MODERN APPRENTICESHIPS

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MODERN APPRENTICESHIP

IN

IT AND TELECOMMUNICATIONS LEVEL 2

FRAMEWORK DOCUMENT
FOR
SCOTLAND

The Tech Partnership

January 2013
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The Tech Partnership
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TECH PARTNERSHIP
skills for the digital economy

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

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

Who develops them?

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

Who are they for?

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

What's in a Modern Apprenticeship?

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

Modern Apprenticeship in IT and Telecommunications Level 2

Scotland is highly dependent on its IT & Telecoms workforce – it underpins the economy and is integral to information, business and consumer services, health and leisure and modern day social networking. Across all industries in Scotland it is the combination of its highly skilled IT & Telecoms professionals, technology-savvy business leaders and competent IT users that enable their organisations' effective participation in the global digital economy.

Currently the IT & Telecoms industry contributes in excess of £3 billion or 3% of Scotland's total Gross Value Added (GVA).   Optimisation of the use of IT & Telecoms by businesses could generate an additional £3.7bn GVA to the Scottish economy over the next 5 to 7 years.   It is estimated that this GVA uplift of could translate into new 39,000 jobs, across many occupations and sectors, over the next 5 to 7 years.

There are more than 7,000 workplaces in Scotland's IT & Telecoms industry – 84% of which are IT and 16% Telecoms. 89% of these are services orientated. Though micro firms make up 92% of the number of IT & Telecoms workplaces in Scotland, they employ just 25% of the sector workforce. By contrast, companies with 200 or more employees make up less than 1% of the number of workplaces but employ the largest proportion (37%) of the workforce.

In terms of its workforce, there are 100,000 people (or one in every twenty fifth person working in Scotland) employed in IT & Telecoms – 56,000 (56%) of which work in the IT & Telecoms industry itself with a further 44,000 (44%) working as IT or Telecoms professionals in other industries.

In Scotland nearly two fifths (38%) of IT & Telecoms professionals work in software roles, and over the last decade the number of software professionals has grown by over a half (56%).

This Apprenticeship framework provides the skills, knowledge and competence required to become an IT or Telecoms Professional in a wide range of job roles such as:
- IT Technical Support
- Software Developer
- Web Developer
- Database Administrator
- Telecoms Engineer
- Network Planner

The Apprenticeship programme combines skills and knowledge with employment in an IT or Telecoms role, meaning that apprentices are paid throughout the programme. Apprentices apply and improve their skills in the workplace to complement instructor-led learning.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in IT and Telecommunications Level 2

Mandatory outcomes

SVQ or alternative competency based qualification

- *The following must be achieved:*

- Diploma for Information Technology & Telecommunications Professionals at SCQF Level 5, 60 credits
    - SQA Reference GL2L 45
    - BIIAB Reference R487 04

Core Skills

- Communication   (SCQF level 4)
- Working With Others   (SCQF level 4)
- Problem Solving   (SCQF level 4)
- Information and Communication
  Technology   (SCQF level 5)
- Numeracy   (SCQF level 4)

All core skills, including ICT, must be separately certified.

Enhancements

N/A

Optional Outcomes

Additional SVQ Units/Qualifications/Training

The Tech Partnership **strongly** encourages employers to add further qualifications and training to the framework to meet the business needs of the organisation and developmental needs of the apprentice.

This may take the form of specific product or technology training either provided in-house by employers or leading to an industry-recognised certification from organisations such as Cisco, Microsoft etc.

The Framework

The mandatory and optional content of the Modern Apprenticeship in IT and Telecommunications Level 2 is as follows:

Mandatory Outcomes

CBQs

Each apprentice is required to achieve the following Qualification:

- Diploma for Information Technology & Telecommunications Professionals at SCQF Level 5, 60 credits
  - SQA Reference GL2L 45
  - BIIAB Reference R487 04

In summary the qualifications structure, in credit terms, is as follows:

Minimum Credit required	Mandatory / Restricted Options	Work-based Options (Group A)	Knowledge Options (Group B)	ITQ Units (Group C)	Other SCQF units
60	13 minimum	17 minimum	no minimum or maximum	8 maximum	12 maximum

Full details of the qualification structure and unit details are available at http://www.e-skills.com/apprenticeships.

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

Core Skills

Each apprentice is required to achieve the following core skills:

	City & Guilds	Edexcel	EDI	EMTA Awards Ltd	IMIAL	SQA	VTCT
Communication (SCQF level 4, 6 credits)	F450 04	F82L 04	F44B 04	FT9N 04	F441 04	F426 04	FD7L 04
Working With Others (SCQF level 4, 6 credits)	F45G 04	F83D 04	F44V 04	FT99 04	F449 04	F42N 04	FD88 04
Problem Solving (SCQF level 4, 6 credits)	F45C 04	F838 04	F44P 04	FT94 04	F447 04	F42J 04	FD84 04
Information and Communication Technology (SCQF level 5, 6 credits)	F459 04	F835 04	F44L 04	FT9K 04	FR1W 04	F42F 04	FD81 04
Numeracy (SCQF level 4, 6 credits)	F454 04	F830 04	F44F 04	FT9E 04	F443 04	F42A 04	FD7R 04

All core skills, including ICT, must be separately certified. This ensures that all candidates, no matter which optional units are selected, will develop broad transferable skills.

