



A

# MODERN APPRENTICESHIP

IN

## Firefighting SCQF Level 7

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Skills for Justice

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Skills for Justice  
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## Modern Apprenticeships in Scotland

### What are Modern Apprenticeships?

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

### Who develops them?

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

### Who are they for?

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

### What's in a Modern Apprenticeship?

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

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

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

## Modern Apprenticeships in Firefighting

### Background

The Scottish Fire and Rescue Service is the national fire and rescue service in Scotland. It was formed by the merger of eight regional fire services in the country in April 2013.

They are the world's fourth largest fire and rescue service and are committed to ensuring the safety and wellbeing of the people of Scotland. They are a national organisation delivering front line services locally from three strategically positioned hubs in the North, West and East of the country.

The SFRS is responsible for fire and rescue services across Scotland and is governed by an appointed Board. Her Majesty's Fire Service Inspectorate in Scotland exists to provide risk based and professional inspection of the service, independent of the SFRS and the Scottish Government.

The SFRS is organised into three Service Delivery Areas (SDAs); East, North and West. Each SDA has a number of Local Senior Officers (LSOs) responsible for managing the resources within their area, to provide engagement with the local authority and to deliver response and community safety strategies. There are 17 LSO areas across the three SDAs, each containing one or more of the 32 local authority areas.

There were 7,834 staff employed by Scottish Fire and Rescue Service (SFRS) at 31 March 2017.

The number of fire stations in Scotland on 31st March 2017 was unchanged from 2016 at 356 stations.

The profile of fire stations is also unchanged from 2016 with two thirds of all stations primarily RDS crewed (240 stations or 67 per cent), 21 per cent Whole time (74 stations) and 12 per cent Volunteer (42 stations).

Whole time operational staff made up 46.5 per cent of the total staffing headcount, with Retained Duty System (RDS) staff making up another 36.6 per cent. With the addition of the 4 per cent of staff who are volunteer firefighters, operational staff, those who can be called upon to attend incidents, make up 87 per cent of the SFRS staff.

### Training and Apprenticeships

SFRS would like to change their current approach to training new firefighters joining the Service and have contracted Skills for Justice to work with them to develop a new Modern Apprenticeship (MA). The MA will incorporate SVQ Emergency Fire Service: Operations in the Community and The Firefighters Foundation Programme which are currently used for new firefighter recruits joining the Service. The Apprentice will continue this journey over a 3-year period before being deemed fully trained and competent to carry out the role.

Modern Apprentices will receive support from the Scottish Fire and Rescue Service to achieve an SVQ qualification and enhance the opportunity for progression within the Service.

SFRS anticipate recruitment of around 300 new firefighters up to the end of 2019 and is hoped that each of these people will be part of this new development.

The introduction of this new Modern Apprenticeship will help to formalise the training provision for new firefighters and offer a clear career progression route for staff also.

## Summary of Framework

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

### Duration

The framework will take approximately 3 years to complete.

### Mandatory outcomes

**SVQ or alternative competency based qualification**

**- Candidates must complete the following:**

- SVQ Emergency Fire Service: Operations in the Community SCQF Level 7 - GT7D 23

**Core Skills**

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

All core skills except for Numeracy and ICT are embedded throughout the mandatory qualification. Details can be viewed on the mapping document contained within the submission. Numeracy and ICT will therefore be separately certificated.

**Enhancements**

Firefighter Foundation Programme SCQF Level 6

### Optional Outcomes

**Additional SVQ Units/Qualifications/Training**

None

**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 approximately 3 years to complete. This includes theoretical, practical and consolidation workplace training.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- \* GK8J 23 SVQ Emergency Fire Service: Operations in the Community SQF Level 7 - GT7D 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 Level 6
Working with others	SCQF Level 6
Problem Solving	SCQF Level 6
Information and Communication Technology	SCQF Level 5
Numeracy	SCQF Level 5

All core skills except for Numeracy and ICT are embedded throughout the mandatory qualification. Further detail of this can be viewed on the core skills mapping document contained within the submission.

Numeracy and ICT will therefore 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

Firefighter Foundation Programme SCQF L6

### Optional Outcomes

None.

## Registration and certification

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

Skills for Justice  
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.  
Tel:- 0114 284 1930  
Email:- [Certification@sfjuk.com](mailto:Certification@sfjuk.com)

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

Registration must be made by completing the online registration system (MA Online, [www.maonline.org.uk](http://www.maonline.org.uk)).

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

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

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

### SSC Service level

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

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



## Recruitment and selection

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

- \* Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- \* The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- \* The following factors may also influence the selection process:
  - \* performance during a formal interview process
  - \* references
  - \* relevant work experience
  - \* trial observation period.
- \* Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- \* Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Due to the nature of this role, the minimum age for apprentices signing up for this framework will be 18 years old.

Scottish Fire and Rescue Service's recruitment process is designed to ensure that all candidates have equal access to opportunities and that the most suitable candidate pool is shortlisted based on consistent and objective criteria, which is required for the role.

