Scottish Apprenticeships

A

MODERN APPRENTICESHIP

IN

Food and Drink Operations at SCQF level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

National Skills Academy for Food and Drink

February 2021

Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	6th December 2018	Framework first published	
1.1	28th September 2020	SVQ codes updated	Pathway 2 Fish and Shellfish Old code GJ1M 23 has been replaced by GR5R 23. Pathway 3 Meat and Poultry Code GG54 23 qualification has now lapsed and has been withdrawn. Old code GG6C 23 has been replaced by GR61 23.
1.2	5th February 2021	Refreshment of Framework	Framework updated into new Modern Apprenticeship Framework template. Update of sector information and confirmation of continued support for pathways.

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/

Scottish Modern Apprenticeships

**Scottish Modern Apprenticeship Framework
in Food and Drink Operations at SCQF level 6
Version 1.2
Dated February 2021**

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Appendices

Apprenticeships in Scotland

This framework document is for the use of developers or SSCs reviewing existing or developing new apprenticeships via the Standards and Frameworks contracted methodology to submit to the Apprenticeship Approvals Group (AAG). Foundation and Graduate currently have their own bespoke templates.

For those apprenticeship developments via the new facilitated approach methodology (Technical Expert Group TEG) these should be submitted to AAG on their bespoke framework and standards documentation.

What are Apprenticeships?

There are six models of Apprenticeship in Scotland offering qualifications obtained at school with the Foundation Apprenticeship programme, and for those in paid employment, through the modern, technical, professional, higher and graduate apprenticeships. These are:

a) Foundation Apprenticeships at SCQF level 6
b) Modern Apprenticeships at SCQF levels 5, 6 and 7
c) Technical Apprenticeships at SCQF levels 8 and 9
d) Professional Apprenticeships at SCQF levels 10 - 12
e) Higher Apprenticeships at SCQF level 8
f) Graduate Apprenticeships at SCQF levels 9 – 11

Modern to Graduate Apprenticeships offer those aged 16 or over paid employment combined with the opportunity to train for jobs at craft, technician and management level. Foundation Apprenticeships are delivered in senior phase of school and are not employed.

Who develops them?

Apprenticeships are normally developed by Sector Skills Councils or Standards Setting Organisations through consultation with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern to Graduate 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 Apprentices in Scotland must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills. While foundation apprenticeships are delivered within the senior phase of schools.

What's in a Scottish Apprenticeship?

In Scotland, there are more than 80 different Scottish Apprenticeships and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills or Career Skills
- Industry specific training

Details of the content of this specific Apprenticeship are given in the next section.

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Modern Apprenticeships in Food and Drink Operations at SCQF L6

Overview of the food and drink industry

The food and drink manufacturing and processing (FDMP) industry in Scotland develops, manufactures, processes, packs and distributes food and drink products for sale in the UK and abroad.

Scotland's food and drink sector is composed of a large number of smaller businesses that rely on traditional or craft skills to create products of provenance. This usually entails lower levels of technological intensity and thus more modest levels of output per job than can be achieved by the advanced systems of larger manufacturers.

Because the food and drink sector generally has less scope for growth, there is a limit to consumer intake capacity and downward pressure on prices, it has to rely largely on quality improvements. This means that people, skills and innovation are vital to future growth and why they are key pillars of the Ambition 2030 Industry Strategy.

The food and drink sector has a turnover of £13.5bn in 2015, a rise of 35% since 2007. Food and drink is Scotland's largest manufacturing sector, accounting for 29% of total manufacturing turnover and generating gross value added to the economy of £3.8bn. This is almost a third of Scotland's total manufacturing value added.

In 2016, overseas food and drink exports from Scotland were valued at £5.4bn, a rise of 6.7% compared to 2015 and a rise of 45% (£1.7bn) from 2007. The fish and seafood category recorded the largest overall increase, up £156m (26%), with Europe leading the increase (£133m). Red meat exports climbed £72m (11%) in 2016, of which 90% was to Europe.

The food and drink industry in Scotland employs approximately 47,000 people which accounts for 2% of its total workforce (Scottish Growth Sector Statistics, 2014). The four largest sub-sectors in terms of employment are bakery, beverages, fish and meat. Bakery and beverages employ almost half the workforce (24% and 23% respectively); and fish and meat combined employ approximately 30% of the workforce.

Across the UK and other industrialised nations, there has been a long term shift away from low skilled occupations towards those requiring higher level skills and qualifications. This has been partly driven by globalisation and the impact of technological advancements. Relative to the Scottish economy as whole, employment in the food and drink industry is concentrated in comparatively lower skilled occupations. About half the workforce are employed in processing, plant/machine and operative roles, whereas the proportion of those employed as managers and senior officials is 14%.

