



A
MODERN APPRENTICESHIP
IN
Engineering Construction
FRAMEWORK DOCUMENT
FOR
SCOTLAND

ECITB

August 2005

ECITB
Blue Court
Kings Langley
Herts
WD4 8JP
Tel: 01923 615432
Fax: 01296 615433



ECITB

Modern Apprenticeship
in
Engineering Construction
Framework Document for Scotland

***Re-approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on 18
August 2005***



John Cunningham
(Chairman of the Modern Apprenticeship Implementation Group)

MODERN
 **APPRENTICESHIPS**

Contents

1	Modern Apprenticeships in Scotland	1
2	Modern Apprenticeships in Engineering Construction	2
3	Summary of Framework	3
4	The Framework	5
5	Registration and certification	7
6	Recruitment and selection	8
7	Equal opportunities	9
8	Health and safety	10
9	Contracts	10
10	Employment status of Modern Apprentices	10
11	Terms and conditions of employment	10
12	Training and development	11
13	Consultation	13
14	Career progression	14

Appendices

Appendix 1	Stakeholder Responsibilities
Appendix 2	Modern Apprenticeship Centres (MACs)
Appendix 3	Training Agreement and Training Plan for Route 1
Appendix 4	Training Agreement and Training Plan for Route 2

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). The ECITB is the SSB for the Engineering Construction Industry. ECITB consults with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

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

What's in a Modern Apprenticeship?

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

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

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

2 Modern Apprenticeships in Engineering Construction

The Engineering Construction Industry has a big impact on the UK economy, directly contributing around 1.5% of GDP. The importance goes beyond direct GDP contribution, because engineering construction underpins the UK production of crucial products such as oil, gas, chemicals and power generation.

Around 50,000 people are employed in the industry in both site and offsite (design and procurement) work. The type of site work has changed in the last decade as fewer new build projects have been undertaken. Repair and maintenance work now makes up the majority of work in the sector. The development of the workforce is needed to address the skill shortages and gaps in the industry. More training through ECITB training programmes such as National Apprenticeship Scheme in Engineering Construction (NASEC) and National Skills Development Scheme (NSDS) will increase the size of the skilled labour pool.

The ECITB has set targets to increase the take up in these programmes. The diversity of the Engineering Construction Industry has led to more demand for geographic and sector-specific training. The organisation is responding to its customer needs and has set up regional teams for local workforce development. The organisation will endeavour to provide a service that is increasingly specific to the individual customer.

The ECITB surveyed all the companies on its register and gained a 60% response rate, covering over 80% of the workforce in the industry. This research offered a more comprehensive view of the issues of each and every company who participated. The research displayed a wide concern about skills shortages and gaps, especially for skilled craft tradesmen/women. The consensus of opinion, especially in the regions with large amounts of activity, was to address these shortages in such a way that everyone needs to be involved. Comments like "involving the government", "increased financial backing" and "raising the profile of the Engineering Construction Industry" were mentioned frequently, and this goes to show the importance of increased participation from all corners of the sector.

The promotion of the Engineering Construction Industry is an important priority for action. The industry needs to compete with other industries to attract both craft level workers and graduates into the industry over competing industries. The promotion of the ECITB is also important to ensure best practice in product development and implementation is demonstrated.

Scotland is one of the most important regions for engineering construction with over 10,000 people working in the sector. It has a powerful offshore sector that makes up almost half of the engineering construction work in the region. The majority of Scottish based companies carry out engineering construction work in the local region (94%). Scottish companies also conduct work in other regions with the North East/Yorkshire and Humberside, North West and West Midlands/South West the most common locations for work outside Scotland.

The activity type in Scotland is dominated by offshore work, which takes up over 50% of the workforce. Oil refineries and thermal power stations total 9% and 10% respectively with sites in Longannet and Grangemouth. The rest of the activities make up the last 30% of the workforce, all of which are no more than 5% each. The Scottish workforce is an integral part of the Engineering Construction Industry and therefore much emphasis is placed on the country. When asked about the skills supply issues over the next 5 years, Scottish industry showed concern about shortages in all areas but mainly on the craft and technician side of the workforce. Many of the contractors surveyed already used the NASEC scheme but admitted that even more young people needed to be brought in to cover the age profiling and skills shortage problem.

The idea of making the industry more attractive to young people was raised and it was suggested that the government needs to assist in helping all stakeholders in the industry to visit schools and promote craft level qualifications. The issue of productivity was mentioned and it was the view that the industry needs to raise its productivity level and become more competitive on a global scale.

Source: ECITB Sector Workforce Development Plan 2003

3 Summary of Framework

Mandatory outcomes

N/SVQ Level 3

The ECITB reviewed and replaced all of its approved S/NVQs with revised qualifications in 2003/2004. Alternatively, the NVQ may be used and the details are included in the following table. In every case, learners will achieve Core Skills.

