



Modern Apprenticeship

In

Facilities Services

At

Level 2

Approved on: - 15/4/2011

Valid until: - 29/2/2016

Endorsed for use in Scotland by the **Modern Apprenticeship Group**

Signed

A handwritten signature in purple ink, appearing to be "AM".

Print full name

Anna Kynaston
Chair

On behalf of: Modern Apprenticeship Group

Dated

8 / 6 / 11

Signed

A handwritten signature in black ink, appearing to be "RJA".

Print full name

RICHARD AGNEW
Chief Executive

On behalf of:

ASSIST SHUS

Dated

11 / 7 / 2011



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MODERN APPRENTICESHIP

IN

Facilities Services Level 2

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Asset Skills

June 2010

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

- A relevant S/NVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

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

Modern Apprenticeships in Facilities Services

Facilities Services at Level 2 is a new apprenticeship framework with a brand new SVQ with an option to take a Cleaning SVQ. In order to understand Facilities Services an overview of Facilities Management is necessary.

The Facilities Management sector covers the management of services which support the core activities of an organisation. FM is often referred to as 'hard' and 'soft'. Hard FM services consist of building services engineering and maintenance. Soft FM services are cleaning, security, basic maintenance of the building and grounds, reception and customer care. FM has a large part in ensuring that the environment is comfortable for customers and workers and for monitoring energy usage and ensuring effective energy measures. The Facilities Manager provides the services that ensure the smooth running of the environments people encounter in their working and personal lives. The Facilities Operative is responsible for the general upkeep and maintenance of the buildings and grounds which includes security, cleaning and general repairs.

The level 2 apprenticeship and the SVQs which sit within this apprenticeship provide the soft services skills training referred to in the description of the sector. The level 3 Apprenticeship is the management of hard and soft services. The technical expertise relating to Building Services would be covered by a Summit Skills Level 3 MA framework.

Research undertaken by Asset Skills, shows that the industry is dealing with current skill shortages and a lack of new entrants. The challenges cited by FM companies within the UK are the retention and recruitment of staff, a lack of skilled people, increased competition between companies for those people who hold the desired skills and succession planning. The current economic climate is affecting different parts of the sector. Those with long term government contracts and diverse business streams are faring well; those that focus on the property sector, less well. Growth continues in the overseas markets.

In Scotland there are 800 companies providing FM services employing 19,200 people (2008). Growth in the sector has been huge over recent years. In 1998, the comparable figures were 400 companies employing 2,400 people, increases of 100% and 800% respectively. Growth within the sector has been greater in Scotland than across the rest of the UK. There are some notable differences when comparing the makeup of the Asset Skills footprint in Scotland to Great Britain as a whole. For example, cleaning companies accounted for a higher proportion of the total workplaces in Scotland (27%) than across Great Britain (20%). In terms of employees, the Facilities Management sector accounted for a higher proportion of the Asset Skills workforce in Scotland (21%) than was typical across Great Britain (14%).

The sector is dominated by a small number of players. Across the UK, 68 companies, just 0.6% of the total, employ 40% of staff working in FM. Many of these organisations operate on a UK basis and although headquartered in England, have substantial Scottish operations. The names of many of these organisations are well-known, though not always necessarily as FM companies, as FM is a relatively new service. Many of these companies have roots in Construction or some other related business. Names of these organisations are: Serco, Mitie, Carillion, Sodexo, Rentokil Initial, Morrisons, Mowlem, ISS, OCS, Interserve, etc.

FM companies are to be found in diverse settings within the private, public and third sectors. The National Occupational Standards and qualification structures have been designed to be relevant in the following work contexts:

- schools, further and higher education establishments and halls of residence;
- sheltered/ supervised accommodation;
- local authority housing departments and housing associations;

- Hospitals;
- local and central government premises;
- local authority, private and voluntary organisations' residential care facilities;
- local authority leisure and amenity departments;
- prisons and secure establishments;

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Facilities Services

Mandatory outcomes

SVQ or alternative competency based qualification

- *The following must be achieved:*

- Level 2 SVQ Facilities Services GA7922 (SQA)

Core Skills

- Communication (level 4)
- Working With Others (level 4)
- Problem Solving (level 4)
- Information Technology (level 3)
- Numeracy (level 4)

All Core Skills to be separately certificated.

