



A

MODERN APPRENTICESHIP

IN

ACCOUNTING

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Financial Services Skills Council

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1 Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships are training initiatives aimed at developing highly skilled employees.

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 any employee aged 16 or over. There are no formal entry requirements – but 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 types of Modern Apprenticeship 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.

****Sector Skills Councils**

Sector Skills Councils are independent, UK-wide organisations developed by groups of influential employers in industry or business sectors of economic or strategic significance. They exist to tackle the skills and productivity needs of their sector. One of their responsibilities is the development and promotion of Modern Apprenticeships.

2 Modern Apprenticeships in Accounting

Accounting staff are employed in a wide variety of firms and organisations at various levels of seniority from the more simple clerical roles through to the accounting technicians and on to the specialist accountants and senior finance managers.

Staff may work in a number of different areas such as payroll, credit, audit, costing etc, but in all cases there will be common core accounting competences required.

Employees also need to understand the business environment and develop the appropriate core skills to enable them to make an increased contribution to the business and progress their careers accordingly.

Professional institutions exist for accountants at both senior and technician levels. The institutions each have specific education and training requirements needing to be completed before members attain full professional status.

This Modern Apprenticeship framework is designed to provide the successful apprentice with the necessary breadth of knowledge, skills and competences to contribute effectively within the profession and to provide the foundation on which to build further qualifications.

3 Summary of framework

Diagram showing the contents of the Modern Apprenticeship in Accounting

Mandatory outcomes

S\NVQs	
<i>The following S\NVQ must be achieved*</i>	
<u>S\NVQ</u>	<u>Reference number**</u>
Accounting, level 2*	G93T 22 or 100/2940/0 or 100/3615/5 or 100/3657/X
Accounting, level 3	G925 23 or 100/2941/2 or 100/3616/7 or 100/3658/1

*Candidates who have the following qualifications will be granted exemption for the S\NVQ level 2:

- Higher Grade Accountancy at A-C, **OR**
- 2 Highers in academic subjects at A-C, **OR**
- SQA National/Higher National Certificate/Diploma in Business and Finance.

**Equivalent S\NVQs from other awarding bodies may also be used in this Framework.

Core Skills

Core Skill	Minimum level required	Reference
Communication	Intermediate 2 / SCQF Level 5	D6C704**
Working with Others	Intermediate 2 / SCQF Level 5	D6CL04**
Problem Solving	Intermediate 2 / SCQF Level 5	D6CF04**
Information Technology	Intermediate 2 / SCQF Level 5	D6CR04**
Numeracy	Intermediate 2 / SCQF Level 5	D6CB04**

**Only one reference is given for each core skill. Equivalent core skills from other awarding bodies may be used.

All core skills are embedded within the mandatory units of the S\NVQ level and do NOT require to be separately certificated.

Optional Outcomes

Employers may also add further S\NVQ units, qualifications, or training programmes where appropriate.

4 The framework

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

Mandatory Outcomes

1 S\NVQs

<i>The following S\NVQ must be achieved*</i>	
<u>S\NVQ</u>	<u>Reference number**</u>
Accounting, level 2*	G93T 22 or 100/2940/0 or 100/3615/5 or 100/3657/X
Accounting, level 3	G925 23 or 100/2941/2 or 100/3616/7 or 100/3658/1

**Candidates who have the following qualifications will be granted exemption for the S\NVQ level 2:*

- Higher Grade Accountancy at A-C, **OR**
- 2 Highers in academic subjects at A-C, **OR**
- SQA National/Higher National Certificate/Diploma in Business and Finance.

***Equivalent S\NVQs from other awarding bodies may also be used in this Framework.*

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on national 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 in 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:

Core Skill	Minimum level required	Reference
Communication	Intermediate 2 / SCQF Level 5	D6C704**
Working with Others	Intermediate 2 / SCQF Level 5	D6CL04**
Problem Solving	Intermediate 2 / SCQF Level 5	D6CF04**
Information Technology	Intermediate 2 / SCQF Level 5	D6CR04**
Numeracy	Intermediate 2 / SCQF Level 5	D6CB04**

***Only one reference is given for each core skill. Equivalent core skills from other awarding bodies may be used.*

All core skills are embedded within the mandatory units of the S\NVQ level and 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.

Optional Outcomes

Employers may also add further SNVQ units, qualifications, or training programmes where appropriate.