Qualificaton Title	Level	SVQ Reference (Note 1)	NVQ Reference (Note 1)
Fabricating Steel Structures – Plating	3	G787 23	100/3328/2
Installing Plant & Systems - Pipework Mechanical Instrument Pipework	3	G78C 23	100/3330/0
	3	G78A 23	100/3331/2
	3	G78F 23	100/3332/4
Welding (Pipework)	3	G78K 23	100/3325/7
Welding (Plate)	3	G78G 23	100/3326/9
Constructing Capital Plant Steel Structures - Erecting	3	G786 23	100/3329/4
Moving Loads	3	G78H 23	100/3327/0
Installing & Commissioning Electrotechnical Systems & Equipment (Plant)	3	G79L 23	100/3564/3
Maintaining Plant & Equipment - Mechanical Electrical Instrument & Control Systems	3	G789 23	100/3334/8
	3	G78D 23	100/3335/X
	3	G78E 23	100/3333/6
Non-Destructive Testing	3	G78J 23	100/3324/5
Design and Draughting	3	G788 23	100/3323/3
Processing Operations: Hydrocarbons (Note 2)	3	G5XX 23	100/2504/2 and 100/4873/X

NOTES

1. The new S/NVQs are internally and externally referenced by the SQA Reference
2. There are 2 reference numbers for the NVQ as there are 2 Awarding Bodies offering it.

Core Skills

- Communication at Intermediate 1
- Working With Others at Intermediate 1
- Problem Solving at Intermediate 1
- Information Technology at Intermediate 1
- Numeracy at Intermediate 1

Enhancements

A minimum of 1 certificated outcome from the following list must be achieved

- First Aid at Work Certificate
- Safety Passport
- Abrasive Wheels
- Manual Handling Certificate
- Fork Lift Truck Certificate
- Lifting & Slinging Certificate
- Mobile Elevated Work Platforms (MEWPs)
- Basic Offshore Safety Induction and Emergency Training (BOSIET)
- Control of Substances Hazardous to Health (COSHH)
- Others identified as relevant to candidate

Optional Outcomes

Additional S/NVQ Units/Qualifications/Training

The following is given as guidance only:

FE certificate as appropriate to employer requirements and candidate career opportunities.

Level 2 S/NVQ certificate (eg Supporting Engineering Activities or Processing Operations: Hydrocarbons or Performing Engineering Operations (PEO) or Deck Operations or Marine Engineering)

It may also be appropriate to consider certification for those Modern Apprentices who have a specific responsibility in the areas of health & safety, pressure testing, leading teams or supervising others.

4 The Framework

Within this Framework there are two routes to the ECITB Modern Apprenticeship. Both routes are Modern Apprenticeship programmes.

Route 1

All trainees following Route 1 must be employed. Employers will need to contact SE-Grampian (the sole point of contact since April 2004 within Scottish Enterprise for the MA programme regardless of where trainees or sponsoring companies are based) for details of their Modern Apprenticeship contract procedures. SE-Grampian will monitor the status of the trainee by gender, race and disability as part of their Quality Assurance System.

Route 2

All trainees are fully sponsored and are employed by the ECITB under a specific training contract in so far as the ECITB assumes the responsibilities of the employer as described in Appendix One of this Modern Apprenticeship Framework document. This contract covers the payment of a tax-free allowance and significant contributions towards accommodation and travel costs to and from home. Assistance is given towards the end of the training period to find paid employment.

Transfer Between The Two Routes

The transfer of trainees between the two routes is an accepted process, and normally occurs from Route Two to Route One. ECITB sponsored NASEC trainees may be transferred to the Route One status of employment at the request of placement companies following the training centre phase of training. This transfer will be carried out under the terms of a *contract transfer* which can be applied for by companies through the ECITB. The transfer can take place at any time during the Modern Apprenticeship.

The transfer of trainees from Route One to Route Two will be at the discretion of the ECITB.

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

Mandatory Outcomes

1 SVQ(s) and NVQ(s)

Scottish Vocational Qualifications (SVQs) and National Vocational Qualifications (NVQs) – referred to hereafter as S/NVQs) - are based on National Occupational Standards of competence drawn up by representatives from the Engineering Construction Industry sector. S/NVQs are made up of units which break down a job into separate functions reflecting the different kinds of activities of a job. S/NVQs are available at five levels – although most are at level 2 and level 3. When someone has achieved an S/NVQ, there is a guarantee that they have the skills and knowledge they need to do their job. All Scottish Modern Apprenticeships must contain an S/NVQ at level 3 or above.

Each apprentice is required to achieve one of the S/NVQ(s) listed in Section 3.

2 Core Skills

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills have also featured in National Qualifications such as Standard Grades and Highers. Since the year 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.

Each apprentice is required to achieve the following core skills:

Core Skill	Level	Reference
Communication	Intermediate 1	D6C6 04
Working With Others	Intermediate 1	D6CK 04
Problem Solving	Intermediate 1	D6CE 04
Information Technology	Intermediate 1	D6CP 04
Numeracy	Intermediate 1	D6CA 04

Note: All of the Core Skills listed above require separate certification.

