



A

MODERN APPRENTICESHIP

IN

Freight Logistics

at SCQF level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Lantra

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Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeships in <i>Freight Logistics</i>	4
Summary of Framework	6
The Framework	9
Registration and certification	11
Recruitment and selection	13
Equal opportunities	14
Health and safety	14
Contracts	14
Employment status of Modern Apprentices	14
Terms and conditions of employment	15
Training and development	15
Consultation	19
Career progression	23

Appendices

Appendix 1	Stakeholder Responsibilities	25
Appendix 2	Modern Apprenticeship Centres (MACs)	28
Appendix 3	Training Agreement and Training Plan	29

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 Apprenticeship in Freight Logistics

Freight logistics includes the management of goods from order to customer. It covers storage, transport and distribution. Without freight logistics it would be impossible for organisations in areas such as manufacturing, retail and food and drink production to gain materials, move products or for the finished goods to be transported to the customer. Freight logistics jobs can be found within many industries including manufacturing, food and drink, retail, warehousing and transport.

Many other sectors such as construction, pharmaceutical and healthcare, automotive, electronics and electrical and tourism are also heavily reliant on materials being brought to sites or products being moved by freight logistics companies. All these functions rely on a competent workforce to ensure materials and products are in the right place at the right time. The sector operates 24 hours a day, 7 days a week and 365 days a year with all elements of the Scottish economy relying on freight logistics. Transport Scotland statistics 2018 suggest that 166.9 million tonnes were lifted in Scotland in 2016, with 16.4 million of this being transported to the rest of the UK, demonstrating a clear demand for freight logistics within Scotland.

Freight logistics is a growth area, particularly following the boom in online shopping, freight logistics has become a growth area. The number of freight logistics businesses increased by around 10% between 2010 and 2015 and jobs by 13%, mostly in warehousing and storage. Online retail spending is expected to continue to increase by almost 45% over the next 5 years. To cope with this, van traffic is expected to rise by 78% between 2010 and 2040 and heavy goods traffic by 22%. Additional warehouse, storage and supply chain activities will also be required to keep everything organised and moving.

However, although the boom in on-line shopping has sparked an increase in van and heavy goods traffic, with the cost of fuel continuing to rise and the decrease in the number of goods vehicle operator licences being issued, organisations within the freight logistics sector have had to consider alternative and more efficient ways of transporting goods. With this increased awareness of environmental responsibility in areas such as carbon footprints, energy and fuel usage, as well as advances in automation, software systems and high-tech advances in warehousing and tracking systems, there is now an essential requirement within the freight logistics sector for IT skills, efficient driving skills and mathematics.

Freight Logistics is a dynamic function that has seen many changes in work practices over the last 20 years. This trend continues and while many of the larger organisations are drivers of this change, it is important that they, and the SMEs who supply them, have employees with the necessary qualifications and skills to maintain their position in the market place.

Research also highlights a shortage of 11,000 drivers across Scotland with drivers being ranked as a top three job which employers had difficulties filling (Manpower Group 2014) compared to 2012 when it fell outside the top 10. This shortage could be linked to the recession in 2007 and the introduction of the Driver CPC (Certificate of Professional Competence) legislation in September 2014, requiring drivers to undertake 35 hours of approved, periodic training every five years, resulting in drivers retiring or leaving the sector rather than continuing. Along with this and the lack of new young drivers coming into the industry, due to the cost of gaining their licence, the sector is struggling to provide sufficiently skilled drivers.

The revised modern apprenticeship framework will help to address skills needs and gaps in freight logistics for Scottish employers, whilst providing an alternative to full or part time-study. It will also provide opportunities for businesses to grow their own by providing progression opportunities from the SCQF Level 5 Modern Apprenticeship through to the SCQF Level 6 Modern Apprenticeship and further if they choose to move to supply chain management and achieve the Professional Apprenticeship, ensuring Scottish businesses have the workforce to be competitive and succeed nationally and globally.

Suitable candidates for the modern apprenticeship may be new to the sector or may already be in employment and looking to further their career. There are no set entry requirements, broadening access and ensuring learners from a variety of backgrounds can participate in the programme. However, those undertaking this apprenticeship should be

in a relevant logistics role and have the support of their employer. Some may have progressed straight from school or have undertaken the National Progression Award in Supply Chain Operations at SCQF level 5.

