



A

# MODERN APPRENTICESHIP

IN

## Regulatory Services SCQF Level 7

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

Skills for Justice

September 2023

Skills for Justice  
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Amendments to this framework

Version	Date of Change	Amendment	Comments
1.0	July 2020	Framework first published	
1.1	September 2023	Framework reinstated:  New qualification code added to the framework	SQA have picked up previously lapsed qualification and new code has been inserted into framework

This framework document is a controlled document. The latest version can be found on the Skills Development Scotland website here:

<https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/modern-apprenticeship-frameworks/>

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## Modern Apprenticeships in Scotland

### What are Modern Apprenticeships?

Modern Apprenticeships 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 Regulatory Services

Local government in Scotland provides a wide range of key regulatory services which protect the public, support legitimate businesses to grow and take appropriate action against those who cause harm.

Services delivered include protecting against illicit trade, scams and doorstep crime, weights and measures, product safety and age-related sales, ensuring food safety in restaurants and eateries and protecting against a wide variety of environmental pollution, planning regulation and building standards. These services are vital to the ongoing success of the Scottish economy and go to the heart of safeguarding people, businesses and communities from physical, financial and environmental harm.

Regulatory Services, in particular, Environmental Health Services and Trading Standards, have seen a sharp decline in their workforce with 23% and 20% respectively. Both workforces have an ageing demographic and very few new entrants. If this trend continues over the next five years, there would be only 350 Environmental Health Officers and 101 Trading Standards Officers in the whole of Scotland,

The demographics of the Trading Standards staff in Scotland make it essential for the future sustainability of the Service that there is a programme and structure that allows young people to become involved in the profession. The impact of successive years of budgetary savings and the aging staff group has resulted in very few trainee type posts being made available. This has then exacerbated the problem of the age profile of the service, this is highlighted by the fact that currently over 40% of staff in Trading Standards in Scotland are over 50. Indeed, if you limit that figure to staff who hold the statutory qualification then the figure rises to 55%.

Currently, there is no defined route into the Trading Standards profession other than via the Chartered Trading Standards Institute's qualifications framework. This requires candidates to undertake a course of study while working within a Trading Standards environment. This creates a relatively closed loop which is very difficult to break into. For Environmental Health the main route into the profession is through a University degree course and study of professional qualifications however as stated above, the number of entrants has declined and continues to do so. These issues have resulted in increased difficulty for both professions to sustainably recruit, train and retain staff.

Local Government have considered the options and possibilities available to them and have decided that one of the most viable options to open this sector to a younger demographic for the supporting roles would be to develop a Modern Apprenticeship. This option gives young people an opportunity to enter the workforce and train for specialist support roles and gives them the recognition for the learning and experience they will gain whilst working alongside experienced and qualified officers.

Across Scotland there are a total of 295 staff in Trading Standards Services in Local Authorities. Of that 130 hold the statutory qualification, 140 are other enforcement/advice staff with the remaining number providing support services.

The hope therefore is that whilst recognising the budgetary pressures on local authority services, the Modern Apprenticeship in Regulatory Services would provide a mechanism to provide a training programme that will provide the knowledge and practical skills for those undertaking supporting roles in the sector whilst gaining the recognition for the technical work this role incurs. The young person could at a later stage undertake further study and training towards the degree course and professional qualifications should they decide to qualify for the Officer roles

Although the main driver towards the qualification and MA framework development came via local government there are also opportunities for other organisations who have staff with similar skill sets to use this framework to attract young people into their area of work also.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Regulatory Services at SCQF Level 7

### Duration

The framework should take approximately 2 years to complete.

