MODERN
APPRENTICESHIPS

A

MODERN APPRENTICESHIP

IN

Electronic Security Systems
at SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Skills for Security

Updated September 2019

Skills for Security
Kirkham House,
John Comyn Drive,
Worcester,
WR3 7NS

skills for security
setting standards, raising skills

Amendments to this framework

Version	Date of Change	Amendment	Comments
1.1	17th Sept 2019	SVQ and PDA qualification codes changed to reflect updated qualifications.	
	18th Sept 2019	Removal of expired HNC HNC in Security Systems CCTV (G6V415) Update of Motherwell college name to New College Lanarkshire	Feedback from SQA Accreditation

This framework document is a controlled document. The latest version can be found on the Skills Development Scotland website here:

https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/modern-apprenticeship-frameworks/

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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.

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 Electronic Security Systems at SCQF Level 6

The Electronic Security Systems Sector

The Electronic Security Systems sector designs, installs, commissions and maintains electronic security and fire systems such as Intruder Alarms, CCTV, Access Control and Fire Detection and Alarm Systems, designed to assist in the protection of people, premises and property. The sector provides an important component in the fight against crime, antisocial behaviour and terrorism, reflecting and responding to technological advancements.

The occupational area covered by the Electronic Security Systems framework is defined as those training to become security systems installation and maintenance engineers.

Recruitment Trends

The Security Systems industry has grown significantly in both financial turnover and employment terms. There have also been considerable developments in terms of the technology used for security systems. These trends have major implications for the industry's planning of labour needs in the short and medium terms. Also, in common with the rest of the UK, the sector in Scotland suffers from a shortage of skilled and qualified engineers and the Modern Apprenticeship is seen by many employers as an important factor in addressing the shortage.

In terms of future demand, the Skills for Business 'Working Futures 2004 – 2014' Summary report (Jan 2006) states that for electrical trades 'positive replacement demand outweighs negative expansion demand'. More recently 'Working Future 2007 – 2014' Summary report states that employment levels are projected to decline although in general, these patterns are similar to those in the previous report.

Underpinning this is further research undertaken by Skills for Security in 2011 where volumes of apprenticeships were established for 2010/11. Figures show that there were 66 industry apprenticeship starts in Scotland, around a quarter of the volume seen in England. This is encouraging since just 4% of Private Security firms are based within the country, suggesting that there is a strong use of apprenticeships schemes in comparison to England.

This trend is likely to continue even in the current economic downturn with the major trade association for the Security Systems sector, the British Security Industry Association (BSIA), predicting that any resulting slowdown in expansion is likely to be balanced out by the need for skilled Systems engineers.

Range and Scope of Job Opportunities for Modern Apprentices: This will include:
- Full time employment in the Electronic Security Systems sector as:
  - security systems installation engineer
  - security systems maintenance engineer
  - network engineers (design, installation and maintenance of computer systems)
- Progression to supervision and management
- Progression into training/teaching e.g. as an 'in company' training officer or FE lecturer in security systems installation and maintenance
- Progression into HNC and Further Education e.g. degree in electronics or electrical engineering which could lead to opportunities in industries such as construction, oil support sector, the automotive sector etc.
- Diversify into planning, systems design or sales

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Electronic Security Systems

Mandatory outcomes

SVQ or alternative competency-based qualification

- *The following must be achieved:*

□ SVQ 3 Providing Electronic Fire and Security Systems at SCQF Level 6 Code: GP7G 23

Core Skills- Embedded in the SVQ
A detailed mapping is included in the submission

□ Communication   (Level 5)
□ Working With Others   (Level 5)
□ Problem Solving   (Level 5)
□ Information and Communication Technology (Level 5)
□ Numeracy   (Level 5)

Enhancements

SQA PDA: SCQF Level 6 in Electronic Fire and
Security Systems: GJ7L 46
This is an SQA Professional Development Award (PDA)

Optional Outcomes

Additional SVQ Units/Qualifications/Training

None

The Framework

The mandatory and optional content of the Modern Apprenticeship in Electronic Security Systems is as follows:

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ 3 Providing Electronic Fire and Security Systems at SCQF Level 6 Code: GP7G 23

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on National Occupational Standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kinds of activities of a job. SVQs are available at five levels – although most are at level 2 and level 3. When someone has achieved an SVQ, there is a guarantee that they have the skills and knowledge needed to do their job. All Scottish Modern Apprenticeships must contain a relevant SVQ or equivalent qualification.