Contribution to the Scottish economy

Businesses operating in freight logistics include organisations of all sizes including very large organisations employing over 200 (29%), medium sized organisations employing 50 – 199 (28%), small businesses employing 11 – 49 (29%) and micro businesses employing up to 10 (14%).

Because the roles within the freight logistics sector are quite diverse it is difficult to ascertain how many people are employed in freight logistics. The roles tend to be counted in the industry for which they are working (e.g. manufacturing, retail etc.). However, Freight Transport Association (FTA) within their 2018 Logistics Report, estimated that there are around 175,000 people employed in transport and storage in Scotland, of which an estimated 5% (8750) of the workforce make up managers and directors, leaving an estimated 166,250 people employed in professional, skilled and unskilled jobs within transport and storage.

The industries that freight logistics support contribute billions to the Scottish economy. These include:

Food and drink sector - worth £3.8 billion

Manufacturing sector – worth £12.7 billion

Retail trade sector – worth £5.9 billion

Wholesale trade sector - worth £4.2 billion

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Freight Logistics at SCQF Level 6

Duration

The average length of time normally taken to achieve and demonstrate competence is 12 months for all of the routes.

Mandatory outcomes

SVQ or alternative competency based qualification

One of the following SVQs to be chosen from:

- SVQ in Driving Goods Vehicles at SCQF Level 6, code GP8Y 23, min 30 max 48 credits
- Or
- SVQ in Warehousing, Storage and Distribution at SCQF Level 6, code GR0V 23, min 38 max 83 credits
- Or
- SVQ in Logistics Operations at SCQF Level 7, code GR0W 23, min 32 max 61.

SQA codes to follow

Core Skills

For the Driving Goods Vehicles SVQ the following core skills should be taken

- Communication at SCQF level 5
- Working With Others at SCQF level 5
- Problem Solving at SCQF level 5
- Information and Communication Technology at SCQF level 5
- Numeracy at SCQF level 5

In this route all the core skills are embedded within the SVQ.

For the Warehousing, Storage and Distribution SVQ the following core skills should be taken

- Communication at SCQF level 5
- Working With Others at SCQF level 5
- Problem Solving at SCQF level 5
- Information and Communication Technology at SCQF level 5
- Numeracy at SCQF level 5

In this route all the core skills are embedded within the SVQ.

For Logistics Operations SVQ the following core skills should be taken

- Communication at SCQF level 5
- Working With Others at SCQF level 5
- Problem Solving at SCQF level 5
- Information and Communication Technology at SCQF level 5
- Numeracy at SCQF level 5

In this route all the core skills are embedded within the SVQ.

Enhancements

Complete one industry specific certificate appropriate to the apprentice and the business in which he/she works

If a candidate has completed the SCQF Level 5 Freight Logistics Modern Apprenticeship, they must complete a different enhancement to the one taken within the SCQF Level 5 Freight Logistics Modern Apprenticeship.

Suitable courses include:

- Health and Safety Awareness qualification approved by SQA Accreditation:

R204 04	NEBOSH	Award in Health and Safety at Work
R225 04	FAAL	Award in Health and Safety in the Workplace at SCQF level 5
R447 04	SafeCert	Award in Health and Safety in the Workplace at SCFQ Level 5

- Or any other accredited or national or legislative recognised short course at a suitable level
 - Forklift (various type) - Training course
 - Mobile elevated work platforms - Training course
 - Conveyor and shed sweeper equipment - Training course
 - Manual handling - Training course
 - Road user awareness - Training course
 - Risk assessments - Training course
 - First aid - Training course
 - Lone working - Training course
 - Banksmen - Training course
 - Lorry Load HIAB – Training course
 - Cattle Livestock – Training course
 - Carriage of Dangerous Goods - Training course
 - Upskill Licence - Training course
 - Vans from 3.5 to 7.5 tonnes require a Category C1 licence
 - Rigid vehicles over 7.5 tonnes require a Category C licence
 - Articulated vehicles over 7.5 tonnes require a C + E licence
 - Driver CPC - Training course
 - Safe and fuel-efficient driver training

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

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra, who will inform IMI the Issuing Authority to accept the training as an enhancement when certifying the MA.

