



A

MODERN APPRENTICESHIP

IN

Life Science and Related Science Industries SCQF Level 7

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Cogent Sector Skills Council

March 2019

Cogent Sector Skills Council
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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

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

Who develops them?

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

Who are they for?

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

What's in a Modern Apprenticeship?

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

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

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

Modern Apprenticeships in Life Science and Related Science Industries SCQF Level 7

The Life Sciences and the Related Science Industries are high-tech, innovative and highly diverse, spanning pharmaceuticals, medical technology, biotechnology, and industrial biotechnology and has applications across many other sectors. Through the development of innovative medicines, medical technologies and services, its businesses contribute to a stronger and fairer society, helping people enjoy better health, well-being and quality of life. Scotland has a thriving Life Sciences and the Related Science Industry Sector which consists of just over 630 organisations. It has an established network of over 40 pharmaceutical clinical trial support and contract research organisations. These organisations employ approximately 32,000 people across the entire main Life Sciences and Related Science sector. These organisations contribute over £2.8 billion to the Scottish Economy annually, with a projected GVA growth rate of 8% which is four times the average rate for Scotland. Life Sciences and the Related Science Industries has been identified as a key sector in the Scottish Governments economic strategy in recognition of its international comparative advantage, high growth potential and capacity to boost productivity – with an aspirational GVA of 3bn by 2020.

Scotland has internationally recognised capabilities across Life Sciences and the Related Science Industries including:

- Drug discovery and development
- Contract Research
- Medical Technologies
- Stem Cell Research
- Specialised Biomanufacturing
- Bioinformatics

Scotland is home to one of the largest concentrations of Pharmaceutical support networks in Europe, with more than 40 organisations working on clinical and non-clinical research. Historically, Life Sciences Scotland has focussed mainly on the healthcare aspect but increasingly there are opportunities for the capacity and capability to be expanded to industrial, marine, plant, environmental and veterinary biotechnology (hence the term Related Science Industries).

Scotland also has a particularly strong reputation in the medical arena. For example:

- Cancer and cardiovascular research
- Neuroscience
- Genomics
- Proteomics and Bioinformatics
- Stem cell research and regenerative technology
- Virology and immunology

The Scottish Life Sciences and the Related Science Industries is not only highly innovative and dynamic but it is also one of the most highly regulated sectors and faces increased scrutiny from regulators and increasing pricing pressures. The shape and size of industry has been changing over the last few years with large pharmaceutical companies becoming fewer and with Clinical Research Organisations, SMEs and microbusinesses forming the larger part of the Sector. Since 2010 there have been over 100 new regulations implements or amended. NHS and industry are increasing aligning to each other and need to understand each others key challenges. For the life science industries and the related science industries to be sustainable it is more important than ever to increase profit margins, keep up to date with the latest technologies, deliver products that are value for money and having a flexible work force that can adapt and learn new skills, whilst maintaining standards and adhering to regulations. The larger organisations are re-structuring to mirror the successful SME structures. This type of set-up requires a different skill set, which includes broader and more innovative skill set than traditionally required.

In Scotland there are over 7,500 roles at the Laboratory Assistant/ Technician trainee/ Trainee Scientist/Technician/Scientist/Technologist level within Life Sciences related operations. These roles span across, industry, universities, schools, further education colleges and NHS. There are many different types of work employees in these roles carry out from sampling and preparing samples through to testing. When taking into account market growth and retirements in the sector, there will be a significant net requirement within each of these areas. Additionally there are currently challenges in getting the right people with the right skills.

Traditionally the majority of these roles are filled by tapping into the extensive graduate pool to fulfil vacancies. However industry is not getting the right people with the right skills. Employers are having to supplement graduates to make up for their lack of skills and knowledge through up-skilling – which takes considerable resources and time – this is far from ideal in a highly competitive global market. This reduces the employers productivity by staff spending time up-skilling the graduate and the new employee is not generating any revenue. It is also particularly challenging when companies are focusing on delivering quality products which are value for money and aligning them within an ever increasingly regulated environment. The additional challenge is the low retention rates with graduates, this is due to a range of factors including:

- Low company loyalty
- Wanting a stamp on their CV – with any job
- Becoming bored of the role – very quickly
- Not really wanting a practical role
- Wanting to work at a higher level – very quickly
- Frustration from not having the right knowledge and skills in the first place and having to retrain

Currently in Scotland there are a few competency based qualifications (Laboratory Science, Scientific Manufacturing, Laboratory and Associated Technical Activities). However the landscape for these competencies based qualifications is not very clear. Some employers want a mixture of the qualifications and are not sure which to select. The qualifications are not easily identified by Life Sciences Industries and the Related Science Industries and the qualifications do not meet industry requirements. By having new Life Sciences SVQ's at level 2, 3 and 4 supported by the current Laboratory and Associated Technical Activities at level 2 and level 3 and the Scientific Manufacture at level 4 it will enable the employers to have the opportunity to gain a real alternative pathway to the graduate entry. Having a higher qualification will bridge the gap from Level 3 to degree level – enabling the option of the learner being able to top up their qualifications to gain a degree – which is a highly attractive proposition.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in **Life Science and Related Science Industries SCQF Level 7**