Core Skills

Each apprentice is required to achieve the following core skills:

- Communication   (Level 5)
- Working with others   (Level 5)
- Problem Solving   (Level 5)
- Information and Communication Technology   (Level 5)
- Numeracy   (Level 5)

> The Core Skills are embedded and will not be separately certificated. Signposting of the Core Skills mapped against the SVQ in Providing Electronic Fire and Security Systems at SCQF Level 6 are provided as supporting documents.

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

> A mandatory requirement for the SCQF L6 MA in Electronic Security Systems is the following SQA PDA: SCQF Level 6 Professional Development Award in Electronic Fire and Security Systems: GJ7L 46

Optional Outcomes

> None

Registration and certification

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

Skills for Security
Kirkham House,
John Comyn Drive,
Worcester,
WR3 7NS
01905 744000

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.

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.

Skills for Security provide support to learners/ companies enquiring about apprenticeships and direct them to the providers who offer the programme.

Employers may choose to make an addition to the selection process of selection tests/ aptitude assessments before choosing suitable apprentices. Pre-apprenticeship programs may be used with new recruits.

Employers may recruit apprentices from training to work programmes where candidates have an appropriate entry qualification and work experience.

Skills for Security is keen to encourage the recruitment of Female apprentices and promote a working environment where no barriers exist. This aspect will be monitored through information gathered through the MA online system.

In Summer 2013 Skills for Security publicised a Women in Security questionnaire to all women in the sector to research potential/ perceived barriers to working in the security and will publicise the results once gathered.

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.

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 MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, all apprentices must be employed for the duration of the apprenticeship.

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.

The following organisations are currently approved to deliver the existing MA Framework and components in Scotland

- Pointer Ltd (Glasgow)
- New College Lanarkshire
- Edinburgh College

Skills for Security publicise the training providers who deliver the framework on the website, and update this information as new providers become approved.

The SSB training plan: Skills for Security recommend the exemplar in Appendix 3

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

2009 Framework Consultation

Consultation about the structure and content of the Level 3 MA in Security Systems consisted of a number of complementary activities designed to reach all relevant stakeholders. These were:

- A consultation questionnaire was sent to all 200 known Security Systems employers in Scotland
- A consultation workshop with all providers and other key stakeholders including the British Security Industry Association (BSIA), the trade organisation for the security industry. The sector is non-unionised so trades unions were not included in the consultation process
- Consultation telephone discussions with SQA
- Consultation telephone discussion with SSC Alliance Scotland
- Consultation telephone interviews with a sample of Security Systems employers in Scotland based on a structured interview schedule

The results of the consultation exercises indicated that:

- There should be separate Level 2 and Level 3 Frameworks in Security Systems
- Core Skills should be at SCQF Level 5 for the Level 3 Framework
- Core Skills should be embedded and should not require separated certification
- The competence based qualification should be: SVQ level 3: Providing Security, Emergency and Alarm Systems: G8VF23
- There should be an additional qualification requirement for the Level 3 Framework: The SCQF Level 6 PDA in Security Systems: G8YF46
- There are no further employer requirements

2013 review

Work led by Skills for Security has taken place to review and update the Standards and sector SVQ during the last 12 month period. The outcome of the Standards review has seen updates replicated in the SVQ. This updated qualification has been added during the review of the MA framework.
The competence qualification in this framework is now the SVQ 3 Providing Electronic Fire and Security Systems at SCQF level 6, code: GG9K 23

The mandatory enhancement to the SVQ continues to be the SCQF Level 6 in Security Systems: G8YF46. This is an SQA Professional Development Award (PDA). The Professional Development Award in Security Systems at SCQF Level 6 is an award that was developed by SQA to provide underpinning knowledge and skills for students wishing to take an SVQ in Providing Security, Emergency and Alarm Systems.