Apprentices following the Driving Goods Vehicle route within this framework will drive vans or large goods vehicles (rigid or articulated) and will need to undergo training and achieve the driving licence category which is appropriate for the type of vehicle which they are driving.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Modern Apprentices should be encouraged to enhance their programme by undertaking relevant industry training such as:

- CILT RQF Level 3 Operations Management
- CILT RQF Level 3 Certificate in Global Logistics

Candidates will fall into three groups relating to their licence status as they join the Apprenticeship:

- The first group will already possess a Category C1, C or C+E Driving Licence and will need no further licence related training and assessment during their apprenticeship.
- The second group will already have a Category C1 Licence, but as part of their development within the apprenticeship, be working towards a category C or the C+E licence.
- The third group will have neither licence and be working initially to the Category C1 and possibly the Category C or C+ E as part of their apprenticeship

The Framework

Duration

It is expected that apprentices following this framework will take on average 12 months to complete. This includes an average of 91 hours of off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve one of the following Qualifications:

- SVQ Driving Goods Vehicles at SCQF Level 6, code GP8Y 23, min 30 max 48 credits.
Or
- SVQ in Warehousing, Storage and Distribution at SCQF Level 6, code GR0V 23, min 38 max 83 credits
Or
- SVQ in Logistics Operations at SCQF Level 7, code GR0W 23, min 32 max 61

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:

For the Driving Goods Vehicle, Warehousing, Storage and Distribution or Logistics Operations routes within the MA, the following core skills should be taken:

Core Skill	City & Guilds	Pearson Education Ltd	EAL	IMIAL	SQA	VTCT	BIIAB	QFI
Communication (SCQF level 5)	F451 04	F82M 04	FT9P 04	FR21 04	F427 04	H8JW 04	HH5P 04	N/A
Numeracy (SCQF level 5)	F455 04	F831 04	FT9F 04	FR1V 04	F42B 04	H8JP 04	HH5C 04	N/A
Information and Communication Technology (SCQF level 5)	F459 04	F835 04	FT9K 04	FR1W 04	F42F 04	H8K1 04	HH5G 04	HH8P 04
Problem Solving (SCQF level 5)	F45D 04	F839 04	FT96 04	FR1X 04	F42K 04	H8K5 04	HH5W 04	N/A
Working with Others (SCQF level 5)	F45H 04	F83E 04	FT9C 04	FR1Y 04	F42P 04	H8K9 04	HH61 04	N/A

For the Driving Goods Vehicle, Warehousing, Storage and Distribution and Logistics Operations routes, the core skills are all embedded within the mandatory units of the SVQ's and will not be separately certificated.

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

Complete one industry specific certificate appropriate to the apprentice and the business in which he/she works.

If a candidate has completed the SCQF Level 5 Freight Logistics Modern Apprenticeship, they must complete a different enhancement to the one taken within the SCQF Level 5 Freight Logistics Modern Apprenticeship.

Suitable courses include:

- Health and Safety Awareness qualification approved by SQA Accreditation:

R204 04	NEBOSH	Award in Health and Safety at Work
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Or any other accredited or national or legislative recognised short course at a suitable level

- Forklift (various type) - Training course
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- Articulated vehicles over 7.5 tonnes require a C + E licence
- Driver CPC - Training course
- Safe and fuel-efficient driver training.

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

The above list is not exhaustive. There is flexibility to allow for additions to the list by agreement between the employer, the training provider and the learner at the beginning of the apprenticeship, which must then be agreed with Lantra, who will inform IMI the Issuing Authority to accept the training as an enhancement when certificating the MA.

Apprentices following the Driving Goods Vehicle route within this framework will drive vans or large goods vehicles (rigid or articulated) and will need to undergo training and achieve the driving licence category which is appropriate for the type of vehicle for which they are driving.

