



A

MODERN APPRENTICESHIP

IN

Power Distribution SCQF Level 5

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Energy & Utility Skills

March 2020

Energy & Utility Skills Limited
Friars Gate
1011 Stratford Road
Shirley
Solihull
B90 4BN

0845 077 9922
enquiries@euskills.co.uk
www.euskills.co.uk



Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeship in Power Distribution	4
Summary of Framework	5
The Framework	7
Registration and certification	8
Recruitment and selection	9
Equal opportunities	11
Health and safety	11
Contracts	11
Employment status of Modern Apprentices	12
Terms and conditions of employment	12
Training and development	12
Consultation	14
Career progression	15

Appendices

Appendix 1	Stakeholder Responsibilities	16
Appendix 2	Modern Apprenticeship Centres (MACs)	20
Appendix 3	Training Agreement and Training Plan	22

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 Apprenticeship in Power Distribution

The electrical power industry diverse industry covering a number of activities, including power generation, transmission and local distribution. Electricity is generated and transported through a high voltage transmission network then distributed at lower voltages to the customers point of supply. Electrical storage may be utilised to accommodate the variable outputs of some forms of generation in line with efficient use of resources and in order to support network demand.

As technology and demand for electricity increases, renewable forms of generation are on the increase. Increases in solar and wind power means more electricity is generated locally. The resulting increase in the number of generating plants (and, therefore, grid connections) and total generated output means that the current transmission and distribution networks need major expansion and refurbishment work over the coming years to ensure that they are safe and reliable for the task of delivering the new demands.

The industry faces some key challenges including improving the efficiency of transmission and distribution systems to minimise power losses whilst meeting ambitious government targets. While some of the changes can be integrated into relatively routine maintenance and upgrades, many will require a step change in technology and skills over a relatively short period due to environmental and legal pressures.

It is critical to facilitate an adequate supply of competent people to develop, maintain and enhance the industry for the future. An ageing workforce, replacement and growth of electrical infrastructure, rapid advancement of new technologies and strong competition for talent in the marketplace will all impact the power industry with dramatic results if not addressed now.

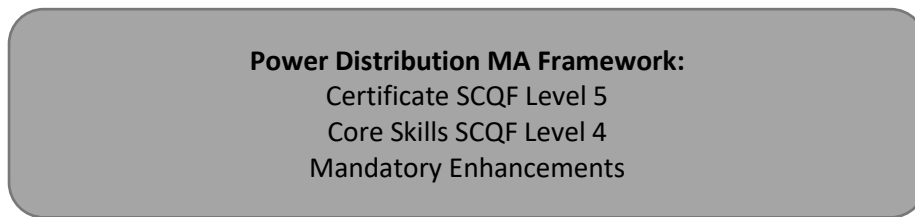
The Apprenticeship provides a sustainable opportunity to address the current and future skills shortages identified by the industry. It will attract new entrants by providing a structured route to job competence and career progression and can also be used to up-skill existing staff. It provides the ability for employers to “grow their own” workforce where technically competent individuals are increasingly difficult to recruit. The Apprenticeship enables employers to identify managers of the future and support succession planning whilst delivering tangible benefits such as reduced staff turnover. An apprenticeship in Power Distribution is important for the Scottish economy in terms of local employment and continuing opportunities for young people around Scotland’s rural communities.

The Apprenticeship supports delivery of the skills required to address the Government's energy challenge and support a low-carbon, resource-efficient economy.

Whilst the power industry is a niche sector and apprentice numbers are likely to be small, it is important for the Scottish economy in terms of local employment and continuing opportunities for young people around Scotland’s rural communities.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Power Distribution:



Duration

The duration of this Apprenticeship is typically around 36 months, depending on experience at entry. The Apprenticeship is usually completed within 24 to 48 months.

Mandatory outcomes

SVQ or alternative competency based qualification

- *The following must be achieved:*

- City & Guilds SCQF Level 5 Certificate in Electrical Power Engineering at SCQF Level 5– R660 04 (min 50 credits, max 83)

Core Skills

- | | |
|--|--------|
| • Communication | SCQF 4 |
| • Working With Others | SCQF 4 |
| • Problem Solving | SCQF 4 |
| • Information and Communication Technology | SCQF 4 |
| • Numeracy | SCQF 4 |

Mandatory Enhancements

City & Guilds SCQF Level 5 Certificate in Electrical Power Engineering – Distribution and Transmission (Technical Knowledge) – R661 04

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Employers are encouraged to include any other qualifications or training to meet the requirements of the Apprentice and any legal and organisational responsibilities.

The Framework

Duration

It is expected that apprentices following this framework will take 36 months to complete, depending on experience at entry. The apprenticeship is usually completed within 24 to 48 months.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- City & Guilds SCQF Level 5 Certificate in Electrical Power Engineering – R660 04 (min 50 to max 83 credit points)

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 4, 6 Credit Points
Working with others	SCQF Level 4, 6 Credit Points
Problem Solving	SCQF Level 4, 6 Credit Points
Information and Communication Technology	SCQF Level 4, 6 Credit Points
Numeracy	SCQF Level 4, 6 Credit Points

All 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 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.