The Equality Act 2010 has been applied in all recruitment and selection activity ensuring no one is treated less favourable when applying for the role or throughout the process.

The recruitment and selection processes consist of a number of assessment exercises designed to appropriately assess and evaluate candidate attributes against the criteria for the role and can be segmented into seven main stages.

- Advert and application
- First Psychometric Assessment
- Second Psychometric Assessment
- Fitness Assessment
- Practical Selection Testing
- Interview
- Conditional Offer

Within the recruitment process, eligible individuals will be identified for the Modern Apprenticeship using the eligibility criteria. An Initial Assessment will take place after Conditional Offer has been processed to identify the needs and potential of the Modern Apprentices upon which the MA Training Plan will be based. The following skills and attributes are used as a guide when recruiting modern apprentices.

- Attention to detail
- Motivation to succeed within the Industry/Sector.
- Willingness to learn and apply that learning in the workplace.
- Ability to demonstrate that they have the potential to complete the qualifications which are part of the Modern Apprenticeship.
- Willingness to communicate effectively with a range of people.
- Being numerate and literate.

## 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

The Scottish Fire and Rescue Service will be the main training provider for this programme. Training will take place at various sites across Scotland including:

- National Training Centres at Cambuslang (Glasgow),
- Thornton (Fife)
- Portlethen (Aberdeenshire)
- Operational Fire Stations across the Service Delivery Area.

## Delivery of Training for the Modern Apprenticeship in Firefighting

### Work-based training

#### Delivery and assessment method

On successful completion of the 14 week Induction and Foundation Programme, a Modern Apprentice will be allocated to a Watch Manager at a Station. The Watch Manager will oversee the continuous development of the Apprentice in line with the Maintenance Phase Development Framework (MPDF) and the Trainee Firefighter Development Programme.

The MPDF has been created on a modular basis to ensure an even distribution of learning content and subject matter throughout a 36 month cycle. Local Senior Officers (LSOs) are responsible for the sequence of training modules within the cycle for stations within their area.

To assist Apprentices with training, the modules have been produced to consist of several sections, as detailed below:

- Policies and Procedures
- Module FF Assessment
- Group Learning
- Consolidation Exercise

Trainee Firefighters will be required to devote considerable time to studying the practice and theory of their role. Watch Managers will assist each Trainee Firefighter accordingly.

Each trainee will be assigned an assessor who will support their development through regular meetings to assess any evidence produced by the trainee. It will be the role of the assigned assessor to assess and record the evidence produced, against the NOS, using the unit achievement records (UAR). The assessor should also provide guidance to the trainee regarding the evidence they are producing and any further evidence they may be required to produce to fully evidence the NOS for their role and so gain the SVQ Award. It is the Watch Managers responsibility to ensure that Apprentices receive sufficient training, instruction and guidance, in order to safely and successfully complete their development period.

Apprentice Firefighters will undertake the subject assessment on a monthly basis, complete a Trainee Firefighter Development Log Book (TFFADL) and participate in 3 annual Practical Skills Assessments.

Prior to undertaking the formal phased practical skills assessments, it is essential that all Apprentices are fully prepared within the defined timescales. Instructions contained in the TFFADL must be fully read, understood and adhered to. **Only** when a satisfactory standard has been reached for each of the directed learning elements of the different phases of the programme should the Apprentice sign the appropriate form. By signing the form, the trainee is confirming their readiness to take part in the formal phased practical skills assessment. Apprentices shall also complete a Pre-Assessment Self-Assessment prior to each Phased Assessment which will record any self-identified learning requirements and how they will be addressed.

The phased assessments have been graduated in their complexity to reflect the appropriate skill level expected at that particular stage of a trainee's career. Major and Minor Development Needs may be identified and will be addressed within the recommended timescales by the Trainee and Watch Officer.

The phased practical skills assessments will be held at appropriate venues and provide assessment of the core skills and requirements found in the Red, Amber and Green directed learning worksheets within the TFFADL. Assessment will be carried out by suitably qualified personnel, with the minimum requirement of a competent Watch Manager who possesses the Assessor Award.

On completion of each formal assessment, qualified Assessors will either deem the Trainee Firefighters to be competent or will identify development needs which will be categorised into minor or major needs.

Modern apprentices must achieve Emergency Fire Service: Operations in the Community Level 3 Scottish Vocational Qualification (SVQ) Award.

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

The National Model for Quality Assurance of Training and Employee Development explains the need for an effective national model of quality assurance (QA). Standardisation of training and of associated management processes are key to successful and efficient delivery of the Service, which ensures all staff have the necessary skills and expertise to undertake their roles effectively and efficiently.

Watch and Crew Managers must ensure that they are fully conversant with this procedure and the contents of the TFFADL. They are responsible for co-ordinating and planning the training required, thereby ensuring that all elements within the TFFADL are addressed.

