



A
MODERN APPRENTICESHIP
IN
MANAGEMENT
FRAMEWORK DOCUMENT
FOR
SCOTLAND

Management Standards Centre

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1 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 Bodies (SSBs). SSBs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

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

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they all contain the same 3 basic ingredients:

- S/NVQ level 3
- Core Skills
- Industry specific training

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

2 Modern Apprenticeships in Management

The Management Standards Centre is the recognised standards setting body for leadership and management and, as such, is responsible for the developing maintaining modern apprenticeship frameworks in management.

As a cross sector skill area the management framework should be applicable to employers within all sectors of the Scottish economy. Whilst it is difficult to provide a complete breakdown of employers within a cross occupational skill area there are at least 123, 980 VAT registered companies in business in Scotland with at least 2270 falling into the definition of a large company (250+ employees). In common with all employers across the UK identified skills gaps for these employers are likely to include leadership, innovation and change management. The work undertaken by the MSC during the revision of the national occupational standards for management and leadership also identified customer service as an increasing area of skill demand for all employers, a fact supported by the high percentage of people within Scotland employed in service sector jobs (80%).

In the management framework analysis of 2003/04, based on 1000 apprentices registered on the management framework, management apprentices were mainly employed in the wholesale and retail sectors (249), with call centres (78), care (78), sport and leisure (62) and engineering (45) also making good use of the frameworks. Other sectors using the management framework to a lesser extent include: health; hospitality; education and training; emergency services; travel; legal services; construction; finance; government; IT; manufacturing; retail food. Sectors who have take up of 10 apprentices or less include: armed forces; arts; beauty; business services; catering; child care; communication provision; community development; distribution; food manufacturing; insurance; opticians; passenger transport; retail automotive; retail communications; tourism; utilities; voluntary. Other sectors make up 145 employed management apprentices.

The average age for people employed in managerial positions is 41 with nearly two thirds qualified to S/NVQ level 3 or above. Although one in six managers still have no qualifications at all. This means that the management MA has the potential to be relevant to all managers in Scotland, offering routes at S/VQ levels 3, 4 and 5 and with funding currently available for many 25+ apprentices. Managers also tend to stay longer in their jobs, which could benefit MA completion rates. The number of starts on the management framework has soared since the introduction of the 25+ funding pilot throughout Scotland, with the majority of apprentices over 25 (total in training at March 2004, 2282 compared to 25 16 year olds in the same period). Completion rates also improve with the over 25 apprentice, with the completion rates currently at approximately 50%.

3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Management

Mandatory outcomes

S\NVQ
One of the following S\NVQ(s) must be achieved:

Management S\NVQ level 3	G81T 23 (SQA)
Management S\NVQ level 3	G83F 23 (ILM)
Management S\NVQ level 3	G84P 23 (CMI)
Management S\NVQ level 3	G854 23 (EAL)
Management S\NVQ level 3	G87Y 23 (ECITB)
Management S\NVQ level 3	(Edexcel)
Management S\NVQ level 4	G81R 24 (SQA)
Management S\NVQ level 4	G83G 24 (ILM)
Management S\NVQ level 4	G853 24 (EAL)
Management S\NVQ level 4	G81R 24 (SQA)
Management S\NVQ level 4	(Edexcel)
Management S\NVQ level 5	G820 25 (SQA)
Management S\NVQ level 5	G83H 25 (ILM)
Management S\NVQ level 5	G84T 25 (CMI)
Management S\NVQ level 5	(Edexcel)

Core Skills

• Communication	Intermediate 2	D01B11
• Working With Others	Intermediate 2	D01F11
• Problem Solving	Intermediate 2	D01E11
• Information Technology	Intermediate 1	D01D10
• Numeracy	Intermediate 1	D01C10

Enhancements

One of the following must be achieved

A minimum of one core skill at a higher level
 A minimum of one unit from an S\NVQ at level 3 or above relevant to the apprentice’s job role
 A minimum of one additional unit from a management S\NVQ at level 3 or higher

Optional Outcomes

Additional S\NVQ Units/Qualifications/Training

There are no additional optional outcomes

Notes

All Scottish MA Frameworks must contain S\NVQ(s) at level 3 or above.

All Scottish MA Frameworks must contain all 5 core skills. Where these can be demonstrated (via a detailed mapping at performance criteria to performance criteria level) to be embedded within the mandatory units of the S\NVQ, they do NOT require to be separately certificated. Please make it clear in this section which core skills need to be separately certificated and which do not. All core skills must be at Intermediate 1 or above.

