



A
MODERN APPRENTICESHIP
IN
Nail Services

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

Habia
December 2005

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Modern Apprenticeship

In

Nail Services

Framework Document for Scotland

*Approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on
15 December 2005*



John Cunningham
(Chairman of the Modern Apprenticeship Implementation Group)

MODERN
➔ **APPRENTICESHIPS**

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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
- Industry specific training

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

2 Modern Apprenticeships in Nail Services

This Framework for Nail Services was developed by Habia as the Sector Skills Body for the hairdressing, beauty therapy and body art industries.

British beauty therapy (together with hairdressing) is recognised as the best in the world. It is estimated the industry enjoys 7 million client visits per year across the UK. The hairdressing and beauty therapy industries are part of an expanding leisure and personal services sector in the UK and have a turnover of over £4 billion.

In order to meet the needs of this increasingly diverse and rapidly changing sector, the National Occupational Standards in Beauty Therapy were reviewed and discrete standards developed for Beauty Therapy, Nail Services and Spa Therapies, which underlie the S/NVQs.

The sector suite of Modern Apprenticeships was then reviewed, and the opinion reached that changing attitudes within the beauty therapy industry pointed the way to development. Historically, employers had been content to recruit staff directly from full-time courses (SVQ Level 3 and/or HNC/D) at training centres and/or colleges of further education, and uptake on the existing Beauty Therapy MA Framework had been poor.

Once considered to be a luxury treatment, there has been significant growth in the number of nail salons. As well as an increasing number of nail bars on the high street, you will also find nail services offered in beauty therapy salons, hairdressing salons and spas.

A nail technician's role is to improve the appearance and condition of the skin and nails on the hands and feet. They will offer basic nail treatments such as manicures and pedicures including complimentary hand and foot treatments but will largely be in demand for their skills in nail extensions and nail art. Nail technicians offer a full range of nail extensions such as gels, acrylics, wraps and free form sculptured nails to suit different client requirements. They are also highly skilled in all aspects of creative nail art including air brushing.

The S/NVQs in Nail Services provide the option for apprentices to select a discrete development pathway that has only become available since the development of the new National Occupational Standards. Progression from Modern Apprentices can be to management training or Foundation Degrees. Foundation degrees are an English initiative, but are delivered in some centres in Scotland. From Foundation degrees progression can be to an Honours degree in Management.

The Modern Apprentice framework allows for a work based learning route into the nail industry. The apprentice is employed in a nail salon and will receive training and support to complete the framework. The Modern Apprenticeship provides an alternative mode of training to that which is offered through full time Further Education College based education, or through that which has been traditionally provided by the manufacturers of nail extension products.

3 Summary of Framework

Mandatory outcomes

S/NVQ Level 2

The following S/NVQ must be achieved:

- SQA Level 2 Nail Services G7H7-22

or

- VTCT Level 2 Nail Services G7L3-22

S/NVQ Level 2 in Nail Services is a mandatory outcome. However, if potential Modern Apprentices have sufficient prior experience and knowledge of nail service treatments that will enable them to begin the programme directly at Level 3, they should be allowed to do so. Sufficient experience would be a candidate for the Modern Apprenticeship who already has at **least 18 months experience** working as a commercial nail technician. **Written permission** from Habia is required for this exemption.

S/NVQ Level 3

• SQA Level 3 Nail Services G7H8-23

or

• VTCT Level 3 Nail Services G7KT-23

Core Skills

- Communication Intermediate 1
- Working With Others Intermediate 1
- Problem Solving Intermediate 1
- Information Technology Access 3
- Numeracy Access 3

All core skills must be separately certificated.

Optional Outcomes

Additional S/NVQ Units/Qualifications/Training

Nail technicians may be involved in additional training related to the products and services offered by a variety of Nail Extension Suppliers and Manufacturers. Other nail technicians may take training related to customer service or enter nail art competitions. Evidence of such training can be included in addition to the mandatory outcomes for the framework completion.

4 The Framework

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

Mandatory Outcomes

1 S\NVQs

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

- S\NVQ Level 2 qualification in nail services, beauty therapy or related occupation. (See Section 3)
- **plus**
- SQA Level 3 Nail Services G7H8-23
- **or**
- VTCT Level 3 Nail Services G7KT-23

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 – which 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 1 | D6C6 04* |
| • Working with others | Intermediate 1 | D6CK 04* |
| • Problem Solving | Intermediate 1 | D6CE 04* |
| • Information Technology | Access 3 | D6CN 04* |
| • Numeracy | Access 3 | D6C9 04* |

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

All core skills must be separately certificated.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have been issued with a core skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving core skills at the levels given above – either in the workplace or at school or college - do not need to repeat these core skills as part of the Modern Apprenticeship Framework.

Optional Outcomes

Candidates may complete optional training for product and services for nail manufacturers, courses or training in customer services or enter nail art competitions. Evidence of such achievements can be submitted with the mandatory evidence for framework completion.