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Modern Apprentices should be encouraged to enhance their programme by undertaking relevant industry training such as:

- CILT RQF Level 3 Operations Management
- CILT RQF Level 3 Certificate in Global Logistics

Candidates will fall into three groups relating to their licence status as they join the Apprenticeship:

- The first group will already possess a Category C1, C or C+E Driving Licence and will need no further licence related training and assessment during their apprenticeship.
- The second group will already have a Category C1 Licence, but as part of their development within the apprenticeship, be working towards a category C or the C+E licence.
- The third group will have neither licence and be working initially to the Category C1 and possibly the Category C or C+ E as part of their apprenticeship.

Registration and certification

This Scottish Modern Apprenticeship is certificated by the IMI and they are the first point of contact in Scotland for any enquiries in relation to registration and certification. Contact details:

The Institute of the Motor Industry,
Issuing Authority,
Fanshaws, Brickendon,
Hertford, SG13 8PQ
Tel:01992 519039
skillsforlogistics@theimi.org.uk

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

Training Providers need to be registered as a Modern Apprenticeship Centre (MAC) on MA Online. To do this go to www.modernapprenticeships.org. Once registered training providers must register each modern apprentice on MA Online within 4 weeks of starting their apprenticeship.

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 IMI the Issuing Authority 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 Issuing Authority IMI 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 IMI the Issuing Authority at the address above.

Issuing Authority Service level

The Issuing Authority 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 Issuing Authority 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 out with 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 formal entry requirements however, the learner must be employed in a suitable logistics role in order to gain the experience and knowledge required for the MA in addition to:

- Be prepared to undertake off-the-job training
- Be able to acquire the broad range of skills, knowledge and understanding required in the modern apprenticeship
- Be competent to complete the SVQ at SCQF Level 6
- Have a positive attitude towards learning
- Show initiative
- Be able to communicate with a variety of people

For Apprentices starting on the Driving Goods Vehicles routes only

- Apprentices undertaking the driving goods vehicle route within this framework will have to pass a medical examination in order to apply for provisional entitlement
- Apprentices following the driving goods vehicle route within this framework will drive vans or large goods vehicles and will need to undergo training and achieve the correct category on their full driving licence which is appropriate for the type of vehicle which they are driving. If the apprentice is aged 18, they should hold or be working towards their Driver CPC training prior to commencing the apprenticeship in order to achieve the correct licence category
- Vehicles up to 3.5 tonnes require a car (Category B) licence.
- Vans from 3.5 to 7.5 tonnes require a Category C1 licence.
- Rigid vehicles over 7.5 tonnes require a Category C licence
- Articulated vehicles over 7.5 tonnes require a C + E licence.

Candidates will fall into three groups relating to their licence status as they join the Apprenticeship.

- The first group will already possess a Category C1, C or C+E Driving Licence and will need no further licence related training and assessment during their apprenticeship.
- The second group will already have a Category C1 Licence, but as part of their development within the apprenticeship, be working towards a category C or the C+E licence.
- The third group will have neither licence and be working initially to the Category C1 and possibly the Category C or C+ E as part of their apprenticeship.

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

The list below shows the providers who deliver the Modern Apprenticeship or are currently registered with SQA Awarding Body to and deliver the Driving Goods Vehicles, the Warehousing, Storage and Distribution or Logistics Operations SVQs.

It is likely that new centres will come on board over time, therefore if you wish to contact the IMI Issuing Authority or SQA Awarding Body for an up to date list of training providers.

Falkirk Council
Fife College
First4Skills
Genius People
GP Strategies Training Ltd
GTG Training Ltd
Intec Business Colleges Plc
ITCA Limited
JB Management
Learndirect
Microcom Training Ltd
Nithcree Training
North East Scotland College
Orkney College UHI

Peterhead Engineers Development Limited	
Pitchblue LLP	
Remit	
Ritchies Training Centre Ltd	
RT Resources Ltd	
SSVQ LTD	
Train'd Up	
Training Direct Ltd	
XL Training	

Delivery of Training for the Modern Apprenticeship in Freight Logistics

Work-based training

Delivery and assessment method

This applies to all the SVQs within the Freight Logistics Framework.

