



A

# MODERN APPRENTICESHIP

IN

Equine  
SCQF Level 5

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Lantra

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## Modern Apprenticeships in Scotland

### What are Modern Apprenticeships?

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

### Who develops them?

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

### Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

### What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

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

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

## Modern Apprenticeships in Equine

The land-based and environmental sector currently accounts for approximately 115,700 employees and 24,500 businesses in Scotland. The equine industry is a broad industry with a variety of areas of employment. Equine represents 1% of businesses within the sector in Scotland with a total of 2,200 employees and 1330 businesses. Nearly 60% of these businesses in Scotland are very small, employing no more than 4 people while a further 26% employ less than 10 people. With this in mind, it is crucial that the sector has skilled competent workforce they can rely on. This is one of the reasons Lantra reviewed the NOS to ensure the SVQ's and MA's for the Equine industry were up to date and contained the correct skills and knowledge required for the Equine sector.

The equine industry in the UK is both vibrant and valuable, contributing around £8bn a year to the economy. With around 1m horses, the sector has a gross output of £4.3bn a year and is the second largest rural employer after agriculture. There are 1.3m regular riders and 3.1m former riders who would like to return to the saddle, meaning that the infrastructure must be robust enough to support this desire to be active<sup>1</sup>.

Evidence at a UK-wide level suggests that the equine sector has important local, regional and national economic impacts as well as benefits to health, wellbeing and quality of life. Much of the data about Scotland's equine industry can only be extrapolated from sources available at UK-wide level such as the British Equestrian Trade Association's National Equestrian Survey, which does not adequately reflect the geography, land use or economic circumstances of Scotland. Therefore, there is a need to use data from sources spanning back to 2011.

The equestrian industry is thought to be the second biggest employer in the rural environment in the UK, after agriculture. LANTRA (2011) identified that out of 19,000 UK-based equine businesses, 1,330 (7%) are in Scotland, and out of 41,220 people employed in the industry, 2,200 (5%) are in Scotland. The horse population is increasing across Scotland, especially on farms (by approximately 10,000 equines on agricultural holdings between 2003 and 2013)<sup>2</sup>. It is expected that employment in equine businesses will grow, and the economic contribution of the equine industry, both to agriculture and the wider economy, is likely to increase significantly in the coming decades. The implications of this increase on the structure of the equine industry, horse ownership, and equine welfare are key areas of interest and concern to Scotland's equine welfare organisations. Which is why it is key that we have up to date, fit for purpose SVQ's and MA framework for the versatile equine industry.

The equine industry is broad in the line of work they do covering riding schools, livery yards, competition yards, clubs, instructors and racing yards. Apprentices work with a range of horses and people carrying out activities such as grooming, mucking out and maintaining the welfare of horses. Skills and knowledge are very important in this area of work to ensure the health and safety of all as well as the welfare of the horse. During the review of the NOS and SVQ's this was highlighted as a key area of improvement.

When qualified, employees are required to work either alone or in a small team, often with multiple horses. This type of work requires good communication skills and the ability to work with a range of horses, preparing them for different activities, therefore, each person working in the equine industry, has an important role to play within the organisation. This emphasises the need for employees to have a variety of skills to help the organisation grow and remain profitable. Skills such as customer relations, written and oral communication and planning and organising are all deemed to be of value to the industry and are often cited as a skills gap. These gaps have been addressed and included within the relevant SVQ's. It is expected that between 2010 and 2020 the industry will need a minimum of 10,000 new entrants throughout the UK, according to the Lantra Model for Employment Forecasting 2012 and based on data from the Institute for Employment Research.

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1 Equine Sector 2017 Manifesto for the Horse- Equine sector council for health and welfare.

2 2013 June Agricultural Census

Revisions to the SVQ's and MA Framework have taken into consideration the need for a variety of skills, to meet the expected increase in new entrants requiring skills in both care and welfare of the equine, riding, yard skills, as well as customer care and leadership skills.

The revisions to the Modern Apprenticeships at SCQF Levels 5 & 6 to meet the needs of the equine industry is well supported by employers and Training Providers. The revised SVQ qualifications now offer increased flexibility and a clear progression route for school leavers and adult learners who are new to the industry. The industry feels that this will strengthen the Modern Apprenticeships and will encourage more people into the industry and boost the skills of the workforce.

It is the view of the equine industry that because of the nature of their business, work-based learning through Apprenticeships is a good way for apprentices to learn the necessary skills to work with the practical environment.