Most of the FDMP workforce are employed on a full-time basis (88%) and only one in eight are part-time. Future employment projections indicate an increase of 3% in the share of full-time workers by 2026, with the largest growth expected in the bakery, fish and wholesale of other foods sectors. 97% of the FDMP workforce are employed on a permanent basis and only 3% are employed on a temporary basis, offering greater job security than in the rest of the economy. The vast majority of the workforce are employees; only 1% are self-employed.

Equality Data
The information below provides some detail on statistics for each equality group for MAs overall, and identifies areas where we know there is under-representation, potential disadvantage and/or a need for concerted action to ensure equality of opportunity for these customers.

Gender
Overall, on Modern Apprenticeships, women tend to be under-represented (40% of starts in 2019-20). There is also gender segregation across frameworks which tend to reflect the industries where men or women are more heavily represented within employment (e.g. STEM sectors tend to be male dominated while Social Care and Childcare tend

to be female dominated). In 2019/20, 68% of MA frameworks had a gender balance of 75:25 or worse (56 of 82 frameworks).

Disability
The national participation rate for disabled people on Modern Apprenticeships was 15.4% (2019-20). The overall MA target for participation by disabled people is currently at 12.5%. Achievement rates for disabled people on Modern Apprenticeships are lower than those who are not disabled (71% vs 78%).

Ethnicity
The national participation rate for BME people on Modern Apprenticeships was 2.4% (2019-20). The overall MA target for participation by BME people is currently at 5.1%. The achievement rate for BME people on MAs is lower than those who are White British/Scottish (70% vs 77%).

Care Experience
The participation rate for care experienced people within Modern Apprenticeships was 1.7% (2019-20). The gap in achievement rate between care experienced people and MAs overall is 64% vs 77%.

Sexual Orientation
The participation rate for Modern Apprenticeships was 3% (2018-19). The gap in achievement rate between LGB people and MAs overall is 69% vs 76% (2018-19).

Transgender
The participation rate for Modern Apprenticeships was at 0.2% (2018-19). Due to smaller numbers of trans people participating on Modern Apprenticeships, SDS does not publish achievement data.

Religion/Belief
Due to a very high proportion of MA starts identifying as having no religion, numbers falling into the other categories for religion and belief for each framework tend to be small therefore it is difficult to identify trends in participation for these groups.

Summary of Framework

Diagram showing the contents of the Scottish Modern Apprenticeship in Food and Drink Operations at SCQF Level 6

Duration

The average length of time normally taken to achieve and demonstrate competence is:

- For pathway 1-6 – 12 months. Pathways 1-6 do not have additional knowledge qualifications, this is included in the SVQ, therefore these pathways do not require additional time
- For pathway 7 – 36 months. Pathway 7 is longer in duration due to the higher credits, additional knowledge qualifications and time required to develop competence for this more complex pathway. MAs starting on this pathway are required to meet the entry requirements which will provide them with some underpinning knowledge for this pathway.

Mandatory outcomes

SVQ or alternative competency based qualification as identified below:

For pathways 1-6 the relevant SVQ at SCQF L6 qualifications must be completed
For pathway 7 there are two SVQs which must be completed

Qualification	Reference number	Awarding Body	SCQF Credit Points
Pathway 1 – Food and Drink Operations (Bakery Skills) at SCQF Level 6	GP3Y 23	SQA & Scottish Bakers	46-56
Pathway 2 - Food and Drink Operations (Fish and Shellfish Industry Skills) at SCQF Level 6	GR5R 23	SQA & NSAFD	33-68
Pathway 3 - Food and Drink Operations (Meat and Poultry Skills) at SCQF Level 6	GR61 23	SQA & SFMTA	37-63
Pathway 4 - Food and Drink Operations (Supply Chain Skills) at SCQF Level 6	GP3T 23 GP1T 23	SQA & Scottish Bakers SQA & NSAFD	40-52
Pathway 5 - Food and Drink Operations at SCQF Level 6	GP3X 23 GP1X 23	SQA & Scottish Bakers SQA & NSAFD	33-61
Pathway 6 - Food and Drink Operations: Food Manufacturing Excellence at SCQF Level 6	GP1Y 23	SQA & NSAFD	32-57
Pathway 7 – Food and Drink Operations – Engineering Maintenance at SCQF level 6	GL46 23	SQA & NSAFD	315-399
Performing Engineering Operations at SCQF 5	GL2P 22	EAL	129-204

Work Place Core Skills

For pathways 1-6 **all Core Skills** require separate certification at SCQF level 5 or above.

