



A

MODERN APPRENTICESHIP

IN

Plumbing & Heating

SCQF level 7

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

BSE Skills Ltd

Final

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Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	23 July 2015	Framework first published	
2.0	July 2020	Complete Framework refreshed as part of a wider review including relevant NOS. No significant changes to qualification.	Full consultation and new proposal document completed

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 are a combination of both on-the-job (workplace) and off-the-job (college/training centre) training while in employment, providing the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by organisations approved by Skills Development Scotland (SDS). These organisations consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers and the sector.

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 the SDS-approved organisations. There are 4 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 Plumbing & Heating

The Plumbing & Heating (P&H) Industry in Scotland

The P&H industry in Scotland has a strong tradition of apprenticeships and training and employs approximately 10,000 - 12,000 people.

This Modern Apprenticeship is designed to provide individuals with the opportunity to develop competencies that are needed to carry out job roles and responsibilities within the plumbing and heating industry. The roles and responsibilities will be associated with the design, installation and maintenance of cold-water systems, hot-water systems, central heating systems, drainage systems and weathering systems in a range of building types including relevant:

- Technological requirements and changes
- Statutory and Non-Statutory Regulations, Standards & Requirements
- Working practices in accordance with Health and Safety requirements
- Inspection, testing and commissioning procedures
- Work on Electrical Systems associated with plumbing systems

The aim of this framework is to ensure that the Modern Apprenticeship delivery programme includes:

- The Skills and Knowledge required by the industry to achieve competence
- Job related skills that will be used in the working environment
- Knowledge and skills aligned to working practices, relevant statutory and non-statutory regulations
- Transferable and Core Skills
- The basis for career progression

Employers have contributed to the development of the Framework and confirmed that it delivers qualified competent plumbers and improves productivity and retention. All Candidates are required to sit and pass an industry approved entrance test to ensure that they possess the necessary skills and aptitude to successfully complete the full programme.

Summary of Framework

Duration

Apprentices will take a minimum of 3 years to complete the Framework requirements.

Mandatory outcomes

SVQ or alternative competency-based qualification

- The following must be achieved:

- SVQ in Plumbing & Heating at SCQF level 7 - GR5G 23 or (GK71 23 (expires 31/01/2021))

Core Skills

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

Enhancements

Candidates, as part of their SVQ achievement, must meet the minimum standards (as laid down by the relevant industry body) for one of the following disciplines:

- Gas
- Oil
- Solid Fuel
- Emergent Technology

Candidates who choose one of the fuel option Units (Gas, Oil or Solid Fuel) must achieve the Working Principles component of the Emergent Technology Unit (F9HD 04).

Candidates may, as an **Optional Enhancement**, go on to achieve any/all of the remaining three.

The Framework

Duration

Apprentices will take a minimum of 3 years to complete the Framework requirements.

The Scottish and Northern Ireland Joint Industry Board (SNIJIB) require all apprentices to complete an additional on the job year to achieve full industry recognition. On completion of 4 years (in total) the apprentice will have satisfied the requirements to obtain an industry recognised construction card at the appropriate grade.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ in Plumbing & Heating at SCQF level 7 - GR5G 23 or (GK71 23 (expires 31/01/2021))

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 5; 6 credit points
Working with others	SCQF level 5; 6 credit points
Problem Solving	SCQF level 5; 6 credit points
Information and Communication Technology	SCQF level 5; 6 credit points
Numeracy	SCQF level 5; 6 credit points

The Workplace Core Skills are embedded within the SVQ. No separate certification of these Core Skills is necessary.

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 other National Qualifications, 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

Enhancements

Candidates, as **part of their SVQ achievement**, must meet the minimum standards (as laid down by the relevant industry body) for one of the following disciplines:

- Gas
- Oil
- Solid Fuel
- Emergent Technology

Candidates who choose one of the fuel option Units (Gas, Oil or Solid Fuel) must achieve the Working Principles component of the Emergent Technology Unit (F9HD 04).

