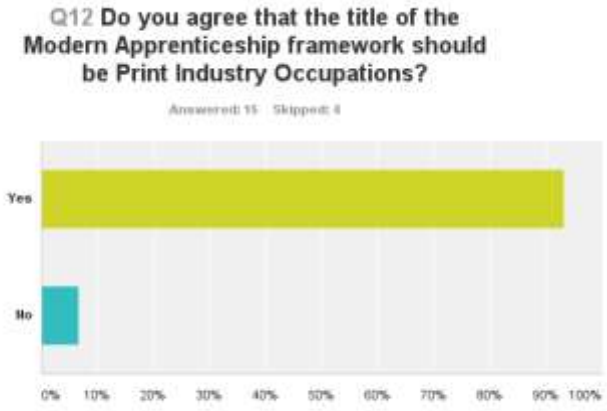
- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

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.

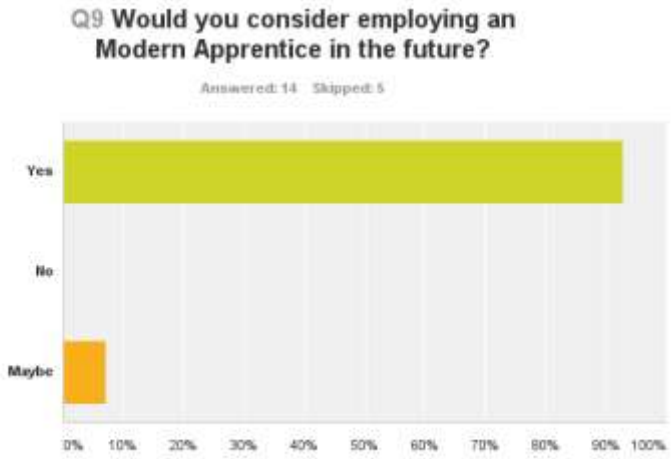
Consultation Process

A survey on the demand and content of the MA framework was circulated during April 2015. The survey showed the following:

94% of respondents agreed that with the proposed title of the framework, those who didn't thought that the title was too generic.



93% of respondents would consider employing a Modern Apprentice:



Consultations were also posted on the Proskills website and included in the Proskills newsletter. This was also posted on the Printing Charity Website.

The draft framework was circulated to over 320 employers for further comments.

Employer Sign Off

Following this consultation, it was agreed that:

- there was demand for standalone Level 2 and 3 Modern Apprenticeship Frameworks for Scotland.
- Core Skills for the Level 2 MA should be at SCQF Level 4 and SCQF Level 5 for the Level 3 MA for all the elements

As required by MAG, Proskills contacted the following trade unions requesting their comments on the draft frameworks:

- Unite the Union
- STUC

Career progression

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

Following completion of a Modern Apprenticeship further training will be open to the apprentice in order to help him/her progress further. This includes:

- completing additional SVQ units, either in the printing industry or in a complementary area such as supervisory management, customer service or starting a business.
- progressing to a Level 4 or 5 SVQ appropriate to work role, with or without attending a course or support programme. Proskills are currently developing Level 4 and 5 Print qualifications such as the Level 4 in Print Leadership
- part-time, full-time or work-based higher education (e.g. leading to an HNC, HND or degree, or a management qualification)

A few examples of job roles are shown here for level 3, however please see http://www.prospect4u.co.uk/ for interactive activities and further information about the Printing industry and job roles available. Or visit: http://www.proskills.co.uk/apprenticeship-frameworks/careers-young-people/

Actual tasks and job roles will vary between employers.

Typically Level 3 Apprentices will begin to take on more responsibilities with regards to resources, production, safety, and maintenance.

Lead Machine Printer – Using printing presses undertaking all necessary quality checks to ensure conformance to correct specification, colour match, restock ink levels, input job data, machine maintenance.

Mechanised Print Finisher & Binder: Duties may include operating various specialised finishing equipment including; guillotines, folding machines, binding, stitching and glueing machines whilst also being responsible for safety, quality, efficiency, maintenance

Digital Print Production: undertake all necessary quality checks to ensure conformance to correct specification, colour match, restock ink levels, input job data, machine maintenance.

Carton Manufacturer: Draws up and constructs cutting forms for packaging and die-cutting operations and operates folder-gluer machinery and ancillary carton finishing equipment.

Carton Machine Operative - Responsible for managing machines to cut/crease or glue/fold cartons.

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://fisss.org/.

Role of Skills Development Scotland (SDS)

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

Further information is available from: http://www.skillsdevelopmentscotland.co.uk/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:

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		***Date:***
Modern Apprenticeship Centre		***Date:***

MODERN APPRENTICESHIPS

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

Core Skills *(Include details of the minimum level required)*		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) *These are optional and should reflect the individual training needs of the Apprentice*		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

Summary of Modern Apprentice's accredited prior learning:

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

Proskills
Unit 24 East Central
127 Olympic Avenue
Milton Park
Abingdon
Oxfordshire
OX14 4SA

Telephone: 01235 432 030
Fax: 01235 432 032
Email: info@proskills.co.uk