Mandatory Enhancements

City & Guilds SCQF Level 5 Certificate in Electrical Power Engineering – Distribution and Transmission (Technical Knowledge) – R661 04 - 37 Credit points

Optional Outcomes

Employers are encouraged to include any other qualifications or training to meet the requirements of the Apprentice and any legal and organisational responsibilities.

Registration and certification

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

Registrations Team
Energy & Utility Skills Limited
Friars Gate
1011 Stratford Road
Shirley
Solihull
B90 4BN

Tel: 0845 077 9922
Email: certifications@euskills.co.uk
www.euskills.co.uk

Energy & Utility Skills SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered within 4 weeks of starting their Apprenticeship.**

As of April 2019, all MA registrations and certifications are managed through an online portal called MA Online 2 (<https://modernapprenticeships.org/web/>).

All apprentices must be registered onto the MA Online 2 system at the beginning of their apprenticeship. MA Online centres must apply for the apprenticeship completion certificate via the MA Online 2 system.

Energy & Utility Skills will review each completion certificate claim submitted via the online system. Each claim submitted must show evidence that the mandatory outcomes have been achieved. This will normally be in the form of scanned electronic copies of certificates from awarding bodies uploaded via the MA online system. A Modern Apprenticeship Certificate of Completion will be issued to those Modern Apprentices who have completed the mandatory outcomes of the framework. If a claim is rejected due to insufficient or incorrect evidence the centre will be informed via an email.

The MA Online 2 support team can be contacted on 0300 303 4444 or maonline@fiss.org

In the case of MAs which receive funding, it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan (Appendix 3).

Requests for registration and certification should be made to Energy & Utility Skills at the address above via the MA online 2 system.

Service level

Energy & Utility Skills undertakes to confirm the registration of candidates within 4 weeks of receipt of learner details through MA Online 2. Each candidate is then issued with a unique registration number.

Energy & Utility Skills 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 Nationals 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 Energy & Utility Skills for advice and guidance on recruitment and selection.

The Modern Apprenticeship in Power Distribution is open to individuals from the age of 16 and does not impose any restrictions to entry. Responsibility for selection and recruitment of Apprentices lies with the employer who have their own recruitment and selection criteria.

Employers must be confident that the potential Apprentice has the learning potential/capacity, motivation and aptitude to achieve all of the mandatory outcomes of the Modern Apprenticeship. Employers are asked to be flexible when recruiting people onto the Modern Apprenticeship. Where employers/providers have robust learner support systems in place (such as tutorials and mentoring programmes), an individual who historically has not done particularly well at reading, writing and numeracy may thrive on a Modern Apprenticeship where the relevance and application of these subjects is understood.

Individuals that meet the following considerations are likely to be suitable for the Modern Apprenticeship:

- Electricity can be dangerous if not handled correctly so the safety of apprentices, their work colleagues and the public are of the utmost importance in this job. Apprentices must be very safety conscious and have a very responsible attitude to work.
- These are physically demanding job roles that involve bending and lifting so a basic level of fitness is important to be able to conduct the job efficiently.
- Overhead Lines workers will be working at heights so individuals with a fear of heights would not be suited to these roles.
- These job roles involve work outdoors, so Apprentices should be prepared to work in any kind of weather.
- Apprentices will need to have good practical skills for handling tools and instruments and be prepared for some hard work. This is a very skilled job and some aspects require significant amounts of concentration.
- Excellent communication skills are needed plus the ability to work within a team and independently.
- The job role may involve travelling as Apprentices are often field based and will respond to emergencies day or night. Apprentices therefore need to be adaptable and flexible and a driving licence is desirable.
- Cable core identification is often coloured, and, in these circumstances, correct colour vision is important. If potential applicants are concerned about colour blindness, they should discuss this with the recruiting employer to identify the job role(s) that would be most suitable.
- Apprentices will need an interest in the power industry and in mechanical/electrical/physical equipment and networks.

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.

Additional information is available: <https://www.euskills.co.uk/the-sectors-inclusion-commitment/> CEOs from the sector's leading businesses have committed to proactively changing diversity statistics and promoting their businesses to under-represented talent. They are committed to working across all sectors to recruit and attract a workforce that mirrors and speaks to the communities they serve. They will highlight the great work already being done by the sector as well as continuing to drive change through a commitment to inclusive attraction, recruitment, and development of its workforce.

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 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 be able 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 organisations for the SVQ and Core Skills where appropriate.

