



A

MODERN APPRENTICESHIP

IN

Boat Building & Repair AT SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Semta

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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 operator, craft, technician and management levels.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce an apprenticeship 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, for a wide range of sectors and they are all designed to deliver a training package around a minimum standard of competence defined by employers through the relevant 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 components:

- 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 Boat Building & Repair

Background

Whilst Semta recognise this is a niche sector and apprentice numbers are likely to be small, it is important for the Scottish economy in terms of the Marine Leisure Tourism Strategy, both for local employment and continuing opportunities for young people around Scotland's Coastal communities, that the skills related to boat building and repair are retained and grown.

In 2016, Semta, working closely with stakeholder groups in the Scottish Boatbuilding / Boatbuilding Repair and leisure marine sector, were approached by British Marine who raised the challenges of a lack of qualified adults and young people entering the boat building and repair industry in Leisure Marine and the significant challenges related to the ageing profile of their workforce; they also highlighted this issue amongst other marina and boat building and repair employers, including members and non-Members of British Marine. The shortage of technicians with traditional and modern boat building and repair skills is having a major impact on their business, and recruitment of skilled personnel has been costly and limited in success. Led by British Marine Scotland employer members cited a list of challenges in respect of skills which are referenced in the consultation section of the document as to why a new competence based qualification was required and also longer term the development of a Modern Apprenticeship Framework and pathways for those working in, and encouraging young persons to enter the sector.

Scottish Marine Tourism Strategy

Boasting the longest coastline in Europe, varied wildlife, rich heritage, breath taking scenery and some of the world's most beautiful and varied sailing waters, Scotland's marine tourism sector already attracts visitors from all over the world, with the boating sector alone generating more than £105 million in visitor expenditure and directly supporting almost 3,000 jobs and is 3.5% of the total UK marine industry revenue. The new strategy aims to grow that figure to £145 million – an increase of more than 40% – in the next five years.

The strategy hopes to **grow the total value of the sector by 25%, from £360 million to £450 million, by 2020**. The strategy, the first of its kind, was developed in consultation with a wide range of industry groups including **British Marine Federation Scotland, Sail Scotland, Scottish Canals, The Crown Estate, Highlands and Islands Enterprise, and Royal Yachting Association Scotland** and within the strategy skills, both the present and future skills gaps within the industry are being identified and addressed, from softer customer service skills to more technical skills provision in areas such as outboard engineers and chandlers. The careers and opportunities within the industry will be better promoted and new talent developed and engaged to sustain and support the growth of the industry. The Modern Apprenticeship in Boat Building and Repair is one initiative to support the technical skills provisions and career opportunities.

The Scottish Marine Labour Market

There are approximately 2000 leisure marine jobs in Scotland employed by 300 businesses. The sector is split by Manufacturing, Wholesale & Retail and Services. Services accounts for around 80% of all jobs within the sector and the majority of boat building and repair roles lie within Manufacturing and Services. The majority of employers in the sector are micro businesses with around 85% of all businesses in this category. The industry has seen growth both in revenue and employment in the last 3 years respectively with revenue rising 1.7% and employment directly related to Boat Building and Repair by 10% (British Marine latest 2016 statistics). With increasing leisure time and also a move towards more people investing in leisure experiences, the trend for Marine Leisure will continue to grow as will the need for increasing employment and skills to support this movement. There are around 80 Boatbuilders and Boatyards these companies currently support 250 FTE.

There are approximately 100 Boat Building and Repair apprentices in England annually but none in Scotland despite the growing interest by Scottish employers in training, increased revenue and jobs and interest in the marine and maritime sector generally. The trends show that the sector needs a dedicated skills programme to sustain and continue the revenue growth and increasing employment in the sector. Employers in rural and coastal communities

also need a dedicated skills programme to retain and attract young people and all age opportunities in their geographic regions to secure their long term future and build sustainable communities.

Skills Shortages In Scotland

British Marine, a membership Trade Association for the industry, identified that overall 17% of Scottish companies have a skills gap or difficulties recruiting competently skilled personnel for their business. And 31% had hard to fill vacancies as a direct result of skill shortages. Whilst 59% of employers identified that technical skill was a real challenge rising to 70% for boat builders.

