

Scottish Apprenticeships

A

MODERN APPRENTICESHIP

IN

AUTOMOTIVE at SCQF Level 7

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

The Institute of the Motor Industry (IMI)

August 2023

The Institute of the Motor
Industry (IMI)
Fanshaws
Brickendon
Hertford
SG13 8PQ



Amendments to this framework:

Version	Date of Change	Amendment	Comments
2	August 2023	Removal of expired IMI Heavy Vehicle qualifications and replacement with Heavy Goods and Public Service Vehicle. Content page numbers updated	
	April 2022	Complete framework refreshed: Removal of some City and Guilds qualifications that have either expired or are not being re-developed. The Automotive SCQF Level 6/7 framework has been split into two separate frameworks, one for SCQF Level 6 and one for SCQF Level 7.	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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Apprenticeships in Scotland

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 & 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 a Standards Setting Organisations consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern 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.

Modern Apprenticeships in Automotive

The IMI footprint covers the UK automotive retail sector. This includes a multitude of activities including employers engaged in all aspects of the sale, repair and maintenance of vehicles as well as services to owners and users of passenger cars, motorcycles, light and heavy goods and public service vehicles (covering heavy goods vehicles, buses and coaches), specialist vehicles and associated equipment. The sector footprint also includes the rental and leasing of vehicles and some motorsport activities.

Statistics from the IMI's 2021 Baseline Report show that there were 53,369 individuals in Scotland employed in the Automotive Retail sector in 2020. This forms part of the overall 688,346 individuals employed across the whole of the UK in 2020. During 2020 there were 6,024 Automotive Retail businesses registered in Scotland. However further research from the IMI shows that as of 2021 there were 6,068 businesses in Scotland, which is an increase of 44 business. As of 2021 there were 48,220 people employed directly in automotive retail in Scotland. As well as an additional 5,813 in specific automotive occupations employed outside of the sector, for example a Vehicle Technician directly employed by the post office. So, this totals 54,033 individuals employed in 2021. This is an increase of 664 in 2021 compared to 2020. Interestingly, Scotland has a higher prevalence of Sale and Renting Vehicle jobs compared to other industries. Statistics show that 81% of the sector in Scotland are under the age of 55 and 80% are Male. In total the automotive retail sector in Scotland contributes £1.5 billion gross value added (GVA) to the UK economy.

Continued efforts to reduce greenhouse emissions by world leaders have resulted in car manufacturers adopting new technologies to drive down emissions. This, coinciding with the development of autonomous and alternative fuel cell vehicles, has propelled the automotive sector to the forefront of technological advancement. The Society of Motor Manufacturers and Traders (SMMT) has suggested that the overall social benefit of these technological changes could be in the region of an additional £51bn per year by 2030 and the creation of an additional 320,000 jobs³.

The advancing technological change in the automotive sector has meant that new Electric Vehicles and Fuel Cell Hybrid Vehicles have few similarities with the traditional combustion engine. Cars of the future will require potentially less input from the driver and there will be a greater reliance on the technology to perform the transportation as well as protect the travellers and the environment outside of the car. These cars will require the human infrastructure involved in the maintenance and repair to be highly skilled and knowledgeable in complex electronic and software control systems, who can also access continued training and development. Therefore, the industry requires bright, highly trained recruits who can adapt to this ever changing technological environment ensuring we continue to have the skills within our Scottish workforce to service, maintain and repair the complex modern motor vehicle.

Taken from the Society of Motor Manufacturers and Traders (SMMT), the figures for Electric Vehicle and Alternatively Fuelled Vehicle Registrations show a significant increase when comparing to those registered in 2020 as opposed to 2021.

This framework at SCQF Level 7 was last fully reviewed and updated in 2017. Another review and update was required due to a number of qualifications being updated and the removal of a number of expired qualifications.

This Modern Apprenticeship framework at SCQF Level 7 offers opportunity for progression for those who have completed a framework at SCQF Level 5 or can be an entry route into the sector in its own right. The inclusion of the SCQF Level 5 and 7 Vocationally related Qualification (VRQs) as mandatory enhancements to supplement the SVQ, ensures that individuals have the necessary breadth of essential knowledge to competently and responsibly, carry out the tasks their job demands.

