



A

MODERN APPRENTICESHIP

in

**Achieving Excellence in Sports Performance
(Football)**

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

SkillsActive

October 2007

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Edinburgh
EH2 3HT

The SkillsActive logo, featuring the word "SkillsActive" in a blue sans-serif font. The "S" is a darker blue, and the "Active" part is a lighter blue.

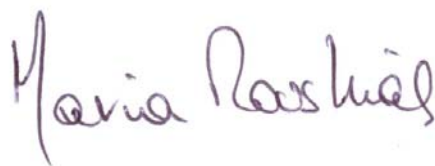
Modern Apprenticeship

In

Achieving Excellence in Sports Performance (Football)

Framework Document for Scotland

*Approved for use within Skillseekers in Scotland by
the Modern Apprenticeship Group on
18 October 2007*



*Maria Roushias
(Chair of the Modern Apprenticeship Group)*



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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

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

2 Modern Apprenticeship in Achieving Excellence in Sports Performance (Football)

At the request of employers in the Football Industry in Scotland, SkillsActive has developed this specialist proposal for a Modern Apprenticeship in Achieving Excellence in Sports Performance (Football) to meet the needs of the Football Clubs and young professional footballers.

Employers want to equip young people with the skills and expertise they need to compete effectively in the labour market for the position that they are in now, as a footballer, but also prepare them for a secondary career because their time as a footballer is time constrained.

This Framework will provide improved progression routes for these young people and also improved articulation with further learning opportunities following the conclusion of their sporting career

3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Achieving Excellence in Sports Performance

Mandatory outcomes

SNVQ Level 3

The following SNVQ must be achieved:

- Achieving Excellence in Sports Performance (G7R9 23) *

**Equivalent S/NVQs from other awarding bodies may also be used.*

Core Skills*

- | | | |
|--------------------------|----------------|---------------|
| • Communication | Intermediate 2 | Ref: D6C704** |
| • Working With Others | Intermediate 2 | Ref: D6CL04** |
| • Problem Solving | Intermediate 2 | Ref: D6CF04** |
| • Information Technology | Intermediate 1 | Ref: D6CP06** |
| • Numeracy | Intermediate 2 | Ref: D6CA04** |

**Working with others, Information Technology and Numeracy core skills must be certificated separately.*

***Core skills references are for SQA core skills. Equivalent core skills from other awarding bodies may also be used.*

Enhancement

Evidence of future career planning, identification of skill requirements and a personal training plan.

(Evidence should be provided in the form of an action plan using Form 4 on page 37 of this document.)

Optional Outcomes

Additional training

SkillsActive recommends that the following additional training is undertaken:

1. Undertaking and attending training that is contained in a suitable individual training plan that meets the needs of the apprentice. This should take into account the individual's ability and future career aspirations and should include an award/qualification as far as possible.
2. Industry awareness and involvement for their football career and awareness and plan for their the second career
3. Lifestyle skills, (e.g. drug awareness, gambling, media, driving)

4 The Framework

As a guide, and for illustrative purposes, SkillsActive would expect that this Framework would take between 18 and 24 months to complete.

The mandatory and optional content of the Modern Apprenticeship in Achieving Excellence in Sports Performance is as follows:

Mandatory Outcomes

1 S/NVQ

Each apprentice is required to achieve the following S/NVQ:

- Achieving Excellence in Sports Performance, Level 3: Ref: G7R9 23*

**Equivalent S/NVQs from other awarding bodies may also be used.*

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 – that 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 | Ref: D6C704** |
| • Working With Others | Intermediate 2 | Ref: D6CL04** |
| • Problem Solving | Intermediate 2 | Ref: D6CF04** |
| • Information Technology | Intermediate 1 | Ref: D6CP06** |
| • Numeracy | Intermediate 2 | Ref: D6CA04** |

**Working with others, Information Technology and Numeracy core skills must be certificated separately.*

***Core skills references are for SQA core skills. Equivalent core skills from other awarding bodies may also be used.*

Core Skills are skills and abilities that 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 Enhancement*

Evidence of future career planning, identification of skill requirements and a personal training plan.

*(*Evidence should be provided in the form of an action plan using Form 4 on page 37 of this document.)*

This is the unique feature of this framework. The career of a footballer is time constrained therefore we have included these enhancements to give the football player the best possible transition into a secondary career.