Mandatory outcomes

SVQ or alternative competency based qualification

- One of the following must be achieved:

- SVQ in Laboratory and Associated Technical Activities (Industrial Science) SCQF Level 7 GP46 23 SQA
- SVQ in Laboratory and Associated Technical Activities (Industrial Science) SCQF Level 7 GR49 47 GQA
- SVQ in Laboratory and Associated Technical Activities (Education Science) SCQF Level 7 GP44 23 SQA
- SVQ in Laboratory and Associated Technical Activities (Education Science) SCQF Level 7 GR48 47 GQA
- SVQ in in Laboratory Skills (Life Science) SCQF Level 7 GP4P 23

Plus one of the following must be achieved:

- National Certificate in Applied Sciences SCQF Level 6 G90N 46 SQA
- National Progression Award in Laboratory Science SCQF Level 6 G9G6 46 SQA
- Higher National Certificate in Bioscience SCQF Level 7 G8WV 15 SQA
- Higher National Certificate in Applied Sciences SCQF Level 7 GK6E 15 SQA
- Professional Development Award in Laboratory Science SCQF Level 7 GM3G 47 SQA

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

None

The Framework

The mandatory and optional content of the Modern Apprenticeship in Life Sciences and Related Science Industries is as follows:

Mandatory Outcomes

SVQ(s)

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

- SVQ in Laboratory and Associated Technical Activities (Industrial Science) SCQF Level 7 GP46 23 SQA
- SVQ in Laboratory and Associated Technical Activities (Industrial Science) SCQF Level 7 GR49 47 GQA
- SVQ in Laboratory and Associated Technical Activities (Education Science) SCQF Level 7 GP44 23 SQA
- SVQ in Laboratory and Associated Technical Activities (Education Science) SCQF Level 7 GR48 47 GQA
- SVQ in in Laboratory Skills (Life Science) SCQF Level 7 GP4P 23

Plus one of the following must be achieved:

- National Certificate in Applied Sciences SCQF Level 6 G90N 46 SQA
- National Progression Award in Laboratory Science SCQF Level 6 G9G6 46 SQA
- Higher National Certificate in Bioscience SCQF Level 7 G8WV 15 SQA
- Higher National Certificate in Applied Sciences SCQF Level 7 GK6E 15 SQA
- Professional Development Award in Laboratory Science SCQF Level 7 GM3G 47 SQA

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

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 National 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@cogentskills.com

Telephone 01925 515223

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 <https://modernapprenticeships.org>). 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 National 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.

None.

Equal opportunities

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

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

Health and Safety

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

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

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

Contracts

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

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

Employment status of Modern Apprentices

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

Terms and conditions of employment

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

Training and development

Delivery

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

- private training organisations
- colleges / universities
- other employers

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

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

The following organisations have shown an interest in the delivering this Technical Apprenticeship.

Forth Valley College

Dundee College

Adam Smith College

Stow College

NHS Scotland in conjunction with Adam Smith College

Inverness College (University of Highlands & Islands)

A number of other training providers have shown an interest in delivering the new and revised Modern Apprenticeships in the future. Cogent will provide help and support to these providers to establish Modern Apprenticeships with their local employers.

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.
- One to one interviews with employers and training providers.
- Telephone interviews with employers.
- Attendance at a number of Life Science and Related Science events to promote and consult around the review and development of the modern apprenticeships.

After completing this research the following employers have indicated their support for the SCQF level 5, 6, 8 Modern Apprenticeships in Life Science and Related Science Industries.

Johnson & Johnson-Life Scan
 Quintiles
 GSK
 Roslin Cells
 MacFarlin Smith
 Devro
 Charles River
 Ingenza
 Glasgow City Council
 Glasgow University
 Vitrology
 University of the West of Scotland
 NHS Lothian
 Edinburgh University
 Open University
 Forth Valley College
 Stow College
 Adam Smith College
 Dundee College
 GE Health Care

The following organisations have also been part of the consultations.

Skills Development Scotland
 Scottish Trade Union Congress
 Scottish Qualification Authority

Career progression

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

Progression from this pathway: MA SCQF Level 6

Following completion of this Modern Apprenticeship 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:

- Degrees in Chemistry, Science or a related discipline
- Higher National Certificate/ Diploma in Chemistry, Science 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.
- Membership of a professional institution at Technician level (Further information available at www.rsc.org)
- Cogent Gold Standard qualifications contained within the Gold Standard frameworks (www.cogent-prospectus.com)

Successful completion of the Modern Apprenticeship could lead to one of the following job roles:

- Laboratory Technician
- Professional Technologist

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 <https://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: <https://www.skillsdevelopmentscotland.co.uk/>

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.

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

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

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

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



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes
Mandatory outcomes

SVQ/ CBQ Level (<i>please identify level</i>) (List mandatory and optional units)		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level (<i>please identify level</i>) (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) <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 Modern Apprentices 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@cogentskills.com

Telephone 01925 515223