



A Modern Apprenticeship in Construction

Framework Document for Scotland

ConstructionSkills

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Modern Apprenticeship

In

Construction

Framework Document for Scotland

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1 MODERN APPRENTICESHIPS IN SCOTLAND

What are Modern Apprenticeships?

Modern Apprenticeships are training programmes 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 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 types of Modern Apprenticeship and they all contain the same three basic ingredients:

- S/NVQ level 3
- Core Skills
- industry specific training.

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

2 MODERN APPRENTICESHIPS IN CONSTRUCTION

The construction industry in Scotland is expected to employ 225,430 by the end of 2007, an increase of 8% compared to 2005 (information taken from *Blue Print for UK ConstructionSkills 2007-2011*).

Generally, the sector is responsible for employers who are engaged in building, civil engineering and specialist building sectors of the industry. The statutory training board for the industry is CITB-ConstructionSkills with ConstructionSkills as the Sector Skills Council. CITB-ConstructionSkills in its role as a training board holds a register of Scottish based companies.

The industry at present is buoyant and has an expanding workload, increasing from 1,332 projects currently under construction to 2,389 projects planned for the future. This increase will see a recruitment demand of approximately 6,790 new workers to the industry each year until 2010, and from this recruitment and apprenticeship registrations with the Scottish Building Apprenticeship and Training Council (SBATC), we will see approximately 3,000 new apprentices each year in craft occupations. Construction and civil engineering will also take 230 new workers from this recruitment, with the remainder taken by labourers, office based staff and professionals.

The industry has a strong 'traditional' apprenticeship programme managed by SBATC, and the Modern Apprenticeship programme works in conjunction with this. The commitment to training is a feature of the industry in Scotland, with approximately 49% of firms claiming an apprentice within the manual workforce compared to 25% in the UK as a whole. Progression in the industry and training is reflected within the framework that can be achieved by all candidates who meet the required standard.

ConstructionSkills feasibility study for framework registration and certification in Scotland, as proposed by the Modern Apprenticeship Group (MAG), indicates that approximately 3,000 registrations annually across 16 occupations would have direct links to FE, SQA Awarding Body, SBATC, Scottish Enterprise, Highlands & Islands Enterprise and private training providers.

3 SUMMARY OF THE FRAMEWORK

The table below shows the contents of the Modern Apprenticeship in Construction.

Mandatory outcomes

S/NVQ Level 3, 4 or 5: one of the following S/NVQs must be achieved.

	Reference No.
S/NVQ Level 3	
Accessing Operations and Rigging (Construction)	G897 23
Bricklaying (Construction)	G88L 23
Carpentry and Joinery (Construction)	G892 23
Construction: Painting and Decorating	G6RD 23
Construction Plant Maintenance	G7CC 23
Construction: Wood Machining	G6RR 23
Plastering (Construction)	G891 23
Roofing Occupations (Construction)	G88X 23
Shopfitting (Construction)	G894 23
Stonemasonry (Construction)	G88Y 23
Wall and Floor Tiling (Construction)	G88J 23
Construction Site Supervision (Building & Civil Engineering)	G795 23
Construction Site Supervision (Highways Maintenance)	G796 23
Construction Contracting Operations (Buying)	G8A4 23
Construction Contracting Operations (Surveying)	G8A2 23
Construction Contracting Operations (Planning)	Q5000235
Construction Contracting Operations (Estimating)	Q5000234
Construction Contracting Operations (Site Technical Support)	Q5000236
Construction Contracting Operations	100/5792/4
Technical Design Built Environment	Q1052998
Construction Plant and Equipment Supervision	Q1023960
S/NVQ Level 4	
Construction Site Management (Conservation)	G799 24
Construction Site Management (Consulting Engineering)	G798 24
Construction Site Management (Contracting)	G797 24
Construction Contracting Operations (Buying)	Q5000239
Construction Contracting Operations (Planning)	Q5000241
Construction Contracting Operations (Estimating)	Q5000240
Construction Contracting Operations (Surveying)	Q5000242
Construction Contracting Operations	100/5793/6
Construction Plant and Equipment Management	Q1023961