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

For pathway 7 separate certification is required for the following core skills:

- Information and Communication
  Technology   (SCQF 5)
- Numeracy   (SCQF 5)

Enhancements

There are different enhancements depending on the pathway the apprentice is following as set out below:

For pathways 1-6
Apprentices must achieve **two** additional outcomes. An additional outcome should be a relevant short course at a suitable level, with is a minimum of 10 learning hours. This may be industry-specific or of broader relevance to the learner or business, and must be agreed by the learner, employer and training provider at the beginning of the Modern Apprenticeship programme and shown in the Training Plan. The enhancement outcomes must be new learning. The learner must complete these outcomes in the duration of the apprenticeship programme.

Where a certificate has an expiry date, it must be current at the time of completion of the Modern Apprenticeship.

For pathway 7 - Engineering Maintenance
Apprentices must complete at least one of the following qualifications:

- NC Engineering Systems SQA code: GD2F 45 SCQF level 5
- NC Electrical Engineering SQA code: G9AF 46 , SCQF level 6
- NC Manufacturing Engineering SQA code: G982 45 G97L 46 SCQF level 5 and 6
- NC Mechanical Engineering SQA code: G97J 46, SCQF level 6
- HNC Electrical Engineering SQA code: G7TA 15, SCQF level 7
- HNC Engineering Systems SQA code G85G 15, SCQF, level 7
- HNC Manufacturing Engineering SQA code: G83Y 15, SCQF level 7
- HNC Mechanical Engineering SQA code: G840 15, SCQF level 7
- HNC Engineering Practice SQA code G86L 15, SCQF level 7

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Optional outcomes provide the opportunity for employers to provide additional learning where appropriate, depending on the job role.

Options can include units from a relevant SVQ in Food and Drink Operations at SCQF Level 6 or above; relevant short courses; and relevant professional qualifications. Further details can be found in the framework section.

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The Framework

Duration

It is expected that apprentices following this framework will take on average:

Pathways 1-6 – on average 12 months to complete. This includes 10% of time for off-the-job training. Pathways 1-6 do not have additional knowledge qualifications this is included in the SVQ.

Pathway 7 – on average 36 months to complete. This includes a minimum 20% of time for off-the-job training.
Pathway 7 is longer in duration due to the higher credits, additional knowledge qualifications and time required to develop competence for this more complex pathway. MAs starting on this pathway are required to meet the entry requirements which will provide them with some underpinning knowledge for this pathway.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following qualifications depending on the pathway they are following.

For pathways 1-6 the relevant SVQ at SCQF L6 qualifications must be completed
For pathway 7 there are two SVQs which must be completed

Qualification	Reference number	Awarding Body	SCQF credit points
Pathway 1 – Food and Drink Operations (Bakery Skills) at SCQF Level 6	GP3Y 23	SQA & Scottish Bakers	46-56
Pathway 2 - Food and Drink Operations (Fish and Shellfish Industry Skills) at SCQF Level 6	GR5R 23	SQA & NSAFD	33-68
Pathway 3 - Food and Drink Operations (Meat and Poultry Skills) at SCQF Level 6	GR61 23	SQA & SFMTA	37-63
Pathway 4 - Food and Drink Operations (Supply Chain Skills) at SCQF Level 6	GP3T 23 GP1T 23	SQA & Scottish Bakers SQA & NSAFD	40-52
Pathway 5 - Food and Drink Operations at SCQF Level 6	GP3X 23 GP1X 23	SQA & Scottish Bakers SQA & NSAFD	33-61
Pathway 6 - Food and Drink Operations: Food Manufacturing Excellence at SCQF Level 6	GP1Y 23	SQA & NSAFD	32-57
Pathway 7 - Food and Drink Operations – Engineering Maintenance at SCQF level 6	GL46 23	SQA & NSAFD	315-399
Performing Engineering Operations at SCQF 5	GL2P 22	EAL	129-204

All Scottish 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. When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Work Place Core Skills

Each apprentice is required to achieve the following Work Place Core Skills:

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

For **pathways 1 – 6 all Core Skills** need to be separately certificated at level SCQF 5 or above
For **pathway 7 ICT and numeracy** need to be separately certificated at level SCQF 5 or above.

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 National 5s 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 Work Place Core Skills as part of the Apprenticeship Framework.

Enhancements

Enhancements
There are different enhancements depending on the pathway the apprentice is following as listed below:

Pathways 1-6
All apprentices must achieve **two** additional outcomes. An additional outcome should be a relevant short course at a suitable level, with a minimum of 10 learning hours. This may be industry-specific or of broader relevance to the learner or business, and must be agreed by the learner, employer and training provider at the beginning of the Modern Apprenticeship programme and shown in the Training Plan. The enhancement outcomes must be new learning. The learner must complete these outcomes in the duration of the apprenticeship programme.