All candidates will have different interests but we require the candidate to be proactive in their planning for a second career.

We will require evidence that they have considered what jobs, training courses and study is right for them and what steps they will take to decide what options are right.

This career planning can take place with any individual who might be in a professional position to be able to guide the candidate and the evidence of this will be provided on Form 4 as a minimum.

However, where possible the candidate will make an appointment with Careers Scotland (or Skills Development Scotland) careers advisers locally and complete a career plan of action, and this should be provided as evidence.

Optional Outcomes

Additional training

SkillsActive recommends that the following additional training is undertaken

- 1 Undertaking and attending training that is contained in a suitable individual training plan that meets the needs of the apprentice. This should take into account the individual's ability and future career aspirations and should include an award/qualification as far as possible.
- 2 Industry awareness and involvement for their football career and awareness and plan for their the second career
- 3 Lifestyle skills, (e.g. drug awareness, gambling, media, driving).

5 **Registration and certification**

This Scottish Modern Apprenticeship is managed by SkillsActive. SkillsActive is the first point of contact in for any enquiries in relation to registration and certification contact Valerie Pringle. Contact details:

SkillsActive
28 Castle Street
Edinburgh
EH2 3HT

Telephone: 0131 226 6618

SkillsActive will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with SkillsActive 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 that 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.

SkillsActive 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 SkillsActive that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

As a guide, and for illustrative purposes, SkillsActive would expect that this Framework would take between 18 and 24 months to complete.

For simplicity we have included in this Framework, templates for; individual registration, registration as a Modern Apprenticeship Centre (MAC) and Certificate request forms at the back of this document.

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

SkillsActive Service Level

SkillsActive 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.

SkillsActive 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 Sector Skills Council for advice and guidance on recruitment and selection. The Careers Scotland web site is at: www.careers-scotland.org.uk

Mandatory entry requirement

A mandatory entry requirement for this Modern Apprenticeship is that the individual meets a definition of a “talented player”, using the Scottish Football Association defined criteria as a quality standard. This would be undertaken in consultation with the Sector Skills Council, SkillsActive. This guidance is published separately.

Note: this MA is available only to individuals that meet these requirements and who are within the Scottish Football Association membership and competition structures. This MA is not available to individuals who do not meet the requirements, or sit outside the SFA structure. In this context the SFA will act as a regulatory body for entrants and its decision is final.

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 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.

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.

Training providers must be approved by SkillsActive to deliver this MA.

Training Providers will be expected to demonstrate their ability to deliver this highly specialised MA and lecturers and assessors will have to have to be able to demonstrate that they have the knowledge and experience to deliver this Framework.

The Sector Skills Council 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. As this MA is designed to be individualised to suit the needs of the candidate we would expect each candidate to have his own unique training plan. 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

There has been substantial consultation with a variety of Football organisations, training providers and government agencies

Football Organisations Consulted

Scottish Football Association (Governing Body)

Scottish Football Association National Youth Project (National Governing Body of the Sport and also Training Provider)

Scottish Premier League

Scottish Football League

Scottish Professional Football Players' Association

"Fit for Purpose" Steering Group - including training providers

Government Agencies Consulted

Scottish Executive Sports Policy Unit

Scottish Enterprise

Highlands and Islands Enterprise Careers Scotland SQA

Sportscotland

Scottish Institute of Sport

14 Career progression

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

Some of the candidates will achieve positions as professional football players and this will be determined by the talent they show and the team's need for players in certain positions, but for those who do not achieve a full time contract with a first team there will be advantages in that they will have the Modern Apprenticeship, an SVQ at level 3, the requisite core skills and also an individualised programme that will give them a first step on a ladder to a secondary career. The level of this will be determined by the individual's personal aspirations and their ability.

Because this framework provides an option to individualise the secondary career component, the options for career progression are endless.

Apprentices will have the opportunity to go into various forms of employment, further and higher education depending on their interest, ability and their application to their individual training plan.

- First Team football player
- Construction
- Business
- Sports Coaching
- Computing
- Catering
- Electrical installation
- Further and Higher Education

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/ Councils (SSBs/SSCs)
- Enterprise Networks and Local Enterprise Companies (LECs)
- Awarding bodies
- Training Providers
- Modern Apprentice Group (MAG)
- Careers Scotland
- Employers
- Modern Apprentices

Role of the Sector Skills Councils (for this Framework -SkillsActive)

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

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 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 Careers Scotland

Careers Scotland provides personal, expert career guidance and employability services that enable individuals to succeed and progress in today's dynamic labour market.