Candidates may, as an **Optional Enhancement**, go on to achieve any/all of the remaining three.

Registration and certification

This Scottish Modern Apprenticeship for Plumbing and Heating is managed by BSE Skills Ltd. The administrative functions of Registration and Certification are carried out by Instructus. BSE Skills Ltd (through SNIPEF) is the first point of contact in Scotland for any enquiries in relation to the Framework.

Contact details:

SNIPEF Training Services Ltd.
Bellevue House
22 Hopetoun Street
Edinburgh
EH7 4GH

Tel: 0131 524 1245

Email: training@snipef.org

Website: www.becomeaplumber.org

All Modern Apprentices must be registered with BSE Skills Ltd, via Instructus and MA Online, within 4 weeks of starting their apprenticeship.

In the case of Modern Apprenticeships (MA's) 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.

Instructus 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 that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Instructus Service level

Instructus 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.

Instructus 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.
- All candidates are expected to undertake and pass a 51 multiple choice question industry approved entry test designed to test their spatial awareness and ability to calculate and measure. Candidates are required to achieve a 70% pass mark which helps to ensure that the candidate is likely to have the ability to achieve the MA. The test is available in both paper and electronic formats. SNIPEF Regional Training Officers can bulk test candidates prior to recruitment as requested or needed in order to aid the recruitment process.
- Entrants are expected to have a minimum of four NAT 4 qualifications (or equivalent) to access a Modern Apprenticeship in Plumbing and Heating.
- 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 employers should also be aware of 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 SNIPEF for advice and guidance on recruitment and selection.

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 of the Health and Safety regulations and how the apprentice 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 3 contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. SNIJIB Training and Registration Agreement – this agreement refers to the terms and conditions of employment signed by the employer, the Modern Apprentice employee and the SNIJIB.
2. Training provider Training Agreement - this outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample Training Agreement is set out in Appendix 3.
3. Training provider Training Plan - this 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 SNIPEF Training 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 full time.**

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

The terms and conditions of employment for Modern Apprentices are those laid down in the SNIJIB Apprentice Training Scheme. Any enhanced terms and conditions of employment will be agreed in writing between the employer and the apprentice.

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 / training providers
- 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

SNIPEF acts as the managing agent for delivery of the MA in Scotland. For a full and current list of approved centres see <http://www.becomeaplumber.com/documents/CollegeTrainingCentresDetailsForm.pdf> or www.becomeaplumber.org

Delivery of Training for the Modern Apprenticeship in Plumbing & Heating

Overview

Modern Apprenticeships are a combination on-the-job (workplace) and off-the-job (college/training centre) training. This gives apprentices the opportunity to earn while they learn, providing the dual benefit of gaining a nationally recognised qualification whilst being paid as they work. Over the course of the 4 year apprenticeship, apprentices will work to achieve the SVQ in Plumbing & Heating at SCQF level 7.

SNIPEF Training Services Ltd, is the training subsidiary company of SNIPEF. Established in 1983 the company acts as the Managing Agent and Training Provider offering the Modern Apprenticeship in Plumbing to young persons in Scotland.

SNIPEF Training Services Ltd is involved in the:

- Identification of appropriate vocational training courses.
- Administration of employees enrolled on the SNIPEF Training Services Modern Apprentice course.
- Operation of funding arrangements.
- Monitoring the vocational training through a team of Regional Training Officers located throughout Scotland. The Regional Training Officers maintain contact and monitor each apprentice's progress both on and off the job.

Recruitment into the Plumbing Industry is by direct employment with a plumbing and heating firm. SNIPEF Training Services Ltd does not employ apprentices or place them with an employer. Anyone who wishes to undertake a Modern Apprenticeship in Plumbing & Heating must be employed.

Whilst there is no age restriction for entry to the Plumbing & Heating Modern Apprenticeship, restrictions on Government funding means access to the programme depends on suitable funding being available.