Employers identified major factors that that challenge successful recruitment and training within the boat building and repair industry include employability of the local, population, lack of apprenticeship provision, remote location, lack of local marine & maritime training and travel for training outwith Scotland.

Future Employment Trends

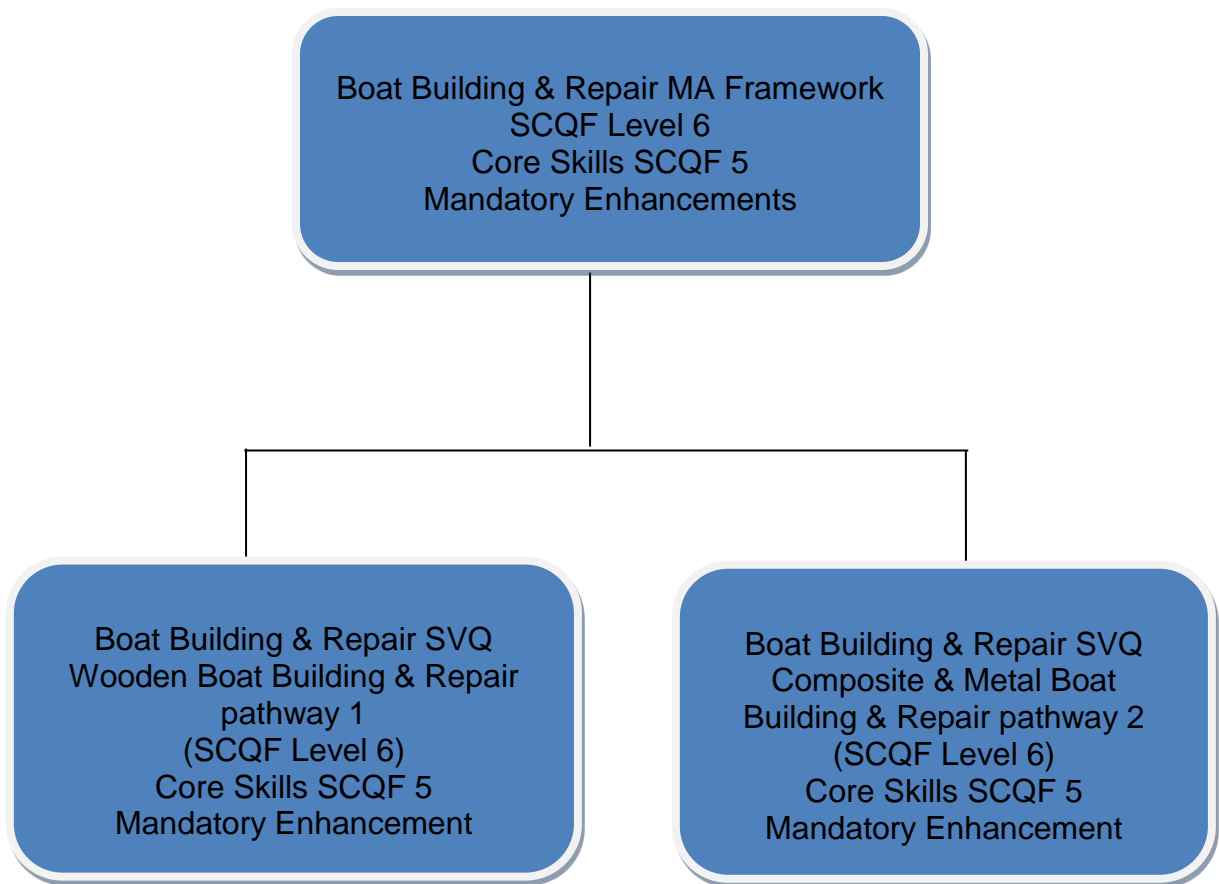
Additional challenges for the boat building and repair sector show that Scotland has a demographic issue in the population growth has stalled and number of young people entering work is decreasing, The sector recognises this and that it needs to be pro-active in skills and recruitment strategies hence the increasing priority of the developing of Scottish Vocational Qualifications (SVQ) and a related Modern Apprenticeship Framework. The sector statistics show that 32% of marine employees are reaching retirement age and that 46% of marine employers expect significant proportions of their workforce to retire in the next 5 years.