### Mandatory outcomes

#### SVQ or alternative competency-based qualification

- Candidates must complete the following:

- SVQ in Regulatory Services at SCQF Level 7 SQA GV3J 23

#### Core Skills

- |  |              |
|--|--------------|
| • Communication                            | SCQF Level 6 |
| • Working With Others                      | SCQF Level 6 |
| • Problem Solving                          | SCQF Level 6 |
| • Information and Communication Technology |              |
| • Numeracy                                 | SCQF Level 6 |
|  | SCQF Level 6 |

All core skills will be separately certificated at SCQF Level 6.

#### Enhancements

Each organisation has its own Induction Programme that the apprentice will need to undertake as part of the apprenticeship programme. This will typically include courses such as:

- Induction training (intro to workplace etc)
- HR Policies and Procedures
- Health and Safety at Work
- Workplace wellbeing
- Introduction to the Role
- First Aid
- Workplace Fire and Safety Training
- Relevant Legislative Training including legislative frameworks
- Data Protection: Information Security and Governance

Please note the above list is not exhaustive and may have slight variations depending on the organisation the apprentice is appointed to.

As well as the induction training, the apprentice will also be required to

undertake external training courses depending on whether the apprentice is working within the Trading Standards Sector, Environmental Health or other regulatory service.

For Trading Standards this will include:

- Consumer Protection
- Safety Requirements.

For Environmental Health it will include:

- Use of Poisons training
- Principles of Rodent Control
- Insect Control
- safe use of pesticides

This framework is also relevant for other regulatory services and for those carrying out specialist support regulatory functions and therefore there may be other training courses which are specific and relevant to other regulatory services and functions that are not listed above.

## Optional Outcomes

### **Additional SVQ Units/Qualifications/Training**

Depending on the job role, optional training could include:

Sampling techniques training (for supporting roles covering water or food) Dog control  
Infection control  
Dealing with conflict  
Conflict Resolution  
Product Safety  
Intellectual property  
Elementary/intermediate health and safety  
Elementary or intermediate food safety

## The Framework

### Duration

It is expected that apprentices following this framework will take approximately 2 years to complete. This will be a very practical role and will include approx. 75% of the time being 'on the job' and only 25% for off-the-job training.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ in Regulatory Services at SCQF Level 7 SQA GV3J 23

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

### Core Skills

Each apprentice is required to achieve the following core skills:

Communication	SCQF Level 6
Working with others	SCQF Level 6
Problem Solving	SCQF Level 6
Information and Communication Technology	SCQF Level 6
Numeracy	SCQF Level 6

All core skills will be separately certificated at SCQF Level 6.

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

Each organisation has its own Induction Programme that the apprentice will need to undertake as part of the apprenticeship programme when they first join. This will typically include courses such as:

- Induction training (intro to workplace etc)
- HR Policies and Procedures
- Health and Safety at Work
- Workplace wellbeing
- Introduction to the Role
- First Aid
- Workplace Fire and Safety Training



- Relevant Legislative Training including legislative frameworks
- Data Protection: Information Security and Governance

Please note the above list is not exhaustive and may have slight variations depending on the organisation the apprentice is appointed to.

As well as the induction training, the apprentice may also be required to undertake external training courses depending on whether the apprentice is working within the Trading Standards Sector, Environmental Health or other regulatory service.

**For Trading Standards this will include:**

- Consumer Protection
- Safety Requirements.

**For Environmental Health it will include:**

- Use of Poisons training
- Principles of Rodent Control
- Insect Control
- safe use of pesticides

This framework is also relevant for other regulatory services and for those carrying out specialist support regulatory functions and therefore there may be other training courses which are specific and relevant to other regulatory services and functions that are not listed above.

### Optional Outcomes

Depending on the job role, optional training courses include:

- Sampling techniques training (for supporting roles covering water or food)
- Dog control
- Infection control
- Dealing with conflict
- Conflict Resolution
- Product Safety
- Intellectual property
- Elementary/intermediate health and safety
- Elementary or intermediate food safety

## Registration and certification

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

Skills for Justice  
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.  
Tel:- 0114 284 1930  
Email:- [Certification@sfjuk.com](mailto:Certification@sfjuk.com)

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 must be made by completing the online registration system (MA Online, [www.maonline.org.uk](http://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 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 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.