Examples of additional learning outcomes:

- Food Hygiene Intermediate Certificate
- Additional SVQ units from any qualifications at SCQF L6 or above (e.g., Management or Team Leading)
- SVQ Food and Drink Operations Principles/Knowledge units at SCQF L5 or above
- Units from the Certificate in Protecting the Welfare of Animals at Time of Killing
- Hazard Analysis and Critical Control Points (HACCP) (Intermediate Level)
- Health and Safety Certificate
- ESOL: Work and Study Related Contexts (Access 3/Intermediate 1)
- ECDL/PC Passport
- Food Safety for Manufacturing Award
- Coaching Certificate
- Manual Handling Certificate

Pathway 7 Engineering Maintenance

Apprentices must complete as least one of the following qualifications:

- NC Engineering Systems SQA code: GD2F 45 SCQF level 5
- NC Electrical Engineering SQA code: G9AF 46 , SCQF level 6
- NC Manufacturing Engineering SQA code: G982 45 G97L 46 SCQF level 5 and 6
- NC Mechanical Engineering SQA code: G97J 46, SCQF level 6
- HNC Electrical Engineering SQA code: G7TA 15, SCQF level 7
- HNC Engineering Systems SQA code G85G 15, SCQF, level 7
- HNC Manufacturing Engineering SQA code: G83Y 15, SCQF level 7
- HNC Mechanical Engineering SQA code: G840 15, SCQF level 7
- HNC Engineering Practice SQA code G86L 15, SCQF level 7

Optional Outcomes

Optional outcomes provide the opportunity for employers to provide additional learning where appropriate, depending on the job role.

Additional learning may include units from a relevant SVQ in Food and Drink Operations at SCQF L6 or above; relevant short courses; and relevant professional qualifications. Examples of optional outcomes may be taken from the Enhancements section above, or may be industry or organisation-specific.

Examples of areas that optional outcomes may cover:

- People skills such as team leader, managing others, working in a team
- Manager or supervisor skills development
- Communications in the workplace
- Report writing at management level
- Large scale processing outcomes
- How to deal with complaints
- Conflict resolution
- Dealing with personnel issues
- Employment law
- Food Hygiene Intermediate Certificate
- Additional SVQ units from any qualifications at SCQF L6 or above (e.g., Management or Team Leading)
- SVQ Food and Drink Operations Principles/Knowledge units at SCQF L5 or above
- Hazard Analysis and Critical Control Points HACCP (Intermediate Level)
- Health and Safety Certificate
- ESOL: Work and Study Related Contexts (Access 3/Intermediate 1)
- Food Safety for Manufacturing Award
- Coaching Certificate
- Manual Handling Certificate
- First aid
- Water Treatment

Registration and Certification

This Scottish Apprenticeship is managed by the National Skills Academy for Food and Drink. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

National Skills Academy for Food and Drink
The Catalyst
Baird Lane
York
YO10 5GA

Telephone: 0845 644 0448

The SSC will register Scottish Apprentices undertaking this Framework. **All apprentices undertaking this framework 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 completing the online registration system (MA Online 2, www.modernapprenticeships.org). In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

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 Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter an apprenticeship from the age of 16. There is no upper age limit.

- The 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 Scottish 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 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.

For apprentices starting on the Modern Apprenticeship in Food and Drink Operations at SCQF Level 6 the entry requirements are set out below.

Pathways 1 - 6
Apprentices starting on these pathways (Bakery, Fish and Shellfish, Meat and Poultry, Supply Chain, Food and Drink Operations and Food Manufacturing Excellence) there are no specific entry requirements. However, completion of the Modern Apprenticeship in Food and Drink Operations at SCQF Level 5 (or equivalent), or previous experience of working within the industry may be beneficial.

Pathway 7
For apprentices starting on **Engineering Maintenance pathway**, the following entry requirements should be met:

- 4 national level 5s at grade C and above, preferable to have maths, English and two other technical subjects.

or

- SVQ Performing Engineering Operations at SCQF Level 5 or similar qualification.

Equal opportunities

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 apprenticeships supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of 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 Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Apprentices should be made aware of their rights and duties with regard to health and safety.

All 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 Apprenticeship programme:

1. Contract of employment signed by the employer and the Apprentice for employed apprentices.

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 Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Scottish Apprenticeships. Accordingly**, all apprentices must be employed with the exception of Foundation Apprenticeships which are delivered as part of the senior phase in schools.**

All Scottish Apprenticeships must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The apprenticeship framework selected for the apprentice 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 employed apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual 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 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 Work Place Core Skills where appropriate.