1 <https://tide.theimi.org.uk/industry-latest/research/imi-baseline-report-2021>

2 <https://www.smmt.co.uk/wp-content/uploads/sites/2/CRT036586F-Connected-and-Autonomous-Vehicles—The-UK-Economic-Opportu...1.pdf>

3 <https://www.smmt.co.uk/wp-content/uploads/sites/2/December-Fuel-2021-and-YTD-cars.png>

Summary of Framework

Duration

It is estimated that this Modern Apprenticeship in Automotive at SCQF Level 7 will take on average three to four years to complete. There is no minimum duration for this modern Apprenticeship, this is just an estimated guide

Mandatory outcomes

SVQ or alternative competency based qualification

- One of the following must be achieved:

Vehicle Maintenance and Repair

SVQ in Light Vehicle Maintenance and Repair at SCQF Level 7 (IMI)	GT4W 47
SVQ in Heavy Goods and Public Service Vehicle Maintenance and Repair at SCQF Level 7 (IMI)	GV2T 47
SVQ in Motorcycle Maintenance and Repair at SCQF Level 7 (IMI)	GL8D 47
Diploma in Lift Truck Maintenance and Repair Competence at SCQF Level 7 (IMI)	R246 04

Work Place Core Skills

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

Core Skills will need to be achieved and certificated separately due to insufficient opportunities for being embedded within the mandatory units.

Enhancements

Each Modern apprentice is required to achieve one of the following SCQF Level 5 **AND** SCQF Level 7 Vocationally Related Qualifications (VRQs) appropriate to the pathway being followed:

Vehicle Maintenance and Repair

SCQF Level 5

Diploma in Light Vehicle Maintenance and Repair Principles at SCQF Level 5 (IMI)	R762 04
Diploma in Heavy Goods and Public Service Vehicle Maintenance and Repair Principles at SCQF Level 5 (IMI)	R801 04
Diploma in Motorcycle Maintenance and Repair Principles at SCQF Level 5 (IMI)	R496 04
Diploma in Lift Truck Maintenance and Repair Principles at SCQF Level 5 (IMI)	R221 04

SCQF Level 7

Diploma in Light Vehicle Maintenance and Repair Principles at SCQF Level 7 (IMI)	R763 04
Diploma in Heavy Goods and Public Service Vehicle Maintenance and Repair Principles at SCQF Level 7 (IMI)	R802 04
Diploma in Motorcycle Maintenance and Repair Principles at SCQF Level 7 (IMI)	R497 04
Diploma in Lift Truck Maintenance and Repair Principles at SCQF Level 7 (IMI)	R222 04

Optional Outcomes

Additional SVQ Units/Qualifications/Training

N/A

The Framework

Duration

It is expected that apprentices following this Apprenticeship will take three to four years to complete. This includes off-the-job training for the purposes of achieving the knowledge and skills required for the selected discipline, which will be achieved via block release, day release or part-time classroom training throughout the duration of the Apprenticeship. A training plan will be devised at the beginning of the Apprenticeship which will be agreed by the apprentice, the employer and the college/training provider.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve one of the following Qualifications (SVQs) appropriate to the pathway being followed:

<u>Qualification Title</u>	<u>Accreditation Code</u>	<u>SCQF Credit Points</u>
SVQ in Light Vehicle Maintenance and Repair at SCQF Level 7 (IMI)	GT4W 47	80-99
SVQ in Heavy Goods and Public Service Vehicle Maintenance and Repair at SCQF Level 7 (IMI)	GV2T 47	95-115
SVQ in Motorcycle Maintenance and Repair at SCQF Level 7 (IMI)	GL8D 47	123-133
Diploma in Lift Truck Maintenance and Repair Competence at SCQF Level 7 (IMI)	R246 04	104-110

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:

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

All Workplace Core Skills require to be separately assessed and certificated.