British Marine from a recent survey estimates that 67% of Scottish employers will require an increase in employees and that 64% will be in technical skill occupations. Over the next 5 years the skills areas will be rigging and masts specialists, fabrication and welding, specialist boat carpentry and joiner skills, surface coating, marine electrics, GRP repairs and marine engineering skills all of which are combined in the new SVQ and proposed Modern Apprenticeship Framework in Boat Building and Repair providing a multi-skilled and diverse content for operatives and employers in the sector.

Whilst Semta recognise this is a niche sector and apprentice numbers are likely to be small, it is important for both the Scottish economy in terms of the Marine Leisure Tourism Strategy -for local employment and continuing opportunities for young people around Scotland's coastal communities that the skills related to Boat Building and Repair are retained and grown.

Summary of the Framework

Diagram showing the contents of the Modern Apprenticeship in Boat Building and Repair at SCQF Level 6



Duration

It is expected that apprentices following this framework will take 36 months to complete.

Mandatory outcomes

SVQ or alternative competency based qualification

One of pathways in the following SVQ must be achieved:

- SVQ in Boat Building & Repair (SCQF Level 6) SQA Award ref No GN7P 23

Core Skills to be separately certificated

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

Boat Building & Repair Modern Apprenticeship candidates are also required to achieve as minimum a National Certificate in one of the following disciplines.

Boat Building & Repair at SCQF Level 6 MA Framework – Enhancements (either at NC or at Higher level)

Qualification Titles (Mandatory - ONE qualification MUST be completed)	Code Number	SCQF Level	Lapsing Date	Awarding Body
NC Engineering Practice	GD27 45	SCQF Level 5		SQA
NC Fabrication and Welding Engineering	G981 45	SCQF Level 5		SQA
NC Engineering Systems	GD2F 45	SCQF Level 5		SQA
NC Fabrication and Welding Engineering	G984 46	SCQF Level 6		SQA
NC Engineering Systems	G9CC 46	SCQF Level 6		SQA
NC Measurement and Control Engineering	G987 46	SCQF Level 6		SQA
HNC Fabrication, Welding and Inspection	G837 15	SCQF Level 6		SQA
NPA Construction – Carpentry and Joinery	GN02 45	SCQF Level 5		SQA
PDA Carpentry & Joinery	GM4P 46	SCQF Level 6		SQA
HNC Marine Engineering	GM1K 15	SCQF Level 7		SQA

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Although there are no pre-requisites for undertaking this Modern Apprenticeship Framework and content, candidates would normally have completed an induction programme including Working at Height, Emergency First Aid and Safe Manual Handling courses to support their understanding and on site Safety in addition to the employer statutory requirements.

In addition some employers may find it useful to provide additional training related to the Recreational Craft Directive (RCD) where deemed appropriate.

Also some employers may find it beneficial to consider the Career Enhancement Programme <http://www.equatescotland.org.uk/news/helping-female-engineers-and-their-employers-realise-their-full-potential> It is designed to help women in traditionally male dominated industries further their careers, by analysing their current position in the workplace and identifying objectives for future progression.

Additionally it is suggested that employers and candidates consider appropriate qualifications or training prior to or as part of this framework. This could include qualifications such as PMO/PEO at SCQF Level 4 or SCQF Level 5 or other basic skills off-the-job courses which could aid in using hand tools correctly or demonstrating understanding of critical safety and regulations for the industry. Also the prior achievement of one of the SVQ 2 at SCQF level 5 in the disciplines of Electrical, Construction, or Maintenance will support the uptake and these will further improve completion rates.

Foundation Apprenticeships

It should be noted that with the development of Foundation Apprenticeships, and implementation and delivery with senior phase learners in school, that the content of Foundation Apprenticeship should be recognised as progression towards the Modern Apprenticeship outcomes where appropriate. The Foundation Apprenticeship is so designed that it incorporates components that currently sit within the Modern Apprenticeship Framework, therefore candidates completing the Foundation Apprenticeship would be expected to have achievements recognised and built upon towards the completion of the any full Modern Apprenticeship outcome where the opportunity to do so allows.

