



A

MODERN APPRENTICESHIP

IN

CAREER DEVELOPMENT

at SCQF Level 7

FRAMEWORK DOCUMENT
FOR
SCOTLAND

CAREER DEVELOPMENT INSTITUTE

December 2015

CAREER DEVELOPMENT
INSTITUTE
COPTHALL HOUSE
1 NEW ROAD
STOURBRIDGE
DY8 1PH



Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeships in Career Development	4
Summary of Framework	5
The Framework	6
Registration and certification	7
Recruitment and selection	8
Equal opportunities	8
Health and safety	9
Contracts	9
Employment status of Modern Apprentices	9
Terms and conditions of employment	9
Training and development	10
Consultation	11
Career progression	12

Appendices

Appendix 1	Stakeholder Responsibilities	13
Appendix 2	Modern Apprenticeship Centres (MACs)	16
Appendix 3	Training Agreement and Training Plan	17

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 Career Development

The Career Development Sector in Scotland and Career Management Skills

The concept of career management skills recognises that career development is based on individuals moving around in a fluid labour market. Career management skills are pivotal to enabling individuals to make and take on-going decisions about work and learning that will shape their personal career journeys. The focus is firmly on the needs and aspirations of individuals and encouraging realistic optimism about learning and work opportunities.

Many people will develop these skills through a mix of formal and informal learning and life experiences but others will need considerable professional support with the learning and work decisions they will face.

In 2012 the Scottish Government published a framework to help the people of Scotland develop these skills. The Career Management Skills Framework for Scotland is a strategic document aimed at those organisations in Scotland responsible for the planning, management and delivery of career information, advice and guidance services and those providing career related learning.

The framework set out an approach to support the development and use of skills that best enable individuals to plan and pursue life, learning and work opportunities and create a common purpose among all those who support personal and career development in Scotland.

In helping to define more clearly the connections between skills and the world of work, the framework offers a common language for planning with partners and a clear set of competencies that support a fuller understanding of the value of these skills within the labour market and the need for individuals to consider which skills, experiences and learning will best support them in achieving their aspirations.

https://www.skillsdevelopmentscotland.co.uk/media/752669/career_management_skills_framework_scotland.pdf

The career development sector covers a wide range of organisations providing career information, advice and employability support to individuals of all ages in Scotland. This is in addition to professional career advisers/ coaches and career educators in educational establishments. This wider workforce operating at sub professional level currently does not have access to sector specific SVQs or Apprenticeship Frameworks. This is a growing sector and arguably is increasingly important given the Developing the Young Workforce Initiative, the current focus on equality and diversity in employment and the proposed devolution of employment and employability support services to Scotland in 2017.

This MA in Career Development, developed by the Career Development Institute, was requested by Skills Development Scotland (SDS) to upskill the diverse workforce who deliver employability support services. For SDS, as an employer, the workforce development issues driving the need for an Apprenticeship Framework include an ageing workforce and difficulty recruiting staff beyond the central belt of Scotland. An apprenticeship route would greatly increase access to the career development sector for those unable to undertake full time courses and help to grow local talent at all levels on-the-job. A school-leaver entry level MA at SCQF 6/7 and Technical Apprenticeship at Level 8/9 (also proposed) for mature, well-qualified entrants or experienced para-professional staff would provide a career progression route.

There is a clear need, evidenced by the robust consultation detailed below, to provide an Apprenticeship route for the extensive workforce outside SDS eg DWP/JobCentre+; FE/HE Institutions; Training Providers; Welfare to Work providers; Local Development Agencies; Local Authorities; Third Sector organisations including those supporting individuals with protected characteristics and all organisations involved in delivering career development services to individuals or organisations. The provision of a Modern Apprenticeship in Career Development would address the workforce development needs of a wide range of organisations offering career information, advice and employability support below professional level and contribute to a career progression framework based on recognised learning routes.

Job roles across the sector are diverse but, at this level, practitioners are likely to be first point of contact/ reception staff and key functions would include signposting/ referral, customer service, information provision and administrative support.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Career Development at SCQF Level 7

Duration

9 months – 1 year

Mandatory outcomes

SVQ or alternative competency based qualification

- The following must be achieved:

- SVQ 3 Enabling clients to access career development services at SCQF Level 7 **GL47 23**

Core Skills

- Communication SCQF 6
- Working With Others SCQF 6
- Problem Solving SCQF 5
- Information and Communication Technology SCQF 5
- Numeracy SCQF 5

All core skills apart from Numeracy are embedded within the SVQ. Numeracy will require to be separately certificated.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

HNC units from HNC in Career Information, Advice and Guidance Practice at SCQF 7

- H55N34 CIAG: Context and Principles for Delivery of Services
- H50634 CIAG: Supporting customers to Access and Use Career-Related Information
- H4JP34 CIAG: Group Work Skills
- H5XM34 CIAG: Employability

NOTES:

The SSC should include a relevant VQ and Core Skills dependant on the MA level. The following provides a guide against each MA.