Careers Scotland is responsible for:

- Promoting sources of recruitment to help promote vacancies to future workers.
- Running recruitment events connecting employers and training providers with young people looking for work.
- Supporting Modern Apprentices to manage and plan their career.

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 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) 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 AND TRAINING PLAN

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 that 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 that 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:



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

SNVQ level 3		
ES1	Plan, develop and apply your technical skills	
ES2	Plan and develop your physical conditioning	
ES3	Plan, develop and apply your tactical skills	
ES4	Develop the attitudes and mental skills necessary for excellent performance	
ES5	Plan and manage own lifestyle	
ES6	Plan and manage your own career	
ES7	Communicate and work effectively with others	
ES8	Maintain the health and safety of yourself and others	

Core Skills <i>(Include details of the minimum level required)</i>		
1	Information technology - Intermediate 1	
2	Communication - Intermediate 2	
3	Working with others - Intermediate 2	
4	Numeracy - Intermediate 2	
5	Problem Solving - Intermediate 2	

Enhancements		
	Evidence of future career planning (Form 4)	

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)	

Summary of Modern Apprentice's accredited prior learning

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

Valerie Pringle
SkillsActive
28 Castle Street
Edinburgh
EH2 3HT

FORM 1

MODERN APPRENTICESHIP CENTRE (MAC) REGISTRATION FORM

This registration form is for use by organisations wishing to register with SkillsActive Scotland for delivery of the Modern Apprenticeship within the Active Leisure and Learning industry in Scotland.

1. Organisation Details

1.1 Organisation Name:

1.2 Address:

1.3 Telephone Number:

1.4 Facsimile Number:

1.5 E-Mail Address:

1.6 Contact Name:

1.7 Contact Position:

1.8 Are you approved for Scottish Quality Management (SQMS)? Yes No

1.9 Please indicate the organisation type by ticking the relevant box(es)

- Training Provider
School/College/University
Employer

2. Key aspects of the Framework

2.1 Please tick the following boxes to confirm agreement to deliver the mandatory outcomes of the Active Leisure and Learning Modern Apprenticeship framework

- SVQ Level 3
Enhancements
Industry & Organisation Awareness training

Core Skills

- Numeracy Intermediate 2
Information Technology Intermediate 1
Communications Intermediate 2
Problem Solving Intermediate 2
Working with Others Intermediate 2

2.2 Are you in possession of the specifications for -

- SVQ Level 3
Core Skills
Talented performer definition

3. Framework Delivery

3.1 Are you an approved centre for delivery of SVQs in the Active Leisure and Learning sector? Yes No

If yes please state for which SVQ(s) _____

SVQ Approved Centre Registration No: _____

3.2 Please state which LEC area(s) you plan operating within:

3.3 a. Will you be operating nationally? Yes

No

b. Do you operate in England/Wales? Yes No

3.4 If you are an employer, will you be using another organisation to assist with delivery? Yes No

If yes please provide details of the assisting organisations

3.5 Please outline the recruitment and selection procedures to be used

3.6 Please tick to confirm that Health & Safety is a fundamental component of the training throughout the Apprenticeship:

3.7 Please enclose a sample training plan showing how, where and by whom delivery of the framework will be carried:

4. Modern Apprenticeship Certification

4.1 Please confirm that on request for Modern Apprenticeship certification the following evidence will be supplied to SkillsActive Scotland:

- a copy of the appropriate level 3 vocational qualification certificate
- the required core skills certificates
- evidence of how the industry awareness has been addressed
- Career Planning enhancement (Form 4)

I confirm that we are able to deliver and provide evidence of the minimum outcomes from the Active Leisure & Learning Modern Apprenticeship framework

Signed: _____

Position _____

Print Name _____

Date: _____

Please complete the SkillsActive Scotland Individual Registration forms and return with the necessary fees to register your individual Apprentices and enable funding to be drawn from the LEC.

Please return to:

SkillsActive Scotland, 28 Castle Street, Edinburgh, EH2 3HT

Notes:

1. It is expected that the training plan for each of the candidates, once devised will be copied to SkillsActive Scotland for information and monitoring purposes.
2. Employers are reminded that they need to register candidates with the relevant awarding body, normally the Scottish Qualifications Authority for vocational qualifications as well as with relevant national governing bodies or other parties in addition to the SkillsActive Scotland registration.