Enhancements

A minimum of 1 certificated outcome from the following list must be achieved

- First Aid at Work Certificate
- Safety Passport
- Abrasive Wheels
- Manual Handling Certificate
- Fork Lift Truck Certificate
- Lifting & Slings Certificate
- Mobile Elevated Work Platforms (MEWPs)
- Basic Offshore Safety Induction and Emergency Training (BOSIET)
- Control of Substances Hazardous to Health (COSHH)
- Others identified as relevant to candidate

Optional Outcomes

Additional SVQ Units/Qualifications/Training

The following is given as guidance only:

FE certificate as appropriate to employer requirements and candidate career opportunities.

Level 2 S/NVQ certificate (eg Supporting Engineering Activities or Processing Operations: Hydrocarbons or Performing Engineering Operations (PEO) or Deck Operations or Marine Engineering)

It may also be appropriate to consider certification for those Modern Apprentices who have a specific responsibility in the areas of health & safety, pressure testing, leading teams or supervising others.

5 Registration and certification

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

ECITB
Blue Court
Kings Langley
Herts
WD4 8JP
Tel: 01923 615432
Fax: 01296 615433

The ECITB will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the ECITB within 8 weeks of starting their apprenticeship.** Registration must be made by completing the appropriate documentation for either Route 1 or Route 2 Modern Apprentices including the Training Plan and Training Agreement (see examples in Appendix 3) and sending these to the above address.

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

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

ECITB Service level

ECITB 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.

ECITB 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; for the purposes of the NASEC scheme, the ECITB will assume the recruitment and selection responsibilities of the employer. However, the following general guidance is given:

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

Specific Recruitment Procedures

Route 1

Recruitment and selection of suitable candidates will be the responsibility of individual employers. However, ECITB staff are available to offer advice on selection criteria, testing and interviewing if required.

Companies who decide to recruit their own trainees under Route One will be responsible for their own advertising and publicity. ECITB staff will be available to advise companies on selection tests, interview procedures, qualification requirements and assisting with the final selection of candidates when requested.

Route 2

Each year between January and July, the ECITB recruits for the NASEC scheme through a national advertising campaign and publicity material distributed in accordance with ECITB procedures. Young people are invited to submit applications to the ECITB and following selection tests drawn from the Saville & Holdsworth Technical Trade Test Battery, successful candidates are invited to attend for interview at which an assessment of the candidate's suitability is made. The interview panel is drawn from key individuals from employers, training centres, trade unions, the education sector and ECITB staff. Candidates will discuss their career objectives with the interview panel and, depending on their test results, candidates will be selected for the most appropriate occupation.

Specific Entry Requirements

It is recommended that applicants for both routes, although possibly holding academic qualifications, should demonstrate to employers and ECITB staff, that they are able to satisfy the requirements of appropriate basic competency tests (eg Saville & Holdsworth Technical Trade Test Battery).

To assist in the recruitment and selection of applicants, alongside selection test results, interview panels can consider that candidates who have any of the following criteria may be suitable for selection:

candidates with Scottish Standard grades 3 (or equivalent) or above in:

Maths
English
A Science Subject
and Craft/Design Technology (if taken)

OR an NC Group Award in Engineering or Engineering Practice (or equivalent such as GNVQ in an engineering subject)

OR an S/NVQ level 2 (in an engineering subject)

OR the potential to complete an MA

The interview phase of selection may also cover further questions about the candidate's ability to:

- communicate effectively
- work within a team
- have an element of personal self assurance
- have the ability and motivation to learn
- complete simple calculations
- write simple sentences
- be fit and healthy
- work at heights
- live away from home where required

Experience gained during work placements whilst at school or at out of school clubs in a relevant subject will also be useful.

In addition, interview panels will be able to review the selection test results and any certificates (Core Skills or S/NVQs for example) gained from other Awarding Bodies. All qualifications gained prior to commencing the ECITB MA will be assessed and accreditation will be awarded where appropriate.

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 undertake 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 of the Health & Safety regulations as they apply to them and that they understand that they, and their employers, are bound by these regulations. Modern Apprentices should be made aware of both their rights and duties with regard to health and safety.

Any organisation supporting 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 three contracts are essential to the successful outcome of the Modern Apprenticeship programme :

- 1a Contract of employment signed by the employer and the Modern Apprentice (Route 1) OR
- 1b Contract of training signed by the ECITB and the Modern Apprentice (Route 2)

- 2 ECITB Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.

- 3 ECITB 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 relevant MA Training Plan at Appendix 3 or 4. Training Plans may be modified to reflect changing circumstances, however it is essential that the ECITB is notified of all changes.

<p>See Appendix 3 for Route 1 Training Agreement and Training Plan. See Appendix 4 for Route 2 Training Agreement and Training Plan.</p>
--

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 or sponsored through formal contract as per Section 9.**

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 the contracts referred to in Section 9 will be agreed between the employer/sponsor and the apprentice.