The Framework

Duration

It is expected that apprentices following this framework will take 36 months to complete.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following qualification:

- SVQ in Boat Building & Repair at SCQF Level 6 SQA Award ref No GN7P 23

All Scottish Modern Apprenticeships must contain relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence (NOS) drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job role down into separate functions reflecting the different kind of activities that a job requires. 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 be competent in their job role.

Core Skills

Each apprentice is required to achieve the following 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

Core Skills need to be separately certificated to achieve this framework

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 2,000, 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

Boat Building & Repair Modern Apprenticeship candidates are also required to achieve as minimum a National Certificate in one of the following disciplines.

GD27 45	NC Engineering Practice at SCQF level 5
G981 45	NC Fabrication and Welding Engineering at SCQF level 5
GD2F 45	NC Engineering Systems at SCQF level 5
G984 46	NC Fabrication and Welding Engineering at SCQF level 6

G9CC 46	NC Engineering Systems at SCQF level 6
G987 46	NC Measurement and Control Engineering at SCQF level 6
G837 15	HNC Fabrication, Welding and Inspection at SCQF Level 6
GN02 45	NPA Construction – Carpentry and Joinery at SCQF level 5
GM4P 46	PDA Carpentry & Joinery at SCQF Level 6
GM1K 15	HNC Marine Engineering at SCQF Level 7

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Although there are no pre-requisites for undertaking this Modern Apprenticeship Framework and content, candidates would normally have completed an induction programme including Working at Height, Emergency First Aid and Safe Manual Handling courses to support their understanding and on site Safety in addition to the employer statutory requirements.

In addition some employers may find it useful to provide additional training related to the Recreational Craft Directive (RCD) where deemed appropriate.

Also some employers may find it beneficial to consider the Career Enhancement Programme <http://www.equatescotland.org.uk/news/helping-female-engineers-and-their-employers-realise-their-full-potential> It is designed to help women in traditionally male dominated industries further their careers, by analysing their current position in the workplace and identifying objectives for future progression.

Additionally it is suggested that employers and candidates consider appropriate qualifications or training prior to or as part of this framework. This could include qualifications such as PMO/PEO at SCQF Level 4 or SCQF Level 5 or other basic skills off-the-job courses which could aid in using hand tools correctly or demonstrating understanding of critical safety and regulations for the industry. Also the prior achievement of one of the SVQ 2 at SCQF level 5 in the disciplines of Electrical, Construction, or Maintenance will support the uptake and these will further improve completion rates.

Foundation Apprenticeships

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Registration and certification

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

Semta
Unit 2 – Orient Centre
Greycaine Road
Watford
Hertfordshire
WD24 7GP

0845 6439001

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 via the MA 2 online system.**

For framework information, rejection notices and delivery of printed certificates please contact Semta on 0845 6439001 or certification@semta.org.uk

All Modern Apprentices must be registered onto the MA online 2 system at <https://modernapprenticeships.org/web/> at the beginning of their apprenticeship.

Training providers must apply for the apprenticeship completion certificate via the MA 2 online system.

The certification body will look at each claim, when they are received in “Awaiting Certificate” section of the online system. Once authorised a certificate will be issued and dispatched. If a claim is rejected due to insufficient or incorrect evidence the training provider will be informed via an email that is automatically generated by the system.

The MA online support team can be contacted on 0300 303 4444 or maonline@fiss.org

In the case of MAs who 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 (Appendix 3).

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 be in the form of scanned electronic copies of certificates from awarding organisations up loaded via the MA 2 online system.

Requests for registration and certification should be made to the SSC at the address above via the MA 2 online system.

SSC Service level

The SSC undertakes to confirm the registration of candidates in through the established electronic system and 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 10 days of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the framework.

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 outside an academic institution, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the 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.

Most employers have their own recruitment and selection procedures. Many also work closely with their Training Provider Partners in the process when reviewing and selecting Modern Apprenticeship candidates. Many Group Training Associations have good integrated procedures supporting employers which work consistently well.