A detailed signposting of core skills has been provided for the mandatory units and some optional units. Centres are strongly encouraged to use this to reduce the burden of assessment on the candidate by making use of evidence arising from these units against the core skills wherever relevant. The signposting documentation is available from http://www.e-skills.com/apprenticeships.

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.

Optional Outcomes

The Tech Partnership **strongly** encourages employers to add further qualifications and training to the framework to meet the business needs of the organisation and developmental needs of the apprentice.

This may take the form of specific product or technology training either provided in-house by employers or leading to an industry-recognised certification from organisations such as Cisco, Microsoft etc.

Registration and certification

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

The Tech Partnership
1 Castle Lane
London
SW1E 6DR

Tel: 0207 963 8920
Fax: 0207 592 9138
E: apprenticeships@e-skills.com

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

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

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

SSC Service level

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

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

Recruitment and selection

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

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.

- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.

- The following factors may also influence the selection process:

  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.

- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.

- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.

- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

There are no specific sectoral entry conditions for this framework. However the majority of apprenticeship roles within the IT and Telecoms sector require:
- Individuals to be proactive, fast learners; able to work both in a team and sometimes alone
- The ability to focus on assisting customers and colleagues find solutions to problems
- The ability to work logically and methodically, often under pressure to set deadlines
- Good attention to detail and the ability to deliver what is required, when it is required
- Individuals to be open to change and focus on the requirements of the business at all times

Roles in areas such as Software and Web Development would suit individuals who:
- Have an interest in design and creativity, with good attention to detail
- Have a mathematical or analytical mind
- Have good logical reasoning and problem solving skills

Roles in IT Services would suit individuals who:
- Are able to analyse and solve problems
- Have an interest in both hardware and software
- Enjoy working to deadlines and under pressure

Roles in Technical Sales and Consulting would suit individuals who:
- Have a broad knowledge of technology
- Have excellent interpersonal skills and are comfortable presenting to others

Equal opportunities

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

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

Health and Safety

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

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

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

Contracts

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

1. Contract of employment signed by the employer and the Modern Apprentice.

2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.

3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

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

Terms and conditions of employment

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

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved 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.

Current provision

The following centres are currently offering IT & Telecoms Apprenticeships:

- Baltic Training
- BT Group
- Falkirk College
- InTraining Group
- James Watt College
- MI Technologies
- Motherwell College
- New College Lanarkshire
- PD Solutions Ltd
- QA Ltd
- You Train Ltd

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

Extensive consultation was carried out both prior to, and during, the development of this framework to ensure that the needs of employers and candidates were met. This consultation involved a wide range of employers, training providers, awarding bodies and other stakeholders including SQA Accreditation and SDS.

Development of the qualification structure and units was carried out by an expert working group under the lead of The Tech Partnership with the results widely disseminated for comment and feedback. All feedback received was collated and analysed by the working group and incorporated where relevant and appropriate.

Career progression

On completion of the Level 2 Apprenticeship candidates can progress in their employment, including moving on to the Level 3 framework. Alternatively, apprentices may elect to return to full-time education or training to obtain FE qualifications such as HNCs or BTECs (and equivalents) or vendor certifications (e.g. from Microsoft or Cisco).

There is little standardisation of job titles in the IT & Telecoms sector which makes it difficult to specify these precisely. However this Apprenticeship framework provides the skills, knowledge and competence required to operate in junior roles in a wide range of areas such as:

- IT Technical Support
- Software Development
- Web Development
- Database Administration
- Telecoms Engineering
- Network Planning and Control

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 Alliance of Sector Skills Councils' website http://www.sscalliance.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 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:

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

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

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

2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan;

3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;

4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;

5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;

6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and

7 operate an Equal Opportunities policy which meets all legal requirements.

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

1 work for the employer in accordance with the agreed terms and conditions of employment;

2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice's personal training plan;

3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice's responsibilities as an individual; and

4 promote at all times the employer's best interests.

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

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

2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice's personal training plan; and

3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan.

This agreement to be signed by all parties:

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

MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes
Mandatory outcomes

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

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

Optional outcomes

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

Summary of Modern Apprentices accredited prior learning:

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

The Tech Partnership
1 Castle Lane
London
SW1E 6DR

Tel: 0207 963 8920
Fax: 0207 592 9138
E: apprenticeships@e-skills.com