



A

MODERN APPRENTICESHIP

IN

Food and Drink Technical at SCQF level 6

FRAMEWORK DOCUMENT
FOR
SCOTLAND

National Skills Academy for Food and Drink

June 2018

National Skills Academy for Food and Drink
The Catalyst
Baird Lane
York
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The National
Skills Academy 
FOOD & DRINK

The logo icon consists of an orange square with a smaller grey square inside it, and four orange lines extending from the corners of the outer square.

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

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

Who develops them?

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

Who are they for?

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

What's in a Modern Apprenticeship?

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

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

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

Modern Apprenticeships in Food and Drink Technical at SCQF L6

Overview of the food and drink industry

The Food and Drink industry is a technically challenging industry in which to operate requiring the application of science and engineering principles to develop, manufacture and supply safe, high quality food and drink products consumed by 64 million people on a daily basis via retail or out of home.

The Skills Investment Plan for Scotland's Food and Drink Sector identified the need for an expansion of the 'Apprenticeship Family' for the food and drink sector. Businesses have indicated interest in a different range of more technical apprenticeships for the sector, to attract and retain talent within the sector. These technical apprenticeships would be supported by the development of new food engineering, science and technology qualifications.

The restructuring of the food and drink sector workforce towards more technical and higher skilled occupations is reflected in the changing demand for qualifications. There are expected to be fewer jobs requiring lower level, more generic, qualifications in the future. As an example of this changing trend, the SIP details that the share of food and drink jobs that require individuals qualified to at least SCQF L7 is expected to increase from 34% in 2012 to 46% in 2022.

Scotland has a recognised shortage of skills in food and drink engineering and in food science and this shortage is at Technician level as well as at Degree level. The purpose of this framework is to provide the industry with the STEM based apprenticeships for technician level roles required to address these shortages. There is demand from employers for higher level skills and appropriate technical MA Frameworks.

Food and drink manufacturing is unique – unlike many manufacturing sectors, where steel and components are assembled, food raw ingredients are live and variable according to seasons, climate and a range of other considerations. They interact with each other, with food handlers and with machinery and this influences the method, approach and equipment required to undertake the manufacturing processes. All those involved with the product require an understanding of the effect their interventions have on the product during both the maintenance and production cycles as well as when new products are trialed or introduced. Altering the final composition of a product to meet dietary or other consumer concerns can have a significant impact on the production methods and the relationship between the raw ingredients, production environment and final product has significant interdependency and variability.

With increasing levels of automation entering the industry the level of scientific and technical knowledge is at the 'technician level' – those who are increasingly being given greater responsibility for day to day maintenance of engineering and quality functions.

This Food and Drink Technical MA Framework seeks to provide within in it the necessary and unique STEM based knowledge and relevant industry skills to enable these individuals to become competent in increasingly complex job roles throughout the food and drink manufacturing supply chain.

The rate of adoption of automation and innovation has and will continue to accelerate dramatically. Automation is transforming the industry and this is twofold; more automation is entering the industry and

existing automation is becoming more sophisticated. The sheer speeds of manufacturing differentiate the industry from other highly automated sectors such as Automotive. Effective and efficient manufacture via reliable and well-designed facilities is vital to ensure that the supply chain costs are minimised and that food is at optimum quality and safety levels.

Safety is the bedrock of the industry and innovation its lifeblood and the technologist role is vital to both; whether supporting the audit of food safety procedures, or redeveloping products to meet increasingly divergent consumer needs such as low fat, high protein or reduced sugar, food technologists play a significant role in the production team.

Economic output (as measured by Gross Value Added) from food and drink manufacturing and processing in Scotland amounted to £3.9bn in 2013 of Scotland's total £94.8bn GVA. Drinks manufacturing generates over £231k GVA per head, more than four times the average for all industry sectors in Scotland.

The sector has shown major growth, in particular exports – £5.9bn in 2013/14, and this growth has been driven mainly by the Whisky and Seafood sectors. The Scotch Whisky industry is a particularly important export sector for Scotland and the UK, with exports valued at £4bn in 2014 (Scotch Whisky Skills Workforce Report, 2016). Scotland's seafood sector has also achieved impressive growth in export sales in recent years. Exports of whole fresh salmon rose to a value of £450m in 2013 (up 36% from the previous year).

Of almost a thousand FDMP businesses registered and operating from Scotland, the vast majority are small independents often producing artisan-style products and about 2% are large multinationals with global markets.

The FDMP industry in Scotland employs approximately 47,000 people which accounts for 2% of its total workforce (Scottish Growth Sector Statistics, 2014). Despite an upturn in recent employment, total employment is expected to fall in the years leading up to 2022.

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in [name of Framework]

Duration

The average length of time normally taken to achieve and demonstrate competence is 24 months.