Whilst there are no specific sectorial requirements for entry on to this Modern Apprenticeship, individual candidates may find it useful to have undertaken basic skills off-the-job courses, which could aid in using hand tools correctly or demonstrating understanding of safety & regulations. Therefore candidates are likely to require some mandatory safety training either pre-employment, or have access to safety training through their immediate employer, or any specific pre-employment training programmes arranged for the Industry.

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 for the duration of the apprenticeship.**

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

Semta hold an up to date list of training providers who it regularly supports and promotes Engineering related frameworks and disciplines; Semta can supply a list of those providers on request.

Further Education Colleges already working in the Marine and Maritime sector include all those that form part of the ESP (Energy Skills Partnership) Marine and Maritime Strategic Group, including City of Glasgow College, NESCOL , North Highland and Argyll Colleges and are keen to extend this new programme to include new employers Mc Duff Shipyards, Adfern Yacht Centre, Inverness Marina and Scottish Boatyard. The MA also has the backing of British Marine and the Worshipful Company of Shipwrights.

Delivery of Training for the Modern Apprenticeship in Boat Building & Repair

Work-based training

Delivery and assessment method

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:

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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.

In relation to the MA in Boatbuilding & Repair the expectation is that delivery will take place directly within Employer workplaces and that knowledge and theory will form part of training inputs whilst gaining the qualifications components.

Skills required by training providers delivering the training

Providers should have access to staff/ assessors with commensurate experience and be technically competent in the specific work area of assessment and training and meet the terms of their chosen awarding organisation for the components that underpin this framework. It is expected that Assessors and internal Verifiers will hold the required up to date qualifications for the purpose of assessment and up to date Industry experience as referred to in the Assessment Strategy Document for the SVQs.

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

Apprentices will acquire underpinning knowledge through a number of mediums, although not all providers will use the same arrangements. Employers working with Training Providers and FE Colleges may arrange for formal off-the-job training or arrange either day release or block release as required. Some employers are likely to use their own in-house training arrangements and facilities where available. In addition to these arrangements some providers will use open learning and distance materials, working with partner institutions to develop materials as appropriate.

In relation to the MA in Boat Building & Repair there is no formal requirement for off-job-training, candidates will be required to gain their knowledge through their achievements and progression of their SVQ. Employers, FE and training providers will be expected to take and make the necessary arrangements for this to be successfully imbedded in their programmes of training delivery.

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

Organisations will using a variety of methodologies to deliver the underpinning knowledge and understanding related to the SVQ units of Competence as detailed in 'Delivery of Underpinning knowledge'

Delivery and assessment method

There is no requirement for separate Assessment of knowledge, understanding and off-job elements. This will be assessed as part of Assessment of overall SVQ units.

Exemptions

In some cases MA candidates may enter the programmes having already completed the mandatory enhancement requirements either from FE College full time provision or from progression from Foundation Apprenticeship in Engineering. In these cases the qualifications will be reviewed and accepted at the discretion of Semta. Similarly those entering the MA programme with previous qualifications and experience can apply to Semta via formal exemption process with each case being reviewed separately.

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

Early work and engagement with the Sector

Background

In 2016, Semta, working closely with Stakeholder groups in the Scottish Boatbuilding / Boatbuilding Repair and leisure marine sector, were approached by British Marine who raised the challenges of a lack of qualified and young people entering the boat building and repair industry in leisure marine and the significant challenges and related to the ageing profile of their workforce; they also highlighted this issue amongst other marina and boat building and repair employers including members and non-members of British Marine. The shortage of skilled traditional and modern boat building and repair technicians is having a major impact on their business and recruitment of skilled personnel has been costly and limited in success. Evidence was provided as to why a new competence based qualification was required and also longer term a Modern Apprenticeship Framework and pathways for those working in, and entering the sector. Some of the key issues and challenges highlighted were:

- The need for a formal competence base qualification in Boat Building & Repair
- A structure that covered both traditional & modern boatbuilding
- A further pathway route to a successful Modern Apprenticeship outcome that supports and meets the sector needs
- The lack of awareness of the opportunities for Boat Building & Repair Technicians and a career in the industry
- Skills Strategy and qualifications to support the Marine Tourism / Leisure Craft Industry