Initial assessment will identify the needs and potential of Modern Apprentices upon which the MA Training Plan will be based. Apprentices with good English and Maths/Science qualifications would be at an advantage due to the nature of the apprenticeship.

Skills and attributes required of applicants are:

- Attention to detail.
- Motivation to succeed within the Industry/Sector.
- Willingness to learn and undertake the qualification that forms part of this framework
- Willingness to pick up further study when required
- Have good numeracy, written and verbal communication skill to deal with a wide range of people
- Have an understanding of the purpose of your local authority in relation to Regulatory Services (Environmental Health, Health and Safety, Trading Standards, Building Standards and Planning)
- Have the ability and confidence to know when to ask for assistance/guidance

## 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

It is anticipated that learning and training will be delivered in house by occupationally competent staff within each of the local authorities using an infrastructure already in place.

Local authorities who will seek to become the approved centres/ training providers for this framework will include:

- Dundee City Council
- Fife Council
- Perth and Kinross Council
- Glasgow City Council
- North Ayrshire
- South Ayrshire Council
- Scottish Borders Council
- Western Isles Council
- Aberdeenshire Council
- Highlands Council
- Dumfries and Galloway Council

Most, if not all of these local authorities are already approved training providers and offer other SVQs and MAs albeit not currently approved by SFJ Awards (but SFJ Awards will be contacting them and given that they are already experienced providers and have the infrastructure to support delivery then should be able to offer fast track approval).

SFJ Awards are the approved Awarding Body for delivery of this framework.

## Delivery of Training for the Modern Apprenticeship in Regulatory Services

### Work-based training

#### Delivery and assessment method

*- how is training delivered and assessed in the workplace?*

As outlined at the start of this framework it is expected that this apprenticeship will take approximately 2 years to complete. This will involve both internal and external training courses and provision.

Internal training will take on a blended approach. This will consist of a mixture of internal courses covering HR policies and procedures as well as training pertinent to the role. This will be delivered through various methods such as the apprentice job shadowing experienced members of the team, one to one training and training courses with other new apprentices within the organisation and for some, online courses accessing the relevant internal system. There will be lots of opportunity for one to one and group discussion to confirm and consolidate learning. One to one training will allow the apprentice to carry out various activities whilst being supervised by an experienced member of the team. Typical training courses will include:

- Health and Safety at Work
- Workplace wellbeing
- Introduction to the Role
- First Aid
- Workplace Fire and Safety Training
- Relevant Legislative Training including legislative frameworks
- Data Protection: Information Security and Governance

There may be other training included depending on the organisation the apprentice is employed into.

External training may consist of training courses relevant to the Regulatory Services route the apprentice is appointed to. In the case of those following the Trading Standards route, the Chartered Trading Standards Institute short courses would be used as well as those provided by the Office of Product Safety & Standards. For those continuing down the Environmental Health route, for example a role in Pest Control, there would be the requirement to secure an external course delivered by British Pest Control Association on the use of poisons as well as other related courses listed at the start of the framework offered by Killgerm. It should also be noted that this MA may be applicable to other regulatory services and functions and therefore there may be other specialist training programmes which are relevant and applicable.

Assessment will be carried out by occupationally competent assessors who hold a recognised assessors qualification. There will also be a requirement for internal verification (as per standard SVQ assessment and as required by the Assessment Strategy) and the Internal Verifier (IV) will need to hold an Internal Verification qualification. Assessors and IVs will follow the procedures and guidelines as set by SQA for the assessment of the vocational qualification.

Due to the scope of this MA being across a range of Regulatory Services departments, delivery of training will be dependent on the business area the apprentice is assigned to and will be a mixture of internal and external training mediums carried out by occupationally competent trainers and mentors.