5 Registration and certification

The Scottish Modern Apprenticeship in Accounting is managed by the Financial Services Skills Council (FSSC). FSSC is the first point of contact in Scotland for any enquiries in relation to the framework. Contact details:

Financial Services Skills Council
51 Gresham Street
London
EC2V 7HQ

Tel: 0845 257 3772
Fax: 0845 257 3770
Email: info@fssc.org.uk

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

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 certification should be made to the SSC using MA Online. The FSSC will only accept MA Online Certification requests.

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

SSC Service level

The SSC undertakes to issue a registration number for MA Online input by an approved Modern Apprenticeship Centre. MA Online input requires centres to indicate that training agreements are held and completed.

The SSC will only issue Certificates of Completion using MA Online after checking all component parts are completed.

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

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

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 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 Careers Scotland and the SSC for advice and guidance on recruitment and selection. The Careers Scotland web site is at: www.careers-scotland.org.uk

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 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.

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

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.

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 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 S/NVQ and Core Skills where appropriate.

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.

13 Career progression

On completion of the programme, Modern Apprentices should expect to be in supervisory or line management positions. Because of the diversity of the sector – and the large number of occupations in which the framework is relevant – it is difficult to give specific routes for further career progression. However, most candidates should be expected to progress onto professional examinations with assistance from their employer.

14 Organisational 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 visit www.sscalliance.org.uk

Role of Skills Development Scotland

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 www.modernapprenticeships.com

Skills Development Scotland, under the Careers Scotland brand, 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 Career Scotland branded 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 S/NVQs or S/NVQ 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 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 understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of Modern Apprenticeship Group (MAG)

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

MAG 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 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

Appendices

Appendix 1

Employer consultation

List of Steering Group members

Ralph Boettcher	MI Technologies
Doreen Farmer	Multiskills Training Centre
Val Farmer	Scottish Qualifications Authority
Bernadette Kerr	Forward Training Partnership
Brian Leicester	Scottish Enterprise Forth Valley
Ken McCombe	Microcom Training
Sheila McCullough	Scottish Council of National Training Organisations
Patricia McDonagh	Association of Accounting Technicians
Julie McDonald	ITEC Integrations Ltd
Stuart McKenna	Convention of Scottish Local Authorities
Kay Mitchell	Lauder College
Margaret Monkton	Lauder College
Sandra Moore	Multiskills Training Centre
Mark Palmer	Convention of Scottish Local Authorities
Diane Savage	Association of Accounting Technicians
John Scott	Scottish Enterprise Glasgow
Pauline Thompson	Scottish Enterprise Fife
Caroline Todd	Scottish Enterprise Renfrewshire
Gary Waddell	Scottish Enterprise Edinburgh and Lothian
Yvonne Watson	Scottish Enterprise Fife
David Wilson	Stevenson College

List of organisations consulted

Over 200 postal questionnaires were sent to key stakeholders in Scotland. Included in this, were the following organisational groups:

- 32 Scottish local authorities (Employee Development Officers, Heads of Personnel and Heads of Strategic Services.)
- Scottish Enterprise LECs
- Highlands & Islands LECs
- All Scottish Careers Companies
- All Scottish Colleges
- Miscellaneous list of employers and training providers involved with, or interested in, the delivery of S/NVQs in Advice and Guidance.

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 S/NVQ(s) (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 S/NVQ(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 <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 2 in Accounting <i>All units are mandatory</i>		Tick units being undertaken	SCQF Level	SCQF Points
1	Recording income and receipts			
2	Making and recording payments			
3	Preparing ledger balances and an initial trial balance			
4	Supplying information for management control			
5	Working with computers			
6	Contribute to the maintenance of a healthy, safe and productive working environment			
7	Achieving personal effectiveness			
S\NVQ level 3 in Accounting <i>All units are mandatory</i>				
10	Maintaining financial records and preparing accounts			
11	Recording and evaluating costs and revenues			
12	Preparing reports and returns			
13	Working with computers			
14	Contribute to a healthy, safe and productive working environment			
Enhancements				

Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information 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 Points
(specify unit)			
(specify unit)			
(specify unit)			
(specify unit)			

Summary of Modern Apprentices accredited prior learning

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

Financial Services Skills Council
 51 Gresham Street
 London
 EC2V 7HQ

Tel: 0845 257 3772
 Fax: 0845 257 3770

Email: info@fssc.org.uk
 Website: www.fssc.org.uk