S/NVQ Level 5

Construction Management

G8A3 25

Construction Management

Q5000235

Core Skill requirements for Apprentices undertaking S/NVQ Level 3

Core Skills	Minimum Level	Reference	Expiry
Communication	Access 3	D6C504	July 2009
Working with others	Access 3	D6CJ04	July 2009
Problem solving	Access 3	D6CD04	July 2009
Information technology	Access 3	D6CN04	July 2009
Numeracy	Access 3	D6C904	July 2009

Equivalent Core Skills from other Awarding Bodies may be used.

Core Skill requirement for Apprentices undertaking S/NVQ Level 4 or 5

Core Skills	Minimum Level	Reference	Expiry
Communication	Intermediate 1	D6C604	July 2009
Working with others	Intermediate 1	D6CK04	July 2009
Problem solving	Intermediate 1	D6CE04	July 2009
Information technology	Intermediate 1	D6CP04	July 2009
Numeracy	Intermediate 1	D6CA04	July 2009

Equivalent Core Skills from other Awarding Bodies may be used.

Depending on the S/NVQ selected, some or all Core Skills must be separately certificated. These are listed on page 9.

Additional outcomes

1. There is a requirement for all craft apprentices to follow a Training and Assessment Programme (TAPS) that is delivered by training providers. A unit or completion certificate is to be awarded by SQA Awarding Body. The TAPS programme is to be moderated by the Awarding Body ensuring that delivery and training meets the required standard.
2. Apprentices undertaking Accessing Operations and Rigging must complete Scaffolding training Part 1 and Part 2 and Advanced Scaffolder at an approved training provider and meet workplace evidence and time spent criteria.

4 THE FRAMEWORK IN DETAIL

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

Mandatory outcomes

A. S/NVQ(s)

S/NVQ Level 3, 4 or 5: one of the following S/NVQs must be achieved.

	Reference No.
S/NVQ Level 3	
Accessing Operations and Rigging (Construction)	G897 23
Bricklaying (Construction)	G88L 23
Carpentry and Joinery (Construction)	G892 23
Construction: Painting and Decorating	G6RD 23
Construction Plant Maintenance	G7CC 23
Construction: Wood Machining	G6RR 23
Plastering (Construction)	G891 23
Roofing Occupations (Construction)	G88X 23
Shopfitting (Construction)	G894 23
Stonemasonry (Construction)	G88Y 23
Wall and Floor Tiling (Construction)	G88J 23
Construction Site Supervision (Building & Civil Engineering)	G795 23
Construction Site Supervision (Highways Maintenance)	G796 23
Construction Contracting Operations (Buying)	G8A4 23
Construction Contracting Operations (Surveying)	G8A2 23
Construction Contracting Operations (Planning)	Q5000235
Construction Contracting Operations (Estimating)	Q5000234
Construction Contracting Operations (Site Technical Support)	Q5000236
Construction Contracting Operations	100/5792/4
Technical Design Built Environment	Q1052998
Construction Plant and Equipment Supervision	Q1023960
S/NVQ Level 4	
Construction Site Management (Conservation)	G799 24
Construction Site Management (Consulting Engineering)	G798 24
Construction Site Management (Contracting)	G797 24
Construction Contracting Operations (Buying)	Q5000239
Construction Contracting Operations (Planning)	Q5000241
Construction Contracting Operations (Estimating)	Q5000240
Construction Contracting Operations (Surveying)	Q5000242
Construction Contracting Operations	100/5793/6
Construction Plant and Equipment Management	Q1023961

S/NVQ Level 5

Construction Management

G8A3 25

Construction Management

Q5000235

B. Core Skills

All of the following Core Skills must be achieved.

