



**A**

**MODERN APPRENTICESHIP**

**IN**

**CONSTRUCTION**

**Level 3 Technical Occupations**

**FRAMEWORK DOCUMENT  
FOR  
SCOTLAND**

**ConstructionSkills**

**September- October 2008**

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ConstructionSkills  
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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 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.

## **What's in a Modern Apprenticeship?**

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

- A relevant S/NVQ (or alternative competency based organisation)
- Core Skills
- Industry specific training

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

## **2** Modern Apprenticeships in Construction

The construction industry is fast moving and diverse industry with many occupational routes. ConstructionSkills has identified that the sector as having 4 areas that have different requirements, Building Sector, Civil Engineering Sector, Specialist Sector and Technical

Industry employment in 2006 (Scotland) was 212,400 and is expected to grow by around 7.5% between 2008 and 2012 to 248,070. This would equate to some 6,320 new recruits to the industry in Scotland every year.

The industry has a strong ‘traditional’ apprenticeship programme managed by the Scottish Building Apprenticeship and Training Council (SBATC). The registration scheme for SBATC has seen an increase of apprentices since 2001 with 2007 figures being at 2,600 registrations.

The inclusion of a Level 2 Modern Apprenticeship to meet the needs of the Civil Engineering and Specialist Sector is well supported by the Civil Engineering Contractors Association (Scotland)(CECA) who will use the registration service provided by SBATC. This inclusion will also help CECA achieve a government target of having a fully qualified workforce.

The Civil Engineering Sector and Specialist Sector tend to provide services to the infrastructure of the industry. This infrastructure is likely to be the driving force behind growth between 2008 and 2012.

Within the Technical routes of the Modern Apprenticeship there has been an increase in take up for Site Supervision Building/Highways, also being put in place is a National Progression Award for Built Environment and Civil Engineering which are linked to an SVQ at Level 3.

The introduction of the Level 2 will increase the registration numbers and give young people and adult’s links to Further Education (FE), Approved Industry Training, SQA Awarding Body, SBATC, CECA and Skills Development Scotland.

### **3 Summary of Framework**

Diagram showing the contents of the Modern Apprenticeship in Construction

**Mandatory outcomes for S/NVQ Level 3 Technical Occupations**

**Construction Technical Level 3:**

<b>Level</b>	<b>Qualification</b>	<b>Accreditation No</b>
<b>SVQ Level 3</b>	<b>Construction Site Supervision-Building &amp; Civil Engineering</b>	<b>G8X323</b>
<b>SVQ Level 3</b>	<b>Construction Site Supervision-Highways Maintenance &amp; Rep</b>	<b>G8X423</b>
<b>SVQ Level 3</b>	<b>Construction Contracting Operations (Buying)</b>	<b>G8A423</b>
<b>SVQ Level 3</b>	<b>Construction Contracting Operations (Surveying)</b>	<b>G8A223</b>
<b>SVQ Level 3</b>	<b>Construction Contracting Operations (Site Technical Support)</b>	<b>G95L23</b>
<b>SVQ Level 3</b>	<b>Construction Built Environment Design</b>	<b>G95M 23</b>
<b>NVQ Level 3</b>	<b>Construction Contracting Operations</b>	<b>100/5792/4</b>
<b>NVQ Level 3</b>	<b>Construction Site Supervision</b>	<b>500/3751/1</b>
<b>NVQ Level 3</b>	<b>Construction Occupational Work Supervision</b>	<b>500/1624/6</b>
<b>NVQ Level 3</b>	<b>Construction Plant &amp; Equipment Supervision</b>	<b>Q1023960</b>
<b>NVQ Level 3</b>	<b>Controlling Lifting Operations</b>	<b>500/6086</b>

**Core Skill Requirements for S/NVQ Levels 3**

**Construction Technical Sector S/NVQ Level 3**

<b>Core Skill</b>	<b>Minimum Level</b>	<b>SCQF Level</b>	
<b>Communication</b>	<b>Access 3</b>	<b>SCQF Level 3</b>	<b>F42504</b>
<b>Working with Others</b>	<b>Access 3</b>	<b>SCQF Level 3</b>	<b>F42M04</b>
<b>Problem Solving</b>	<b>Access 3</b>	<b>SCQF Level 3</b>	<b>F42H04</b>
<b>Information Technology</b>	<b>Access 3</b>	<b>SCQF Level 3</b>	<b>F42D04</b>
<b>Numeracy</b>	<b>Access 3</b>	<b>SCQF Level 3</b>	<b>F42904</b>

**Information Technology will be the only Core Skill that requires separate certification. The Consultation with industry Information Technology (IT) is that the minimum requirement at SVQ 3 in Technical Occupations is to be Access 3.**

The separate certification of Information Technology Core Unit after the 1<sup>st</sup> August 2008 must be using the new Workplace Core Skill Unit.