MA level	VQ level	Core Skills level
2	2	SCQF 4
3	3	SCQF 5
4	4	SCQF 6
5	5	SCQF 6

Please remove any boxes that are not required within the mandatory component.

All Scottish MA Frameworks must contain a relevant SVQ or equivalent competency based qualification.

All Scottish MA Frameworks must contain all 5 Core Skills. Where these can be demonstrated (via a detailed mapping at performance criteria to performance criteria level) to be embedded within the mandatory units of the SVQ/ CBQ, they should NOT require to be separately certificated.

Please make it clear in this section which Core Skills need to be separately certificated and which do not. You should also provide a Core Skills signposting for all Core Skills that are not embedded.

The Scottish Government is keen to see language qualifications included in all MA Frameworks and SSCs are encouraged to include these where appropriate.

If no 'enhancements' are required, remove this box.

All sectors should encourage the achievement of additional awards, qualifications and training.

The Framework

Duration

It is expected that apprentices following this framework will take 9 months - 1 year to complete. This includes 20% of the overall time allocation for off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ 3 Enabling clients to access career development services at SCQF Level 7 GL47 23

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 6 Ref: F428 04
Working with others	SCQF 6 Ref: F42R 04
Problem Solving	SCQF 5 Ref: F42K 04
Information and Communication Technology	SCQF 5 Ref: F42F 04
Numeracy	SCQF 5 Ref: F42B 04

All core skills apart from Numeracy are embedded within the SVQ. Numeracy will require to be separately certificated.

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

Enhancements

There are no mandatory enhancements.

Optional Outcomes

HNC units from HNC in Career Information, Advice and Guidance Practice at SCQF 7:
H55N34 CIAG: Context and Principles for Delivery of Services

H50634 CIAG: Supporting customers to Access and Use Career-Related Information
H4JP34 CIAG: Group Work Skills
H5XM34 CIAG: Employability

Registration and certification

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

Claire Johnson, Professional Development Manager
Career Development Institute
Cophall House
1 New Road
Stourbridge
DY8 1PH
Email: Claire.johnson@thecdi.net
Tel: 01384 445625

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.**

The process for registration of candidates will be published by the Career Development Institute following consultation with employers and training providers, and prior to the delivery of these qualifications. This will include appropriate documentation such as training agreements and plans. It is the intention of the Career Development Institute to use MA online.

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.

Whilst there are no set formal entry requirements for these qualifications, individual employers within the sector may stipulate specific entry criteria due to their roles and career pathways offered.

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

Expressions of interest in delivering the MA framework in Scotland have been sought and currently 3 training providers have registered an interest. These include 3i Training, Inverness College (UHI) and Jobs & Business Glasgow. As this is new provision none of these organisations are currently approved but are likely to achieve this and be able to deliver this Framework in the future. It is expected that the MA Framework will be available from September 2016.

Delivery of Training for the Modern Apprenticeship in Career Development

Work-based training

Delivery and assessment method

Tailor made to meet the needs of the individual. Flexible range of options to allow delivery across the country and to meet the learning needs of a diverse group of candidates.

Learning and assessment can be done remotely through a virtual hub and also via face to face.

Both face to face and virtual delivery allow for the candidate to participate in 'off the job' training away from the work station to reflect on learning and job role.

Initial engagement of candidates would be through a face to face group session to explain programme requirements and processes to access training.

The online approach allows for:

Community of practice to be created to share and reflect on learning

Tasks can be set as preparation for and following online training sessions - Q & A plus multiple choice activities included to allow for the self-directed pace of learning of the candidate.

Resources from learning sessions are available online post session to allow reflection and revision. Sessions will also be available in video format to suit different learning styles.

An online E-portfolio will provide a framework for candidates to record their learning and evidence. The virtual classroom allows for the sharing of templates to support written evidence and individual needs e.g. font size choice, video, audio to accommodate candidates with visual impairments.

Mini training programmes can be designed to meet needs of candidates requiring specific underpinning theory or policy/legislative knowledge e.g. Child Protection legislation.

Face to face observations: by assessor but can also include evidence gathered from peer to peer observation within the workplace; reflective practice formal sessions and the use of an observation framework or checklist by the assessor to evidence meeting of unit requirements.

To facilitate learning online sessions can be either one- to - one or in a group setting. This allows flexibility of delivery according to the candidate's level of confidence or need for additional support.

Both approaches, face-to-face and online, allow a triangular relationship and communication channels involving the candidate, workplace supervisor and training provider to ensure a quality learning experience. This can subsequently articulate with organisational staff development and CPD.