The Scottish Executive is keen to see language qualifications included in all Scottish MA Frameworks and SSBs are encouraged to include these where appropriate. If no ‘enhancements’ are required, remove this box.

All sectors should encourage the achievement of additional awards, qualifications and training.

4 The Framework

The mandatory and optional content of the Modern Apprenticeship in Management is as follows:

Mandatory Outcomes

1 S/NVQ(s)

Each apprentice is required to achieve one of the following S/NVQ(s):

- Management S/NVQ level 3 G81T 23 (SQA)
- Management S/NVQ level 3 G83F 23 (ILM)
- Management S/NVQ level 3 G84P 23 (CMI)
- Management S/NVQ level 3 G854 23 (EAL)
- Management S/NVQ level 3 G87Y 23 (ECITB)
- Management S/NVQ level 3 (Edexcel)
- Management S/NVQ level 4 G81R 24 (SQA)
- Management S/NVQ level 4 G83G 24 (ILM)
- Management S/NVQ level 4 G853 24 (EAL)
- Management S/NVQ level 4 G81R 24 (SQA)
- Management S/NVQ level 4 (Edexcel)
- Management S/NVQ level 5 G820 25 (SQA)
- Management S/NVQ level 5 G83H 25 (ILM)
- Management S/NVQ level 5 G84T 25 (CMI)
- Management S/NVQ level 5 (Edexcel)

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

2 Core Skills

Each apprentice is required to achieve the following core skills:

- | | | |
|--------------------------|----------------|--------|
| • Communication | Intermediate 2 | D01B11 |
| • Working with others | Intermediate 2 | D01F11 |
| • Problem Solving | Intermediate 2 | D01E11 |
| • Information Technology | Intermediate 1 | D01D10 |
| • Numeracy | Intermediate 1 | D01C10 |

Core skills do not require 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.

3 Enhancements

One of the following must be achieved

A minimum of one core skill at a higher level
 A minimum of one unit from an S/NVQ at level 3 or above relevant to the apprentice’s job role

A minimum of one additional unit from a management S/NVQ at level 3 or higher

4 Optional Outcomes

There are no additional optional outcomes. However, MSC strongly encourages employers to add further qualifications and training to the management framework to meet their business needs of the organisation and developmental needs of the apprentice. By adding additional skills to the framework the apprentice will add breadth to their competence.

A key feature of the MSC management S/NVQs is their flexibility to customise training to reflect the range and depth of competence that different people may need in their work place.

5 Registration and certification

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

Kion Ahadi,
Management Standards Centre,
3rd Floor,
2 Savoy Court, Strand
London, WC1R 0EZ
Tel: 0207 240 2826
Email: Management.standards@managers.org.uk

The SSB will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSB within 8 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address. In the case of MAs which receive funding from LECs it is acceptable for the LEC Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

The SSB 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, employers must submit evidence to the SSB 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 SSB at the address above.

SSB Service level

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

The SSB 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.

6 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 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 Careers Scotland and the SSB for advice and guidance on recruitment and selection. The Careers Scotland web site is at: www.careers-scotland.org.uk or visit www.management-standards.org

Whilst there are no formal entry requirements, Management Standards Centre wishes to address the issue of non-completion of its framework and recommends that employers and providers use a variety of recognised initial assessment tools to ensure the apprentice has the ability to complete all aspects of the framework. These could include, for example:

Application Forms
Self-assessment
Diagnostic Testing
Psychometric Testing
Learning Styles analyses
Skillcheck
Skillscan
Quickscan
Key Skills Profiler
MAPS Indicator
Morrisby Profile

See the following web sites for useful information on initial assessment tools:

www.supportforlearning.org.uk
www.core-skills.org.uk
www.sfqi.org.uk
www.scotland.gov.uk

The apprentice must also be in a job role that supports the completion of all components of the framework

7 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 and undertaking the Modern Apprenticeship.

All MAs supported by the Enterprise Networks must conform to Local Enterprise Companies (LECs) contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

8 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 the Enterprise Networks will be required to satisfy the LEC as to the adequacy of its Health and Safety policy and systems.

9 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 SSB Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 3 SSB Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by a LEC, the LEC Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances, however it is essential that the SSB is notified of any changes.

10 Employment status of Modern Apprentices

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

11 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.