Mandatory outcomes

SVQ or alternative competency based qualification as identified below:

The relevant SVQ must be completed

| Qualification | Reference number | Awarding Body | SCQF Credit Points |
|-----------------------------------|------------------|---------------|--------------------|
| SVQ in Food Technology at SCQF L6 | GPOD 23 | SQA & NSAFD | 61-76 |

Core Skills

All Core Skills occur naturally in the competence-based qualification and do not require separate certification:

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

Enhancements

Apprentices must complete the following qualification:

- HNC in Food Science and Technology SQA code: G9DD 15, SCQF level 7

Optional Outcomes

Additional SVQ Units/Qualifications/Training

Optional outcomes provide the opportunity for employers to provide additional learning where appropriate, depending on the job role.

Additional learning may include units from a relevant SVQ at SCQF L5 or above; relevant short courses or relevant professional qualifications. Examples of optional outcomes may be industry or organisation-specific.

Examples of areas that optional outcomes may cover:

- People skills such as team leader, managing others, working in a team
- Manager or supervisor skills development
- Communications in the workplace
- Report writing at management level
- Large scale processing outcomes
- How to deal with complaints
- Conflict resolution
- Dealing with personnel issues
- Employment law
- Food Hygiene Intermediate Certificate
- Additional SVQ units from any qualifications at SCQF Levels 6-8 (e.g., Management or Team Leading)
- SVQ Food and Drink Operations Principles/Knowledge units at SCQF L5 or above
- HACCP (Intermediate Level)
- Health and Safety Certificate
- ESOL: Work and Study Related Contexts (Access 3/Intermediate 1)
- Food Safety for Manufacturing Award
- Coaching Certificate
- Manual Handling Certificate
- First Aid
- Water treatment

The Framework

Duration

It is expected that apprentices following this framework will take on average 24 months to complete. This includes a minimum of 20% of time for off-the-job training.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve the following qualification:

| Qualification | Reference number | Awarding Body | SCQF Credit Points |
|-----------------------------------|------------------|---------------|--------------------|
| SVQ in Food Technology at SCQF L6 | GP0D 23 | SQA & NSAFD | 61-76 |

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

Core Skills

Each apprentice is required to achieve the following core skills:

| Core Skills | Minimum level | SCQF credit points |
|--|---------------|--------------------|
| Communication | 5 | 6 |
| Working with others | 5 | 6 |
| Problem Solving | 5 | 6 |
| Information and Communication Technology | 5 | 6 |
| Numeracy | 5 | 6 |

All Core Skills occur naturally within the competence-based qualification and do not need to 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

Apprentices must complete the following qualification:

- HNC in Food Science and Technology SQA code G9DD 15 SCQF level 7

Optional Outcomes

Optional outcomes provide the opportunity for employers to provide additional learning where appropriate, depending on the job role.

Additional learning may include units from a relevant SVQ at SCQF L5 or above; relevant short courses or relevant professional qualifications. Examples of optional outcomes may be industry or organisation-specific.

Examples of areas that optional outcomes may cover:

- People skills such as team leader, managing others, working in a team
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- Report writing at management level
- Large scale processing outcomes
- How to deal with complaints
- Conflict resolution
- Dealing with personnel issues
- Employment law
- Food Hygiene Intermediate Certificate
- Additional SVQ units from any qualifications at SCQF L6-L8 (e.g., Management or Team Leading)
- SVQ Food and Drink Operations Principles/Knowledge units at SCQF L5 or above
- HACCP (Intermediate Level)
- Health and Safety Certificate
- ESOL: Work and Study Related Contexts (Access 3/Intermediate 1)
- Food Safety for Manufacturing Award
- Coaching Certificate
- Manual Handling Certificate
- First Aid
- Water treatment

Registration and certification

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

National Skills Academy for Food and Drink
The Catalyst
Baird Lane
York
YO10 5GA

Telephone: 0845 644 0448

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 completing the online registration system (MA Online 2, (www.modernapprenticeships.org)). 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.

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

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

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

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

Recruitment and selection

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

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

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 currently have contracts to deliver food and drink Modern Apprenticeship Frameworks and may be interested in delivering the new MA Framework:

Brown Brothers (Manufacturing) Ltd
Crawford Training Services
Fife College
Galloway Training Limited
JB Management (Scotland) Limited
learndirect limited
Malcolm Allan Ltd
MGT Training Ltd
Polaris Learning Ltd
R T Resources
Scottish Bakers
Scottish Meat Training
SRUC (formerly Elmwood College)

Delivery of Training for the Modern Apprenticeship in Food and Drink Technical at SCQF L6

Work-based training

Delivery and assessment method

Where appropriate 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

Any of the following should be held by those undertaking delivery

- A1/V1
- L&D9DI
- PTLLS
- CLLS

Those involved in delivery of SVQ, NCs and HNCs are advised to check with the SQA Accreditation guidance on assessor and verifier competence requirements and the note issued September 2013. 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.**

The relationship between the current L & D Units and previous Assessor and Verifier qualifications can be found on the attached link.

http://www.sqa.org.uk/files_ccc/Assessor_and_Verifier_Compentence_FINAL.pdf

Assessors should also check the Assessment Strategy for SVQs and the NCs and HNCs as issued by the appropriate awarding body.