List of Training Providers

Organisations currently approved to deliver the Modern Apprenticeship Framework in Scotland
Craft Skills Scotland Dawnfresh Seafoods Fife College Polaris RT Resources Scottish bakers Scottish Meat Training

Delivery of Training for the Modern Apprenticeship in Food and Drink Operations at SCQF level 6

Work-based training

Delivery and assessment method

This applies to all the qualifications within the Food and Drink Operations Framework.

Where appropriate assessments should be carried out in the workplace with the use of portfolios to provide evidence. These should, where appropriate, be supported by mentor / supervisor statements or other appropriate methods.

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

Any of the following should be held by those undertaking delivery

- A1/V1
- L&D9DI
- PTLLS
- CLLS

Those involved in delivery of SVQs and HNCs are advised to check with the SQA Accreditation on the most recent guidance on assessor and verifier competence requirements. Assessors and verifiers who currently hold D or A and V Units are still considered to be qualified assessors and internal verifiers/external verifiers and are not required to undertake the new Units. However, they must be working to the current NOS and undertaking appropriate continuous professional development. **Any new assessors and verifiers, who do not currently hold any of these qualifications, should undertake the qualifications based on the current Learning and Development (L & D) NOS.**

Assessors should also check the Assessment Strategy for SVQs and the NCs and HNCs as issued by the appropriate awarding body.

Occupational competence is required for the specified qualification secured from previous experience.

It is good practice to be able to show staff involved in delivery maintain:

- their industry knowledge through CPD activities
- participate in in-house or awarding body training and workshops / standardisation sessions.

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

Learners will achieve the SVQs which contain underpinning knowledge and this 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

For pathway 7 the delivery of the enhancements which provide underpinning knowledge should be agreed between the employer, provider and apprentice to suit the needs of the business and could take one or more of the methods above.

Off-the-job training

Details of off-the-job training (please state if not applicable)
Most of the delivery takes place on the job and where it does take place off the job then it should be relevant to the apprenticeship pathway and the role of the individual. It is suggested that this may be around 10% of the total time of the framework for pathways 1-6 and 20% for pathway 7.

For pathway 7 the delivery of the enhancements should be agreed between the employer, provider and apprentice to suit the needs of the business.

Delivery and assessment method
The time taken to complete will vary and be dependent on the award chosen.

Delivery will also be something agreed between the apprentice, employer and provider to suit the needs of the business but may include:
- Attending day /block release
- Distance learning
- Using on line tutorials
- Completion of work based projects.

For pathway 7 the delivery of the PEO this is likely to take place off the job and can be delivered through an appropriate approach as agreed by the employer, training provider and apprentice and may take on of the following forms:
- A continuous block of off-the-job training
- A series of shorter blocks of off-the-job training together with periods of work-based learning in-company
- A '3-days off, 2-days on' pattern (or vice versa)

Exemptions
Not applicable

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 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 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 apprenticeship 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 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 apprenticeship Training Plan.

Consultation Process

The review of the Modern Apprenticeship frameworks ran in parallel with the review of the SVQs in Food Manufacture during 2012, using a mix of one-to-one meetings with employers; workshops and group meetings with stakeholders including employers, trade associations and training providers; online questionnaires and telephone interviews.

Initial consultation

Over 30 face-to-face consultation meetings were held with the industry between the end of March and end of August 2012. These were with individual food and drink companies; stakeholders such as the Scottish Food and Drink Federation, the Sea fish Industry Authority, the Scottish Association of Meat Wholesalers, and Dairy UK (Scotland); consultation workshops such as those for Meat and Poultry, Bakery, Fish and Shellfish; and a Learning Provider Group. At these meetings both the SVQ and Modern Apprenticeships were discussed.

The employers consulted, broadly represented the sector. The subsectors represented were: bakery, meat and poultry, fish, fresh produce, dairy, beverages, cereal and milling, and general food and drink. Small and micro companies were represented by their trade associations.

Initial consultation findings

Most employers supported the title change of the suite of SVQs to 'Food and Drink Operations' reflecting the broader functions of the industry than is suggested by 'Food Manufacture'.

Employers supported the use of the SVQs as the competence based qualifications, which were reported to have worked well and were a good fit with business needs.

Initial consultation indicated support for Core Skills at level SCQF 4 for the Modern Apprenticeship Level 3. These were said to meet business needs, and higher level Core Skills might be a barrier to learning.

The industry liked the flexibility offered currently in the Modern Apprenticeship Level 2 and wanted a similar approach to be adopted for Level 3, as the outgoing Level 3 framework was thought to be restrictive.

Final consultation

Participants in the initial consultation were re-surveyed online in October/November 2012 to expand on the initial results, further probing their rationale, for example about the level of Core Skills.

Telephone interviews with non-respondents to the online questionnaire, were carried out after the consultation had been open for two weeks.