Practical experience will be given however there may also be opportunity for the apprentice to gain knowledge through professional officers or lecturers / trainers involved in aspects of business law or specific professional areas as determined by the business area.

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

*- list any skills and qualifications required*

Training and assessment will be carried out by occupationally competent members of staff. Assessors will hold a recognised assessors or internal verification qualification. There will also be a requirement for internal verification (as per standard SVQ assessment and as required by the Assessment Strategy) and the Internal

Verifier (IV) will need to hold an Internal Verification qualification. Assessors and IVs will follow the procedures and guidelines as set by SQA for the assessment of the vocational qualification.

In addition to these qualifications, it is also expected that staff training apprentices will:

- Be experienced members of staff who display the highest degree of integrity and personal standards
- Possess excellent communication and interpersonal skills
- Be required to understand and collate information and respond to changing demands of the Regulatory Services role for which they are training new apprentices
- Be capable of routinely following standard operating procedures.

Training providers would be expected to be occupationally competent and have an understanding of the Regulatory Services role and functions of enforcement within local authorities, experience of investigating alleged regulatory breaches and the law relating to a regulatory area as well as the criminal justice system.

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

*- how do apprentices develop knowledge and understanding if there is no formal certification of underpinning knowledge*

Underpinning knowledge for this apprenticeship will be delivered mainly by the internal and/or external training provider and will cover role specific training as determined through the content of the SVQ units held in the mandatory qualification as well as the other internal and external training courses listed. This knowledge will be mainly be delivered in the format of one to one training, buddying and shadowing experienced and trained officers within the team. This will then equip the apprentice with suitable knowledge to be able to gain practical experience when the time comes to do so.

Depending on which route the apprentice is employed to work within, whether that be Trading Standards or Environmental Health, there will also be a requirement for the apprentice to attend external training courses as defined at this start of this framework. This will provide further essential knowledge the apprentice will need to enhance their learning.

Although there is no formal knowledge training delivered to the apprentice out with the SVQ, the apprentice will also have an opportunity to gain access to informal knowledge training by shadowing experience officers within the team to build on what they have already learned through the SVQ and external courses.

Apprentices will also have regular update to their training should any legislative areas be updated or change as part of the training programme. This is a normal part of staff maintaining/gaining competency as part of CPD.

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

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

*- What is required to complement the workbased component? Does it lead to a formal recognised award (e.g. and Awarding Body or Vendor award?)*

The apprentice will be responsible for accessing information and preparing to cover the units within the SVQ working alongside their supervisor and/or occupationally competent assessor or through an external training provider. Typical sources of information will be accessed on line, through training courses they have attended and through the learning they have achieved through experienced staff within the team.

Materials may include e-learning, PowerPoint presentations, technical information notes and other related local authority policy documents.

Self study time will be made available to the apprentice to consolidate learning and to prepare work for SVQ units and assessment.

**Delivery and assessment method****- How is training delivered and assessed off-the-job? How long does it take to achieve the award?**

Apprentices will be given an induction programme on commencement of the role and this is not assessed. This is more to help the apprentice settle into the new role and be aware of roles and responsibilities, who to contact with any issues as well as workplace policies and procedures. This will cover areas such as

- Health and Safety at Work
- Workplace wellbeing
- Introduction to the Role
- First Aid
- Workplace Fire and Safety Training
- Relevant Legislative Training including legislative frameworks
- Data Protection: Information Security and Governance

The apprentice will also be introduced to the internal or external assessor and/or training team who will work with them to achieve the mandatory SVQ which is assessed using the standard model for assessment of SVQ's and the requirements as set within the Assessment Strategy for the SVQ in Regulatory Services. The apprentice will be allocated a qualified assessor who will plan the assessment process with the apprentice to ensure they know what is happening and when.

Assessment will be ongoing throughout the duration of the qualification using a variety of different methods. This will include the assessor will carrying out direct observation of workplace practice, assess reflective accounts, carry out assessment of product evidence etc.