SVQ Objective

- Create a new 'on the job' competency SVQ that aligns to the industry needs and create a formal learning pathway and provision that would underpin a future Modern Apprenticeship Framework

Activities

- Initial meeting held with industry & stakeholder representatives (2016)
- Letters of support from sector established and provided
- Technical Expert Group (TEG) formed to review existing and relevant NOS and create new SVQ Structure (2017)
- Technical Group Meetings – Chaired by British Marine (2017 – July 2017)
- Review of existing Marine Engineering /Composite and Welding & Fabrication NOS (all thought relevant) by TEG to ensure fit for purpose content of the new SVQ
- New SVQ structure of core and options established for 'Boat Building & Repair' 2 pathways established including routes for Wooden, Composites and Metal (2017)
- Review of structure & content by Technical Group and confirmation of pathways
- Wider review and consultation held to support TEG finding and work and proposed pathways (2017).
- Presentation and business case prepared and delivered by Semta and industry representatives to gain AWB's support for the new SVQ.
- AWB confirmed agreement to award post accreditation
- SCQF Credit Rating & levelling of agreed sample of units from new pathway and content undertaken (August – September 2017)
- Core Skills Signposting of SVQ content created
- Developments communicated regularly by British Marine to members and non-members to ensure Awareness, engagement and continuing support for the project.
- Final review, minor amendments & submission (October 2017)
- Launch event with British Marine held 29 November 2017
- Accreditation of new SVQ January 2018

MA Boat Building & Repair Consultation Activity

Semta used a range of methods including face to face meetings, email, telephone, Skype, liaising with Industry Bodies and Trade Federations including working closely with British Marine Scotland based members and non-member companies to ensure wide scope engagement and involvement. Semta built upon existing relationships from the previous SVQ successful product work, and initially identified the same and extended suitable individuals/organisations to participate and arrange meetings with in the early part of the consultation using and including a wide range of communication methods to allow as wide participation as possible in a cost effective manner. Notes of the meetings and communications responses were made available to all interested parties and draft MA summary framework documents have been shared as widely as possible and appropriately over the gestation period of the project. The project activity has been on-going for 2 years with an increase in activity in the last 8 month period fully focused on the Modern Apprenticeship developments. Early meetings had already taken place with an Industry Group including British Marine in advance of Modern Apprenticeship consultation work, and this group were the lead group of employers to support the development with all others contacted and engaged as in the previous described methods.

The initial meeting held with stakeholders including employers at Silvers Marine, Rosneath Helensburgh to provide Modern Apprenticeship Framework technical and process development information and encourage early thoughts regarding Framework content (February 2017).

Further research with British Marine to identify employers within the sector. Communications via British Marine member's newsletter and through British Marine setting out the Modern Apprenticeship proposed developments and timelines. Employers and stakeholders were invited to participate and provide views and British Marine supported Semta to co-ordinate and record interest and arrange visits where appropriate and keep members and non-member companies up to date with developments. Semta also verified employer data via various sources and stakeholder partner groups including ESP and desk based internet research of companies operating in the sector (March to May 2018).

Individual 1:2:1 meeting with employers, providers, FE Colleges and stakeholders including British Marine and Worshipful Company of Shipwrights held from May 2018 – November 2018 to establish the Modern Apprenticeship Framework content and identify and consolidate skills challenges and findings from previous SVQ work. In addition two consultation events were held in September 2018, delivered by Semta and hosted by ESP and Skills Development Scotland (Highlands & Islands) respectively to bring stakeholders, employers and providers together to share initial findings and further refine and agree the Framework content. Overall the consultation activity agreed that the SVQ in Boat Building and Repair at SCQF level 6 would be the underpinning qualification for the new Framework. There was also agreement in general that further mandatory enhancement of an academic qualification would support the skills needs and expectations of the sector, this would be a minimum NC in an aligned discipline to the skills and NOS content of the SVQ identified pathways. The mandatory enhancement should come from an agreed list to recognise the diversity within the sector including the need for Fabrication and Welding, Engineering Systems, Composites and Carpentry and Joinery to support the woodworking skills required in traditional wooden boat building & repair. The consultation also agreed that the Core Skills requirements should be at SCQF level 5 and that the sector consider voluntary and addition training related to the RCD (Recreational Craft Directive) important to the industry.

