A

MODERN APPRENTICESHIP

IN

CONSTRUCTION TECHNICAL
SCQF Level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

CITB

January 2017
(Version 9 – June 2022)

Version 9 – June 2022

June 2022	Version 9
	Amendment (Page 6 and Page 9) Amendments to the SVQs code in Occupational Work Supervision for QFI.
October 2021	Version 8 Amendment (Page 6 and Page 9) Amendments to the SVQs code in Occupational Work Supervision for SQA.
	E Mail address changed (Page 7 and Page 10) qualifications.scotland@citb.co.uk changed to standards.qualifications@citb.co.uk
	Wording amendment (Page 8 and Page 10) Core Skills information updated to remove references to specific awarding organisations.
	Change of Contact Details & Address (Page 12, Page 25) Gillian Harkness Qualifications Developer – Scotland CITB 4 Fountain Avenue Inchinnan Business Park Inchinnan Renfrewshire PA4 9RQ Updated to: Barry Wadey Developer CITB Sand Martin House Bittern Way Peterborough PE2 8TY standards.qualifications@citb.co.uk
January 2020	Version 7 Amendment Amendments to the SVQs codes in Occupational Work Supervision. SVQs awarded by SQA and QFI both updated.

Contents

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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. Apprenticeship in Scotland are available from SCQF Level 5 to SCQF Level 11 and 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 Construction Technical at SCQF Level 6

The construction industry is fast moving and diverse industry with many occupational routes. CITB has identified the sector as having four distinct areas;

Construction Building
Construction Civil Engineering
Construction Specialist
Construction Technical and Professional

Construction Employment in Scotland is expected to continue to increase. Although Construction employment may suffer a small downtown (1%) by 2020 on 2016 levels, there will still be a significant Annual Recruitment Rate (ARR). Despite falling employment, Scotland's ARR, at 1,810, represents 0.8% of base 2017 employment, slightly higher than the UK average of 1.7%. This is because of demographic trends that are accentuating the level of net outflows from the Scottish construction industry over the next five years due to an aging demographic that will need to be recruited in this period.

The Modern Apprenticeship in Construction Technical at SCQF Level 5 is meeting the needs of the Construction Sector, is supported by the Scottish Building Apprenticeship and Training Council (SBATC)

The Construction Technical Sector provides services to Building and Civil Engineering, Highways Maintenance and Repair, Built Environment and Design and Contracting Operations covering; Buying, Surveying, Estimating and Site Technical Support, also included is Supervision with the following ARR.

Civil Engineers 320
Supervisors 150

There may not be a large demand for additional trades within the sector, although a major infrastructure project brought forward would affect ARR numbers, there will be a demand to maintain the current levels of apprentices to replace an aging workforce.

Aims and Objectives

The aim of the Modern Apprenticeship in Construction Technical at SCQF Level 6 is to attract, retain and develop talent into a range of Construction Technical occupations in order to provide the industry with a well-trained productive workforce.

- To ensure there is a sufficient supply of new entrants to the Construction trades to support the changing needs of the sector as changing economics dictates
- Attract new people from a range of diverse backgrounds into Construction Technical occupations to broaden the industry talent pool in Scotland
- To provide broad-based training for a range of Construction Technical occupations in order to retain staff and increase productivity
- To provide a structured career path for Construction Technical occupations to progress to higher level jobs using further and higher education.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Construction Technical at SCQF Level 6

Duration

CITB would estimate that the length of time it takes to achieve and demonstrate competence in the areas contained in this Construction Technical Framework at SCQF Level 6, would be a minimum duration of 18 months for a new entrant and six months for an adult/experienced worker with APL.

Mandatory outcomes

Candidates must complete mandatory outcomes for competence, training and Core Skills in the selected pathway

SVQ or alternative competency-based qualification

Occupation/Pathway	Qualification	SCQF	AB	Accreditation No
Construction Contracting Operations: Surveying	SVQ Construction Contracting Operations: Surveying	Level 6	SQA	GL23 23
Construction Contracting Operations: Site Technical Support	SVQ Construction Contracting Operations: Site Technical Support	Level 6	SQA	GL27 23
Construction Contracting Operations: Estimating	SVQ Construction Contracting Operations: Estimating	Level 6	SQA	GL2A 23
Construction Contracting Operations: General	SVQ Construction Contracting Operations: General	Level 6	SQA	GL25 23
Construction Contracting Operations	SVQ Construction Contracting Operations	Level 6	Qfl	GN29 46
Built Environment Design	SVQ Built Environment Design	Level 6	SQA	GL92 23
Built Environment Design	SVQ Built Environment Design	Level 6	Qfl	GM3H 46
Occupational Work Supervision	SVQ Occupational Work Supervision (Construction)	Level 6	SQA	GT1N 23
Occupational Work Supervision	SVQ Occupational Work Supervision (Construction)	Level 6	Qfl	GT62 46
Site Inspection	SVQ Site Inspection	Level 6	Qfl	GN18 46