FORM 2

INDIVIDUAL REGISTRATION FORM

This registration form is for use by organisations that are registered with SkillsActive Scotland for delivery of the Modern Apprenticeship in Sport and Recreation, to register individuals wishing to undertake the Modern Apprenticeship.

1. Apprentice Details

1.1 Surname: _____

1.2 Forename: _____

1.3 Title: _____

1.4 Address: _____

1.5 Gender: _ Male _ Female

1.6 Date of Birth: (dd/mm/yy) __/__/__ Age: _____

1.7 Scottish Candidate Number: _____

1.8 National insurance No: _____

2. Employer Details

2.1 Contact Name: _____

2.2 Organisation: _____

2.3 Address: _____

2.4 LEC Area: _____

Registering Organisation (MAC):

Contact Name:

Contact Position:

3. Training Details

3.1 Apprentice Start Date: (dd/mm/yy)___/___/___

3.2 Expected End Date: (dd/mm/yy)___/___/___ (As a guide we expect this MA to taken between 18 to 24 months)

3.3 Does the candidate have a special training need? Yes _ No _

If yes please tick the appropriate boxes:

D _
ESOL/WSOL _
Lit _
Num _

3.4 Does the candidate have a disability or health problem that affects their ability to carryout normal activities? Yes ___ No___

3.5 Which of these groups does the Candidate belong?

White _
Black African _
Black Caribbean _
Black Other _
Indian _
Pakistani _
Bangladeshi _
Chinese _
None of these _

3.6 Please state the SVQ Level 3 the candidate is anticipated to achieve.

Achieving Excellence in Sports Performance_

Please submit form together with payment to:

SkillsActive Scotland
28 Castle Street
Edinburgh
EH2 3HT

FORM 3

CERTIFICATE REQUEST FORM

Please supply certification for the following Modern Apprenticeship candidate. Certificates will be sent to the claiming organisation within 6 weeks of receipt of this form.

PART 1

Please print clearly and use black ink to avoid any mistakes appearing on the certificate.

Candidate's Name in full:

Candidate's Serial Number:

Job title of Candidate:

Date of Birth:

Start Date of Apprenticeship:/...../.....

Framework Issue No: Approval Date:/...../.....

Completion Date of Apprenticeship:/...../.....

Delivered with:

• Employer

• Training Provider (if applicable)

Delivered by (LEC name)

Did the Apprentice attract funding Yes No

PART 2

Please confirm the evidence you are providing for completion of the mandatory outcomes of the Modern apprenticeship in Achieving Excellence in Sports Performance (Football) framework.

Qualification Title	Level	Reference No.	Evidence Attached
Induction to the employer and the MA Framework			<input type="checkbox"/>
S/NVQ Achieving Excellence in Sports Performance	Level 3		<input type="checkbox"/>
Core Skills Information Technology Numeracy Communication Working with Others Problem Solving	Intermediate 1 Intermediate 2 Intermediate 2 Intermediate 2 Intermediate 2		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> -
Industry Awareness			<input type="checkbox"/>
Evidence of Career Planning (Form 4)			<input type="checkbox"/>

PART 3

I certify that the Candidate has met all the requirements of the Modern Apprenticeship in Achieving Excellence in Sports Performance (Football) framework.

Signed (*claiming organisation*).....

Name in capitals.....

Position Organisation

Name.....

Please return to: SkillsActive Scotland, 28 Castle Street, Edinburgh, EH2 3HT

For Office Use

Date received:/...../..... Date dispatched:/...../..... Invoice Paid? YES/NO

Unique Apprentice Certificate Identifier:

Required evidence received? YES/NO

Verification check? YES/NO If yes, mandatory outcomes confirmed: YES/NO

If No, action taken:

.....

Form 4

CAREER PLAN OF ACTION (SECOND CAREER)

To be completed by candidate and careers adviser (where possible Careers Scotland/ Skills Development Scotland)

Name:.....

Career aims:.....

List the areas you need to consider: Eg; skills, interests, courses, work experience, shadowing, travel, wages, shift patterns,	Notes

Action Plan

	Action to be undertaken	Date to be achieved
1		
2		
3		
4		
5		
6		

Signed by candidate.....
 Date

Signed by careers adviser.....
 Date