Initial summary of all collected evidence was collated and developed into a MA content structure document for review by consultee groups and stakeholders and sent to all for further refinement and comment. Further final consultation on refined content was distributed end of October 2018 and final draft MA document produced. A further final meeting with a British Marine led employer group was held to review, confirm and support both proposal and Framework content. Final MA Framework and proposal documents created post final consultation meeting October 31 2018.

The following is a list of employers and stakeholders who have been involved in the consultation either through 1:2:1 visits, Skype calls, email, consultation events or through their trade association membership:

- British Marine (Members and Non Member Companies)
- Worshipful Company of Shipwrights
- Adfern Yacht Centre

- Slivers Marine
- Scottish Boatyards (Fort William)
- McDuff Shipyards
- Ferguson Marine
- BAE Systems
- Babcock
- McKay Boat Builders
- Inverness Marina
- City of Glasgow College
- Nescol
- ESP (Marine Strategy Group)
- Argyll College
- North Highland College
- Ayrshire College
- MI Technologies
- EKGTA (East Kilbride Group training Association)
- Dundee and Angus College
- DDZ Marine LTD
- Corpach Boatbuilding Co. Ltd
- Scottish Maritime Museum
- Caley Marina
- Alexander Noble & Sons Ltd.
- NAFC
- Swordfish Marine (Dunoon)
- Mark Cameron Yachts
- WTA (Wooden Boat Building Trade Association)
- Fairlie Boat Builders
- A and R Way Boatbuilding
- Clydeside Boatbuilders

Other stakeholders:

The Awarding Body SQA are already committed to offering the qualifications required for the MA in Boat Building & Repair within this Framework and has successfully accredited the qualification after working closely with both Semta and British Marine on a clear business case for its introduction to their portfolio. In addition Semta has a commitment to review all the National Occupational Standards (NOS) that form part of this SVQ to ensure they remain up to date and current as part of our on-going arrangements supporting the longevity of the Framework and SVQ pathways. Furthermore the new MA Framework in Boat Building and Repair proposal has been communicated to the ESLG (Engineering Scottish Leadership Group), ESP Marine Strategy Group, British Marine (Members and non-Members) Worshipful Company of Shipwrights and STUC members (Scottish Trade Union Council); GMB; Prospect; and Unite. To date the union members have raised no concerns with the new Modern Apprenticeship proposal.

Career progression

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

It is anticipated that progression will be available from this Modern Apprenticeship to other MA Frameworks and a range of further vocational and academic qualifications. We believe that this framework may also provide the first step on the ladder for many people who have a keen interest in joining and traditional but critical industry for the Scottish economy and are exceedingly creative that are currently in employment but have little or no formal qualifications, thus actively promoting continuous learning and the Scottish Governments perspective that vocational education should be both lifelong and prestigious and is supportive of the introduction of both Foundation and Graduate apprenticeships in the sector.

Horizontal Progression: Progression to College for full time/part time study, or Company in-house training to meet the very specific demands of sector or other Engineering / Construction related frameworks where achievements allow for part recognition (all of which could then lead to Vertical Progression).

Vertical Progression: Progression to other higher level Frameworks for Engineering or Construction at SCQF level 6/7 or the Engineering Technical Framework at SCQF level 8 including Careers Skills to further enhance promotion and career prospects.

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 Organisations
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland (SDS)
- 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 on-going 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 Organisations

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 Organisations.

It is the responsibility of the Awarding Organisations 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 via the MA 2 online system at <https://modernapprenticeships.org/web/>
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices via the MA 2 online system
- 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 <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>				
Enhancements				

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

Optional outcomes

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

Summary of Modern Apprentice’s accredited prior learning:

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

SEMTA
Unit 2 – Orient Centre
Greycaine Road
Watford
Hertfordshire
WD24 7GP

0845 6439001