5 Registration and certification

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

Habia
Oxford House
Sixth Avenue
Sky Business Park
Robin Hood Airport
Doncaster
South Yorkshire
DN9 3GG

Tel: 0845 2 306080
Fax: 01302 774949
www.habia.org

The SSB will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSB 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 which 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.

The SSB 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 SSB 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 SSB at the address above.

SSB Service level

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

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

7 Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment 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 SSB Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 3 SSB 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 SSB 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.

As this is a new framework, there are no centres currently delivering Nail Services MA

Centres which have registered their firm intent to deliver Modern Apprenticeships in Nail Services:

- Adam Smith College, Fife
- Inverness College, Highlands & Islands
- James Watt College, Greenock
- Elmwood College, Angus
- Banff & Buchan College
- National Training Partnership
- Edinburgh's Telford College.

All centres are approved for the delivery of SVQs in Beauty Therapy, and deliver Modern Apprenticeships in Hairdressing. Habia therefore anticipates no lead-in time for approval.

Please contact Habia for an up-to-date list of approved centres.

The SSB 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 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

Following the revision of the National Occupational Standards (NOS) for beauty therapy, a new route specifically for Nail Services was developed.

A consultation took place for the introduction of Modern Apprentice frameworks for this developing area of the beauty industry during 2004 and 2005. A paper-based consultation was carried out in the summer of 2004. This was followed by a Focus Group meeting held in Glasgow. Attendees of the meeting included employers, training providers and LEC representatives.

Scotland as part of the UK Consultative Process

As part of the UK consultation 2 processes were adopted: postal survey and focus group:

- There was 100% agreement with the issues raised in the questionnaire, and 67% of responding employers said they would employ apprentices in the future
- The focus group confirmed the findings of the postal survey.
- Both the demand and supply sides of this focus group expressed interest in developing the MA frameworks, and considered that this could be a solution to the skill shortages existing in the industry.
- The Scottish results indicated 100% support for the proposed level of Core Skills, which would be unchanged from those determined for the previous Framework.

The findings of both the questionnaire and the Focus Group meeting were shared and discussed with the Scottish Beauty Therapy Forum, which in turn was reported to the Habia UK Projects and Standards Committee for Beauty Therapy.

Further support for this framework was sought and given by the Habia Nail Forum which is made up of employers, specialised training providers of the nail industry and product manufacturers.

The recommendation was to submit the Modern Apprenticeship in Nail Services for Scotland.

Consultation in Scotland

Habia consulted with Approved Centres currently offering Modern Apprenticeships in Hairdressing, to identify which centres would be intending to develop the Nail Services Framework, and 7 responses were received.

Focus Groups

Two Focus Group events were held. One was specifically for Nail Services in Edinburgh, and one combined event in Inverness, covering hairdressing and all three aspects of the new Beauty Therapy suite of frameworks. Delegates were invited from Approved Centres, nail services employers, other industry representatives and Scottish Enterprise.

14 Career progression

Following the completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as those listed on the Career Ladder for Nail Services in Appendix 4

The career ladder shows the progression in nail services from S/NVQ Level 1 to Honours degrees.

For details of relevant HNCs and HNDs in this sector, please contact Habia.

Special note about progression from S/NVQ Level 3

It is important to identify the progression that is available after S/NVQ Level 3.

Foundation degrees (Fd) are work based Higher Education qualifications which are designed by the industry, for the industry. They are an English initiative that have been developed to address the skill shortages in management and are normally delivered in Colleges of Further Education in partnership with a University. Modern Apprentices who would like to take a Foundation degree should contact Habia for centres that deliver Fds in Scotland.

At the end of the Foundation degree, which is a stand-alone Higher Education qualification, there is the option to progress to an Honours degree. Honours degrees for the further development and study of management skills are available in a range of Higher Education Institutions in Scotland.

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 (SSBs)
- 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

SSBs 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 SSB 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 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 SSB 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 SSB, 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

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

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



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

Full name:
Home address:
Work address:
Date of birth:

The Employer

Name:
Address:
Telephone:
Contact:

The Local Enterprise Company *(if applicable)*

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

S\NVQ Level 2		Tick units being undertaken
MANDATORY		
G1	Ensure your own actions reduce risks to health and safety	
G6	Promote additional products or services to clients	
G8	Develop and maintain your effectiveness at work	
BT7	Provide Manicure treatment	
BT8	Provide pedicure treatment	
BT12	Extend and maintain nails	
BT13	Provide nail art service	
OPTIONAL (ONE unit to be chosen)		
G4	Fulfil salon reception duties	
BT4	Improve and maintain facial skin condition	
BT5	Provide eyelash and eyebrow treatments	
BT6	Remove hair using waxing techniques	
BT9	Provide make-up treatment	
BT10	Plan and provide make-up activities	
BT14	Pierce ears	
BT15	Assist with spa treatments	
S\NVQ level 3		
MANDATORY		
G1	Ensure your own actions reduce risks to health and safety	
G6	Promote additional products or services to clients	
G11	Contribute to the financial effectiveness of the business	
BT22	Enhance the appearance of natural nails using artificial nail systems	
BT23	Maintain, repair and enhance artificial nail structures	
BT24	Plan, design and provide nail art services to clients	
OPTIONAL (TWO units to be chosen)		
BT25	Design and create images incorporating nail art techniques	
BT27	Design and create images for fashion and photographic make-up	
BT30	Provide UV tanning treatments	
BT31	Provide self tanning treatments	
G12	Check how successful your business idea will be (SFEDI)	
G13	Check what law and other regulations will affect your business (SFEDI)	