Apprentices who are currently registered for the current Workplace Core Skill Unit must complete by 31 July 2011 (last date for certification of the current Workplace Core Skills)

**Additional Outcomes:**

**There is a National Certificate for Construction Site Supervision Building ,Civil Engineering, Construction Built Environment and Design and Construction Contracting Operations Site Technical Support .**

**Construction Technical Level 3**

<b>Occupation</b>	<b>Type of Training</b>	<b>Approved by:</b>
<b>Construction Site Supervision</b>	<b>National Certificate CE &amp; BC</b>	<b>SQA Awarding Body</b>
<b>Construction Built Environment &amp; Design</b>	<b>National Certificate G8Y3 46 Built Env</b>	<b>SQA Awarding Body</b>
<b>Construction Contracting Operations Site Technical Support</b>	<b>National Certificate G8Y2 46 Civil Eng</b>	<b>SQA Awarding Body</b>
<b>Controlling Lifting Operations</b>	<b>Appointed Persons Training Course</b>	<b>CPCS Carded Course</b>

## **4** **The Framework**

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

### **Mandatory Outcomes**

#### **1. S/NVQ's**

#### **Construction Technical Level 3:**

<b>Level</b>	<b>Qualification</b>	<b>Accreditation No</b>
<b>SVQ Level 3</b>	<b>Construction Site Supervision-Building &amp; Civil Engineering</b>	<b>G8X323</b>
<b>SVQ Level 3</b>	<b>Construction Site Supervision-Highways Maintenance &amp; Rep</b>	<b>G8X423</b>
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<b>SVQ Level 3</b>	<b>Construction Built Environment Design</b>	<b>G95M23</b>
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<b>NVQ Level 3</b>	<b>Construction Occupational Work Supervision</b>	<b>500/1624/6</b>
<b>NVQ Level 3</b>	<b>Construction Plant &amp; Equipment Supervision</b>	<b>Q1023960</b>
<b>NVQ Level 3</b>	<b>Controlling Lifting Operations</b>	<b>500/6086</b>

## 2. Core Skills

### Construction Technical Sector S/NVQ Level 3

Core Skill	Minimum Level	SCQF Level
Communication	Access 3	SCQF Level 3
Working with Others	Access 3	SCQF Level 3
Problem Solving	Access 3	SCQF Level 3
Information Technology	Access 3	SCQF Level 3
Numeracy	Access 3	SCQF Level 3

**Information Technology will be the only Core Skill that requires separate certification. The Consultation with industry Information Technology (IT) is that the minimum requirement at SVQ 3 in Technical Occupations is to be Access 3.**

The separate certification of Information Technology Core Unit after the 1<sup>st</sup> August 2008 must be using the new Workplace Core Skill Unit.

Apprentices who are currently registered for the current Workplace Core Skill Unit must complete by 31 July 2011 (last date for certification of the current Workplace Core Skills)

## Optional Outcomes

There is a National Certificate for apprentices undertaking Site Supervision and Built Environment and Design

### Construction Technical Level 3

<b>Occupation</b>	<b>Type of Training</b>	<b>Approved by:</b>
<b>Construction Site Supervision</b>	<b>National Certificate CE &amp; BC</b>	<b>SQA Awarding Body</b>
<b>Construction Built Environment &amp; Design</b>	<b>National Certificate G8Y3 46 Built Env</b>	<b>SQA Awarding Body</b>
<b>Construction Contracting Operations Site Technical Support</b>	<b>National Certificate G8Y2 46 Civil Eng</b>	<b>SQA Awarding Body</b>
<b>Controlling Lifting Operations</b>	<b>Appointed Persons Training Course</b>	<b>CPCS Carded Course</b>

## **5** Registration and certification

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

ConstructionSkills  
Skills Strategy Directorate  
Bircham Newton  
Kings Lynn  
Norfolk  
PE31 6RH  
Telephone: 0300 456 7395  
Fax: 0300 456 7280

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.gov.uk](http://www.maonline.gov.uk)). In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

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

Requests for certification should be made to the SSC using MA Online. ConstructionSkills will only accept MA Online Certification requests.