12 Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved S/NVQ Assessment Centres; others may join 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.

ECITB Approved S/NVQ Centres in Scotland:

1. Aberdeen College
2. Aker-Kvaerner Offshore Partner Ltd
3. AMEC Oil & Gas
4. Babcock Lauder Technology
5. BP Grangemouth
6. Cape Industrial Services
7. KBR Production Services
8. Maggie Braid Associates
9. MetTECH
10. North Highland College
11. Petrofac Facilities Management Ltd
12. RBG Ltd
13. Salamis (Marine and Ind) Ltd
14. Specialist Maintenance Services
15. Wood Group Engineering (North Sea) Ltd

At time of writing, Tullos Training is moving through the approval process.

The ECITB training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 Any credit to be applied for by Accreditation of Prior Learning by the Modern Apprentice.
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- be subject to the quality provisions of the LEC (if the MA is being financially supported by SE or HIE)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 (Route 1) and Appendix 4 (Route 2) 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

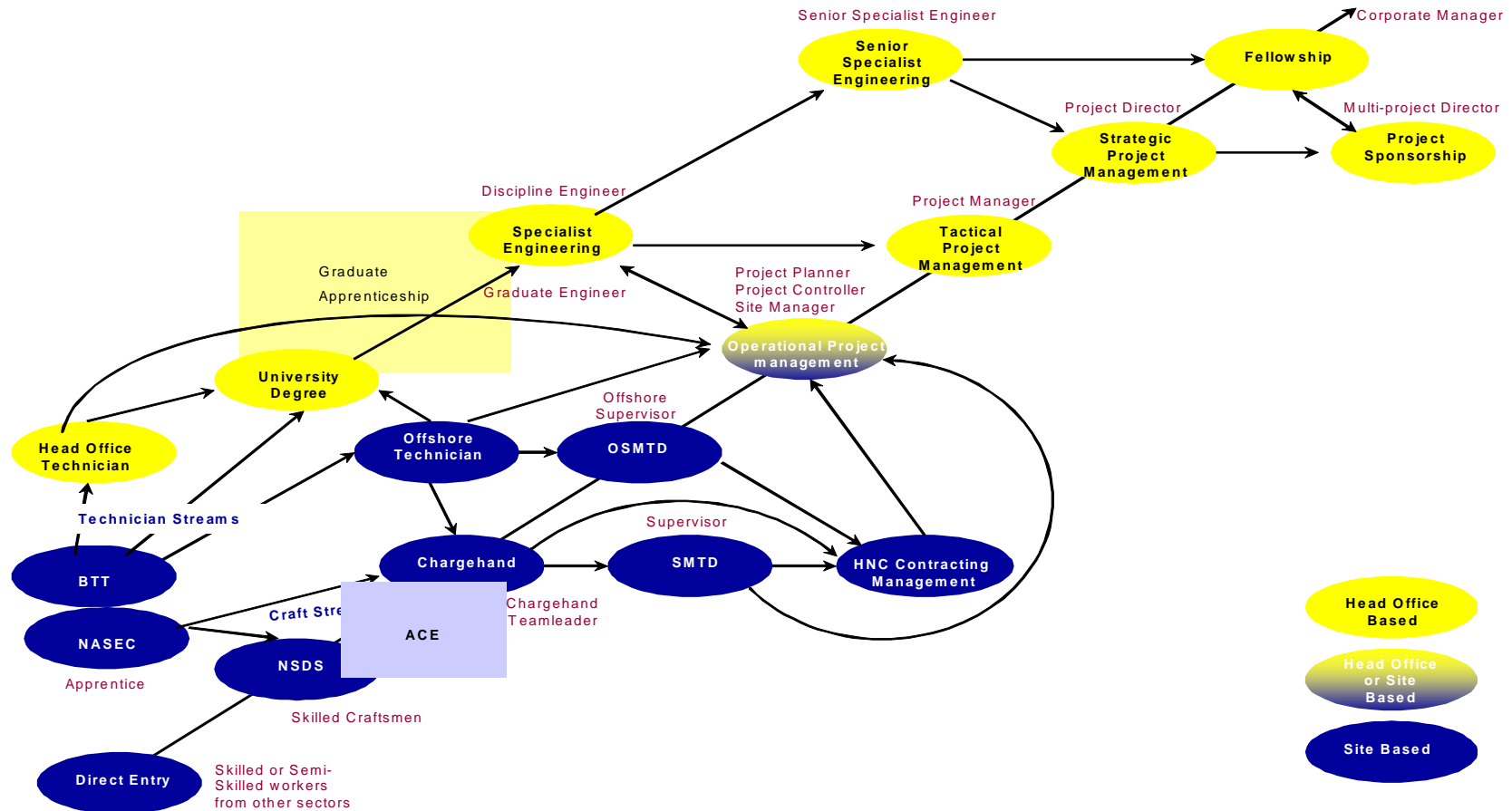
ECITB has undertaken the following process of extensive consultation:

1. Meeting of Project Management Team (Head of Product Development & Occupational Standards Team - ECITB, Project Manager – ECITB, Research Executive – ECITB and CPD Ltd) to scope out the project and identify key dates and other requirements.
2. Questionnaire developed, agreed and distributed to obtain feedback on all aspects of the Framework and its implementation from recent/current Modern Apprentices.
3. Feedback received and considered and first draft (Draft 1) of the Framework prepared and distributed to Grangemouth Working Group membership.
4. Feedback received from Working Group meeting in Grangemouth.
5. Draft 1.1 of Framework prepared (incorporating above feedback) and distributed to Aberdeen Working Group membership.
6. Feedback received from Working Group in Aberdeen.
7. Draft 2.1 of Framework prepared (incorporating above feedback) and distributed electronically to wide group for consultation and feedback.
8. Feedback received and incorporated as appropriate (ie by agreement with ECITB)
9. Draft 1 of the Proposal document prepared and modified to draft 2.1 by ECITB internal review
10. Draft 3.1 of the Framework prepared and distributed, with Draft 2.1 of the Proposal document internally, to ECITB Scottish Regional Forum and Offshore Regional Forum membership and all previous consultees.
11. Feedback received from ECITB staff, members of the ECITB Scottish Regional Forum and Offshore Regional Forum and all previous consultees incorporated to produce final versions of the Proposal and Framework documents as agreed with ECITB to produce final version for submission to MAIG.

The Proposal Document has been developed in parallel with the Framework. The Working Groups were informed that this work would go on 'behind the scenes' through the Research Section of ECITB and the project consultant. The Proposal Document contains details of all those consulted.

14 Career progression (the following diagram is a 'snapshot' taken from the ECITB Progression Route CD-ROM)

Potential Career Progression Routes in the Engineering Construction Industry



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

Role of the Sector Skills Bodies

The ECITB is responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in the engineering construction sector to ensure that the Framework meets the needs of employers in the sector.

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

Financial support to assist with the training of engineering construction Modern Apprenticeships in Scotland is administered by SE-Grampian (the sole point of contact since April 2004 within Scottish Enterprise for the MA programme regardless of where trainees or sponsoring companies are based). Organisations should contact their SE-Grampian to discuss financial support.

Further information is available from www.modernapprenticeships.com

Role of the awarding bodies

A significant proportion of the Modern Apprenticeships 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 (QCA) 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 ECITB (and LEC if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of MAIG

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

MAIG is responsible for:

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

Role of Careers Scotland

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

Careers Scotland is responsible for:

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

Role of the Employer

Employer's responsibilities include:

- Paying new Modern Apprentices in accordance with the company's policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verify evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan

- Providing the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

Modern Apprentices' responsibilities include:

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

Appendix 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the ECITB 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 ECITB, 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 ECITB.

The ECITB 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 ECITB
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the ECITB of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

Appendix 3



ECITB MODERN APPRENTICESHIP TRAINING AGREEMENT FOR ROUTE 1

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer's responsibilities** are to:

- 1 employ the modern apprentice subject to the employer's usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice's responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice's personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice's responsibilities as an individual; and
- 4 promote at all times the employer's best interests.

The **Modern Apprenticeship Centre's responsibilities** are to:

- 1 agree the content of the modern apprentice's personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice's personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice's personal training plan.

This agreement to be signed by all parties:

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



ECITB MODERN APPRENTICESHIP TRAINING PLAN FOR ROUTE 1

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 2 (if applicable) <i>(List mandatory and optional units)</i>		Tick units being undertaken
SNVQ level 3 <i>(List mandatory and optional units)</i>		
Enhancements (if applicable)		

Core Skills <i>(Include details of the minimum level required)</i>		
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>		
	<i>(specify unit)</i>	
	<i>(specify unit)</i>	
	<i>(specify unit)</i>	
	<i>(specify unit)</i>	

Summary of Modern Apprentices accredited prior learning

Not applicable.

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

ECITB
Blue Court
Kings Langley
Herts
WD4 8JP
Tel: 01923 615432
Fax: 01296 615433

Appendix 4



ECITB MODERN APPRENTICESHIP TRAINING AGREEMENT FOR ROUTE 2



**National Apprenticeship Scheme for
Engineering Construction (NASEC)**

Offer of Training Contract

About the scheme

NASEC provides training based upon nationally recognised occupational standards and further education for learners destined for site and/or offshore work in the Engineering Construction Industry. One of the main aims of NASEC is to ensure that the industry has enough skilled people in it to meet its future needs. NASEC is recognised by the industry as the principal source of such skilled people.

During your time on the scheme you will receive vocational training and further education at the training centre. You will then combine your learning with on the job training experience. Satisfactory completion of the scheme will be recognised through the award of a Level 3 National or Scottish Vocational Qualification in your specialised trade. Training will also include assessment of your key/core skills including numeracy, literacy and communications.