Assessments should be carried out in the work place with the use of portfolios to provide evidence. These should, where appropriate, be supported by mentor / supervisor statements or other appropriate methods.

Regular reviews should take place with the apprentice as well as their employer/ mentor / supervisor (whichever is appropriate) to discuss progress.

Skills required by training providers delivering the training

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

- L&D9D or L&D9DI
- A1 or A2 plus CPD (in line with the current L&D9 Standard)
- TQFE plus CPD (in line with the current L&D9 Standard)
- D32 and/or D33 plus CPD (in line with current L&D9 Standard)

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

[https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Assessor and Verifier Competence FINAL.pdf](https://accreditation.sqa.org.uk/accreditation/accreditationfiles/Assessor_and_Verifier_Competence_FINAL.pdf)

Assessors and verifiers who currently hold D or A and V Units are still considered to be qualified assessors and internal verifiers/external verifiers and are not required to undertake the new Units. However, they must be working to the current NOS and undertaking appropriate continuous professional development. Any new assessors and verifiers, who do not currently hold any of these qualifications, should undertake the qualifications based on the current Learning and Development (L&D) NOS.

Assessors should also check the Assessment Strategy for SVQs in Logistics.

Occupational competence is required for all of the specified qualifications secured from previous experience.

It is good practice to be able to show staff involved in delivery maintain:

- their industry knowledge through CPD activities
- participate in in-house or awarding body training and workshops / standardisation sessions

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

N/A

Off-the-job training**Details of off-the-job training**

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

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

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

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

Where it takes place off the job, then it should be relevant to the Modern Apprenticeship and the role of the individual. It has been agreed that the average off-the-job training is 91 hours of the total time of the framework.

Delivery and assessment method

The time taken to complete will vary and be dependent on the award chosen.

Delivery will also be something agreed between the apprentice, employer and provider to suit the needs of the business but may include:

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

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

Underpinning knowledge will be assessed through methods such as:

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

Exemptions

Not Applicable

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

Following the review of the Driving Goods Vehicles, Warehousing, Storage and Distribution and Freight Logistics Operations National Occupational Standards (NOS) in 2017, Lantra reviewed and updated the SVQ's and Modern Apprenticeships within the freight logistics sector to reflect the changes made to the NOS.

An initial email was sent to around 110 people working in the Freight Logistics sector, advising them of the review and inviting them to a meeting, to review the Freight Logistics Modern Apprenticeship Apprenticeships, on the 19th June 2018, at New College Lanarkshire, Cumbernauld Campus. The email was also sent to the IMI (Issuing Authority), SQA Awarding Body, the Road Haulage Skills Group, to circulate to their employer contacts. The invite was also sent to SDS and SQA Accreditation.

The meeting was attended by 9 people including employers, training providers, an industry body, SQA Awarding body, SDS and SQA Accreditation, from the freight logistics sector.

Discussions were held around the changes made to the NOS for Driving Goods Vehicles, Warehousing, Storage and Distribution and Freight Logistics Operations, the suitability of mandatory and optional units within the current SVQs and the content of the current Modern Apprenticeships; including Enhancements, Optional Outcomes, MA duration, Core Skills, off-job training hours and entry requirements.

The outcome of the meeting on the 19th June, resulted in several changes to the SVQ's where NOS had been merged, resulting in the deletion of a number of SVQ units. Units were also renamed in accordance with the revised and retitled NOS. The group also confirmed that within the MA frameworks several training courses and qualifications listed within the Optional Outcomes section, should be included as a list of Enhancements. They also discussed the average length of time taken to complete the apprenticeship and agreed that it should remain at 12 months.

Two wider industry consultations were held using electronic methods to allow input from employers, training providers and trade associations who were not able to spare the time to attend the meeting. The first consultation was held specifically for the SVQ content and was open from 4th October –1st November 2018 and the second consultation focussed on the MA revisions and was open from 7th until 21st December 2018.

The first consultation included sending out a link to the 3 proposed SVQ structures contained within this MA framework at SCQF Level 6, for industry to review their suitability for inclusion within the revised modern apprenticeship. Lantra asked industry to let us know if the revised SVQs met the level of skills and knowledge required of an apprentice working in the freight logistics sector.