### **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.

## **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 the SSC for advice and guidance on recruitment and selection.
- ConstructionSkills recommends that prospective Modern Apprentices undertake a Skills Learning Exercise prior to commencing an apprenticeship. This exercise is provided for the industry, although a charge may be made.
- The Skills Learning Exercise is not a mandatory requirement for the Modern Apprenticeship framework but is a requirement for employers wishing to claim grant from CITB-ConstructionSkills.

## **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 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 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 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 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 and should form the contract of employment.

SBATC (through the Training Agreement) specify the terms and conditions as required by the employer and 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
- Industry Specific

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.

### **Approved Organisations**

A list of approved organisations to deliver the Construction Modern Apprenticeship is available from ConstructionSkills Scotland. A register of approved Modern Apprenticeship Centres is held by ConstructionSkills Head Office in England.

## 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 LECs 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 Consultation Process

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

- The re-accreditation of Scottish and National Vocational Qualifications S/NVQ 2005/06
- The Construction Qualification Strategy which invited employers and providers to attend over a two day period.
- The consultation with the Scottish Advisory Committee which is made up from Federations, Contractors and Associations across construction.
- A meeting with Federations, Associations and Unions within construction.
- A meeting with Civil Engineering Contractors Association (CECA) Scotland including industry representatives from Balfour Beatty Civil Engineering and Torith Ltd.
- Skills Testing Focus Group
- Partnership Event SQA, SBATC and ConstructionSkills which invited representatives from FE and Modern Apprenticeship Centres (MAC)
- SQA/SBATC/ConstructionSkills Liaison Committee

A meeting on 10<sup>th</sup> June 2008 in Stepps Glasgow with CECA (Scotland) identified the need for the Level 2 Modern Apprenticeship:

- On 20<sup>th</sup> June CECA Board's gave approval to proceed.
- On 29<sup>th</sup> July CECA presented a proposal to the SBATC to act as scheme Registrars. This was agreed by SBATC unanimously.

The consultation with industry has been positive and they fully support the framework.

## 14 Career progression

The construction industry has many occupational routes that young people and adults can follow. The unique part of the industry is that employed personnel need to prove competence in the given occupation. All competencies are qualification driven derived from National Occupational Standards and in many cases linked to industry card schemes.

There are opportunities at all levels, if apprentices show the aptitude to progress and have demonstrated the skills in the occupation progression routes are available.

Craft apprentices can move onto Advanced Craft in the third year of the apprenticeship, qualifications that have no Level 3 then there are progression routes by using Technical such as Occupational Work Supervision.

The introduction of National Certificates in Civil Engineering and Built Environment linked to an SVQ Level 3 will allow young people to progress into the industry under the Technical route. There are also career routes to management under technical that are open to all.

It is worthy to note that the framework has clear progression from Level 2 to Level 5 for all occupations.

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## 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 Councils (SSCs)
- Skills Development Scotland
- Awarding bodies
- Training Providers
- Modern Apprenticeship Group (MAG)
- Employers
- Modern Apprentices

##### 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.ssascot.org.uk](http://www.ssascot.org.uk)

##### Role of Skills Development Scotland

MA frameworks are used by employers as part of their workforce development to train both new employees as well as up-skilling 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](http://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 SQA Accreditation and the – the Office of the Qualifications and Examinations Regulator (OfQuals) 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 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**

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 verifying 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 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, College of FE, or similar.

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:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

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:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b> <i>(or Parent/Guardian, if under 18)</i>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



**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 (if applicable) (List mandatory and optional units)		Tick units being undertaken	SCQF Level	SCQF Points
S\NVQ level 3 (List mandatory and optional units)				
Enhancements (if applicable)				

Core Skills (Include details of the minimum level required)	
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>	
	(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:***

Insert SSC contact details in this section.