Your status

As a learner, you will not be an employee of the ECITB nor of any organisation that provides your training. Your status will be that of a non-employed learner engaged by the ECITB under a Training Contract. You may hear the term 'Apprentice' or 'Apprenticeship' during your training which is a term used within the Engineering Construction Industry to describe a learner. You are a learner, and are paid a training allowance not a salary. You should understand that whilst the ECITB will use reasonable endeavours to find you a job within the Engineering Construction Industry at the end of your training, there can be no guarantee that a job will be available

Training Contract

This Contract, together with the guidance offered in the Modern Apprenticeship Handbook, states that the ECITB will arrange to train you to Level 3 Vocational Qualification standard in Engineering Construction, subject to you performing satisfactorily and achieving required standards. You agree that you will attend for both training and work experience, to be diligent, punctual, attend courses, maintain records and undertake assessment in order to achieve this objective.

The ECITB will arrange for off-the-job training and associated further education in development of basic engineering skills and specialisation by approved training to industry defined standards of competence appropriate to the skill area. The ECITB will also arrange for a period of work placement on engineering construction site(s) and/or offshore and/or company fabrication shops principally in Great Britain or elsewhere during which time the learner shall complete the required training subject to satisfactory completion of off-the-job training and further education.

The ECITB reserves the right, when it is in the best interests of the learner, to change his skill specialisation when it is of the opinion that the learner is not suited to the skill specialisation or in order to secure the placement of a learner for on-site training.

The learner shall raise no impediment or objection to being transferred to other company fabrication shops or to other contractors on site(s) and/or offshore with the same or a new contractor to enable him to achieve the necessary skills to satisfactorily complete his training.

The Modern Apprenticeship Handbook does not have contractual effect.

Contract Term

You will be advised of the date you should attend your nominated training centre. This contract will start from that date and will terminate on completion of your N/SVQ Level 3

Location Of Training

Your nominated Training Centre is detailed in your offer letter. Whilst all reasonable efforts will be made to find you a work placement company near to your home, this may not be possible and you may be required to complete your training programme away from home.

Your Training Allowance

During the first year of training you will receive from us a Training Allowance of £70.00 per week, which will be paid fortnightly into your bank or building society account. Training Allowance rates are reviewed annually.

As your status is as a learner and not an employee your Training Allowance is not a wage. Consequently, should you be required to attend a training centre or site for additional hours this will not affect your Training Allowance, which will remain payable at the stated sum above subject to annual review.

The Allowance may be subject to deductions if in the sole discretion of the ECITB it is considered that the learner has taken unauthorised absences, and/or the learner is not performing satisfactorily.

Payment of the Training Allowance to learners who are sick or suffering from the effects of an accident or injury and are unable to report for training will be at the sole discretion of the ECITB according to the individual circumstances.

If the learner has transferred to employed status within the company providing on site training, he will no longer receive the Training Allowance.

The Training Allowance will normally be paid at fortnightly intervals by Automatic Bank Giro Credit. This system allows payment to be made directly into a bank or building society account at any branch in the United Kingdom. Each learner is therefore required to open a bank or building society account and maintain it in good order throughout the training programme.

The Training Allowance for site based learners is conditional on Fortnightly Reports being received by the ECITB within five days of the end of the period to which it relates. Delays in sending Fortnightly Reports will result in a delay in payment of the Training Allowance.

Accommodation

If it is agreed that you need to live away from home whilst undertaking training, suitable accommodation will be arranged for you. You will be required to contribute the following amount towards the cost of your accommodation.

7 day accommodation	bed, breakfast, evening meal and full board at weekends	£7.30 per week
5 day accommodation	bed, breakfast, evening meal each week day	£4.80 per week

The ECITB reserves the right to review the level of contribution payable by the learner each year. Should the contribution be changed, the learner will be given a month's notice before ECITB commence deducting the revised contribution from the Training Allowance

Where it is agreed that you are required to live away from home during the on-site training period of the programme, the company providing training will arrange lodgings of a reasonable standard, at no cost to you.

Travel Allowance

Where your weekly travel costs are more than £3.00, you will be entitled to a weekly travel allowance for journeys made by public transport between your home or accommodation address and the training centre or college.

If you are in accommodation, you will also receive a British Rail Young Persons Railcard, which will help reduce your travel costs further. You will also receive the following allowances.

If you are in 7-day accommodation you will be entitled to 12 free return journeys home during each year of centre / college based training. Also, a Travel Warrant entitling you to a free rail journey between your home and the training centre will be issued at the beginning and at the end of your first year of training.

If you are in 5-day accommodation you will receive a Travel Warrant entitling you to a free rail journey between your home and the training centre on the day that you start training. You will also be able to claim an allowance towards the cost of return journeys home each weekend.

Medical and Drugs Screening

Our policy is that all learners must undergo a medical and a drugs screening test. You must pass the tests to be accepted onto the scheme. If you fail any medical or drugs screen you will be advised in writing.