The second consultation focussed on the modern apprenticeship and posed a series of specific questions using Survey Monkey about the entry requirements, list of enhancements, the optional outcomes, the MA duration, off-the-job training hours, core skills and the recruitment and selection criteria.

Around 111 organisations, ranging from employers, trade bodies, unions and training providers were contacted regarding the two wider industry consultations, this also included IMI (issuing Authority), Awarding Body and the Road Haulage Skills Group. Lantra also contracted the Scottish TUC, who were asked to circulate the consultation to their union contacts. We confirmed with Unite and the Road Hauliers Association that they had informed their members in Scotland of the proposed SVQs and MAs.

Table 5 – List of those contacted during the consultation.

Company	Location	Country	Type	Size
A G Barr plc	North Lanarkshire	Scotland	Employer	Medium
A&D Logistics Ltd	Renfrewshire	Scotland	Employer	Medium
Ad Services Scotland		Scotland	Employer	Medium
AIM Commercial Services Ltd		UK wide	Employer	Large

AJ Anderson		Scotland	Employer	Large
Albatrans UK Ltd		UK wide	Employer	Large
ARR Craib Transport Ltd		UK wide	Employer	Large
BIFA		UK wide	Trade Body	
Blue Arrow		UK wide	Employer	Large
Bullet Express Ltd	South Lanarkshire	Scotland	Employer	Medium
Carntyne Transport		Scotland	Employer	SME
CF Jennings Ltd	Aberdeen	Scotland	Employer	Medium
Chartered Institute of Logistic Transport		UK wide	Trade Body	
City of Glasgow College		Scotland	Training Provider	
Clugston Logistics			Employer	Large
CM Downton Ltd		UK wide	Employer	Medium
Co-operative Group	North Lanarkshire	Scotland	Employer	Large
Cory Environmental part of BIFFA			Employer	Medium
Courier Connections	North Lanarkshire	Scotland	Employer	Large
Currie Solutions		Scotland	Employer	Large
Delivered Next Day Personally CIC	South Lanarkshire	Scotland	Employer	SME
DHL		Scotland	Employer	Large
DMG Direct Removal		Scotland	Employer	SME
Eddie Stobart		UK wide	Employer	Large
Edinburgh Airport		Scotland	Employer	Large
Falkirk Council		Scotland	Training Provider	
FedEx UK	North Lanarkshire	Scotland	Employer	Large
Ferguson Transport		Scotland	Employer	Large
Fife College		Scotland	Training Provider	
First4SKills		Scotland	Training Provider	
Forth Ports Limited	Stirlingshire	Scotland	Employer	Medium
FSDF		UK wide	Trade Body	
FTA		UK wide	Trade Body	
GCN Scotland Palletways		Scotland	Employer	Medium
Genius People		Scotland	Training Provider	
Gist World	North Lanarkshire	Scotland	Employer	Large
Glasgow City Council		Scotland	Employer	Medium
Glasgow Kelvin College	Glasgow	Scotland	Training Provider	
Glasgow Training Group		Scotland	Training Provider	
Gordon Connor Haulage Ltd		Scotland	Employer	SME
GP Strategic Training Ltd		Scotland	Training Provider	
GTG Training Ltd		Scotland	Training Provider	
HH Distribution		Scotland	Employer	Medium
Henry Schein		UK wide	Employer	Large
Intec Business Colleges Plc		Scotland	Training Provider	
ITCA Ltd		Scotland	Training Provider	
JB Management (Scotland) Ltd	Ayr	Scotland	Training Provider	
JBT Distribution		Scotland	Employer	Large
John G Russell		Scotland	Employer	Medium
John Lewis		UK wide	Employer	Large
JSI Logistics		Scotland	Employer	Medium