12 Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved S/NVQ Assessment Centres; others may join consortia 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 work-site. 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 S/NVQ and core skills where appropriate.

A full list of organisations approved to deliver this Modern Apprenticeship is available from Management Standards Centre

The SSB 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 Any credit to be applied for by Accreditation of Prior Learning by the Modern Apprentice.
- 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 the LEC (if the MA is being financially supported by SE or HIE)
- 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 LECs it is sufficient to submit the LEC Training Plan on condition that it covers the same information required in the MA Training Plan.

13 Consultation Process

The new management framework is a revision of the 1998 framework and provides a far more flexible training programme for employers, providers and apprentices. A wide consultation process was carried out in the Autumn of 2005, following on from the revision of the management NOS and SVQs.

A steering group of key stakeholders was formed to provide guidance, three consultation events were held throughout Scotland, to include Highlands and Islands and Scottish Enterprise regions, and a wider postal and e-mail consultation followed the events. The following employers, providers and other stakeholders took part in the consultation process:

Keith Adam	David Brown Training
Ann Brady	HPS
Glenn Dunn	ITP Solutions
Sandy Miller	ITP Solutions
George Brand	Aberdeen Chamber of Commerce
Louisa Fraser	Inverness College
Catherine Miles	Forte Business Consultants Ltd
Marie Sheridan	Forte Business Consultants Ltd
Bill Shields	Tristar Oilfield Services Ltd
Frank Doak	MetTECH
Amanda Wiseman	Edinburgh Telford College
Alison Craik	The PCT Partnership
Karen Dawson	Elmwood College
Jim Stewart	Elmwood College
Bryan Woodrow	XL Training
Deidre McKendry	BC Consultants
Genevieve McCabe	Edinburgh Telford College
Sara Neilson	Lauder College
Valerie Barton	RTL Training

Diane Maxwell	RTL Training
Kate Houchin	Stevenson College Edinburgh
Jim Lynch	BC Consultants
Graham Walker	Lauder College
Alex McCue	Harris Management
Moira Harris	Harris Management
Derek Ewens	Scottish Enterprise
Jane Hey	Itec Integrations
Kenny Wilson	Business Training Services (UK)
Bob Strickland	
Julie Scott	Rewards Scotland TRC
Maggie Braid	Maggie Braid Associates
Maire Muir	Muir Slicer Associates
Debbie Gibb	West Lothian College
Brendan Harris	UKCCPD
Ian Begbie	Total Management Training Ltd
Billy Scott	James Watt College of Further & Higher Education
Mary Simpson	Intec Business Colleges Scotland
Debbie Campbell	James Watt College of F&HE
Lynne Hunter	IT Skills
Margaret McCulloch	University of Strathclyde
Roddy McVicar	The Tell Organisation
Barbara Giles	Alchemy Effects Ltd
Ian MacDonald	Alchemy Effects Ltd
Trisha White	CBT
Julie Hoey	Scottish Enterprise
Stuart McKenna	SSASCOT and MAIG
Jacqui Hepburn	SSDA
Lindsay Hewitt	Scottish Executive
Peter Jenkins	H & I Enterprise

Richard Wheater	GO Skills
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14 Career progression

Following the completion of the Modern Apprenticeship, candidates should be able to achieve the following progression:

The groups taking part in the consultation process felt it was important to show horizontal as well as vertical progression routes for apprentices and to this end highlighted the following qualification progression routes:

For a Modern Apprentice following the S/NVQ level 3 route

- S/NVQ level 3 in a different subject area – this may be either generic or sector specific
- S/NVQ level 4 in management
- S/NVQ level 4 in a different subject area – either generic or sector specific
- ILM Introductory Certificate in First Line Management
- CMI Introductory Certificate in Management
- ILM Certificate in First Line Management
- CMI Certificate in Management
- BTEC Management Award at level 3
- BTEC Management Certificate at level 3
- BTEC Management Diploma at level 3
- EDI plc level 3 management award (in development)

For a Modern Apprentice following the S/NVQ level 4 route

- S/NVQ level 4 in a different subject area
- S/NVQ level 5 in management
- S/NVQ level 5 in a different subject area
- CMI Level 4 Introductory Diploma in Management
- ILM Introductory Diploma in Management
- CMI Level 4 Diploma in Management
- ILM Level 4 Diploma in Management
- BTEC Management Studies Award at level 4
- BTEC Management Studies Certificate at level 4
- BTEC Management Studies Diploma at level 4
- SQA stage 2 Diploma
- Degree

For a Modern Apprentice following the S/NVQ level 5 route

- S/NVQ level 5 in a different subject area
- Degree
- MBA
- PHD

This list is indicative of the routes an apprentice could follow. There will be other sector specific progression routes

Careers in Management

Career opportunities for management apprentices vary. The range and scope of jobs within management are wide and varied, with job titles varying from sector to sector. Management modern apprentices are likely to be working in all sectors in Scotland.