The objectives of the SCQF Level 5 Modern Apprenticeship will be to address the following:

1. To increase the skills of the equine industry in Scotland by:

- Upskilling those already working in equine jobs to ensure that they attain the skills required to be competent in their profession.

This will be addressed through:

- The update of the SCQF Level 5 Modern Apprenticeship.

2. Encourage new entrants into the equine industry.

This will be addressed through:

- Updating the SCQF Level 5 Modern Apprenticeship to provide progression from school or for career changers.
- Increased awareness and promotion of the Modern Apprenticeships.
- Highlighting the benefits of Modern Apprenticeships to employers.
- Providing clear progression and information to higher level jobs, via Further Education and Higher Education where appropriate.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Equine

### Duration

Industry has agreed that the Equine MA framework at SCQF Level 5 duration is 12 months depending on the candidate’s previous experience. This includes 234 hours for off-the-job training. Please refer to the off-the-job training section for more details.

### Mandatory outcomes

#### SVQ or alternative competency based qualification

- *The following must be achieved:*

- SVQ in Horse Care at SCQF Level 5 GPOT 45

#### Core Skills

- Communication SCQF Level 4
- Working With Others SCQF Level 4
- Problem Solving SCQF Level 4
- Information and Communication Technology\* SCQF Level 4
- Numeracy SCQF Level 4

\* All core skills except ICT are mapped to the SVQ in Horse Care at SCQF level 5 and so do not require separate certification. ICT is not mapped and will therefore require separate certification at SCQF Level 4 or above.

#### Enhancements

The apprentice must achieve:

One or more industry specific certificates appropriate to the apprentice and the business in which he/she works – further details can be found in the framework section.

Suitable courses include:

- Training course Equine First Aid for Horses
- Training course Data Protection
- Training course Assistant Trek/Assistant Lead (not if done as part of the SVQ)
- Training course Riding and Road Safety (not if done as part of the SVQ)
- Training course Safe Guarding and Protecting Children
- Training course Manual Handling
- Qualification Emergency First Aid – those currently on offer are listed below
- Qualification Health and Safety at Work – those currently on offer are listed below

Ref. no.	Awarding Body	Title
GN0T 46	SQA	Emergency First Aid at Work at SCQF Level 6

R539 04	FAQ	Emergency First Aid at Work at SCQF Level 6
R540 04	ITC	ITC Certificate in Emergency First Aid at Work at SCQF Level 6
R529 04	FAAL	Award in Emergency First Aid at Work at SCQF Level 6
R542 04	STA	STA Award in Emergency First Aid at Work at SCQF Level 6
R544 04	Highfield Qualifications	Award in Emergency First Aid at Work at SCQF Level 6
R553 04	SafeCert	SafeCert Award in Emergency First Aid at Work at SCQF Level 6
R204 04	NEBOSH	Award in Health and safety at work at SCQF Level 5
R449 04	ITC	Award in Health and safety in the workplace at SCQF Level 5
R225 04	FAAL	Award in Health and Safety in the workplace at SCQF Level 5
R447 04	SafeCert	Award in Health and Safety in the work place at SCFQ Level 5

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

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra.

### Optional Outcomes

#### Additional SVQ Units/Qualifications/Training

N/A

## The Framework

### Duration

It is expected that apprentices following this framework will take 12 months to complete. This includes 234 hours for off-the-job training. Please refer to the off-the-job training section for more details.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ in Horse Care at SCQF Level 5 GPOT 45

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

### Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	City & Guilds	Edexcel	EDI	SQA
Communication (SCQF level 4)	F450 04	F82L 04	F44B 04	F426 04
Numeracy (SCQF level 4)	F454 04	F830 04	F44F 04	F42A 04
Information and Communication Technology (SCQF level 4)	F458 04	F834 04	F44K 04	F42E 04
Problem Solving (SCQF level 4)	F45C 04	F838 04	F44P 04	F42J 04
Working with Others (SCQF level 4)	F45G 04	F83D 04	F44V 04	F42N 04

Communication, Numeracy, Problem Solving and Working with Others core skills are embedded within the mandatory units of Equine SVQ at SCQF Level 5. Information and Communication Technology should be separately certificated at SCQF Level 4 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 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

The apprentice must achieve:

One or more industry specific certificates appropriate to the apprentice and the business in which he/she works – further details can be found in the framework section.



