



A

MODERN APPRENTICESHIP

IN

Optical Practice Support at SCQF Level 5

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Skills for Health

January 2019

Skills for Health
Head Office
4th Floor
1 Temple Way
Bristol
BS2 0BY



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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 Optical Practice Support

Overview and Economic Info

- a. Dominated by the multiples with Specsavers being the leading brand with some 42% of the market. Boots is currently the second largest but may be overtaken by Vision Express now that it has acquired Tesco in-store opticians.
- b. In terms of annual revenue across the UK in 2016 we have Vision Express (£255m), Boots (£278m), Optical Express (£94.5m) and Specsavers (£1.24bn).
- c. The independents account for only 15% of the total market share. This is on a downward trend due to the expansion of the multiples.
- d. Broadly, the optical market is strong and showing signs of growth of 2.2% in 2017 with 3.2% predicted for 2018 on a UK Market of £3.1 billion.
- e. The ageing population is a significant factor in the in the growth of the optical retail market as, predictably, the over 55s are more likely to require optical products than the younger age groups.
- f. The market size in Scotland is estimated at £250m (which is a reasonable approximation to the 10% of the UK figure as a 'rule of thumb') with estimated 3.1% annual growth to 2021.
- g. There is a significant estimated growth in population in Scotland of 0.3% within the window of 2016-2026.
- h. Online prescription eyewear buyers represent 7.5% market share. This is expected to rise as technology facilitates easier purchasing.
- i. 52% of customers buy their spectacles from the same place as they have their eye exam
- j. 12% regularly change optometry practices.
- k. In Scotland the main multiples dominate with Duncan & Todd (31 stores), Specsavers (68 stores), Vision Express (50 stores), Boots (42 stores), Optical Express (53 stores) and Black & Lizars (24 stores). This tells us that the main multiples in Scotland have over 250 stores between them.
- l. There are an estimated 400 independent stores in Scotland.
- m. Optometry Scotland recently (2018) ran a number of roadshow events (for multiples and independents) in Glasgow, Edinburgh, Inverness, Aberdeen and Stirling to raise awareness of the new regulations and the benefits of membership. Several organisations (independents) signed up and more are expected this year and next.
- n. Specsavers perform 30% of all eye exams in Scotland.
- o. Spectacles (frame and lenses) make up 60% of total spend/revenue.
- p. Contact lenses are estimated at 11% on average of total income with a trend in younger people increasingly buying contact lenses.
- q. 85% of buyers think that it is important to purchase goods from somewhere with knowledgeable staff – shows need for experienced staff!

Sources

The above information has been provided by:

- a. Optical Assistant Steering Group (OASG) membership
- b. Report: Optical Goods Retailing UK (February 2018 – Mintel)
- c. Report: Independent Financial Audit (2018 – Duncan & Todd Group)

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Optical Practice Support.

Duration

It is expected that apprentices following this framework will take 18 months to complete.

Mandatory outcomes

SVQ or alternative competency based qualification
 - The following must be achieved:

- BIIAB Certificate in Optical Practice Support at SCQF level 5 (34 credits)
 Group Award Number R602 04

Core Skills (Workplace Core Skills)

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

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 18 months to complete.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- Certificate in Optical Practice Support at SCQF level 5 (34 credits)

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 5
Working with others	SCQF 5
Problem Solving	SCQF 5
Information and Communication Technology	SCQF 5
Numeracy	SCQF 5

Separate certification of Core Skills is required.

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.

Optional Outcomes

None.

Registration and certification

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

Skills for Health
Head Office
4th Floor
1 Temple Way
Bristol
BS2 0BY

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

Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, 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

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.

No additional requirements.

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

At the time of writing in February 2019 this is a new Framework with a new CBQ and it has not been possible to list Training Providers. The awarding body is working with its centres and is preparing for delivery, pending further discussions with Training Providers.

For future reference please contact:

Skills for Health
 Head Office
 4th Floor
 1 Temple Way
 Bristol
 BS2 0BY

Delivery of Training for the Modern Apprenticeship in Optical Practice Support

Work-based training

Delivery and assessment method

Delivery will be in accordance with the agreed Training Plan. Much of the training will involve working under supervision and regular internal meetings to discuss progress and/or further training needs and/or need for more time etc.

Assessment will be in accordance with the agreed Assessment Strategy which states that:

Candidates will be expected to demonstrate competence in the required mandatory Units. There are no optional Units in this structure. They must also be able to perform to the required standard over a period of time.

Assessment of candidate's performance must take place during the course of their day-to-day work. Direct observation of the candidate's performance in the workplace must be the primary source of evidence. Observations should be of naturally occurring practice within the candidate's work role and include demonstration of application of knowledge and understanding. This principle will apply to all units except where simulation has been deemed acceptable.