Keedwell Scotland		Scotland	Employer	Large
Kuehne Nagel		UK wide	Employer	Large
Learndirect		Scotland	Training Provider	
Logistics Scotland		Scotland	Employer	Medium
Long Lane Deliveries	North Lanarkshire	Scotland	Employer	SME
Macdonald Transport		Scotland	Employer	Medium
Matt Purdie & Sons	West Lothian	Scotland	Employer	SME
Microcom Training Ltd		Scotland	Training Provider	
MOD			Employer	
Monarch Transport Ltd		Scotland	Employer	Large
MSL Scotland Ltd		Scotland	Employer	SME
New College Lanarkshire (Motherwell Campus)		Scotland	Training Provider	
Nithcree Training		Scotland	Training Provider	
North East Scotland College		Scotland	Training Provider	
Oban Express	Argyll & Bute	Scotland	Employer	Large
Orkney College		Scotland	Training Provider	
Pertemps		UK wide	Employer	Large
Peterhead Engineers Development Ltd		Scotland	Training Provider	
Peterson Transport		Scotland	Employer	Medium
Pitchblue LLP		Scotland	Training Provider	
Polaris Learning Ltd			Training Provider	
Pollock (Scotrans) Ltd		Scotland	Employer	Medium
Qube Vocational Development Ltd			Training Provider	
Remit		Scotland	Training Provider	
Ritchies Training Centre Ltd		Scotland	Training Provider	
Road Haulage Association Scotland & Northern Ireland			Trade Body	
Robert Burns Ltd	Broxburn	Scotland	Employer	SME
RSS Removal and Storage		Scotland	Employer	Medium
RT Resources		Scotland	Training Provider	
Sainsburys		UK wide	Employer	Large
Scott Pallets	West Lothian	Scotland	Employer	SME
Scottish TUC		Scotland	Trade Union	
SDS		Scotland	Approval Body	
Sibbald Training			Training Provider	
Spring Distribution		Scotland	Employer	Medium
SQA Accreditation		Scotland	Approval Body	
SQA Awards			Awarding Body	
SSVQ Ltd		Scotland	Training Provider	
Stevenson Bros	Stirlingshire	Scotland	Employer	SME
Tesco		UK wide	Employer	Large
The IMI			Issuing Authority	
The Malcolm Group		Scotland	Employer	
TNT		UK wide	Employer	Large
Train'd Up		Scotland	Training Provider	
Training Direct Ltd		Scotland	Training Provider	

Training Matters (Scotland) Limited		Scotland	Training Provider	
Transport Scotland		Scotland	Trade Body	
Travis Perkins		UK wide	Employer	Large
Unite		UK wide	Trade Union	
USDAW		UK wide	Trade Union	
WEEE Solutions	Renfrewshire	Scotland	Employer	
West College Scotland		Scotland	Training Provider	
West Lothian College			Training Provider	
Weston Transport Ltd	North Lanarkshire	Scotland	Employer	Medium
Whistl		UK wide	Employer	Large
William Pringle & Son	South Lanarkshire	Scotland	Employer	SME
Wincanton	North Lanarkshire	Scotland	Employer	Large
Wm Armstrong (Longtown) Ltd		England and Scotland	Employer	Large
Xpologistics		UK wide	Employer	Large
XL Training		Scotland	Training Provider	
The Royal Mail		UK wide	Employer	Large
Road Haulage Skills Group		UK wide	Trade Body	

We ended up with around a 31% response rate to the consultations, either by attending the joint meeting on the 19th June, or by providing feedback electronically via e-mail and survey monkey.

The results of the consultation exercises indicated that within the SCQF Level 6 Freight Logistics Modern Apprenticeship:

- There should be a list of enhancements within the MA framework, not just optional outcomes. The enhancements should be a flexible list with a statement highlighting that if the providers wish to add to this list, they should first agree the enhancement with the employer and apprentices and then contact Lantra to confirm we are happy with this enhancement. Lantra will then contact IMI the Issuing Authority, to ask them to accept the enhancement when certificating the MA
- The apprentice should achieve one enhancement within the SCQF Level 6 MA, if they have already completed SCQF Level 5 Freight Logistics MA, the apprentice completing the SCQF Level 6 Freight Logistics MA, must choose a different enhancement to the one completed at SCQF Level 5
- The driving licence categories C1, C and C+E should be included within the list of enhancements as well as Driver CPC and lone working and risk assessment
- The off the job-the-training should be an average of 91 hours of the total time taken to complete the SCQF Level 6 MA
- The SCQF Level 6 MA should remain at 12 months for completion
- The ITC Core Skills, to help address identified IT skills gap, should increase from SCQF Level 4 to level 5 within this MA
- The entry and progression section should remain unchanged and remain as flexible as possible
- The industry did request that the apprentice should have employment within the sector before commencing the apprenticeship
- It was also asked that we add to the recruitment section that if the apprentice is aged 18 and wishes to enrol on the Driving Goods Vehicle route, they should be either working towards or hold the Driver CPC training in order to achieve the correct driving licence category.