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

Each apprentice is required to achieve one of the following SCQF Level 5 **AND** SCQF Level 7 Vocationally Related Qualifications (VRQs) appropriate to the pathway being followed:

<u>Qualification Title</u>	<u>Accreditation Code</u>	<u>SCQF Credit Points</u>
Diploma in Light Vehicle Maintenance and Repair Principles at SCQF Level 5 (IMI)	R762 04	79-84
Diploma in Heavy Goods and Public Service Vehicle Maintenance and Repair Principles at SCQF Level 5 (IMI)	R801 04	76-83
Diploma in Motorcycle Maintenance and Repair Principles at SCQF Level 5 (IMI)	R496 04	71 - 76
Diploma in Lift Truck Maintenance and Repair Principles at SCQF Level 5 (IMI)	R221 04	83 - 84
<u>Qualification Title</u>	<u>Accreditation Code</u>	<u>SCQF Credit Points</u>
Diploma in Light Vehicle Maintenance and Repair SCQF at Level 7 (IMI)	R763 04	73-79
Diploma in Heavy Goods and Public Service Vehicle Maintenance and Repair Principles at SCQF Level 7 (IMI)	R802 04	81-90
Diploma in Motorcycle Maintenance and Repair Principles at SCQF Level 7 (IMI)	R497 04	84
Diploma in Lift Truck Maintenance and Repair Principles at SCQF Level 7 (IMI)	R222 04	89-90

Optional Outcomes

N/A

Registration and Certification for Modern

This Scottish Apprenticeship is managed by The Institute of the Motor Industry (IMI). The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:



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 sending these to the above address or completing the online registration system (MA Online - www.maonline.org.uk). In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

In the case of Modern 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 Training Plan.

The SSC will issue a Certificate of Completion to those Modern and technical 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.

Although there are no formal entry requirements it is recommended that candidates commencing on this Apprenticeship programme should have achieved as a minimum a National 4 in English, Maths and a Science subject. It is also desirable that an appropriate initial assessment test is undertaken.

Candidates should possess an interest in things Automotive and be able to demonstrate a commitment to working in the industry. This could be through school link courses, work experience programmes or voluntary/part time work.

Skills for Work courses, pre apprenticeship programmes and full time college based programmes all provide valid entry routes to the SCQF Level 7 Modern Apprenticeship.

There is also a further recommendation that a robust induction procedure is in place which includes Equal Opportunities and Employee Rights and Responsibilities

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

Angus Council
 Anniesland College
 Argyll College UHI
 ASET International Oil & Gas Training Academy
 Autopeople (UK) Ltd
 Ayrshire College
 Babcock Training Ltd
 Borders College
 City of Bristol College
 Dumfries & Galloway College
 Dundee & Angus College
 Edinburgh College
 Emtec Colleges Ltd, Central College Nottingham
 Falkirk Council
 Fife College
 Fife College (West)
 Fife Council
 F-TEC
 Glasgow Clyde College
 GTG Training
 Honda Institute
 Independent Windscreen Academy
 Inverclyde Council
 Inverness College UHI
 Jaguar Land Rover
 Kwik-Fit Ltd
 LAGTA Group Training Limited
 Mitsubishi Motors
 MORAY FIRTH TRAINING GROUP

NCG trading as Carlisle College
 New College Lanarkshire
 North East Scotland College Fraserburgh Campus
 Perth College UHI
 Peterhead Engineers Development Ltd
 ProVQ Ltd
 PSA Apprenticeship Programme/ Volvo Training and development Apprenticeships
 Raytheon Professional Services
 Remit
 Renfrewshire Council
 S&B Automotive Academy
 Shetland UHI – Train Shetland
 Skillnet
 Skills Development Centre
 Stephenson College
 System Group
 The Toyota & Lexus Academy
 West College Scotland
 West College Scotland Paisley Campus
 West Lothian College
 Youth Services, Stirling Council

Please contact the IMI for an up to date list of current providers approved to deliver this framework:

+44 (0) 1992 519025
hello@theimi.org.uk

Delivery of Training for the Modern Apprenticeship in Automotive at SCQF Level 5

Work-based training

Delivery and assessment method

Work based training will be delivered and assessed in the workplace using candidate portfolios and evidence gathering of competencies that have been met. These can be in the form of observations, witness testimonies, professional discussions. For the work-based training the apprentice will complete one of the SVQ qualifications listed in within this Apprenticeship.

Skills required by training providers delivering the training

Training providers must meet the requirements of the IMI SVQ Assessment Strategy.

Delivery of underpinning knowledge

N/A

Off-the-job training

Details of off-the-job training

Off-the-job training will be delivered away from the normal workplace in a classroom environment with the training provider. Off-the-job training compliments the work-based training by providing the underpinning knowledge the apprentice will need along with the practical skills. To fulfil this requirement the apprentice will complete one of the Diploma qualifications listed within this Apprenticeship.

