



A
MODERN APPRENTICESHIP
IN
Photo Imaging
FRAMEWORK DOCUMENT
FOR
SCOTLAND

Skillset

November 2007

Skillset
Prospect House
80-110 New Oxford Street
London
WC1A 1HB

The logo for Skillset, featuring the word "skillset" in a lowercase, sans-serif font. The "skill" part is in blue and the "set" part is in purple.

Skillset

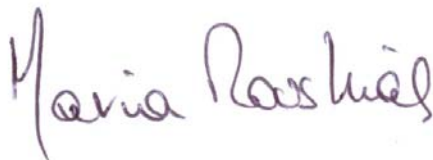
Modern Apprenticeship

In

Photo Imaging

Framework Document for Scotland

*Approved for use within Skillseekers in Scotland by
the Modern Apprenticeship Group on
15 November 2007*



Maria Roushias
(Chair of the Modern Apprenticeship 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 Apprenticeship in Photo Imaging

Overview of the Photo Imaging Sector in Scotland

Skillset is the sector skills council for the audio visual industries. The audio visual industries incorporate broadcast, film, video, photo imaging and interactive media. As in England and Wales the audio visual industries in Scotland continue to be a significant employer, with around 8000 people working in the industry in a wide variety of occupations.

The Photo Imaging sector became part of Skillset's footprint in January 2004, with Skillset adopting the responsibility from the Photo Imaging NTO (PINTO) for its provision in education and training. This includes standards, qualifications and modern apprenticeships.

The Photo Imaging Sector in Scotland is characterised by micro businesses. In particular, over three quarters of businesses do not employ any full time staff and over 4 out of 5 do not employ any part time staff. Indeed very few businesses employ more than five staff. With three quarters of businesses in the Photo Imaging Industry in Scotland employing freelancers.

The limited amount of training that is apparent in the Industry is primarily in the form of 'mentoring' – although there is evidence of core use of other methods, such as external courses or seminars.

Amongst a core of businesses undertaking training, the balance is very much in favour of in-house training, particularly in terms of skills such as administration, sales, management, finance and marketing.

A wide range of factors are of importance to businesses when choosing to carry out training on an in-house basis, with these primarily focussing around issues of 'cost' and 'lack' or proximity of external training opportunities.

In the relatively small number of cases where the balance of training is external, this relates to areas such as product software, basic software usage, technical job specific skills and basic/intermediary IT systems skills.

The value of Apprenticeships is growing. Employers are now seeing the value in qualifications such as Specialist and Specific Diplomas, HNCs/HNDs and Apprenticeships adequately adding to and underpinning skills in their company.

Skillset aims to promote Modern Apprenticeships as a means of providing quality training that will lead to the achievement of valued skills and qualifications that meet the present and future needs of the industry. On completion of their training, apprentices will represent a significant resource to the industry and have a range of well-developed technical and generic skills and abilities.

The Photo Imaging Modern Apprenticeships route will ensure wider access for learner without compromising the skills needs of the industry.

3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Photo Imaging

Mandatory outcomes

S/NVQ Level 3

The following S/NVQ must be achieved:

- S/NVQ Photo Imaging: Photography, Level 3
- S/NVQ Photo Imaging: Non Photography, Level 3

Please contact Skillset for S/NVQ reference codes.

Core Skills*

- | | | |
|--------------------------|----------------|---------------|
| • Communication | Intermediate 1 | Ref: D6C604** |
| • Working With Others | Intermediate 1 | Ref: D6CK04** |
| • Problem Solving | Intermediate 1 | Ref: D6CE04** |
| • Information Technology | Intermediate 1 | Ref: D6CP04** |
| • Numeracy | Intermediate 1 | Ref: D6CA04** |

**All Core skills must be separately assessed and certificated.*

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

Optional Outcomes

Additional S/NVQ Units/Qualifications/Training

Employers are encouraged to add further qualifications and training to the framework to meet the business needs of the organisation and development needs of the apprentice.

Suggested optional outcomes are:

- Additional units from S/NVQ Photo Imaging level 3
- Other units from a related S/NVQ level 3
- Self-employment business skills training
- First Aid at Work Certificate
- Technical qualifications to allow for further specialism and progression.

