



A

MODERN APPRENTICESHIP

IN

Creative Media

FRAMEWORK DOCUMENT
FOR
SCOTLAND

ScreenSkills

January 2020

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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 Creative Media at SCQF Level 7

Sector Overview

ScreenSkills in the industry-led skills body for the UK's screen based creative industries – animation, film, games, television including children's TV and high-end drama, VFX and immersive technology. We work across the whole of the country to ensure that UK screen has access now and, in the future, to the skills and talent needed for continued success.

ScreenSkills works to develop talent and invest in the future of UK screen.

Contribution to the Scottish Economy

According to the Annual ScreenSkills Assessment published in August 2019, the screen industries employ an estimated number of 211,000 people across the UK with 0.94% of the workforce concentrated in Scotland.

We believe that a high number of people employed in creative and digital media roles work across other industries as well, not just screen industries, therefore it would be difficult to estimate the total number employed in these types of creative roles without any further research.

Of the total screen industries workforce, it is estimated that about 28% is self-employed across the UK, including Scotland, which presents unique challenges to the sector, particularly in terms of supporting the further adoption of Modern Apprenticeships.

Demand and Value of the Modern Apprenticeship in Creative Media

New technology is driving new job roles and the demand for more multi-skilled individuals capable of working across different digital media platforms.

New entrants to the sector increasingly need the skills to operate across different platform requirements, as well as be able to identify and seize the business opportunities for content creation and monetisation. These individuals also increasingly need a hybrid set of skills that enable them to operate across a diverse range of production demands in a fast-changing, highly competitive and digitally oriented environment.

This Modern Apprenticeship is designed to develop and assess this hybrid set of skills.

Scotland saw the fastest growth in creative industries employment of all nations from 2015 to 2016, at 13%.

This compares with -1.8% in Wales, -11% in Northern Ireland and 4.8% in England.

The creative industries growth in Scotland is particularly notable as employment across all sectors in Scotland was reduced by 0.1% from 2015 to 2016.¹

1

<https://www.creativescotland.com/what-we-do/creativitymatters/economic-value>

Summary of Framework

The Modern Apprenticeship in Creative Media has the following components:

Mandatory Outcomes	Optional Outcome
Diploma in Creative Media at SCQF Level 7 SQA GR1J 47	
Core Skills	
Plus optional outcome if required by employer for the candidate's job role	NCTJ Diploma in Journalism RQF Level 3 501/1103/6

Duration

The average duration to complete this framework is **12 months**. However, if the learner takes the optional enhancement the duration of the framework can take up to **18 months**.

Mandatory outcomes

SVQ or alternative competency-based qualification

The following must be achieved:

- Diploma in Creative Media at SCQF Level 7 **GR1J 47** (min SCQF credit 62 - max SCQF credit 73)

Core Skills

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

Please note that all core skills are embedded within the Mandatory units of this qualification and there is no requirement for these to be separately certificated and evidenced.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

NCTJ Diploma in Journalism RQF Level 3 501/1103/6 for Journalism specific apprentices.

The Framework

Duration

It is expected that apprentices following this framework will take 12 months to complete on average, but 18 months if the learner also opts to take the optional outcome as part of their training. Approximately 20% of the total duration is for off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

Diploma in Creative Media at SCQF Level 7 (min SCQF credit 62 max SCQF credit 73) **GR1J 47**

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Core Skills

Each apprentice is required to achieve the following core skills:

Communication	SCQF Level 6
Working with others	SCQF Level 6
Problem Solving	SCQF Level 5
Information and Communication Technology	SCQF Level 6
Numeracy	SCQF Level 5

The Core Skills do not require separate certification, ScreenSkills will provide detailed mapping to the competence-based qualification - Diploma in Creative Media at SCQF Level 7 **GR1J 47**

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

NCTJ Diploma in Journalism RQF Level 3 501/1103/6 for Journalism specific apprentices

Registration and certification

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

ScreenSkills
94 Euston Street
London
NW1 2HA
apprenticeships@screenskills.com

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

Registration 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 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 out with an academic institution, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

The Creative Media Apprenticeship is about opening doors to our sectors where recruitment has been difficult, or applicants have had difficulties in accessing work and training because they have not studied at degree level. For this reason, industry has agreed that any entry criteria should be for guidance only and not mandatory. Employers wish to identify talent and passion to work in the industries through individuals' application and interview rather than focusing on previous academic achievements.