Suitable courses include:

Training course	Equine First Aid for Horses
Training course	Data Protection
Training course	Assistant Trek/Assistant Lead (not if done as part of the SVQ)
Training course	Riding and Road Safety (not if done as part of the SVQ)
Training course	Safe Guarding and Protecting Children
Training course	Manual Handling
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R553 04	SafeCert	SafeCert Award in Emergency First Aid at Work at SCQF Level 6
R204 04	NEBOSH	Award in Health and safety at work at SCQF Level 5
R449 04	ITC	Award in Health and safety in the workplace at SCQF Level 5
R225 04	FAAL	Award in Health and Safety in the workplace at SCQF level 5
R447 04	SafeCert	Award in Health and Safety in the work place at SCFQ Level 5

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

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra.

## Optional Outcomes

N/A.

## Registration and certification

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



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

Registration details and requirements to be added by SSC – set out how training providers register candidates either by post or online. Include details of the documents required (such as Training Agreement, Training Plan etc).

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 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.

There are no specific entry requirements to enter the Equine SCQF Level 5 Modern Apprenticeship, however, there are some qualifications and/or experience that will help learners prior to starting:

- SVQ in Horse Care at SCQF level 4.
- Stage 1 Horse Knowledge, Care and Riding.
- Have previously worked in, or are working within, the industry.

An apprentice should:

- Be able to attend off-the-job training.
- Have an interest in and enjoy working with horses.
- Have worked in, or experience of working in, the industry.
- Have a positive attitude towards learning.

## Equal opportunities

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

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

## Health and Safety

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

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

## Contracts

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

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

## Employment status of Modern Apprentices

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

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

## Terms and conditions of employment

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

## Training and development

### Delivery

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

- private training organisations
- colleges / universities

- other employers

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

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

## List of Training Providers

### Current provision

The list below shows the Training Providers who have committed to delivering the revised Modern Apprenticeships:

SRUC

This is a working list. Please contact Lantra for up-to-date details.

## Delivery of Training for the Modern Apprenticeship in Equine

### Work-based training

#### Delivery and assessment method

Work-based or on-the-job training is defined as skills, knowledge and competence gained within normal work duties.

On-the-job training should:

- Achieve clear and specific outcomes which contribute directly to the successful achievement of the MA framework and this may include accredited and non-accredited elements.
- Be planned, reviewed and evaluated jointly between the modern apprentice and a tutor, mentor or manager
- Allow access as and when required by the modern apprentice either to a tutor, mentor or manager.
- Be delivered during contracted working hours
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/network learning with peers, guided study.

Assessment is generally carried out in the apprentice's place of work but where this is not possible assessment can be carried out in a training environment, but the situation should reflect a real work environment as far as possible. Lantra provides a guidance document for those delivering and assessing the Horse Care and Horse Care and Management SVQs which provides clarification on delivery and assessment and sets out where simulation is allowed. Simulation must be agreed with the External Verifier first.

Regular reviews should take place with the apprentice as well as their employer/mentor/supervisor (whichever is appropriate) to discuss progress. Apprentices keep a record of activities carried out in the workplace using work logs and task sheets.

#### Skills required by training providers delivering the training

Appropriate qualifications from the following list should be held by those undertaking delivery and assessment depending on whether they are delivering or just assessing in the workplace:

- L&D9D or L&D9DI
- A1 or A2 plus CPD (in line with the current L&D9 Standard)
- TQFE plus CPD (in line with the current L&D9 Standard)
- D32 and/or D33 plus CPD (in line with current L&D9 Standard)
- QCF Level 3 Award in Assessing
- Competence in the Work Environment
- QCF Level 3 Certificate in Assessing Vocational Achievement
- PTLLS/AET
- CTLLS/CET
- DTLLS/DET
- Cert Ed

Those involved in delivery and assessment of SVQs are advised to check with the SQA Accreditation guidance on assessor and verifier competence requirements which can be found at the following link:

[https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Assessor\\_and\\_Verifier\\_Competence\\_FINAL.pdf](https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Assessor_and_Verifier_Competence_FINAL.pdf)

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 Lantra Assessment Strategy for guidance.

Appropriate occupational competence is also required for the specified qualifications and staff involved in delivery and assessment should:

- 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)**

N/A

### **Off-the-job training**

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

Off-the-job training is defined as time for learning activities away from normal work duties. Off-the-job training needs to:

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- Be delivered during contracted working hours
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.
- Lead to the achievement of the SVQ and any other specified awards.

This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises. Off-the-job training is defined as time for learning activities away from the normal work duties.

Off-the-job training must be recorded in a diary, workbook, portfolio or attendance records. This evidence needs to be checked and signed by the assessor and employer.