Simulation should only be undertaken in a minority of situations when the candidate is unable to complete the unit because of the lack of opportunity within their normal day to day practice. Simulation may also be considered if there is a potential risk to the candidate or others. Evidence of competence in such situations is viewed as essential to ensure best practice and confidence in the candidate's ability to act appropriately.

*Where simulation is used it **must** replicate usual activities in realistic workplace settings. Simulation can never be the sole source of evidence for a unit.*

Skills required by training providers delivering the training

In accordance with requirements of both BII AB and the CBQ Assessment Strategy.

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

Apprentices will develop knowledge and understanding through supervised workplace performance and regular internal meetings to discuss progress and/or further training needs (including knowledge and understanding) and/or need for more time etc

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

Not applicable for this level.

Delivery and assessment method

Not applicable for this level.

Exemptions

Not applicable for this level.

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

The Optical Assistant Steering Group (OASG) was formed at the start of the project in accordance with the Project Plan. This group provided project management input and was representative of the Optical sector in Scotland in terms of:

- representing organisations of different sizes (major and independents)
- linking directly to the NHS (one member is currently Chair of the NES Optical Advisory Group)
- offering clear Scotland-wide coverage
- professional body representation (through Optometry Scotland and the Association of British Dispensing Opticians)

Steering Group members included:

- | | |
|--|--|
| • ASDA | • Federation of Ophthalmic and Dispensing Opticians (FODO) |
| • Association of British Dispensing Opticians (ABDO) | • Optical Express |
| • BIIAB – the Awarding Body for the qualification | • Optometry Scotland |
| • Black & Lizards | • Specsavers |
| • Boots | • SQA – Accreditation |
| • Duncan and Todd | • Vision Express |
| | • Worshipful Company of Spectacle Makers (WCSM) |

The group met 5 times between July 2018 and December 2018 in Optometry Scotland premises in Glasgow.

The group offered sectoral expertise, professional body representation, detailed input and strategic/operational direction and support to SfH in terms of development of the required range of Qualification Products and MA.

The group developed early drafts of the CBQ until it was agreed that the structure and content were sufficiently robust to be shared with the broader sector across Scotland.

Optometry Scotland hosted a Scotland-wide consultation on their website. This generated significant feedback from a range of multiples and independent optical practices across Scotland. This feedback, and discussion it prompted, was crucial to the development of the Qualification Products and MA.

The consultation was distributed and promoted to 350 practices in Scotland and 38 responses (11% response rate) were received. See next page for details of those who responded to the consultation.

The consultation feedback is available (verbatim) on request as is the documentation showing how the feedback was incorporated into the CBQ, other qualification products and MA.

Feedback was received from:

Organisation name:
20-20 Opticians
ASDA
Black & Lizars
Boots
Cameron Optometry
Costco Warehouse LTD
Douglas Dickie (Duncan & Todd)
Duncan & Todd Opticians
Duncan & Todd/ 2020 Opticians
Erskine Eyecare
FODO
Glasgow Caledonian University
J.M. MacDonald and Partners Ltd
Montgomery Optometrists
Optical Express
Optometry Scotland
Specsavers
Unison
Unite
Urquhart Opticians
USDAW
Worshipful Company of Spectacle Makers

Career progression

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

This is a new MA Framework containing a new CBQ. It is anticipated that a higher-level version of this award/MAF (expected to be at SCQF 6/7) will be developed in the next financial year. This will be included in the SfH Demand Statement.

It is anticipated that this is an entry level MA Framework which will be followed next year with the higher-level version. This begins to provide a genuine career development path for the Optical Assistant which could lead to Dispensing Optician status in the future.

The MA Framework (and clear progression path) also significantly raises the profile and attractiveness of the sector and thus supports recruitment to the sector. There is a significant retail aspect to this role but the context makes it unique. Also, the size of most practices, and the fact that multiples dominate numerically, make it likely that internal promotion and career development are a far more cost effective. This clearly creates more spaces at the entry level.

It is anticipated that this MA Framework will both raise awareness of training and development requirements for Optical Assistants and help to solve them through a national recognised and high-profile structure in a way that the CBQ alone could not.

Note that all provision will be monitored by Skills for Health via the Registration and the Certification process and further supported by promotional and consultative work undertaken by the Skills for Health Scottish Director either as a stand-alone activity or in partnership with Optometry Scotland and/or the NES.

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

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

Role of the Sector Skills Councils

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

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

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice		Date:
Modern Apprenticeship Centre		Date:



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

CBQ Level (please identify level) <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
M	Establish and maintain working relationships in an optical practice	√	5	5
M	Provide optical information and advice	√	6	6
M	Maintain records in an optical practice	√	5	6
M	Sell optical products	√	6	9
M	Provide optical services	√	5	5
M	Contribute to health and safety in the optical practice	√	5	3
Enhancements				
	N/A			

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

Optional outcomes

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

Summary of Modern Apprentice’s accredited prior learning:

N/A

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

Skills for Health
 Head Office
 4th Floor
 1 Temple Way
 Bristol
 BS2 0BY