Core Skill requirements for Apprentices undertaking S/NVQ Level 3

Core Skills	Minimum Level	Reference	Expiry
Communication	Access 3	D6C504	July 2009
Working with others	Access 3	D6CJ04	July 2009
Problem solving	Access 3	D6CD04	July 2009
Information technology	Access 3	D6CN04	July 2009
Numeracy	Access 3	D6C904	July 2009

Equivalent Core Skills from other Awarding Bodies may be used.

Core Skill requirement for Apprentices undertaking S/NVQ Level 4 or Level 5

Core Skills	Minimum Level	Reference	Expiry
Communication	Intermediate 1	D6C604	July 2009
Working with others	Intermediate 1	D6CK04	July 2009
Problem solving	Intermediate 1	D6CE04	July 2009
Information technology	Intermediate 1	D6CO04	July 2009
Numeracy	Intermediate 1	D6CA04	July 2009

Equivalent Core Skills from other Awarding Bodies may be used.

Depending on the S/NVQ selected, some or all Core Skills must be separately certificated. These are listed on page 9.

Core Skills are skills and abilities which everyone requires for 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, school or college, do not need to repeat these Core Skills as part of the Modern Apprenticeship framework.

Additional outcomes

1. There is a requirement for all craft apprentices to follow a Training and Assessment Programme (TAPS) that is delivered by training providers. A unit or completion certificate is to be awarded by SQA Awarding Body. The TAPS programme is to be moderated by the Awarding Body ensuring that delivery and training meets the required standard.
2. Apprentices undertaking Accessing Operations and Rigging must complete Scaffolding training Part 1 and Part 2 and Advanced Scaffolder at an approved training provider and meet workplace evidence and time spent criteria.

S/NVQ Level 3, 4 or 5: Core Skills that must be separately certificated.

	Ref. No.	Core Skill
S/NVQ Level 3		
Accessing Operations and Rigging (Construction)	G897 23	IT only
Bricklaying (Construction)	G88L 23	IT only
Carpentry and Joinery (Construction)	G892 23	IT only
Construction Painting and Decorating	G6RD 23	IT only
Construction Plant Maintenance	G7CC 23	IT only
Construction Wood Machining	G6RR 23	IT only
Plastering (Construction)	G891 23	IT only
Roofing Occupations (Construction)	G88X 23	IT only
Shopfitting (Construction)	G894 23	IT only
Stonemasonry (Construction)	G88Y 23	IT only
Wall and Floor Tiling (Construction)	G88J 23	IT only
Construction Site Supervision (Building & Civil Engineering)	G795 23	IT only
Construction Site Supervision (Highways Maintenance)	G796 23	IT only
Construction Contracting Operations (Buying)	G8A4 23	IT only
Construction Contracting Operations (Surveying)	G8A2 23	IT only
Construction Contracting Operations (Planning)	Q5000235	IT only
Construction Contracting Operations (Estimating)	Q5000234	IT only
Construction Contracting Operations (Site Technical Support)	Q5000236	IT only
Construction Contracting Operations	100/5792/4	IT only
Technical Design Built Environment	Q1052998	IT only
Construction Plant and Equipment Supervision	Q1023960	IT only
S/NVQ Level 4		
Construction Site Management (Conservation)	G799 24	IT only
Construction Site Management (Consulting Engineering)	G798 24	IT only
Construction Site Management (Contracting)	G797 24	IT only
Construction Contracting Operations (Buying)	Q5000239	IT only
Construction Contracting Operations (Planning)	Q5000241	IT only
Construction Contracting Operations (Estimating)	Q5000240	IT only
Construction Contracting Operations (Surveying)	Q5000242	IT only
Construction Contracting Operations	100/5793/6	IT only
Construction Plant and Equipment Management	Q1023961	IT only
S/NVQ Level 5		
Construction Management	G8A3 25	IT only
Construction Management	Q5000235	IT only

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
Bircham Newton
Kings Lynn
Norfolk
PE31 6RH
Tel: 01485 577259
Fax: 01485 577603

The registration of candidates will be carried out online using the 'MA Online' Scottish Modern Apprenticeship Online Registration and Certification System which has been developed by MAG. MA Online embraces the needs of three key stakeholder groups involved in Modern Apprenticeships in Scotland - Sector Skills Councils, Training Providers and Enterprise Networks - and facilitates greater information sharing and a reduction in bureaucracy.