The Framework

The mandatory and optional content of the Modern Apprenticeship in Facilities Services is as follows:

Mandatory Outcomes

Each apprentice is required to achieve the following Qualification:

- Level 2 SVQ in Facilities Services GA7922 (SQA)

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

Core Skills

Each apprentice is required to achieve the following core skills:

- | | |
|--------------------------|--|
| • Communication | SCQF Level 4 – 6 SCQF credit points – F426 04* |
| • Working with others | SCQF Level 4 – 6 SCQF credit points – F42N 04* |
| • Problem Solving | SCQF Level 4 – 6 SCQF credit points – F42J 04* |
| • Information Technology | SCQF Level 3 – 6 SCQF credit points – F42F 04* |
| • Numeracy | SCQF Level 4 – 6 SCQF credit points – F42C 04* |

All core Skills need to be separately certificated. *Reference numbers are for SQA core skills. Equivalent core skills from other awarding bodies may also be used.

At this level apprentices don't have access to computers in the workplace nor need to use computers as part of their job role. It is likely that apprentices would use mobile phone, radio pagers and personal digital assistant (PDA) in the workplace. Employers recognise that IT is important but feel that Level 3 would be a more appropriate level. Apprentices would not need to use file manager, print manager, organise and set up folders or use the control panel.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above –

either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

Enhancements

There are no enhancements in this framework.

There are no optional outcomes in this framework.

Registration and certification

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

Gail Fleming
Asset Skills Scotland
Suite 2
Bank House
Bank Street
ABERFELDY
Perthshire
PH15 2BB
Telephone: 01887 829171
Email: Scotland@assetskills.org

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 8 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, www.maonline.org.uk). In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to the SSC at the address above.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 8 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Equal opportunities

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

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

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to.

It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

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

Contracts

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

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

Employment status of Modern Apprentices

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

Terms and conditions of employment

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

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved S/NVQ 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 S/NVQ and Core Skills where appropriate.

As this is a new framework, there are no providers at the moment. However, Asset Skills has been liaising with potential providers and the following have expressed interest in delivering:

- Dundee College
- Forth Valley College
- Edinburgh Telford College
- Anniesland College
- T.I.G.E.R.S (Training Initiatives Generating Effective Results Scotland)

The intention is that there would be 3/4 regional providers throughout Scotland by the time of the framework becoming available, and that registration of students would commence early 2011.

Meetings are continuing with interested providers, particularly in the Glasgow area.

In many cases, candidates would be employed in organisations large enough to be registered in their own right as SVQ delivery centres, and we would envisage much delivery being achieved through in house centres. This would certainly be the case with some NHS Boards and some local authorities. Those companies that are SVQ delivery centres already undertake initial assessment. Asset Skills would act as a broker via the Virtual Academy matching companies with training providers, dealing with delivery issues and matching assessors to providers.

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

Consultation Process

Asset Skills has consulted with employers through one to one visits and through the Asset Skills FM Forum which meets quarterly. The apprenticeship was discussed at meetings on the 21st July and the 3rd November 2009 and 9th February 2010 and will be discussed again on 18th May 2010.