For completion of the SCQF Level 5 Modern Apprenticeship framework, this includes 234 hours of off-the-job training.

### Delivery and assessment method

Delivery of the training may include:

- Attending day /block release
- Distance learning
- Using on line tutorials
- Completion of work based projects

Underpinning knowledge is delivered as an integral part of the SVQ and will be delivered by the training provider as part of off-the-job training as well as informally as part of on-the-job training with their employer. Modern apprentices may also be required to prepare for lessons by carrying out self study.

Underpinning knowledge will be assessed through methods such as:

- Questioning during observation
- Structured oral and written questioning
- Set tasks and scenarios
- Task based work activity

Assessment is generally carried out in the candidate's place of work but where this is not possible assessment can be carried out in a training environment but the situation should reflect a real work environment as far as possible. Lantra provides a guidance document for those delivering and assessing the Horse Care and Horse Care and Management SVQs which provides clarification on delivery and assessment and sets out where simulation is allowed. Simulation must be agreed with the External Verifier first.

This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises. Off-the-job training is defined as time for learning activities away from the normal work duties.

Off-the-job training must be recorded in a diary, workbook, portfolio or attendance records. This evidence needs to be checked and signed by the assessor and employer.

It will take Modern Apprentices 12 months to achieve the SVQ in Horse Care at SCQF Level 5, enhancements and relevant core skills.

### 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 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

### During 2016

Lantra reviewed and updated the Equine NOS during 2016. The industry across the UK highlighted that the NOS were pitched too high and requested that some of the skills within the equine NOS were removed and included within NOS at the correct skills level. During the NOS review providers in Scotland also highlighted that a number of the SVQ units (NOS), were at the wrong SCQF level and had been allocated incorrect credit values.

The equine industry has many organisations that work across the UK and in Scotland; this includes the Scottish Equestrian Association (SEA) and the British Horse Society (BHS), which represents over 69,000 members. During the review of the NOS Lantra ensured these UK organisations working in Scotland were involved in the review of the NOS and would subsequently assist in the review of the SVQ's and MA frameworks.

### Development of MA – 2017

In light of the updates and changes to the Equine NOS, Lantra worked with industry experts in Scotland to review the current SCQF Level 5 and 6 SVQs to ensure they reflect the revised Equine NOS. Lantra also reviewed the current MA frameworks for Equine to ensure all components were fit for purpose, such as, core skills mapping and enhancements.

A meeting took place on the 19th June 2017 at Inveralmond Business Centre, Perth, to discuss the current Horse Care and Horse Care and Management SVQ structures, MA's and potential changes. The qualifications within the framework were discussed and attendees were asked to feedback on-line using Survey Monkey, for both the SVQ's and MA's.

Training Providers offering the current Equine SVQ's and MA's, as well as employers and employees working within the sector were also asked to feedback on the proposed SVQs and MA's. The consultations ran from 24th July to the 27th August 2017 and the 6th October to the 5th November 2017.

The Equine industry is unionised, Lantra contacted GMB, British Groom Association and National Association of Stable Staff and the information was forwarded for circulation to all their Scottish members for information/comment. British Groom Association and National Association of Stable Staff confirmed that the documents were circulated to their Scottish members.

### List of Consultees

Arlary House Stables
Association of British Riding Schools
Babcock Training Ltd
Barbarafield Riding School
BEVA
Borders College
British Dressage
British Driving Society
British Equestrian Federation
British Equestrian Trade Association
British Grooms Association
British Horse Society
British Horseracing Authority Limited
British Veterinary Association

Calgow Equestrian (training provider)
Cameg Arabian Stud
Carriage Driving Sports Group for Divers with Disabilities
Chamfron Stud (polo)
Country Farm Stud
Cranloch Riding Centre
Dalnair Stables
Drumbrae Riding Centre
Easterton Stables
Edinburgh and Lasswade Riding Centre
Equestrian Qualifications GB Ltd
Flyingbuck Stud
GMB (Trade union)
Hayfield Equestrian Centre Scotland
Highland Riding Centre
Horse Scotland
Horse Sense
Houston Farm Riding School
James Ewart Racing
Jim Goldie Racing
Kailzie Equestrian Centre
Keith Dalgleish Racing
Lucinda Egerton
Lunga Riding Stables
National Association of Stable Staff (Trade Union)
National Equine Welfare Council
National Trainers Federation
New Hall Stud
Newtonmore Riding Centre (includes trekking and carriage driving)
Normile Racing
North Highland College
Riding for the Disabled
Romanno Stud
Ronald Whillans Racing
Ross Dhu Equestrian Centre
Saint Foin Riding Stables
Scottish Equestrian Centre
Scottish Equestrian Centre at Bowhouse
Solaris Sport Horses (Stud and sales)
SQA Accreditation
SRUC – Oatridge
SRUC Barony
SRUC Elmwood
Summerhill Stud
Tannoch Stables
The Borders Training Group