Training will be delivered by occupationally competent and trained assessors (internal and external depending on the course).

**Exemptions****- Are any groups exempt from completing the off-the-job component? (e.g. older workforce with the required knowledge as demonstrated through RPL/ APL)**

There are no exemptions from completing the off the job element of this apprenticeship however RPL will always be considered and will form a discussion at assessment planning stage.



## 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

The original consultation was carried out in 2017 and a revised consultation has been carried out in June 2020.

The consultation was shared with local authorities covering all of Scotland, union representatives and industry bodies for both Environmental Health and Trading Standards.

Responses were received from:

- West Dunbartonshire Council
- Royal Environmental Health Institute of Scotland
- Glasgow City Council
- Scottish Hazards
- Dundee City Council
- South Ayrshire Council
- East Lothian Council
- Stirling Council
- North Lanarkshire Council
- City of Edinburgh Council
- Moray Council
- Scottish Borders Council
- North Ayrshire council

The following questions were asked:

- Will your organisation use the MA in Regulatory Services
- The duration of this apprenticeship is set to be approx. 2 years. Are you happy with this time frame?
- The SVQ in Regulatory Services is the mandatory qualification that has been developed and agreed for this framework. Are you happy to use this as the mandatory qualification for the framework?
- Core skills require to be separately certificated as part of this framework and have been set at SCQF level 5. Do you agree with this level of core skill or do you think it should be SCQF L6?
- Please review the Enhancements section. Is there any other role specific courses or training you think is essential and should be added to the list of courses already provided?
- Is there any Optional training you think an apprentice could complete as part of this framework?
- Please give details of other training you think is relevant
- Is there anything you think is missing from the recruitment section on page 10 of the framework document?
- Please give details of anything you think is missing from the recruitment section
- Are you happy with the details on the delivery of the apprenticeship covered in pages 13-15 of the framework document
- Please give details of anything you think is missing from the delivery section
- Would you add anything to the career progression opportunities on page 18 of the framework?
- Are there any Equality, Diversity or inclusion issues within the sector that you are aware of that could be improved on as a result of this framework being in place?
- Do you think there are any gaps in the modern apprenticeship?
- Please detail what you think the gaps might be:
- Do you have any other comments to make in relation to this framework?

Fourteen responses were received, and they were generally favourable towards the proposed development with a few who raised some questions or concerns. The intention of this framework has never been seen as an alternative route to becoming an Officer and bypassing the required degree level course but more of a mechanism to provide a robust training programme to give those undertaking supporting roles the opportunity to gain recognition for the technical work this role incurs

Full detail of the responses is provided within the Proposal document.

## Career progression

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

On successful completion of the Modern Apprenticeship in Regulatory Services, it would be expected that the candidate would be eligible to progress into the following Supporting roles:

### Trading Standards –

- Technical Assistant
- Technician
- Assistant Trading Standards Officer
- Enforcement Officer

### Environmental Health –

- Technical Assistant
- Technician
- Dog Warden
- Pest Control Officer
- Enforcement Officer
- Contaminated Land Officer
- Sampling Officer
- Air Quality Officer

Further study towards a relevant degree and professional qualifications will be required for the apprentice to become a fully qualified Officer. On completion of a degree level and/or professional qualification, career opportunities may exist in:

### Trading Standards –

- Intelligence Officer / Analyst
- Age Restricted Sales Officer
- Authorised Officer
- Management Roles

### Environmental Health –

- Environmental Health Officer
- Management Roles

Completion of this apprenticeship may allow for exemption in some of the areas of the CTSI qualification for the Trading Standards formal qualification however this has still to be confirmed

# 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**

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				

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 <i>(if any)</i> <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 Apprentice’s accredited prior learning:**

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

Skills for Justice  
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.  
Tel:- 0114 284 1930  
Email:- Certification@sfjuk.com