As a guide to applicants, the industry has identified the following skills and attributes:

- self-motivation to succeed within the industry
- self-discipline and enthusiasm
- shows initiative
- capacity to develop organisational skills
- demonstrates potential to complete the qualifications
- willingness to learn and apply that learning in the workplace
- willingness to work with due regard to health and safety
- willingness to adapt to different work roles
- capacity to cope in busy conditions and with non-standard working patterns
- willingness to communicate with a variety of people
- interest in the creative media industries

New entrants in the creative media industries must have an understanding and appreciation of different technologies alongside general knowledge and soft skills. Employers are looking for work-ready individuals who have the right attitude, and a good understanding of what it takes to work their way up in the creative industries, which has a footprint in which freelancing is a common means of employment. Career success in the creative media industries requires a strong passion for the subject area and the ability to network and confidently market personal skills and achievements.

Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

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

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

List of Training Providers

The following providers have expressed an interest in delivering the new framework, and/or have previously delivered the Creative & Digital Media Framework:

Career Studio
 Dundee & Angus College
 Glasgow Clyde College
 Glasgow Kelvin College
 Sixth Sense Training
 West Highland College

Delivery of Training for the Modern Apprenticeship in Creative Media

Work-based training

Delivery and assessment method

Training in the workplace is delivered by mentors, managers and - depending on the units taken - specific subject experts. Assessment will be by qualified SVQ assessors (or Assessor Candidates working towards their L&D9 award, where their work will be countersigned by qualified SVQ assessors) either in-house or through an external learning provider. Regular reviews should take place with the apprentice as well as their employer/mentor/supervisor (whichever is appropriate) to discuss progress.

Skills required by training providers delivering the training

Training providers for the Diploma element will all be approved to offer the CBQ by the Awarding Body and will therefore have appropriately trained assessors. Those providing in-house training will be subject specialists in the service who are occupationally competent in the area they are training.

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

Assessment of the Diploma includes assessment of required underpinning knowledge. This knowledge is not separately certificated but is integrated into the formative and summative assessment of the Diploma units taken by the individual.

Candidates will achieve the SVQ which contains underpinning knowledge and will be developed and assessed through methods such as:

On-going training with their assessor and/or employer.

Question and answer sessions.

Written and oral tasks involving research.

Study and in-house development.

Task based work activity.

On-line learning.

Off- line tutorials.

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

For the Diploma in Creative Media, individuals will be required to complete the mandatory training delivered by their employer in addition to the knowledge components delivered by the learning provider (either in-house or external). It is anticipated that approximately 20% of the learning undertaken by the Apprentice will be off-the-job.

For the NCTJ Diploma in Journalism 501/1103/6 please refer to the NCTJ Qualification specification available here <https://www.nctj.com/journalism-qualifications/diploma-in-journalism>

Delivery and assessment method

The knowledge and skills developed in this way will be integrated into the assessment of the Diploma. The time taken to complete will vary and be dependent on the apprentice's job role.

Delivery will also be something agreed between the apprentice, employer and provider to suit the needs of the business but may include:

Completion of work-based projects;

Distance learning;

Using on-line tutorials.

For the NCTJ Diploma in Journalism 501/1103/6 please refer to the NCTJ Qualification specification available here <https://www.nctj.com/journalism-qualifications/diploma-in-journalism>

Exemptions

Apprentices who can meet the requirements of individual units as a result of prior learning may be exempt from the off the-job learning required for those units. Exemptions will be allowed on a case-by-case basis.

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

ScreenSkills raised awareness of the Modern Apprenticeship and related qualifications review through its employer network. This was done via direct mail, through industry bodies such as Bectu and the NUJ, the ScreenSkills website and social media channels. Throughout the process those involved were also encouraged to raise awareness amongst their own personal and professional networks to spread the word about opportunities to get involved with the review. During the reviews of the NOS, Diploma in Creative Media Qualification and the Modern Apprenticeship Framework in Creative Media, employer and stakeholder meetings and online consultations were held, and an industry Steering Group established with representatives from all the 2018/19 NOS projects contributing. including BBC Scotland, STV, Reach Plc, DC Thomson, Raise the Roof Productions, NUJ, Bectu, SDS, Bauer Media, Johnston Press, Newsquest and Glasgow Kelvin College. Details of the consultation process are as follows:

Initial Stakeholder Meeting, 30/5/19

A meeting was held to bring together those who had responded to ScreenSkills request to review the qualification and MA framework.