Results of final consultation

Title of framework
It was almost unanimous that the title of the new framework should be the Modern Apprenticeship in Food and Drink Operations.

Core Skills
Respondents gave mixed responses for the appropriate level of Core Skills. As a result, further telephone interviews were carried out with employers, stakeholders and centres to explore the strength of feeling on this

issue and their rationale.

Improve Limited has set Core Skills for the Modern Apprenticeship Level 3 at SCQF level 5, the minimum recommended by the Modern Apprenticeship Group (MAG), which is in line with consultation results.

Enhancements
Overall, it was agreed that there should be two additional outcomes, or enhancements, which may be industry-specific or of broader relevance to the business for the Modern Apprenticeship Level 3 and so provide a flexible approach.

Optional outcomes
It was agreed that the framework should include optional outcomes that could be tailored to different job roles and help to develop a rounded individual.

Additional framework development activity in 2013
The extensive consultation in 2012 identified the need for further development work to cover job roles in the sector not covered in the MA framework. The development identified the requirement for a new SVQ qualification and MA pathway for Fish and Shellfish Industry Skills at Level 3. The 2013 project developed new NOS, Units of Competence and the SVQ.

The need for new units for the Level 3 Meat and Poultry to provide appropriate choice for a wider range of butchers and meat processing staff was also identified in the 2012. The 2013 project developed new NOS, Units of Competence and added these to the existing Level 3 Meat and Poultry SVQ.

During the project, further consultation was carried out with Fish and Meat and Poultry employers and stakeholders. This followed a similar methodology to the 2012 work, but as the principles for the framework were recent and did not need to be reviewed again, Level 3 work was restricted to fish and Meat and Poultry. The consultation was smaller than last year, and broadly supported the findings from 2012, in terms of MA structure, core skills and enhancement outcomes.

Summary of results
1. Competence based qualification for the Modern Apprenticeship Level 3 should be one of:
   - SVQ Food and Drink Operations (Bakery Skills) Level 3
   - SVQ Food and Drink Operations (Fish and Shellfish Industry Skills) Level 3
   - SVQ Food and Drink Operations (Meat and Poultry Skills) Level 3
   - SVQ Food and Drink Operations (Supply Chain Skills) Level 3
   - SVQ Food and Drink Operations Level 3
   - SVQ Food and Drink Operations (Food Manufacturing Excellence) Level 3

2. The title of framework agreed as the Modern Apprenticeship in Food and Drink Operations, Level 3
3. Core Skills set at SCQF 5
4. Enhancements: two additional outcomes
5. Optional outcomes to be included in the framework.

Additional framework activity in 2015
During the end of 2014 and early 2015 the Food and Drink industry identified the need for further development work to cover multi-skilled maintenance engineering job roles in the sector not covered in the MA framework. The development identified the requirement for a new SVQ qualification which was more specific to food and drink engineers to include areas around food safety, food science and the impact of engineering maintenance on the food products they are working with. Therefore, new NOS and an SVQ were developed and added into the Food and Drink Operations MA as a pathway for Engineering Maintenance Skills at Level 3.

During the project, consultation was carried out across the Scottish Food and Drink sector particularly focussing on food and drink maintenance engineers and stakeholders, including Trade Associations, providers and Scottish Food and Drink Federation. This followed a similar methodology to the previous work outlined above. Both face to face meetings, telephone discussions and on line surveys. A final consultation of the proposed Modern Apprenticeship Framework was available for comment during November 2015.

The results of the consultation activity supported an engineering maintenance pathway in this Food and Drink MA, giving the specific skills and knowledge required by those working in this part of the sector. The general consensus was that it should have some of the content of the generic engineering framework to allow for transferability to other engineering sectors along with the inclusion of the level 5 PEO to provide the basic skills and knowledge required for engineering.

Those who responded also suggested it should last on average 3 years to maintain parity to other Engineering MAs. It was also suggested that this pathway would require entry requirements as now set out in the recruitment and selection section.

The enhancement section was also identified for this pathway as requiring learners to complete at least a National Certificate providing valuable underpinning knowledge.

Questions were also asked on types of progression and additional options that would enhance this pathway.

Core skills should be embedded in this framework and be at SCQF level 5.

Additional Framework activity in 2021

Following a review of the SVQs for the Meat and Poultry and Fish and Shellfish sector with sector employers and stakeholders, the resulting SVQs underwent minor content updates and changes to qualification codes:

- Pathway 2 Fish and Shellfish Old code GJ1M 23 has been replaced by GR5R 23.
- Pathway 3 Meat and Poultry Code GG54 23 qualification has now lapsed and has been withdrawn. Old code GG6C 23 has been replaced by GR61 23

The Modern Apprenticeship Framework has been updated into the newly approved template and consultation has been undertaken with sector employers to confirm they are still supportive of the Modern Apprenticeship Framework, using a consultation approach based around telephone discussions and online consultation.