As a very broad guide job titles on completion of the management framework apprentices could progress to:

• Manager	• General Manager
• Section Head	• Senior Manager
• Care Home Manager	• Director
• Senior Developer	• Senior Analyst

Again, some sectors may have other job titles, this is an indicative list.

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:

- Sector Skills Bodies (SSBs)
- Enterprise Networks and Local Enterprise Companies (LECs)
- Awarding bodies
- Training Providers
- Modern Apprentice Implementation Group (MAIG)
- Careers Scotland
- Employers
- Modern Apprentices

Role of the Sector Skills Bodies

SSBs 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.

Management Standards Centre is the SSB for management. For information on the management National Occupational Standards, S/NVQs and modern apprenticeships visit www.management-standards.org. For details on your sector's SSB visit www.ssascot.org.uk

Role of the Enterprise Networks and Local Enterprise Companies (LECs)

Financial support to assist with the training of Modern Apprenticeships in Scotland is administered in each area by the appropriate Local Enterprise Company (LEC). Organisations should contact their LEC to discuss financial support.

Further information is available from www.modernapprenticeships.com

Role of the awarding bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against S/NVQs or S/NVQ units. These qualifications are accredited by the Scottish Qualifications Authority (SQA) and the Qualifications and Curriculum Authority 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 S/NVQs and S/NVQ 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 understands the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSB (and LEC 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 MAIG

MAIG is an independent group drawn from key stakeholders involved in the management and delivery of the Modern Apprenticeship programme in Scotland.

MAIG is responsible for:

- Approval and re-approval of MA Frameworks
- De-approval of MA Frameworks
- Overseeing the generic marketing thrust of the MA programme in Scotland
- Encouraging best practice across MA Frameworks and sectors

Role of Careers Scotland

Careers Scotland is the natural point of contact for the recruitment and career-related needs of employers and training providers in Scotland. It provides advice and guidance on the range of Modern Apprenticeships and training providers available.

Careers Scotland is responsible for:

- Supporting Modern Apprentices with ongoing Career Planning advice.
- Providing a vacancy handling service to employers and training providers.
- Providing initial assessment of candidates and match to suitable vacancies.
- Promoting vacancies on the Careers Scotland website.

Role of the Employer

Employer's responsibilities include:

- Paying new Modern Apprentices in accordance with the company's 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 verify evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Providing 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 SSB 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, College of FE, or similar.

In order to be approved, organisations must make a formal application to the SSB, 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 S/NVQ(s) at level 3 (and Scottish 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

Organisations that have contracts with the Enterprise Networks for the delivery of Modern Apprenticeships must have Scottish Quality Management System (SQMS) accreditation (or be prepared to work towards accreditation) or other quality system accepted by the Enterprise Networks. Organisations that are privately funding their Modern Apprenticeship programme are actively encouraged to seek SQMS accreditation, or other quality assurance system as agreed with the SSB.

The SSB 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 their LEC.

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 S/NVQ(s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSB
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSB 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 <i>(or Parent/Guardian, if under 18)</i>		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:

The Local Enterprise Company (if applicable)

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

S\NVQ level 3 <i>(List mandatory and optional units)</i>		
S\NVQ level 4 <i>(List mandatory and optional units)</i>		
S\NVQ level 5 <i>(List mandatory and optional units)</i>		
Enhancements <i>Please list which enhancement the apprentice achieved</i>		

Core Skills <i>(Include details of the minimum level required)</i>		
1	Communication (minimum requirement Intermediate 2)	
2	Working with others (minimum requirement Intermediate 2)	
3	Numeracy (minimum requirement Intermediate 1)	

4	Information technology (minimum requirements Intermediate 1)	
5	Problem Solving (minimum requirement Intermediate 2)	

Summary of Modern Apprentices accredited prior learning

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

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zoia.hindocha@managers.org.uk