Occupational competence is required for the specified qualification 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)

Learners will achieve the SVQs which contain underpinning knowledge and this will be developed and assessed through methods such as:

- on-going training with their assessor and/or employer.
- question and answer sessions
- written and oral tasks involving research
- study and in house development
- task based work activity
- on line learning
- off line tutorials

The delivery of the enhancements which provide underpinning knowledge should be agreed between the employer, provider and apprentice to suit the needs of the business and could take one or more of the methods above.

Off-the-job training

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

Most of the delivery takes place on the job and where it does take place off the job then it should be relevant to the apprenticeship pathway and the role of the individual.

The HNC in Food Science and Technology is detailed in the enhancement section and delivers off-the-job training appropriate to the MA Framework.

Delivery and assessment method

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
- A continuous block of off-the-job training
- A series of shorter blocks of off-the-job training together with periods of work-based learning in-company
- A '3-days off, 2-days on' pattern (or vice versa)

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

As a result of the research and demand indicated in the Skills Investment Plan, industry supported the development of a new Modern Apprenticeship Framework including a pathway for Food Technology.

Employers, providers and stakeholders have shaped the content of the new SVQ qualification and have endorsed the HNC in Food Science and Technology as main component parts of the new pathway.

Consultation with employers was undertaken through a mixed approach of telephone conference meetings, online consultations, provider consultations and consultations led by industry trade bodies to ensure the widest range of feedback and support.

Janette Graham, Apprenticeship Programme lead for 2 Sisters Food Group, was the lead employer who assisted the design and development process. 2 Sisters Food Group have led on driving the design and development of food technology apprenticeships across the UK. At all stages, they provided oversight of the consultation and final sign off on behalf of industry.

From developing an outline draft SVQ, this was sent to employers across Scotland through trade bodies and providers, as evidenced by the high level of support for the development which has been provided.

Polaris and SQA Awarding Body both highlighted an issue with initial SVQ drafts, which suggested 15 mandatory units. This was felt to be impractical to deliver. Further consultation was undertaken through providers and a structure of 6 mandatory and 6 optional units for the SVQ was finalised.

Border Biscuits and Sco-Fro both provided extensive consultation suggestions, which led to the agreement that 2 extra units covering the area of Packaging should be included within the SVQ structure.

Online Consultation with Employers

Following the initial scoping meeting to develop the new Food Technology SVQ, NSAFD consulted more widely with industry through an online consultation to determine the nature of the SVQ that should be developed and the demand for it and the Modern Apprenticeship from industry. An outline SVQ structure at SCQF L6 was drafted and circulated to show how a qualification could be developed that could meet the demand for a qualification for Food Technology, supported by appropriate knowledge based qualifications for industry.

The responses to the consultation were unanimous in their support for the areas to be covered in the Framework.

Provider Consultation

Consultation was undertaken through SQA Awarding Body, who have committed to support this qualification, and with the largest providers in the sector directly, including Scottish Bakers, Pinnacle Food and Drink Services and Scottish Meat Training, who all confirmed their support for the new qualification and Modern Apprenticeship pathway within the new framework.

Career progression

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

The initial pathway in the Modern Apprenticeship in Food and Drink Technical is:

- Food Technology

Progression includes:

- Applying the skills and knowledge acquired during the apprenticeship to a relevant job in the same food and drink sub-sector and continuing to develop craft, technical skills and supervisory/management skills
- Progress into a more specific science role in a related sector
- Lateral career moves to other food and drink sub-sectors and further developing their skills and knowledge
- Lateral progression to another Modern Apprenticeship/SVQ pathway in Food and Drink Operations at the same level to further develop industry-specific skills or generic supervisory, technical or business improvement skills
- In-house development
- Progression into higher education

Apprentices may also wish to continue their professional development through industry specific training or relevant professional development. Further information is also available on the My World Of Work website <http://www.myworldofwork.co.uk> and the National Food and Drink Skills Academy Tasty Careers website www.tastycareers.org.uk

Typical progression and exit routes for the framework can be found in the table below.

| Food Technologist pathway | | |
|--------------------------------------|---|--|
| Job titles | Job roles | Progression routes |
| Food Technologist | Ensuring the safety and quality of food and drink products | Employment in job roles to the left, or progression to higher level jobs or higher education in food science/food technology. Lateral progression to any suitable MA/SVQ pathway including: <ul style="list-style-type: none"> • MA/SVQ SCQF L6 Food and Drink Operations • MA/SVQ SCQF L6 Food and Drink (Food Manufacturing Excellence) • MA /SVQ SCQF L6 Laboratory Science |
| New Product Development Technologist | Improve existing food and drink products and launch new ones | |
| Quality Supervisor | Maintaining quality levels to set parameters within highly automated Food and Drink manufacturing organisations | |
| Quality Auditor | Interpret data to identify trends and carry out basic fault finding to avoid future faults and improve quality and productivity | |

Further information on careers in the food and drink industry can be found at : www.tastycareers.org.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://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 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:

National Skills Academy for Food and Drink
The Catalyst
Baird Lane
York
YO10 5GA

Telephone: 0845 644 0448