Entrants are expected to have a minimum of four National 4 qualifications (or equivalent) to access a Modern Apprenticeship in Plumbing and Heating. In addition all entrants must pass the Plumbing Industry's Apprentice Entrance Selection Test.

Modern Apprentices on the programme will receive wages from their employer while attending both work and college/training centre. The applicable apprentice wage rates are those set by the SNIJIB and where appropriate, higher age-related rates in line with Statutory National Minimum/Living Wages.

Work-based training

Delivery and assessment method

The employer must make every effort to ensure that the skills gained off-the-job are used and consolidated in the workplace. On-the-job hours are:

- Year 1: 690hrs
- Year 2: 690hrs
- Year 3: 500hrs
- Year 4: full time work-based

The SNIPEF Regional Training Officer who is responsible for induction and monitoring of progress, in conjunction with the employer and apprentice, completes on an ongoing basis a “Workplace Evidence Record” to ensure that all the necessary skills and competencies are covered during the training period.

Skills required by training providers delivering the training

The employer is required to nominate a qualified and competent plumbing operative to oversee and supervise all work and training undertaken by the apprentice. The Regional Training Officer monitors the progress of the Apprentice in terms of ensuring that they have access to an appropriate range of plumbing and heating activities for learning, assessment and experience purposes.

The Employer representative (operative), Apprentice and SNIPEF Regional Training Officer are all required to sign the Workplace Evidence Record and to review progress on an ongoing basis.

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

Underpinning knowledge is provided during the Off-the-job training. See below for details.

Off-the-job training

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

All apprentices are required to undertake and complete the Industry approved programme amounting to:

- Year 1: 420hrs
- Year 2: 420hrs
- Year 3: 240hrs

A Record of Achievement is completed twice per annum to record candidate achievement, which must be signed by an authorised college/training centre signatory and the apprentice. This is subsequently, if available at the time of the review, used by the SNIPEF Regional Training Officer during the progress review and countersigned by the Regional Training Officer and the Apprentice to confirm that the recorded achievement is correct.

Delivery and assessment method

Apprentices will attend a College/Training Centre either 1 week in 3 weeks or on a day release basis, over a three year period (typically 36 weeks), to undertake an industry approved training programme leading to achievement of the SVQ in Plumbing and Heating at SCQF level 7.

Assessments can be carried out through the use of a range of assessment methods including, SQA’s SOLAR Electronic Assessment System, practical assessments and written assignments. The Programme is also subject to the SQA Internal and External Verification quality assurance procedures.

Exemptions

There are no exemptions. All candidates must complete the full programme.

The 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 consultation process including a range of face to face meetings with employers, providers and stakeholders supported by an e-consultation opportunity.

The meetings included:

ID	Date	Meeting
1	12.09	Employers at SECC Plumbing Trade Show
2	12.09	Apprentices at SECC Plumbing Trade Show
3	24.09	College Network meeting
4	10.10	SNIEPF Low Carbon Forum – (employers)
5	11.10	SNIEPF Larger Contractor Meeting - (employers)
6	24.10	Technical Working Group
7	14.11	SNIEPF Council

Feedback was received from:

- 44 plumbing and heating companies from across Scotland (the majority of which employ between 1 and 50 people)
- 17 training providers from across Scotland (most of which were FE colleges)
- 7 representatives of the Scottish and Northern Ireland Plumbing Employers’ Federation (SNIEPF) including feedback from the Regional Training Officers whose role includes engagement with employers and providers and apprentices
- Other key stakeholders including SQA and SDS and Unite the Union

For details of those who contributed to this consultation please contact SNIEPF.