Career progression

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

The pathways in the Modern Apprenticeship in Food and Drink Operations at SCQF L6 are:

- Pathway 1 – Bakery Skills
- Pathway 2 – Meat and Poultry Skills
- Pathway 3 – Fish and Shellfish Industry Skills
- Pathway 4 – Supply Chain Skills
- Pathway 5 – Food and Drink Operations – generic pathway containing technical and supervisory units
- Pathway 6 – Food Manufacturing Excellence
- Pathway 7 – Engineering Maintenance

There is a clear link between SVQs at SCQF L5 and those at SCQF L6, which makes progression easier, and encourages the movement of learners from one pathway to another, i.e., lateral career moves as well as upward progression. Knowledge units now sit across all the pathways to avoid duplication when lateral moves are made. For example, a learner may undertake the Meat and Poultry pathway at SCQF L5, progress to Meat and Poultry at SCQF L6, then go on to the Food Manufacturing Excellence, SCQF L6.

Progression from the above pathways include:

- Applying the skills and knowledge acquired during the apprenticeship to a relevant job in the same food and drink sub-sector and continuing to develop craft, technical skills and supervisory/management skills
- Lateral career moves to other food and drink sub-sectors and further developing their skills and knowledge
- Lateral progression to another Modern Apprenticeship/SVQ pathway in Food and Drink Operations or Engineering at the same level to further develop industry-specific skills or generic supervisory, technical or business improvement skills
- In-house development
- Progression into higher education

Following completion of the Modern Apprenticeship in Food and Drink Operations at SCQF L6, candidates should be able to achieve positions such as those shown in the pathway tables below, which give typical (but not exhaustive) progression and exit routes:

Bakery Skills Pathway

Job Title	Job Roles	Progression Routes
Sales/Service Manager (Baking)	Sales/Service management within a baking organisation	Employment in job roles to the left, or progression to higher level jobs or higher education in food science/food technology. Lateral progression to any suitable MA/SVQ pathway including: • MA/SVQ at SCQF L6 Food and Drink Operations • MA/SVQ at SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Baker	Specialised baking	
Master Baker	Craft baking	
Confectioner	Specialised confectionery	
Cake Decorator	Specialised cake decorating	
Chocolatier	Sweet confectionery	

Fish and Shellfish Industry Skills Pathway

Job Title	Job Roles	Progression Routes
Sales/Service Manager	Managing sales/service within a fish or shellfish organisation	Employment in job roles to the left, or progression to higher level jobs or higher education in food science/food technology. Lateral progression to any suitable MA/SVQ pathway including: • MA/SVQ at SCQF L6 Food and Drink Operations • MA/SVQ at SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Fishmonger	Fish and shellfish processing	
Fish/Shellfish Processing Senior Operative/Supervisor	Fish and shellfish processing operations	

Meat and Poultry Skills Pathway

Job Title	Job Roles	Progression Routes
Butcher	Specialist butchery	Employment in job roles to the left, or progression to higher level jobs or higher education in food science/food technology. Lateral progression to any suitable MA/SVQ pathway including: • MA/SVQ at SCQF L6 Food and Drink Operations • MA/SVQ at SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Operations Manager (Meat and Poultry)	Operations and processes within meat production	
Sales/Service Manager (Meat and Poultry)	Sales/service management within a meat and poultry organisation	

Supply Chain Skills Pathway

Job Title	Job Roles	Progression Routes
Food and Drink Operative (Logistics)	Managing packing, dispatch, supply chain, distribution within a food and drink organisation	Employment in job roles to the left, or progression to higher level jobs or higher education in food science/food technology. Lateral progression to any suitable MA/SVQ pathway including: • MA/SVQ at SCQF L6 Food and Drink Operations • MA/SVQ at SCQF L6 Food and Drink Operations (Food Manufacturing Excellence) • MA at SCQF L6 Freight Logistics • SVQ at SCQF L6 or above Supply Chain Management
Manager, Supply Chain (Food Industries)	Managing aspects of the food and drink process and manufacture supply chain	
Manager, Logistics (Food Industries)	Managing food and drink stock deliveries and stock control	