Delivery and assessment method

Delivery and assessment of off-the-job training will vary between pathways, as will the time it takes to achieve the qualification. Details of likely duration can be found within the Diploma qualifications listed within this Apprenticeship.

Exemptions

N/A

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 IMI initially held remote meetings, via Microsoft Teams, with Expert Working Groups to discuss the current Modern Apprenticeship Frameworks and the qualifications within them. Following on from these discussions, an online questionnaire, via survey monkey, was put together. The questionnaire was put up on a specific page of the IMI’s website. This was shared with a wider network via a targeted contacts list specific to Scotland inclusive of training providers, employers and trade bodies. The IMI, as the Modern Apprenticeship Certification Body, also sought permission from FISSS to share the consultation documentation with the employers and training provider centres on MA Online. The consultation documentation was also sent out to contacts via the IMI’s own e-newsletters. Social media was utilised with links to the consultation going out via Linked In and Twitter each week whilst the consultation was live. The consultation documentation was also sent to the IMI’s dedicated Business Managers and IMI (Awarding) to share with their contacts.

In addition, the Scottish Motor trade Association (SMTA) also shared the consultation documentation in their e-newsletter to their members. SMTA – represent over 1000 employers in Scotland from large franchised dealerships to small one man band businesses in the western isles.

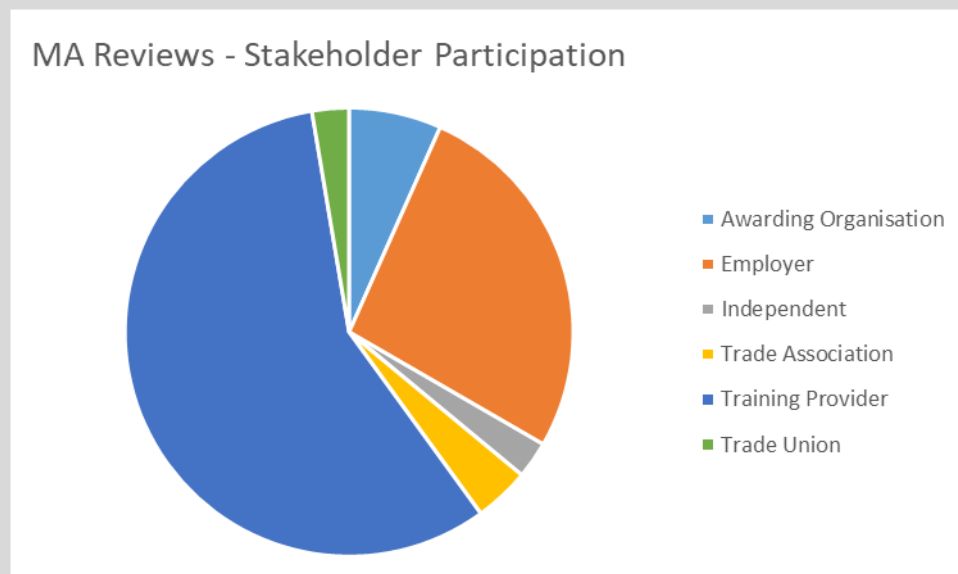
The consultation was originally planned to run for four weeks from 19th November to 17th December 2021. However due to the Christmas holidays we decided to keep the survey open longer, to 19th January 2022, to allow more people chance to get involved.

Whilst this review on this Apprenticeship was happening, the IMI were also consulting with the sector to update and amend the SVQ plus Diploma for Heavy Goods and Public Service Vehicle Maintenance and Repair at SCQF Level 7. As this involved discussing take up of products, we also discussed their relevance to Apprenticeship take up which helped our understanding of their experience of delivery and reasons for take up across the levels etc.

N.B. The new pathway for Heavy Goods and Public Service Vehicle will supersede the pathway for Heavy Vehicle at the next review. ACTIONED AUGUST 2023

Overall, 74 stakeholders across 40 organisations took part in the consultation.