Career progression

It is anticipated that successful candidates will progress within the Plumbing industry in qualified positions in employment or self-employment in technical/supervisory/management roles by being able to:

- Register on a relevant industry Certification Scheme
- Progress into higher technical and professional learning and assessment programmes such as those associated with relevant Level 4 SVQs and Higher National Certificates
- Progress in their career with further training into such job roles as Technician, Designer, Estimator, Project Manager, Site/Workshop Supervisor/ Manager, Chartered Engineer, Sales Engineer or Commercial Manager

Further career guidance can be found at www.becomeaplumber.org

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:

- Employers
- Modern Apprentices
- BSE Skills Ltd
- Awarding Bodies
- Training Providers
- Instructus
- Modern Apprenticeship Group (MAG)
- Skills Development Scotland

Role of the Employer

Employers' responsibilities include:

- Register Modern Apprentices with the Industry SNIJIB Training Agreement
- Paying all Modern Apprentices in accordance with the wage rates set by the SNIJIB and where appropriate, higher age-related rates in line with Statutory National Minimum/Living Wages.
- 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 Regional Training Officers, Lecturers, Assessors and the Modern Apprentices to review progress
- Witnessing Modern Apprentice 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 throughout the modern apprenticeship programme
- Taking responsibility for the Health & Safety of Modern Apprentices.
- Behaving in a professional manner throughout.

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 which **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 Regional Training Officers, trainers, assessors and 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 employment
- Behaving in a professional manner throughout and complying with all company policies
- Taking responsibility for Health and Safety of self and others

Role of BSE Skills Ltd.

BSE Skills Ltd. is responsible for developing Modern Apprenticeship Frameworks for the Plumbing and Heating industry and is required to work with employers to ensure that the Frameworks meet the needs of those employers.

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 bodies (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 Instructus

Instructus is responsible for the registration and final certification of the Modern Apprentice.

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 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>

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC/O 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 BSE Skills Ltd, 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

BSE Skills Ltd 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 Skills Development Scotland Quality Assessment (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 BSE Skills Ltd (through Instructus)
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing BSE Skills Ltd 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

ID	SVQ in Plumbing & Heating at SCQF level 7 – Mandatory units	Tick units being undertaken	SCQF Level	SCQF Credit Points
BSEBSE01	Apply health and safety and environmental legislation in the building services engineering sector	M	6	44
BSEBSE02	Establish and maintain relationships in the building services engineering sector	M	6	16
BSEBSE03	Coordinate a work site in the building services engineering sector	M	6	16
BSEBSE04	Perform electrical work on mechanical building services systems	M	7	28
BSEPH04	Install and test plumbing and heating systems	M	7	33
BSEPH05	Service and maintain plumbing and heating systems	M	7	33
BSEPH06	Inspect and pre-commission plumbing and heating systems	M	7	33
BSEPH07	Commission plumbing and heating systems	M	7	31
BSEPH08	Decommission plumbing and heating systems	M	7	25
BSEPH09	Install sheet weathering protection	M	6	23
PHFCA	Plumbing and Heating Final Competence Assessment	M	7	2
F9H9 04	Install and Commission Fuel Systems: Gas	O	7	10
F9HA 04	Install and Commission Fuel Systems: Oil	O	7	10
F9HC 04	Install and Commissioning Fuel Systems: Solid Fuel	O	7	10
F9HD 04	Emergent Technologies	O	7	10

Enhancements
<p>Candidates, as part of their SVQ achievement, must meet the minimum standards (as laid down by the relevant industry body) for one of the following disciplines:</p> <ul style="list-style-type: none"> • Gas • Oil • Solid Fuel • Emergent Technology <p>Candidates who choose one of the fuel option Units (Gas, Oil or Solid Fuel) must achieve the Working Principles component of the Emergent Technology Unit (F9HD 04).</p> <p>Candidates may, as an Optional Enhancement, go on to achieve any/all of the remaining three.</p>

Core Skills (Include details of the minimum level required)		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication		5	6
2	Working with others		5	6
3	Numeracy		5	6
4	Information technology		5	6
5	Problem Solving		5	6

Summary of Modern Apprentice's accredited prior learning:

Not applicable. See Recruitment and Selection.

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

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Tel: 0131 556 0600
Website: www.snipef.org