Career progression

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

Progression into and exit routes from the Framework

Modern Apprenticeships provide those entering the industry with a sound foundation for career development and further learning. Following a career path leads to higher levels of technical expertise and professionalism and can lead to careers in management within the freight logistics sector or other similar sectors.

Modern Apprentices will learn the skills and knowledge that they require to work in the sector, through both off- and on-the-job training and are able to take units relevant to their job allowing them to tailor their programme to meet their needs.

Modern Apprenticeship in Freight Logistics at SCQF Level 6

The freight logistics industry has requested that the entry requirements for the Modern Apprenticeship at SCQF Level 6 should be flexible, so has therefore suggested that those entering an apprenticeship within, freight logistics should have an employer who is willing to support them to achieve the MA. There are no identified pre-entry qualifications required, experience is useful but not necessary

Although there are no entry requirements for the MA, there are age restrictions which apply to apprentices wishing to drive vans between 3.5 tonnes and 7.5 tonnes or Large Goods Vehicle (LGV's) over 7.5 tonnes (rigid or articulated). Apprentices MUST hold a Full Category B (Car) Licence and hold or work towards achieving either a Category C1 or Category C licence. If an apprentice wishes to do the articulated vehicle route within the SVQ, they must hold a Category C licence and request for C+E Category to be added as a provisional entitlement. The minimum age Apprentices will need to be in order to drive a van or Large Goods Vehicle is 18, as long as they hold the Driver CPC.

Learners completing the Modern Apprenticeship in Freight Logistics at SCQF Level 6 will be able to progress within their career through several routes from Apprenticeships to Higher Education (HE). Some programmes and qualifications could include:

- Technical Apprenticeship in Supply Chain Management at SCQF Level 9
- Driver Training and Assessor Awards
- HNC/D in Supply Chain Management
- Chartered Institute of Freight Logistics and Transport qualifications
- Institute of Operations Management qualifications
- CIPS RQF Level 4 Diploma in Procurement and Supply
- Degree in Logistics and Supply Chain
- Degree in Business.

A useful website regarding higher education is www.ucas.co.uk. Further information is also available in Scotland on the My World of Work website <http://www.myworldofwork.co.uk/>.

The types of jobs an Apprentice completing the Modern Apprenticeship at SCQF Level 6 could secure include, (in some cases further industry specific training may be necessary):

Related jobs	Brief description
Warehouse Operative	Working as part of a team, you may be required to load/unload vehicles. You will also have delegated responsibility for the correct selection and packing of customer orders, ensuring they are ready for despatch on time
Logistics Operative	Working as part of a team you will be required to work in the Warehouse, Traffic Office and Transport departments of the business, gaining experience of how each part

	operates. You will also learn how they work together to ensure goods are delivered to customers in a timely and efficient manner.
Logistics Support Operative	You will work as part of a team responsible for the safe delivery of goods to customers. This may include loading and unloading of large or heavy items. You may also be required to unpack goods from packaging and recycle packaging materials
Van Driver/ Rigid Vehicle Driver/ Articulated/Drawbar Driver	Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will keep accurate records of deliveries and returns.

Modern Apprentices completing the Driving Goods Vehicle route will need to continue their professional development by completing and undertaking further driving and training courses depending on the type of vehicle and loads they are carrying to comply with legislation and health and safety requirements.

My World of Work is also a useful website for careers www.myworldofwork.co.uk.

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

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

Optional outcomes

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

Summary of Modern Apprentice’s accredited prior learning:

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

Apprenticeships
Institute for the Motor Industry
skillsforlogistics@theimi.org.uk

01992 519039