The ECITB reserves the right to request a medical report on learners who at any time are suspected of using illegal substances, drugs, alcohol and/or solvents or whose absence from training through ill health causes concern.

Health & Safety

Each learner must comply with the Health and Safety at Work etc, Act 1974, and any other health and safety legislation and is required at all times to exercise responsibility and to take reasonable care to prevent injury to themselves and others and to fully co-operate with management in complying with health and safety requirements.

Personal Protective Equipment (PPE)

You will be issued with protective clothing and safety footwear as appropriate for your training. Subject to fair wear and tear, we will replace these items free of charge.

Termination of Training

The ECITB reserves the right, in its sole discretion, to terminate without notice the training of any learner, which the ECITB considers, as sole arbiter, has failed to achieve and maintain requisite standards of skill or fails to pass any stage of college examination or whose conduct is such to warrant termination.

The ECITB shall immediately terminate the training of any learner found in possession of and/or misuse of illegal substance/s, drugs and/or convicted of a related offence.

The ECITB reserves the right in the event of prolonged and/or persistent absenteeism due to sickness, accident and/or injury to arrange for the learner to attend a full medical examination by a ECITB appointed qualified medical practitioner to determine whether training should continue and to terminate the training contract where appropriate.

The ECITB reserves the right to terminate the training of any learner by reason of any circumstances beyond the control of the ECITB including but not limited to trade depression.

If during your site based training you are offered and accept the opportunity of employment with the company providing your training, unless otherwise specified in accordance with the above provisions this agreement will terminate one week after the commencement of your employment.

The learner and/or parent or guardian to the learner may terminate training by giving one week's written notice, signed and addressed to the NASEC Supervisor at the ECITB.

Jurisdiction

The construction, validity and performance of this agreement shall be governed either by the law of England and Wales or the law of Scotland as determined by the home address of the learner. The parties shall submit to the jurisdiction of the courts of England and Wales or of Scotland as determined by the home address of the learner.

Statement by Learner

I have read and understood the terms and conditions in this offer and accept them. I understand that in accepting this offer, I am not an employee of either the ECITB, the scheme or of any organisation associated with it.

Name	
Address	

Signature	Date
-----------	------

Undertaking by Next of Kin (only applicable if learner is under 18 years of age)

As parent/guardian of the above learner, I hereby undertake to ensure that he/she observes the conditions of training. I confirm that both the learner and I fully understand the non-employed status of the scheme.

Signed	Date
--------	------

Relationship to learner (i.e. mother, guardian, etc)	
---	--

Learner Information

Please complete Sections 1 - 4

Section 1 – Accommodation requirements

I will need accommodation on a 7 day basis

I will need accommodation on a 5 day basis

(please tick appropriate box)

I will not need accommodation

Section 2 – Next of Kin details

In the event that we should need to contact your next of kin, please tell us:

Name of next of kin

Address
(if
different
from
above)

Phone number

Relationship to learner

Section 3 – Personal Protective Equipment (PPE)

To ensure that protective overalls and safety footwear are available for you in the correct size when you start your training, please tell us your:

Chest measurement (inches)

Shoe size (half sizes not available)

Waist size measurement (inches)

Inside leg measurement (inches)

Section 4 – Bank/Building Society details

To enable us to set up payroll records so that your Training Allowance can be paid at the end of your second week of training, please tell us:

Name of your Bank or Building Society

Bank/Building Society Account Number

Sort Code

Please note that some Building Societies have their transactions cleared through a bank. If your Society operates in this way, we will need to know the following additional details:

The Building Society's clearing bank

The Clearing Bank's Account Number

Sort Code

Once you have completed this document, please return it to:

NASEC Administration, ECITB, Blue Court, Church Lane, Kings Langley, Hertfordshire, WD4 8JP

For ECITB Use Only

Training Centre

Skill

Account Manager



ECITB MODERN APPRENTICESHIP TRAINING PLAN FOR ROUTE 2

GUIDANCE NOTES FOR THE COMPLETION OF THE INDIVIDUAL TRAINING PLANS FOR NASEC LEARNERS (NASEC 09 (Scotland))

Unless stated otherwise, the Learner is to complete all sections.

Front Page:

The Learner should check the front page and ensure that the details are correct. A mobile number should be inserted if available.

Page 2:

Section 1

The Learner enters:

Start Date of training

Completion Date (plus 3 years for craft and plus 3 years and 6 months for Technicians)

Name of Mentor (Instructor in Centre)

Name of Assessor (To be completed when on site)

Name of Supervisor (Centre NASEC Co-ordinator)

Section 2

The address of the centre where the training is to take place

The phone number, fax number, e-mail address and contact name

Section 3

The Learner should check that the trade is correct

Section 4

The learner should complete all details of educational qualifications that they have achieved.

The Learner should also complete the details of any other vocational qualifications that they have achieved.

Page 3:

Section 5

The Account Manager should obtain the details of the test results achieved by the Learner and enter them under the Saville & Holdsworth section.