4 The Framework

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

Mandatory Outcomes

1 S/NVQ Level 3

One of the following S/NVQs must be achieved:

- S/NVQ Photo Imaging: Photography, Level 3
- S/NVQ Photo Imaging: Non Photography, Level 3

Please contact Skillset for S/NVQ reference codes.

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on national occupational standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – that break down a job into separate functions reflecting the different kinds of activities of a job. SVQs are available at five levels – although most are at level 2 and level 3. When someone has achieved an SVQ, there is a guarantee that they have the skills and knowledge they need to do their job. All Scottish Modern Apprenticeships must contain an SVQ (or NVQ) at level 3 or above.

2 Core Skills*

Each apprentice is required to achieve the following core skills:

- | | | |
|--------------------------|----------------|---------------|
| • Communication | Intermediate 1 | Ref: D6C604** |
| • Working With Others | Intermediate 1 | Ref: D6CK04** |
| • Problem Solving | Intermediate 1 | Ref: D6CE04** |
| • Information Technology | Intermediate 1 | Ref: D6CP04** |
| • Numeracy | Intermediate 1 | Ref: D6CA04** |

**All Core skills must be separately assessed and certificated.*

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

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

Due to the nature of the Photo Imaging Qualification it is not possible to map core skills, therefore it is necessary to map and certificate these separately to ensure that Apprentices achieve the required level.

Optional Outcomes

It is recommended that additional awards are incorporated into the occupational pathways that do not have mandatory outcomes. The Photo Imaging Modern Apprenticeships does include mandatory outcomes so it is not necessary to include additional awards/qualifications, however if the employer wishes too they can include further optional outcomes to the framework. Selection of additional awards should be under the guidance and provision of the employer. The optional outcomes should be selected according to the wider skills needs of the occupational are. Assessment of these further units and certificates will be carried out in accordance with the requirements of the relevant Awarding Body.

Dependant on the particular pathway, these additional awards may include:

- Additional units in the chosen S/NVQ Level 3
- Other related S.NVQ or selected units from a related S/NVQ Level 3
- Vocational training and education covering:
 - self employment business skills training
 - First Aid at Work Certificate
- Further technical qualifications to allow for further specialism and progression.

5 Registration and certification

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

Rosalyn Havard
Apprenticeship Co-ordinator
Skillset
Prospect House
80-110 New Oxford Street
LONDON
WC1A 1HB
Tel: 020 7520 5783
Fax: 020 7520 5758
Email: Rosalynh@skillset.org
Website: www.skillset.org

Skillset will register all Scottish Modern Apprenticeship undertaking this framework. All Modern Apprenticeships must be registered before the first Skillseekers milestone, or within 8 weeks (whichever is sooner) of starting their apprenticeship. Registration can be made completing the Training Plan and Training Agreement in Appendix 3 and sending these to the above address. Further copies of these forms are available on request.

The Skillset 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 or training providers must submit evidence to the Skillset that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates should be made to the Skillset at the address above.

Request for registration and certification should be made to the Skillset at the address above.

Skillset Service Level

Skillset will 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.

Skillset will also issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcome 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 entry requirements for the Modern Apprenticeship are:
 - Scottish Credit and Qualifications Standard Grades 1-3 in English and Maths or equivalent
 - Or
 - The successful completion of a 3 months period of employment within the industry
 - Or
 - The successful completion of the Photo Imaging S/NVQ Level 2
- 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

It is mandatory that all participants in this Modern Apprenticeship must confirm to Local Enterprise Companies (LECs) contractual requirements on equal opportunities. All employers of Modern Apprenticeship should have an Equal Opportunities policy statement. Companies considering recruiting Modern Apprentice may seek advice about equal opportunities from LECs. Contact details for LECs are given on the Scottish Enterprise www.scottish-enterprise.com/ and Highland & Islands Enterprise www.hie.co.uk/ web sites.

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 Normal contract of employment signed by the employer and the Modern Apprentice
- 2 LEC Training Plan. (This only applies to apprentices in receipt of Skillseekers funding).
- 3 Skillset Training Agreement – this agreement outline the basis of the Modern Apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 4 Skillset Training Plan – this plan outlines the selected outcomes and the expected duration of the apprenticeship. Training Plans may be modified to reflect changing circumstances, however it is essential that Skillset is notified of any changes.