It was attended by the following organisations:

- SDS
- SQA
- NUJ
- Reach Plc
- BBC Scotland
- STV
- Oban Times
- DC Thomson
- ScreenSkills

The purpose of the meeting was to:

- review the changes to the Journalism, Production and Creative Media Generic
- National Occupational Standards, and discuss how the changes influence the
- Qualification units
- review the current qualification structure and make recommendations for change

- review the Creative and Digital Media Modern Apprenticeship structure
- review the use of signposted Core Skills
- review the Assessment Strategy for the current qualification

Email Consultation June -August 2019

After the meeting, a revised structure was developed and circulated to the meeting attendees, and to those who wished to be involved but had not attended the meeting.

Recipients included: NUJ, SQA Awarding Organisation, SQA Accreditation, SDS, Glasgow Kelvin College, BBC, STV, Bauer Media, Reach PLC, DC Thomson, Raise the Roof Productions, Blazing Griffin, Oban Times and Johnston Press.

Respondents were asked to review the revised structure and suggested unit amendments.

Once the qualification structure was revised again, the qualification units were updated and circulated to stakeholders for another review. Some minor edits were requested and made, prior to the next group meeting on 11/9/19.

Provider survey June – August 2019

A provider survey was sent out those listed on MA online and SDS as offering the Creative and Digital Media Diploma and MA.

This ran on Survey Monkey from 27/6/19-16/8/19 to account for summer holidays.

Only three providers responded; one to say they were no longer offering, one to say they were about to begin offering, and one saying they would continue to offer but it needed revision.

Summary of findings from the survey:

- The current structure was fit for purpose
- The credit and levels applied to the structure were considered appropriate
- The existing assessment principles were fit for purpose and no additional changes were suggested.

Second Stakeholder meeting 11/9/19

A second stakeholder meeting was held to review the revised qualification, Assessment Strategy and confirm Core Skills would be embedded into the Mandatory units.

It was attended by

- ScreenSkills
- SQA
- Reach Plc
- SDS
- NUJ
- BBC Scotland
- Glasgow Kelvin College

ScreenSkills have engaged with employers and stakeholders throughout this process. All changes suggested by industry were taken on board and able to be integrated to terms of the individual qualification units and the overall structure. While the changes were not radical, as this has always been a well-received qualification by the sector, it is hoped the changes will make the qualification more current and reflective of the needs of industry.

In summary the changes made were:

- Updating of all qualification unit content in line with the revised National Occupational Standards
- Inclusion of new units covering:
 - Manage Media Content, Data and Information
 - Comply with legal requirements for creative media
- Revision of units to bring them in line with current practice:
 - Write text-based material for multi-platform use
 - Present a Radio or Audio Programme or Podcast
 - Comply with codes of conduct and standards when working in radio and audio content creation
 - Comply with codes of conduct, regulations and standards when working in journalism
- Removal of units that were not used or out of date

Final Diploma Structure and Qualification Unit & Assessment Strategy - Sign off

The final structure, with credit and level values, plus assessment strategy, were circulated one last time to industry for final sign off.

Sign off and support for the revised Diploma qualification and the Creative Media Modern Apprenticeship was illustrated by the letters of support received from industry.

The BBC also requested that the NCTJ Diploma in Journalism be added to the framework as an optional component, as this would then give apprentices who are in Journalism roles in Scotland the opportunity to undertake an industry qualification as part of their apprenticeship.

It has not been made a Mandatory Enhancement, as not all apprentices will have a Journalism element to their role, and with the convergence of content creation in the industry the employer group felt that by having set pathways in the apprenticeship it could restrict access to the framework.

Career progression

ScreenSkills has mapped progression routes into and from the proposed frameworks. Beyond that training there are further opportunities within the creative sector, in more specialist areas and within specific disciplines. For those who wish to continue their development of skills and qualifications beyond SCQF level 7, opportunities exist to progress to:

- Higher level qualifications or SVQs in Management
- HNCs/HNDs in a variety of creative media disciplines including Journalism
- BA Honours Degrees in creative media subjects
- In-house development programmes and Continuous Professional Development

Achievement of the Creative Media Modern Apprenticeship does not guarantee entry to further opportunities and progression may depend on the other qualifications and experience the individual has.

Likely roles that an apprentice will move into include:

- Production runner/assistant
- Junior Journalist
- Junior Content producer
- Radio Production Assistant
- Junior researcher
- Production secretary

Please note that job titles will differ across organisations and, in increasingly converging job roles, apprentices will likely be trained in a range of skills from several traditional job roles.

This Modern Apprenticeship is also relevant to employers outside of Creative Media – possibly those who have team members responsible for online content creation.

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.

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 **Employer’s responsibilities** are to:

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

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

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

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

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

This agreement to be signed by all parties:

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



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentice’s accredited prior learning:

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

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London
NW1 2HA
apprenticeships@screenskills.com