Similarly, Watch and Crew Managers will have a responsibility to ensure that all Apprentices are fully supported, trained and prepared to the required standard prior to undertaking any phased practical skills assessment.

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

The Watch Managers will be responsible for devising and running a training programme which takes account of the Apprentices individual development needs and runs in the tandem with the MPDP.

Support for this training programme will be available through the Learning Content Management Systems (LCMS) which has e-learning and on-line assessments to test underpinning knowledge and understanding.

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

The trainee is responsible for accessing information and preparing to cover the modules/SVQ with a watch officer/assessor. Typical sources of information will be accessed through the Firefighter Development Manuals and LCMS modules supporting the Maintenance Phase Development Planner.

Materials may include PowerPoint presentations, Technical Information Notes, Standard Operating Procedures and other related Scottish Fire and Rescue Service policy documents.

When completing the TFFADL, Apprentices must give consideration to the following broad areas:

- A detailed account of performance during the relevant activity
- What was learned by the practical activities
- How these skills may be put into practice in the future

The statement is assessed and used as evidence of the module being covered and also records the Trainee Firefighter's competent performance and underpinning knowledge and understanding – which is cross referenced towards the SVQ.

All of the above can be achieved during 'quiet, study time' on station. There is no formal off the job training.

**Delivery and assessment method**

Please see comment above.

It takes the Modern Apprentice 36 months to complete the Development Period and achieve the SVQ3 Award.

**Exemptions**

SFRS is committed to ensuring that recognition of prior achievement and learning is recognised, to validate people's skills and knowledge for the broader development of individuals. RPL is used as a method of assessing whether a learner's experience and achievements meet the evidence requirements/standards expected by the organisation.

Traditionally, trainee firefighters were required to participate in the full acquisition foundation programme (without exemption), however it is noted that due to various circumstances trainees can bring with them prior experience, knowledge and skills that can be matched to the SFRS current standards and this should be recognised and acknowledged.

A draft RPL policy has been created in order to outline the methodology for individuals who are claiming RPL and for the organisational process to match evidence to existing standards, including currency

## 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

An initial consultation was carried out in March of this year. The online survey was sent out to the following groups of SFRS staff and Unions:

- Fire Brigade Union
- RFU
- Unison
- Unite
- Fire Officers Association
- Deputy Assistant Chief Officers (North, West and East)
- Deputy Assistant Chief Officers (Training and Employee development)
- Deputy Assistant Chief Officers (Prevention and Protection)
- Deputy Assistant Chief Officers (Response and Resilience)
- Deputy Assistant Chief Officers (Chief Officer's Business Support Manager)
- Deputy Assistant Chief Officers SPPC
- Head of People and Organisational Development
- Head of Finance and Procurement
- Head of ICT
- Head of Health, Safety and Wellbeing
- Head of Communications and Engagement
- Head of Asset Management
- HR Advisors
- HR Managers
- Area Manager HR/OD



## Career progression

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

Once the Apprentice has completed the Trainee Firefighter Development Programme and achieved the Emergency Fire Service: Operations in the Community Level 3 Scottish Vocational Qualification (SVQ) Award they will receive a competitive rate of pay.

**Firefighters** have the opportunity to progress. If the right skills, attitude and abilities are shown it is soon possible to be leading crews, watches or fire stations. Other routes through the organisation involve becoming a specialist in areas such as Fire Safety, Training and Employee Development, Fire Investigation, Technical Rescue or Command Support.

Traditional Progression routes within the Service are as follows:

**Crew Managers** are mainly responsible for fire appliances and their crew. They may also take charge of smaller incidents and provide support to watch managers.

**Watch Managers** lead a number of smaller teams at larger incidents. They may also work in areas such as fire safety inspection.

**Station Managers** are mainly responsible for effective service delivery at one or more stations. They may also command larger incidents.

**Group Managers** are responsible for ensuring our services are delivered effectively across a geographic area (or manage teams in Community Safety or Operations).

**Area Managers/Directors** are responsible for strategic areas such as Operations and Safety. They may command large incidents.

**The Deputy Chief Fire Officer** has strategic responsibility for our Operations directorate and directly supports the Chief Fire Officer/Chief Executive.

**The Chief Fire Officer** leads Scottish Fire & Rescue Service and is responsible for ensuring the Service delivers its strategic objectives, keeping the people and properties in the area safe.

# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

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

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

### Role of the Sector Skills Councils

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

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

### Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

### Role of the Awarding Bodies

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

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

## Role of the Training Provider

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

### Training Providers are responsible for:

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

## Role of the Modern Apprenticeship Group (MAG)

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

### MAG is responsible for:

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

## Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress

- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

## **Role of the Modern Apprentice**

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

### **Modern Apprentices' responsibilities include:**

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

## APPENDIX 2

### Modern Apprenticeship Centres (MACs)

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

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

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

#### Either

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

or

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

#### In addition

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

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

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:

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

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:

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



**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:*

Skills for Justice  
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.  
Tel:- 0114 284 1930  
Email:- Certification@sfjuk.com