10 Employment status of Modern Apprentices

All Scottish Modern Apprentices must have employed status for the duration of the apprenticeship and be issued with a contract of employment. Workers employed on a contract basis may undertake a Modern Apprenticeship if it is reasonable to assume that they would complete the Modern Apprenticeship within the duration of the contract.

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.

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

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 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

Information on the Photo Imaging Sector and this framework development was informed through the following consultations:

Employer Survey

During February and March 2006, a total of 227 interviews were conducted with a representative sample of businesses within the Photo Imaging Sector in Scotland. The information gathered enabled Skillset to develop a representative report detailing the skills issues for the Photo Imaging Sector. This information has been used in the Modern Apprenticeship review and used to ensure that the Modern Apprenticeship Framework is reflective of the sectors needs. .

Photo Imaging Modern Apprenticeship Steering Group

Skillset has also consulted with their Photo Imaging Apprenticeship Steering Group and will continue to do so to discuss the framework development and issues as and when they arise.

National Occupational Standards Consultation

When Skillset took over responsibility of the Photo Imaging Apprenticeship Framework from the Photo Imaging NTO, it committed to carrying out a more thorough review of the framework once research into the industry's training needs and new National Occupational Standards had been developed. Meetings were held during 2006 to revise the current standards.

14 Career progression

The Modern Apprenticeship aims to give individuals broader, transferable skills, as well as occupationally specific skills appropriate to the industry and job role that should be developed early on in the apprenticeship programme:

- An appropriate level of literacy and numeracy
- An ability to communicate effectively with a range of people
- An ability to learn and apply learning in the workplace
- An ability to interpret customers' requirements and expectations effectively
- An awareness and a broader the Photo Imaging Industry and opportunities within it.
- An understanding of how to be a team player within an organisation
- An ability to contribute to an organisation achieving its business goals
- Self motivated
- Further Training

Following the completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as: Photographer, Mini Lab Technician, Image Producer, Photo Retailer and Image Processor.

They may also progress onto the Photo Imaging: Level 4 S/NVQ.

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 Council (SSCs)
- 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 Council

Sector Skills Councils have responsibility for the development, promotion and implementation of this framework in Scotland. The SSC will act as the first point of contact for those wishing further information about the framework.

Specifically, the SSC is responsible for the following:

Approval of Scottish Modern Apprenticeship Centres (MACs) for the delivery of the apprenticeship (see Appendix 3)

Registration and monitoring of individual modern apprenticeships

Certification of the successfully completed apprenticeship

The review of the framework in light of future experience to ensure the framework continues to meet the needs of apprentices and employers.

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

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

Financial support to assist with the training of Modern Apprenticeships in Scotland is administered in each area by the appropriate Local Enterprise Company (LEC). Organisations should contact their LEC to discuss financial support.

Further information is available from www.modernapprenticeships.com

Role of the awarding bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against S/NVQs or S/NVQ units. These qualifications are accredited by the Scottish Qualifications Authority (SQA) and the Qualifications and Curriculum Authority and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the S/NVQs and S/NVQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understands the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSB (and LEC if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of MAG

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

MAG is responsible for:

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

Role of Careers Scotland

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

Careers Scotland is responsible for:

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

Role of the Employer

Employer's responsibilities include:

- Paying new Modern Apprentices in accordance with the company's policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties

- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verify evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Providing the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

Appendix 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, College of FE, or similar.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant S/NVQ(s) at level 3 (and Scottish Core Skills if these are being separately certificated)

or

2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

Organisations that have contracts with the Enterprise Networks for the delivery of Modern Apprenticeships must have Scottish Quality Management System (SQMS) accreditation (or be prepared to work towards accreditation) or other quality system accepted by the Enterprise Networks. Organisations that are privately funding their Modern Apprenticeship programme are actively encouraged to seek SQMS accreditation, or other quality assurance system as agreed with the SSC.

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

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact 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 SSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

Appendix 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

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

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

Rosalyn Havard
Apprenticeship Co-ordinator
Skillset
Prospect House
80-110 New Oxford Street
LONDON
WC1A 1HB

Tel: 0207 520 5783
Fax: 0207 520 5758
Email: Rosalynh@skillset.org
Web: www.skillset.org