During this review discussions were held with SQA around their work to review their PDA to enhance progression links to the new SVQ level 3 Providing Electronic Fire and Security Systems. Consultation with industry has found that the current version of the award is still valid, and this framework will include the current PDA until the updated version is completed. Once launched the updated PDA will be added to the framework.

An Industry group meeting with 8 Scottish based representatives took place in June to review the existing framework and suitability of components. Framework components were agreed, and following the full consultation process, the overall title of the MA was being revised to read Electronic Security Systems in line with the National Occupational Standards.

Consultation questionnaires were sent out to all employers, both those who were represented at the meeting and those who were not, to ensure full sector coverage where possible. Feedback received has been incorporated in this review.

Following discussions and questionnaire feedback, references to Level 2 have been removed from job roles and required competences with the consensus view that Level 3 is the required standard to work in the sector. 3 Training providers have held collaborative meetings to ensure consistency across the board to represent employers

and agree any required adaptations to the program and delivery.

Wider consultation took place once the final draft was agreed with the industry working group. The framework was circulated to Skills for Security's Scottish Consultation Group of employers and included in the sector update sent out at the end of July. An article was also put on the Skills for Security website with a link made available through social medias. http://www.skillsforsecurity.org.uk/index.php/happening/2/285

Skills for Security will continue to promote the framework and the benefits to the sector through marketing communications and newsletters, and by working with industry employers and sector bodies in Scotland.

Career progression

For apprentices completing the programme, the long term employment and career prospects are excellent. Following successful completion of their Modern Apprenticeship, apprentices may:

- ☐ maintain full time employment as
  - electronic security systems installation engineers
  - electronic security systems maintenance engineers
  - electronic security systems installation and maintenance supervisor

- ☐ undertake further training to enhance their security systems competence in other related technologies. This could include:
  - network engineers (design, install and maintain computer systems)
- ☐ study for supervisory and management qualifications that will enable them to take up more senior positions within the sector such as team leaders, installation managers or systems surveyors
- ☐ progress into training either as an 'in house' training officer or as a lecturer in further education in security systems installation and maintenance
- ☐ progress to higher level courses of study such as degrees in electronic engineering
- ☐ diversify into planning, design or sales

Apprentices can use completion of the framework to show sector competence which can go towards the requirements for registration/ membership of professional institutions.

Links between framework completion and membership of a professional associations,

- ☐ Institute of Engineering Technology (IoET)
- ☐ Provide a route to professional registration at one of four levels from Engtech through to CEng

Progression into Further Education

BTEC Security Diplomas

All Scottish Universities offer degrees that could provide progression for successful apprentices in Security Systems. These include:
- ☐ a 3 year BSc or BEng in electronics and electrical engineering
- ☐ a 5 year master's degree in electronics and electrical engineering

These could in turn lead to career opportunities in the design, engineering and construction industries.

HE opportunities include courses in Management. Whilst these usually require specific entry requirements, an agreed period of time working in the industry may be viewed as an appropriate alternative entry requirement.

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 Alliance of Sector Skills Councils' website http://www.sscalliance.org

Role of Skills Development Scotland (SDS)

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

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

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

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of the Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

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

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

APPENDIX 3

MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

The <u>Employer's responsibilities</u> 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 <u>Modern Apprentice's responsibilities</u> 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 <u>Modern Apprenticeship Centre's responsibilities</u> 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 *(or Parent/Guardian, if under 18)*		*Date:*
Modern Apprenticeship Centre		*Date:*

MODERN APPRENTICESHIPS

MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes
Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentices accredited prior learning:

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

Skills for Security
Kirkham House,
John Comyn Drive,
Worcester,
WR3 7NS
01905 744000