Enhancements or training outcomes

Occupation/Pathway	Type of Training	Approved by
Construction Contracting Operations: Site Technical Support (Building and Civil Engineering Apprenticeship)	NC Built Environment at SCQF Level 6 (GJ4F 46) or	SQA Awarding Body
	NC Civil Engineering at SCQF Level 6 (GJ4G 46) or	SQA Awarding Body
	HNC Civil Engineering at SCQF Level 7 (GJ5E 15) or	SQA Awarding Body
	HNC Building Surveying at SCQF Level 7 (GJ5D 15) or	SQA Awarding Body

Surveying (Surveyor Technician Apprenticeship) **Estimating (Estimator and Surveyor Technician Apprenticeship)** **General (Technician Apprenticeship)**	HNC Quantity Surveying at SCQF Level 7 (GJ5G 15) or HNC Built Environment at SCQF Level 7 (GJ5P 15) or HNC Construction Management at SCQF Level 7 (GJ5F 15) or HNC Architectural Technology at SCQF Level 7 (GJ5N 15) or Industry Specific Training	SQA Awarding Body SQA Awarding Body SQA Awarding Body SQA Awarding Body CITB SSC*
Built Environment and Design **(Building or Architectural Technician Apprenticeship)**	NC Built Environment at SCQF Level 6 (GJ4F 46) or NC Civil Engineering at SCQF Level 6 (GJ4G 46) or HNC Civil Engineering at SCQF Level 7 (GJ5E 15) or HNC Architectural Technology at SCQF Level 7 (GJ5N 15) or HNC Construction Management at SCQF Level 7 (GJ5F 15) or Industry Specific Training	SQA Awarding Body SQA Awarding Body SQA Awarding Body SQA Awarding Body SQA Awarding Body CITB SSC*
Occupational Work Supervision (foreman/Supervisor Apprenticeship)	Industry Specific Training	CITB SSC*
Site Inspection	Industry Specific Training	CITB SSC*

Industry Specific Training

*To gain approval for the use of Industry Specific Training for Construction Technical Apprenticeship the SSC requires the following information to be submitted to **standards.qualifications@citb.co.uk**

- Training syllabus developed to underpin the knowledge and understanding for the related SVQ/CBQ
- Details of training material and assessment methodology in relation to the training syllabus
- Training Certificate that has training providers logo, date and signature for use with MA Online

CITB will issue a letter of support if approved. No Industry Specific Training is to be carried until the letter of support has been issued.

Core Skills

Core Skills	SCQF Level
Communication	Level 5
Numeracy	Level 5
Information & Communication Technology	Level 5
Problem Solving	Level 5
Working with others	Level 5

Core skills are available from multiple awarding bodies.

Core Skills have been mapped to the competence qualification there is no requirement for separate certification.

Scottish candidates who have been issued with a Core Skills profile on their Scottish Qualifications Certificate, or 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.

The Framework

Duration

It is expected that apprentices following this framework will take a minimum duration of 18 months for a new entrant and 12 months for an adult/experiences worker with APL to complete. This includes time allocated for off-the-job training.

Mandatory Outcomes

Candidates must complete mandatory outcomes for competence, training and Core Skills in the selected pathway

SVQ(s)/CBQs

Occupation/Pathway	Qualification	SCQF	AB	Accreditation No
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Construction Contracting Operations: **Site Technical Support (Building and Civil Engineering Apprenticeship)** **Surveying (Surveyor Technician**	NC Built Environment at SCQF Level 6 (GJ4F 46) or NC Civil Engineering at SCQF Level 6 (GJ4G 46) or HNC Civil Engineering at SCQF Level 7 (GJ5E 15) or HNC Building Surveying at SCQF Level 7 (GJ5D 15) or HNC Quantity Surveying at SCQF Level 7 (GJ5G 15) or	SQA Awarding Body SQA Awarding Body SQA Awarding Body SQA Awarding Body SQA Awarding Body

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Information & Communication Technology	Level 5
Problem Solving	Level 5
Working with others	Level 5

Core skills are available from multiple awarding bodies.

Core Skills have been mapped to the competence qualification there is no requirement for separate certification.

Scottish candidates who have been issued with a Core Skills profile on their Scottish Qualifications Certificate, or 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.

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.

Registration and certification

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

> **Barry Wadey**
> **Developer**
> **CITB**
> **Sand Martin House**
> **Bittern Way**
> **Peterborough**
> **PE2 8TY**
> **standards.qualifications@citb.co.uk**

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 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 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 institution, such as volunteering activity.

- The following factors may also influence the selection process:

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

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

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

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

Equal opportunities

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

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

Health and Safety

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

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

Contracts

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

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

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

Modern, Technical and Professional Apprenticeship approved listing by Managing Agency and Training Provider.