The Account Manager should enter the names of the initial interview panel

The Account Manager should enter the name of the person who carried out the induction interview

The Account Manager should check with the centre to find out who carried out the initial assessment at the college and in the centre.

Section 6

The initial objective of the Apprenticeship has been entered. The Learner should write in their own career objective and any other objectives that they feel they may wish to achieve

Section 7& 8

The Learner should be advised to read section 7 and 8 thoroughly. If they have any questions about the details included, the Account Manager should answer them.

Page 4

Section 9

The Core Skills section is for the Learner to check and to understand that they will be tested during the FE element of the course. Where Learners have Core Skills (Scotland only) they will be accredited with the units they have achieved.

Section 10,11

These sections refer to the VQ assessment visits that will take place on site, and the regular training reviews that will be carried out by ECITB staff. The details of these two sections will be kept in the Learners log book.

Section 12

This section is where amendments to the training plan will be recorded by the Account Manager.

Section 13

This is the signature section, where we must ask:

1. That the Learner fully understands the plan they have seen.
2. That the plan has been agreed as being suitable for the Learner

When this has been signed, by the Learner, the Account Manager (as employer) and the Training Provider, The Learner should be advised that:

1. The plan will then be sent to Blue Court for checking
2. That a copy of the plan will be sent to the Learner for their reference
3. That the original plan will then be held by the Centre in the file and then by the Account Manager when on site.



Data Protection Act 1998:
Scottish Enterprise/Local Enterprise Company will put the information you give onto computer to assist with record keeping.



Modern Apprenticeship Training Plan

for the

National Apprenticeship Scheme for Engineering Construction (NASEC)

Apprentice's full name	
NI number	Date of Birth
Skillseeker Number	NASEC
Home Address	Telephone Number Mobile Number

Section 1 – Programme details

Framework title		
Programme details	Start date	Anticipated completion date
Mentor	Assessor	Supervisor

Section 2 – Provider details

Name and address of training provider	Telephone
	Fax number
	E-mail address
	Contact name

Section 3 – Employer/Placement details (see list in On-site Portfolio)

Job title of apprentice
Brief description of duties and responsibilities

Hours of Attendance	Day		Evening		Total hours
	From (a.m.)	To (p.m.)	From (a.m.)	To (p.m.)	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Section 4 – Prior Learning Achievements/Qualifications

Educational Qualifications

Title	Level	Grade	Date achieved

Vocational Qualifications

Title	Level	Awarding Body	Date achieved

Please give details of any other vocational experience relevant to the programme

Section 5 – Initial Assessment (give details of initial assessment method used and results)

Assessment method used Aptitude Tests	Results	Recommendations	
Initial Interview			Recommended for Pipe Fitter Training
Induction Session			
	Additional Learning Needs Y <input type="checkbox"/> N <input type="checkbox"/>		
	Additional Support Needs Y <input type="checkbox"/> N <input type="checkbox"/>		

Initial Assessment carried out by

Section 6 – Employment/Career Objectives

Please state the objectives of the programme and any further career aspirations including entry into full/part time education following the completion of training.

Section 7 – Initial Training Action Plan

Please detail the training objectives and planned action prior to the first review. Include company induction training and achievement of units as appropriate.

Section 8 – Qualification Achievement

Target Qualification – ECITB Advanced Modern Apprenticeship Framework Approval

Date: _____

Title	Level	Reference number	Date of registration
-------	-------	------------------	----------------------

Component Units of Qualification & Mandatory/Additional Outcomes

Unit number	Title	Target Completion date	Revised completion date	Actual Achievement date

Skills and Knowledge Delivery

Describe how the skills and knowledge will be delivered for the programme. Include details of off the job training, attendance at college, structured work-based training and any specialist training needs and support including additional social or learning needs.

Section 9a – Core Skill Requirements

Record the Core Skills, level, reference number, awarding body, any exemptions, start date and estimated completion date

Core Skill Unit	Level	SQA Reference Number	Awarding Body	Exemption		Start Date	Anticipated Completion date	Actual Completion date
				Exams	Portfolio			
	Intermediate 1							
	Intermediate 1							
	Intermediate 1							
	Intermediate 1							
	Intermediate 1							
	Intermediate 1							

Section 9b – Further Education

Record the qualification that meets the Further Education requirements which are to be completed by the learner

Qualification title	SQA Reference Number	Awarding Body	Level	Start Date	Anticipated Completion date	Actual Completion date

Section 10 – Assessment Visits (refer to apprentice’s Portfolio for assessment record)

Section 11 – Reviews (refer to apprentice’s Portfolio for assessment record)

Section 12 – Amendment Record

Amendment date	Amendment details	Apprentice’s signature

Section 13 – Agreements

I hereby declare that I have read, understood and agree with the contents of the Apprenticeship Plan, which will be updated as I/the apprentice progresses through my/their programme.

Apprentice	Signature	Print name
	Date	
Employer	Signature	Print name
	Date	
Training Provider	Signature	Print name
	Date	