Training providers using the MA Online Registration and Certification System for the first time will be briefed by ConstructionSkills.

All Modern Apprentices must be registered with the SSC within 8 weeks of starting their apprenticeship.

The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the framework.

SSC service level

The SSC undertakes to issue a registration number within 4 weeks of receipt of the relevant MA Online input and indication that a Training Agreement has been completed and held. 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 framework.

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. The 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 Higher Grades, employers should also be aware of newer vocational qualifications.
- The following factors may also influence the selection process:
 - The candidate's Scottish Qualification Certificate or Progress File.
 - Performance during a formal interview process.
 - References.
 - Relevant work experience.
 - Trial observation period.
 - Skills for work.
- 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. For further information visit:
www.careers-scotland.org.uk/home/home.asp

CITB-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 of the Modern Apprenticeship framework, but it is a mandatory requirement for employers that wish to apply for a grant from CITB-ConstructionSkills.

7 EQUAL OPPORTUNITIES

It is mandatory that all participants in this Modern Apprenticeship 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

It is a requirement of this Modern Apprenticeship framework that all aspects of health and safety at work are recognised and all statutory requirements are adhered to.

A key aspect of the induction period of the Modern Apprenticeship is that apprentices are fully informed of the regulations and made aware that they and their employers are bound by these regulations. Modern Apprentices should also be made aware that they, as employees, have clear rights and duties with regard to health and safety.

Any organisation wishing to contract with a LEC to employ a Modern Apprentice will be required to satisfy the LEC as to the adequacy of its Health and Safety policy and systems.

9 CONTRACTS

The following four contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. **Normal contract of employment** - signed by the employer and the Modern Apprentice
2. **LEC Training Plan** - only applies to apprentices in receipt of Skillseekers funding
3. **SSC Training Agreement** - outlines the basis of the Modern Apprenticeship, refers to the contract of employment and includes health and safety responsibilities
4. **SBATC Training Agreement and scheme registration.**

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 construction industry. The terms and conditions of employment for individual Modern Apprentices must be agreed between the employer and the apprentice.

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, whilst 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 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 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 training centre must be approved by the Awarding Bodies for S/NVQ and core.

To ensure continuity of standards all local delivery of Modern Apprenticeship training will be subject to Scottish Quality Management Systems (SQMS), or other appropriate quality systems adopted by LECs.

Approved organisations

A list of approved organisations to deliver the Construction Modern Apprenticeship is available from CITB-ConstructionSkills Scotland.

13 CAREER PROGRESSION

The commitment by ConstructionSkills for a career and progression within construction has taken a revolutionary approach by using Learn Direct and Build (LD&B). This learning mechanism can be delivered online or via CD-ROM at a participant's workplace, home, drop-in learning centre, or through FE/HE education establishments, and can be undertaken by anyone, regardless of their location. The range is being extended to cover:

- core, employability and basic skills
- essential sole trader and owner-manager competencies
- site management, project management and technical skills
- specialist and traditional craft skills relating to the conservation and restoration of historic buildings
- business skills moving from craft level to management and supervisory.

The LD&B is a consortium of members from construction employers, Careers Scotland, FE/HE establishments, Scottish Building, SQA, and the Scottish University for Industry, and their aim is to encourage lifelong learning and continuing professional development across the industry for all. For further information visit: www.constructionskills.net

For apprentices achieving a craft Modern Apprenticeship, opportunities exist for moving into site supervision and site management. Occupations such as estimator, planner and site engineer are also available.