Food and Drink Operations Pathway

Job Title	Job Roles	Progression Routes
Product Development Manager	Developing new products, continual improvement of existing products and ongoing assessment of consumer portfolios	Employment in job roles to the left, or progression to higher level jobs or higher education in food science/food technology. Lateral progression to any suitable MA/SVQ pathway including: • MA/SVQ at SCQF L6 Food and Drink Operations (Food Manufacturing Excellence)
Production Manager	Responsible for every aspect of production of the finished food product, ranging from sourcing and correct storage of raw materials to processing and packaging of the product ready for distribution	
Sales/Service Manager (Food Industries)	Sales/service management within a food and drink organisation	
Specialist Operative – Food	Managing processing and manufacture of food products	
Manager, Facilities (Food Industries)	Managing facilities and resources within a highly automated food and drink manufacturing organisation	
Food and Drink Quality Audit Manager	Ensuring required food and drink quality standards are met and maintained	
Maintenance Manager (Food Industries)	Maintaining food and drink production equipment	
Diagnostics Technician (Food Industries)	Faulting and problem solving equipment used for food manufacture and processing	

Food Manufacturing Excellence Pathway

Job Title	Job Roles	Progression Routes
Organisation and Development Manager (Food and Drink)	Business optimisation and improvement within a food and drink organisation	Employment in job roles to the left, or progression to higher level jobs or higher education in food science/food technology. Lateral progression to any suitable MA/SVQ pathway including: • MA/SVQ at SCQF L6 Food and Drink Operations
Technical Manager (Food and Drink)	Undertaking technical projects within a food and drink production environment	
Team Leader (Food and Drink)	Managing a team delivering food manufacture and processing objectives, implementing Lean principles	
Food and Drink Productivity Manager	Improving and sustaining productivity within a food and drink manufacturing organisation	

Engineering Maintenance Pathway

Job Title	Job Roles	Progression Routes
Maintenance Manager (Food Industries)	Maintaining food and drink production equipment	Employment in job roles to the left, or progression to higher level jobs or higher education in Engineering/Science/Food Technology. Lateral progression to any suitable MA/SVQ pathway including: • MA/SVQ at SCQF L6 Food and Drink Operations
Diagnostics Technician (Food Industries)	Faulting and problem solving equipment used for food manufacture and processing	
Food Production Engineer	Supporting continuous improvement projects, reacting to breakdowns, fault finding and problem solving on machinery and equipment in the manufacturing and production of food	
Engineering Section Leader (Food Industries)	Supervise a team of fitters of maintenance staff, scheduling and overseeing preventive maintenance activities. Responsible for facilities and stock. Analysing data and checking for recurrent maintenance.	

Further information on careers in the food and drink industry can be found at : www.tastycareers.org.uk

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

- Awarding Bodies
- Employers
- Apprentices
- Apprenticeship Approval Group (AAG)
- Approved SSC/SSO
- Skills Development Scotland
- Training Providers

Role of the SSCs

SSC/SSO are responsible for developing Scottish 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://fisss.org/ or contact SDS for advice.

Role of Skills Development Scotland (SDS)

Apprenticeship 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 Apprenticeship 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 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 Scottish Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Scottish 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 Scottish Apprenticeships is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by SQA Accreditation 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 Scottish Apprenticeship Programme. 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 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 Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of 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 Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Apprenticeship Approval Group (AAG)

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

AAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying employed 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 Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing 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 Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Apprentice

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

Employed 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

Apprenticeship Centres (ACs)

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

The AC 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 Work Place 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 ACs for the delivery of the apprenticeship within Scotland, which will be available to employers and others.

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

In addition to the assessment of the Apprentice against the relevant standards set by the selected apprenticeship outcomes, the AC has responsibility for:

- Entering into a formal training agreement with the employer and Apprentice
- Registering 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 Apprentices
- Informing the SSC of any material alterations to Apprentices' training plans or desired changes to the selected apprenticeship outcomes.

APPENDIX 3

APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

The **Employer's responsibilities (employed status apprentices only)** are to:

1   employ the apprentice subject to the employer's usual terms and conditions of employment;

2   provide the 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 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 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 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 **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 Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected apprenticeship 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 **Apprenticeship Centre's responsibilities** are to:

1   agree the content of the apprentice's personal training plan as confirming that the selected apprenticeship outcomes and training plans meet the criteria of this apprenticeship

2   contract with the employer to provide the training and assessment necessary to enable the 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:*
Apprentice		*Date:*
Apprenticeship Centre		*Date:*

APPRENTICESHIP TRAINING PLAN

The Apprenticeship Centre

Name:	
Address:	
Telephone:	
Contact:	

The Apprentice

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

The Employer

Name:	
Address:	
Telephone:	
Contact:	

Skills Development Scotland office

Name:	
Address:	
Telephone:	
Contact:	

Apprenticeship 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				

Work Place 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)			

Summary of Apprentice's accredited prior learning:

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

National Skills Academy for Food and Drink
The Catalyst
Baird Lane
York
YO10 5GA

Telephone: 0845 644 0448