Core Skills		
1	Communication	Int.1
2	Working with others	Int.1
3	Numeracy	Access 3
4	Information technology	Access 3
5	Problem Solving	Int.1

Optional outcomes

Additional units (if any)		
<i>these are optional and should reflect the individual training needs of the Apprentice</i>		

Summary of Modern Apprentices accredited prior learning

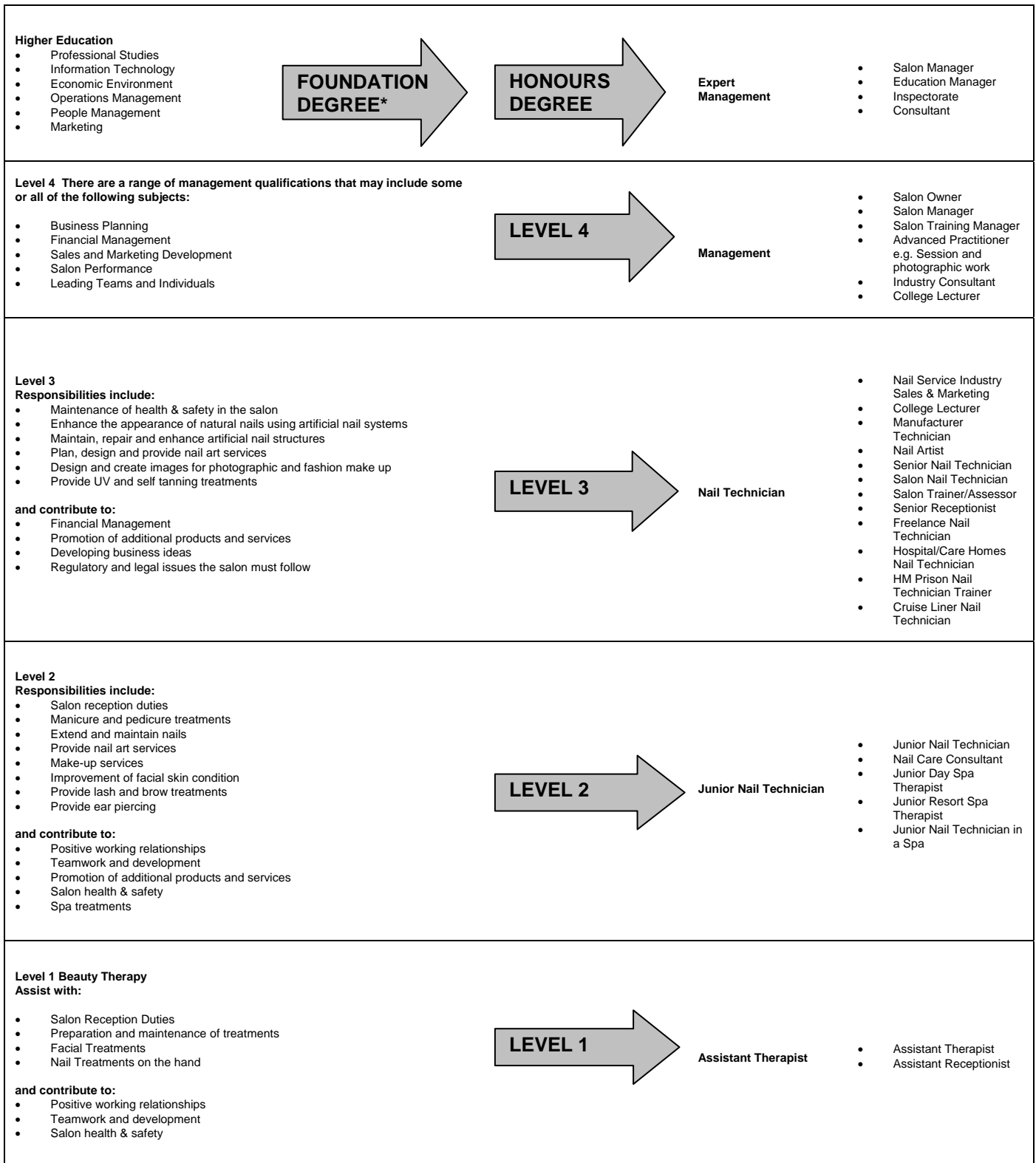
If you require assistance in completing this form, please contact:

Habia
Oxford House
Sixth Avenue
Sky Business Park
Robin Hood Airport
Doncaster
South Yorkshire
DN9 3GG

Tel: 0845 2 306080
Fax: 01302 774949
www.habia.org

Appendix 4

Career Ladder Nail Services



*Foundation degrees are an English initiative, but can be studied in Scotland – See note on page 14.