The Jockey Club
The National Stud
Tomintoul Riding Centre (includes trekking)
Tower Farm Riding Stables

**Feedback from the Consultation**

Lantra received a number of responses from a variety of organisations listed above. The results of the consultation exercises indicated that:

- The industry approved the changes to the mandatory units and additions to optional units within the proposed Horse Care SVQ, as well as confirming that all relevant skills within the sector were covered within the qualifications.
- The list of enhancements for the SCQF Level 5 Modern Apprenticeship should be updated to reflect industry needs but remain at one or more to allow for continued flexibility – new enhancements included Equine First Aid for Horses, Data Protection, Riding and Road Safety, Manual Handling.
- 100% of respondents were in favour of 12 months duration for the Modern Apprenticeship in Equine at SCQF Level 5.

## Career progression

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

Related jobs at SCQF Level 5	Brief description of responsibilities
Assistant Groom (non-ride)	Assistant Grooms care for and look after horses on a daily basis to ensure that they remain healthy, happy and in good condition. Generally, assistant grooms work under the supervision of a groom or yard manager.
Assistant Groom (ride)	In addition to the Assistant Groom (non-ride), the Assistant Groom (ride) may also be responsible for exercising the horses each day. This could include exercising from the ground, riding out on the road, in closed and open spaces and schooling on the flat and over fences.
Assistant Stud Groom/Hand	An Assistant Stud Groom/Hand assists the Stud Groom with the day-to-day efficient running of the stud and caring for horses on a daily basis. They will facilitate breeding activities and assist vets and farriers in their work. They may take responsibility in the absence of the stud groom.
Trek Assistant	A Trek Assistant will help the Trek Leader in organising and running horse and pony riding activities, particularly treks and hacks across open countryside. They may work with organised groups, individuals or small family units. Visitors can be first-time riders, novices or experienced riders.

Learners completing the SCQF Level 5 Modern Apprenticeship will be able to progress onto the SCQF Level 6 Modern Apprenticeship and into Further Education (FE) with potential to also move onto Higher Education (HE). Some courses could include:

FE:

- SVQ n Horse Care and Management at SCQF 6.
- Environmental and land-based industries NC.

In Higher Education, courses range from HNC to Degree (BSc or BA depending on the chosen course).

HE:

- Equine science
- Equine studies
- Equine management
- Equine sport coaching
- Equine sports performance
- Equine therapy and rehabilitation
- Equine behaviour and therapy
- Equine science and husbandry.

Further qualifications such as an MSc or PhD may also be available. A useful website to visit regarding HE is: [www.ucas.co.uk](http://www.ucas.co.uk). Information about courses, providers and further information on specific entry requirements can also be found on this website.

# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

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

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

### Role of the Sector Skills Councils

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

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fisss.org/>.

### Role of Skills Development Scotland (SDS)

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

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

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

### Role of the Awarding Bodies

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

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

## Role of the Training Provider

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

### Training Providers are responsible for:

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

## Role of the Modern Apprenticeship Group (MAG)

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

### MAG is responsible for:

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

## Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence

- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

## **Role of the Modern Apprentice**

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

### **Modern Apprentices' responsibilities include:**

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

## APPENDIX 2

### Modern Apprenticeship Centres (MACs)

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

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

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

#### Either

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

or

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

#### In addition

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

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

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

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

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



**APPENDIX 3**



**MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT**

This Training Agreement is entered into by:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

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:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



MODERN APPRENTICESHIP TRAINING PLAN

**The Modern Apprenticeship Centre**

Name:
Address:
Telephone:
Contact:

**The Modern Apprentice**

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

**The Employer**

Name:
Address:
Telephone:
Contact:

**Skills Development Scotland office**

Name:
Address:
Telephone:
Contact:

**Framework selected outcomes**

**Mandatory outcomes**

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

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

**Optional outcomes**

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

**Summary of Modern Apprentice’s accredited prior learning:**

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

*Lantra  
Lantra House  
Stoneleigh Park  
Warwickshire  
CV6 7FX  
02476 696996  
[Apprenticeships@lantra.co.uk](mailto:Apprenticeships@lantra.co.uk)*