List of Training Providers

The following organisations are recognised to deliver this Modern Apprenticeship in Scotland:

Forth Valley College of Further & Higher Education
Perth College UHI

Delivery of Training for the Modern Apprenticeship in Electrical Power Engineering

Work-based training

Delivery and assessment method

Work based training will be delivered in the workplace and assessed in line with the requirements of the Energy & Utility Skills assessment strategy. Competence may be assessed through a combination of realistic work environments and simulation. Evidence of an apprentice's competent performance will be recorded using portfolios.

Skills required by training providers delivering the training

Training providers must meet the requirements of the Energy & Utility Skills assessment strategy.

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

Modern Apprentices develop knowledge and understanding as part of the delivery and assessment of the Modern Apprenticeship.

Off-the-job training

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

Organisations will use a variety of methods to deliver the underpinning knowledge. For example, employers working with training providers may arrange for formal off-the-job training as day release or block release as required. Some employers may use their own in-house training arrangements and facilities where applicable. In addition, employers and training providers may work with partner institutions to deliver open learning and distant materials as appropriate. In relation to the Power Distribution MA, employers and training providers are expected to take, and make, all the necessary arrangements for off-the-job training to be embedded in their delivery programmes.

Delivery and assessment method

Knowledge and understanding will be delivered and assessed as part of the structured knowledge qualification.

Exemptions

Candidates who are able to demonstrate RPL/APL relating to the off-the-job component will need to ensure this is reflected on the SSC training plan. In some cases, candidates may enter the programme having already completed the mandatory enhancement requirements but would need to apply for formal exemption 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 to 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

To ensure that this MA and its components are fit for purpose and meet the needs of employers, a full consultation has been conducted with stakeholders in Scotland. The outputs of this consultation have steered the MA review.

At the time of the review, the Scottish Power distribution market consists of 2 large employers, the training providers and awarding organisation they work with. In October 2019, a Review Group comprising of these practitioners and other interested parties from the industry was established, and the content of the MA in the Power Industry at SCQF Level 5 was discussed and updated to reflect the current requirements of the industry. The review of the MA followed on from a review of the Competency Based Qualification and Knowledge based qualification (mandatory enhancement) which were updated to reflect current best practice and changes to legislation.

Energy & Utility Skills raised awareness of this project through promotional its website and social media channels, through its employer networks and directly with employers through its power and Scotland-based client managers. The project has been raised and discussed with the established Power Industry Task and Finish Group – Electricity Standards Qualification Group (ESQG) who are tasked with reviewing projects that affect the sector. Throughout the process those involved were also encouraged to raise awareness amongst their own professional networks to spread the word about opportunities to get involved with the review.

In March 2020, an online survey took place. A total of 7 responses were received and respondents were supportive of the revision of the MA.

Career progression

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

- Cable Jointer: Connects up underground distribution cables and works with fault engineers to ensure the power supply is constant for customers
- Overhead Linesperson: Works on maintaining overhead lines and repairing them if a fault occurs on the network
- Electrical Fitter: Generally works substation plant equipment ensuring it is maintained and functioning correctly.

The Modern Apprenticeship provides the best possible preparation to achieving skilled status within the industry. Historically those who have completed an apprenticeship have progressed significantly in the industry and many have gone on to become Supervisors/Team Leaders (Craftsperson) and Managers. Many have remained in the industry for their whole career although may move around different employers.

The Apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies are developed as part of their induction process with the employer and this will be reinforced throughout the MA.

Throughout any career in the power industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.

Progression will depend on the performance and motivation of the individual and the vacancies/opportunities available.

On completion of the SCQF level 5 MA and under normal circumstances Apprentices may continue to work as a competent operative in their current job role. Apprentices, upon completion, can also progress horizontally within the industry to complete competence qualifications at the same level. Apprentices, upon completion, may also, where appropriate, progress to higher education, higher-level work, or horizontally or vertically within the power industry.

It is possible for some individuals to move across to other industry areas or to become the managers of the future. For these individuals, opportunities to achieve further qualifications may be available.

For further information on careers in the sector, advice and guidance, is available on My World of Work www.myworldofwork.co.uk or Energy & Utilities Jobs www.energyutilitiesjobs.co.uk. Energy & Utilities Jobs is sponsored by a community of leading employers who are dedicated to growing talent in the Energies and Utilities sector. The aim of the initiative is to raise awareness of the sector as a career choice, showcase the latest career opportunities as well as providing advice, guidance and important information about the sector.

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://fiss.org/>.

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding 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 MA Online, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Organisation 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 Organisation.

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 Organisation 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 Organisation
- Registering Modern Apprentices with the SSC via the MA Online system
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices via the MA 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:

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



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:

	(specify unit)			
	(specify unit)			

Summary of Modern Apprentice’s accredited prior learning:

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

Energy & Utility Skills Limited
 Friars Gate
 1011 Stratford Road
 Shirley
 Solihull
 B90 4BN

0845 077 9922
certifications@euskills.co.uk
www.euskills.co.uk