Skills required by training providers delivering the training

Assessor/Verifier qualifications as appropriate

Underpinning knowledge of the Career Development field - essential

Career Development qualifications - desirable

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

Joint approach between employer and provider to ensure appropriate practice based learning experiences are available to support the underpinning knowledge required. Evidence such as testimonies, personal statements and observations would support this approach.

As above virtual classroom would allow for any individual off- the- job requirements to be included in line with individual job role needs and employer capacity.

Reflective practice encouraged both in observations and in group sessions with fellow candidates.

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

The Training Plan agreed between candidate, workplace assessor and training provider will specify the content of the off-the-job training and how this will be delivered – face-to-face, online, one-to-one or in a group session. As noted above there will be a reflective approach to learning and protected time to access the online training offer.

Delivery and assessment method

Training will be delivered and assessed as detailed above.

The MA level 3 will take between 9-12 months. The completion time will be dependent on individual candidates and their work contexts including any relevant RPL/APL.

Exemptions

Any exemptions will be on an individual basis and designed to avoid duplication of learning and ensure that prior learning/competency evidence is recognised at the application stage. The candidate and/or employer would express an interest in RPL/APL, a list of all CPD informal and credited would be gathered by the employer/candidate and a SQA mapping exercise would be completed by the training provider. The provider would seek approval from SQA for credit transfer e.g. candidates holding/completing the HNC in Careers Information, Advice and Guidance Practice.

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

Extensive consultation by the CDI with employers and stakeholders in the career development sector took place prior to the successful bid to UKCES. This included SQA Accreditation & Awarding Body, College Development Network (CDN), Association of Graduate Careers Advisory Services (AGCAS), UNISON, UWS/ Napier University (post graduate training providers), Scottish Training Federation (STF), Learn Direct, Scottish Guidance Association, Jobs & Business Glasgow (JBG), Scottish Government, DWP, Workers Education Association (WEA), Wise Group, Education Scotland, Scottish Learning Partnership, Youthlink, Skills Development Scotland, Inspiring Futures, My Careerclub, Brite Training, Glasgow City Council (GCC) and Right Management. Letters of support were supplied by a range of organisations.

The following organisations were invited to join and were represented on the Project Working Group – SDS, SQA Accreditation, SQA Awarding Body, AGCAS, STF, JBG, CDI, CDN, UNISON, Scottish Government and GCC.

The purpose of the Working Group was to support the development of the project outputs by:

- Providing expert input on the current and future workforce development needs of the sector
- Providing guidance on required (mandatory) and desired (optional) content of the proposed qualifications
- Providing guidance on appropriate structure and content of MA Frameworks to be developed
- Ensuring that the views and interests of partners are shared at appropriate stages of the consultative process
- Promoting “buy-in” from the sector for the duration of the project and encouraging uptake of the SVQs and MAs produced on project completion.

The Working Group met for a full day to analyse job roles, consider existing standards that would fit these functions and identify gap areas. This was followed by virtual communication and consultation as the project developed.

A face – to-face consultation event in June 2015 attracted 22 attendees from across the sector and showed unanimous support for the development of MA & TA provision. The consultation gave a clear steer to the preferred approach to core and career skills, mandatory enhancements, optional outcomes and ways that MAs/TAs can promote and increase equality and diversity with examples of approaches and activities that could be used to promote Apprenticeship opportunities to under- represented groups.

This was followed up, in August 2015, by an online consultation that attracted 52 responses that saw overwhelming agreement with all the recommendations regarding the structure and content of the proposed mandatory qualifications (SVQs) and Apprenticeship Frameworks.

It was believed to be essential to have a face-to-face consultation to provide qualitative input from key players in the sector to confirm demand/ interest in the proposals and influence the content and structure of the qualifications. In recognition that not all interested organisations or individuals can attend a consultation event it was thought critical to follow this up with a well-publicised online consultation to allow wider participation and feedback to be considered.

Career progression

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

Part of the rationale for the development of Frameworks at SCQF Levels 7 and 9 is the need to provide a career progression pathway for the career development workforce. School leavers could enter the Apprenticeship provision at SCQF Level 7 and progress to SCQF Level 9 and thereafter, if capable, to the professional post graduate Diploma in Career Guidance & Development course offered at the University of the West of Scotland and Napier University. There is the opportunity for suitable candidates to then progress to Masters/ PhD level. Mature, experienced staff could enter at SCQF Level 9 and progress in a similar way. Professional entrants with the post graduate diploma could also progress to Masters/ PhD level. It will be possible to exit after each stage if personal career aims and/ or labour market opportunities dictate.

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

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

Role of the Sector Skills Councils

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

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

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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		Date:
Modern Apprenticeship Centre		Date:



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentice’s accredited prior learning:

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

Insert SSC contact details in this section