Managing Agency/ Training Provider	
Angus Council Towards Employment Team	Marley Contract Services
Argyll College UHI	Moray College UHI
AVQ Management	Moray Training
Ayrshire College	New College Lanarkshire
BAE Systems HR Services	North East Scotland College
Borders College	North Highland College UHI
Camilla Training Aspects	Orkney College (Orkney Islands Council) UHI
CITB Scotland	Perth College UHI
City Building	Renfrewshire Council
City of Glasgow College	Rhino Training
Clackmannanshire Council	Roads and Construction Training Limited
Competence Matters Limited	RT Resources Ltd
Craig Owl Communities Ltd	Safety Training Solutions
Dumfries and Galloway College	Shetland College UHI
Dundee and Angus College	Sibbald Ltd
East Ayrshire Council	South Ayrshire Council
East Renfrewshire Council	South Lanarkshire College
Edinburgh College	South Lanarkshire Council
Edinburgh Council MA Programme	St Marys Cathedral Workshop
Edutrain	TALA Training Ltd
Falkirk Council	Technical Academy Scotland
Fife College	The City of Edinburgh Council, Apprentice Zone
Fife Council	The Tell Organisation Ltd
Forth Valley College	TICA
Glasgow City Council EnTrain	TIGERS (STA)
Glasgow Clyde College	Train Shetland
Glasgow Kelvin College	Training Initiative
HSC FUTURES LTD	University of Strathclyde, OSDU
Inverclyde Council	West College Scotland
Inverness College UHI	West Dunbartonshire Council
JB Management	West Lothian College
Lews Castle College UHI	West Lothian Council
Lifelong Learning and Employability	Youth Services, Stirling Council
Luddon Construction Ltd	

Delivery of Training for the Modern Apprenticeship in Construction Technical at SCQF Level 6

Work-based training

Delivery and assessment method
Work based training will be delivered and assessed in the workplace using candidate portfolios and evidence gathering of competencies met. These can be in the form of observations, witness testimonies, professional discussions.

Skills required by training providers delivering the training
Training providers must meet the requirements of the CITB Assessment Strategy

Off-the-job training

Details of off-the-job training
To complement the work-based component, apprentices must complete a related nationally recognised training programme or relevant Industry Specific Training recognised and approved by CITB. This may be attained at college or a training provider

Delivery and assessment method
Delivery and assessment of off-the-job training will vary between available training as will the time it takes to achieve the award

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

ConstructionSkills constantly strive to ensure that the qualifications for competence and knowledge meet the expectation of the industry; this is carried out by ensuring that:

- their occupationally specific National Working Groups (NWG) agree changes to the National Occupational Standards (NOS) as directed by industry and incremental change, NWGs also propose the Recommended Qualification Structure (RQS);
- the Early Dialogue and Validation Panel ensure that qualifications that are developed meet the industry needs as required;
- they work closely with the Scottish Qualification Authority (SQA) providing crediting and levelling for Scottish Vocational Qualifications (SVQ) competence qualifications;
- they attend qualification validation panels held by the Scottish Qualification Authority Awarding Organisation to approve knowledge qualifications and training and assessment materials;
- SCQF crediting and levelling is carried out through consultation with industry representatives;
- the Construction Qualification Strategy (Scotland) is reviewed to reflect the sectors' requirements.

There has been a series of activities undertaken to evaluate the component parts of the Modern Apprenticeship. These activities have included:

- A review of the competence qualifications to ensure they reflect industry needs.
- All competence and knowledge qualifications are credit and levelled for the Modern Apprenticeship.
- Component parts of the knowledge qualifications being reviewed to meet sector requirements and the SCQF.
- Meetings with the Scottish Building and Apprenticeship Training Council (SBATC) who represent Building Federations, Associations and Unions within construction.

Career progression

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as those identified for the Apprenticeship frameworks below.

Modern Apprenticeship Construction Technical at SCQF Level 7
Technical Apprenticeship Construction at SCQF Level 8
Technical Apprenticeship Construction at SCQF Level 9
Professional Apprenticeship Construction at SCQF Level 10
Professional Apprenticeship Construction at SCQF Level 11

There are clear progression routes within the frameworks to Technical and Professional apprenticeships at levels 8 to 11. The Technical and Professional apprenticeships provide progression to learners in a range of occupations reflecting the diversity of roles in the industry.

CITB promotes progression from Skills for Work and National Progression Awards to Modern Apprenticeships. This route is highly valued by employers and provides a pool of learners who have experience in some of the practical and employability skills required in the industry.

CITB works with both the Further and Higher Education sector to widen access and participation levels at higher education. This involves supporting colleges to develop formal articulation agreements with Universities, recognising the SCQF level of vocational learning. Within the construction Industry there is now

many direct entry routes into undergraduate level study for learners who have achieved modern apprenticeships.

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:

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 workplace 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 workplace 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		*Date:*
Modern Apprenticeship Centre		*Date:*

MODERN
→ APPRENTICESHIPS

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 Apprentice's accredited prior learning:

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

Barry Wadey
Developer
CITB
Sand Martin House
Bittern Way
Peterborough
PE2 8TY
Standards.qualifications@citb.co.uk