For apprentices achieving a Modern Apprenticeship in technician areas, opportunities exist for moving onto higher levels or into site supervision and site management.

14 ORGANISATIONAL RESPONSIBILITIES

Four types of organisation have responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard:

- Sector Skills Councils (SSCs)
- Local Enterprise Companies (LECs)
- Awarding Bodies
- Scottish Building Apprenticeship and Training Council (SBATC).

Sector Skills Councils

Sector Skills Councils have responsibility for the development, promotion and implementation of this framework in Scotland. The SSC will act as the first point of contact for those wanting further information regarding the framework. Specifically, the SSC is responsible for:

- the approval of Scottish Modern Apprenticeship Centres (MACs) for the delivery of the apprenticeship (see Appendix 3)
- the registration and monitoring of individual Modern Apprentices
- the certification of the successfully completed apprenticeship
- the review of the framework in light of future experience to ensure the framework continues to meet the needs of apprentices and employers.

The SSC will maintain a database of MACs approved for the delivery of the framework within Scotland which will be available for employers and others. In addition the SSC will work with Awarding Bodies to ensure that quality assurance is maintained within the centres.

Local Enterprise Companies (LECs)

Funding to assist with the training and assessment of Modern Apprenticeships in Scotland is through Skillseekers, which is administered in each area by the appropriate LEC.

The funding levels in the Scottish Enterprise area have been harmonised to create consistency across the network of LECs. In the Highlands and Islands Enterprise area, LECs still have discretion to set their own funding levels according to local needs.

It is important that the appropriate LEC is contacted as early as possible when contemplating a Modern Apprenticeship, and that the basis of any funding is agreed before any contracts of employment or training agreements are entered into by any of the parties involved.

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 offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, 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.

Scottish Building Apprenticeship and Training Council (SBATC)

The Scottish Building Apprenticeship Scheme is in place to regulate the working conditions, wages, recruitment and training of apprentices in the construction industry in Scotland. Consultation with SBATC covers training (TAPS), Skills Testing and industry engagement.

APPENDIX 1: EMPLOYER CONSULTATION

There is total support for the Framework from industry and it is viewed that apprenticeship training is the only way forward.

The Scottish Building Apprenticeship Scheme is in place to regulate the working conditions, wages, recruitment and training of apprentices in the construction industry in Scotland. Consultation with SBATC covers training (TAPS), Skills Testing and industry engagement.

The following organisations make up SBATC:

- Scottish Building
- Scottish Decorators Federation
- Civil Engineers Contractors Association
- Transport and General Workers Union
- Union of Construction and Allied Technical Trades

Sector Skills Councils are given guidance to set Core Skills at Intermediate Level 1 or above. Employers in the sector felt strongly that Core Skill levels in the construction framework remain at Access 3 as this accurately reflects the skills needed by apprentices in this sector.

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** 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** 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

For organisations in receipt of LEC funding, the organisation must be accredited with the Scottish Quality Management System standard (SQMS) or other quality system accepted by the LEC.

The SSC will maintain a database of MACs for the delivery of the framework within Scotland, which will be available for employers and others.

Organisations wishing to become MACs, and 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 with an appropriate Awarding Body of the Modern Apprentice as a candidate for the relevant S/NVQ(s) and other selected units
- registering with the SSC of the apprenticeship
- making an application on behalf of the Modern Apprentice for the final certificate of Modern Apprenticeship accomplishment
- informing the SSC of any material alterations to the Modern Apprentices training plan 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 use reasonable endeavours to secure employment elsewhere for the Modern Apprentice after completion of the apprenticeship, should the employer becoming unable to retain them
- 5 use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere 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
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the Modern Apprentice
- 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
- 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 Apprentices 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
- 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	.
Modern Apprentice <i>(or Parent/Guardian if under 18)</i>	
Modern Apprenticeship Centre	