Asset Skills discussed the apprenticeship with the following companies who all expressed an interest

Name of company	Size of company per number of employees	Geographical Location	Type of consultation
Glasgow Universities Facilities Section	480	Glasgow	Personal visit
NHS for Scotland. Health Facilities Scotland	250+	Throughout Scotland	One to one and FM Forum
Mitie	250+	Throughout Scotland	One to one consultation and FM Forum
Robertson FM	250+	Throughout Scotland	FM Forum
City FM	250+	Throughout Scotland	21 st July 09 meeting
Scottish Government	250+	Throughout Scotland	FM Forum
Turner FM	250+	Throughout Scotland	FM Forum
Calyx Services (Addiewell Prison)	250+	West Lothian	Personal visit
City of Edinburgh Council	250+	Edinburgh	Involvement through Asset Skills Board and personal visit
Fife Council	250+	Fife	Personal visit
BAM FM	170	Throughout Scotland	FM Forum
St Andrews University Facilities Section	90	St Andrews	Personal visit
Forth Valley College Facilities Section	63	Falkirk	Personal visit
Perth and Kinross Council	53	Perth and Kinross	Personal visit
City Building	50	West of Scotland	FM Forum
Scottish Parliament	50	Edinburgh	FM Forum
Chard FM (now Connected FM)	31	West of Scotland	FM Forum
North Glasgow Housing Association	20	North Glasgow	Involvement through Asset Skills Board, FM Forum and personal visit

In addition to the above consultations Asset Skills has worked closely with the relevant professional bodies, The British Institute of Cleaning Science (BICS) and especially the British Institute of Facilities Management

(BIFM) who have been pivotal to the development of this framework. Consultation has included addressing BIFM and BICS Scotland meetings, including BIFMs 2010 AGM. FM companies who have school contracts participate in the school by developing projects based around facilities services and providing tuition. These companies are keen to have a progression route for young people into the sector and would look to recruit apprentices from the school populations onto the Facilities Services Level 2 Apprenticeship. Training would be delivered through 'Academies' set up in conjunction with school authorities and the school students.

Asset Skills has worked closely with Glasgow City Council in ensuring that this framework would be appropriate to the needs of the Commonwealth Apprenticeship Initiative. The council are very excited by the opportunities offered by the framework as this offers a distinctly different route to those currently on offer for school leavers.

Career progression

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

Facilities Services SVQ

Facilities Operative	Duties could include carrying out basic repairs and maintenance, grounds maintenance, controlling and checking the use of equipment and resources, security duties, check and monitor facilities, liaising with the customer and providing good customer service.
Estates Operative/Officer	
Maintenance Operative Officer	

The job title will depend on the company. Apprentices new to the industry will work as a trainee alongside experienced staff.

Following completion of the Level 2 apprenticeship, apprentices could consider progress to the following:

Level 3 MA in Security Systems

Level 3 MA in Plumbing

Level 3 MA in Heating, ventilation, air conditioning and refrigeration.

Level 3 MA in Electricity

Level 3 MA in Facilities Management

The career opportunities within the sector are good; an apprentice starting at level 2 could with the right attributes, progress to a high level manager, managing multiple contracts and numerous staff.

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC visit www.sscalliance.org.uk

Role of Skills Development Scotland

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

Further information is available from www.modernapprenticeships.com

Skills Development Scotland, under the Careers Scotland brand, provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

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

Role of the Awarding Bodies

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

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

Role of the Training Provider

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

Training Providers are responsible for:

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

Role of Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

- Approval and re-approval of MA Frameworks
- De-approval of MA Frameworks
- Overseeing the generic marketing thrust of the MA programme in Scotland
- Encouraging best practice across MA Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

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

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

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

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

Either

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

or

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

In addition

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

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

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

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

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

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

The **Employer's responsibilities** are to:

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

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

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

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

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

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice <i>(or Parent/Guardian, if under 18)</i>		Date:
Modern Apprenticeship Centre		Date:



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

The Local Enterprise Company *(if applicable)*

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

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

Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information 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 Modern Apprentices accredited prior learning:

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

Gail Fleming
Asset Skills Scotland
Suite 2
Bank House
Bank Street
ABERFELDY
Perthshire
PH15 2BB

Telephone: 01887 829171
E-mail: Scotland@assetskills.org