Ratio of consultation participants by stakeholder type:



Career progression

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

On completion of this Apprenticeship, successful apprentices may work in one of the following roles:

Light Vehicle Service Technician

Heavy Vehicle Technician

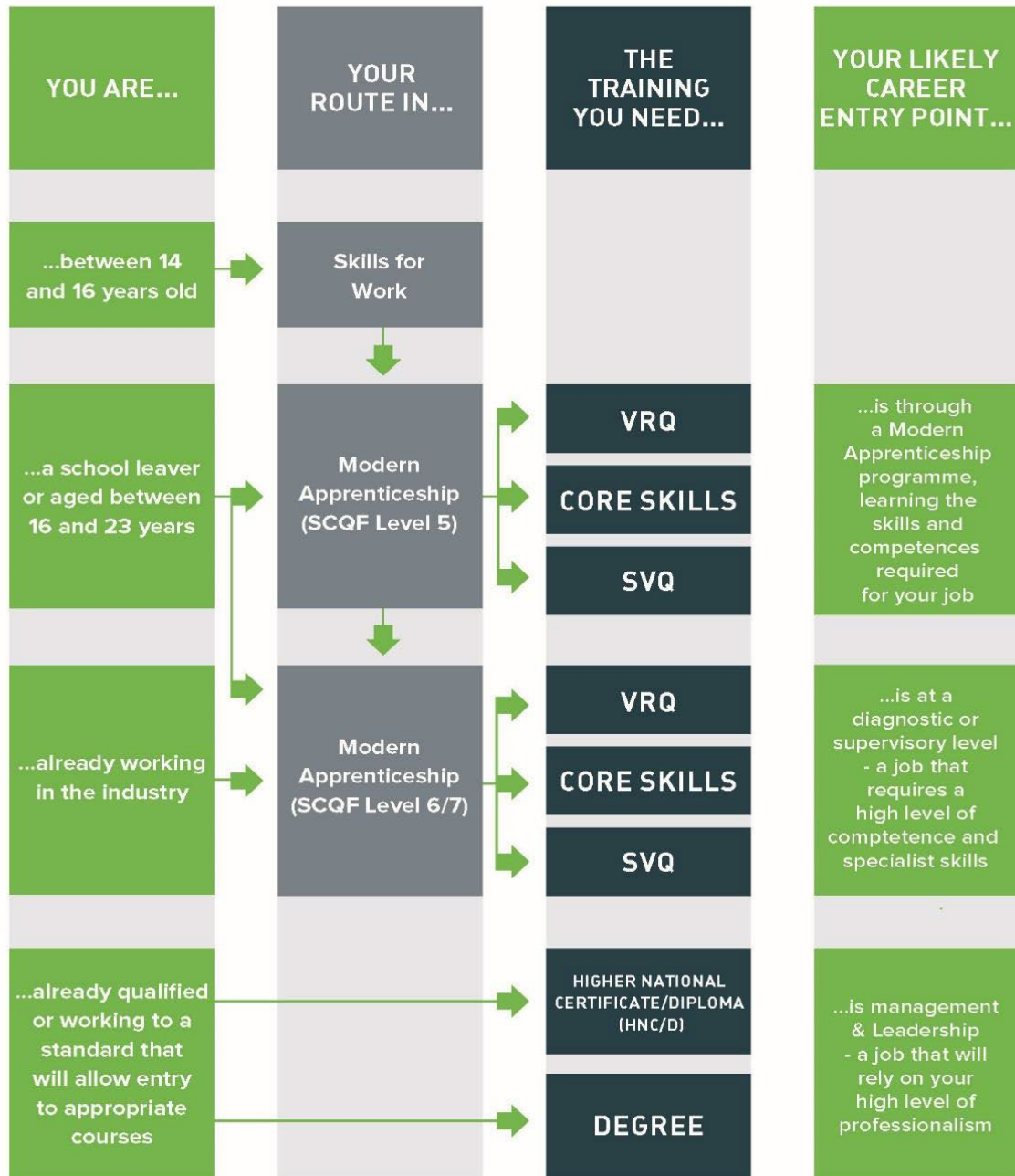
Motorcycle Service Technician

Lift Truck Service Technician

Further progression routes include undertaking a Higher National Diploma or Degree course in Management and Leadership.



SCOTTISH MODERN APPRENTICESHIPS



Further information on careers and progression can also be found here: <https://www.autocity.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 <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>				
Enhancements				

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

Optional outcomes

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

Summary of Apprentice’s accredited prior learning:

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

Institute of the Motor Industry (IMI)
Fanshaws
Brickendon
Hertford
SG13 8PQ
Tel: 01992 519039
Fax: 01992 511548
www.theimi.org.uk
Apprenticeships@theimi.org.uk