



A

MODERN APPRENTICESHIP

For Supervisors in Vehicle Fitting Operations

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

Automotive Skills Ltd

October 2005

Automotive Skills Limited
ALGO Business Centre
Glenearn Road
Perth
PH2 0NJ

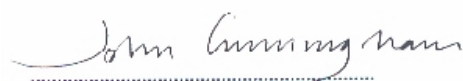
Tel: 01738 450430
Fax: 01738 450 449

The logo for Automotive Skills. The word "automotive" is in a blue sans-serif font, and "skills" is in a smaller, italicized blue sans-serif font below it. A light blue horizontal line is positioned under the word "skills".

Modern Apprenticeship
for
Supervisors in Vehicle Fitting Operations

Framework Document for Scotland

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



John Cunningham
(Chairman of the Modern Apprenticeship Implementation Group)



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1 Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Bodies (SSBs). SSBs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

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

What's in a Modern Apprenticeship?

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

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

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

2 Modern Apprenticeship for Supervisors in Vehicle Fitting Operations

The retail motor industry in Scotland is made up of over 5,000 companies employing nearly 50,000 employees.

The Vehicle Maintenance and Repair area employs over 21,000 of the 50,000 total of which vehicle fitting is a sub sector.

The sub sector consists of a mix of national rapid fit networks operated by manufacturers, dealer groups and private companies and smaller independent outlets working within the following categories:

- Light Vehicles (cars and vans)
- Heavy Vehicles (trucks)
- Motorcycles
- Auto Electrical

New entrants to this framework sector will normally come from within the industry and have previous technical knowledge and experience. On completion of this Modern Apprenticeship there are a number of career opportunities as outlined below.

- Vehicle System Specialist
- Supervisory
- General management
- Customer Service
- Financial Control and Planning
- Stock Order and Control
- Vehicle Parts Sales
- Marketing
- After Sales

The rise of specialist centres concentrating on “rapid fit” has led to a demand for qualified supervisors and managers capable of displaying a broad range of skills. The expansion and diversity of this market area offers a wide variety of career opportunities to all employees within it.

3 Summary of Framework

**Diagram showing the contents of the
Modern Apprenticeship for Supervisors in Vehicle Fitting Operations**

Mandatory outcomes

S\NVQ Level 3

The following S\NVQ must be achieved:

Vehicle Fitting Operations

- (G7VP 23 C&G)
- (G7XP 23 IMI)

Core Skills

The following core skills must be separately certificated:

- | | | |
|--------------------------|----------------|-----------|
| • 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 | Intermediate 1 | D6CA 04** |

*** Reference codes refer to SQA core skills. Equivalent core skills from other awarding bodies may also be used.*

Enhancements

It is a requirement of this framework that candidates complete the following vocationally related qualifications in their discipline.

City & Guilds: Certificate in Vehicle Fitting level 2 *or* Specialist Tyre Fitting level 2
and Certificate in Vehicle Fitting Operations level 3

IMI: Certificate (Level2) *and* Diploma (Level 3) in Vehicle Fitting Operations level 3

Optional outcomes

The following optional outcomes may be undertaken where appropriate to the training needs of the apprentice and to the business needs of the employer, Please note that this is not an exhaustive list.

S\NVQ Vehicle Fitting Operations (Tyre Fitting) Level 1

- G7VN 21 (C&G)
- G7XN 21 (IMI)

S\NVQ Vehicle Fitting Operations (Specialist Tyre Fitting) Level 2

- G7VT 22 (C&G)
- G7XM 22 (IMI)

S\NVQ Vehicle Fitting Operations (General Fitting) Level 2

- G7VR 22 (C&G)
- G7XL 22 (IMI)

4 The Framework

The mandatory and optional content of the Modern Apprenticeship for Supervisors in Vehicle Fitting Operations is as follows:

Mandatory Outcomes

1 S/NVQ(s)

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

- Vehicle Fitting Operations, level 3 (G7VP23 C&G / G7XP 23 IMI)

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	Ref:D6C6 04**
• Working with others	Intermediate 1	Ref:D6CK 04**
• Problem Solving	Intermediate 1	Ref:D6CE 04**
• Information Technology	Access 3	Ref:D6CN 04**
• Numeracy	Intermediate 1	Ref:D6CA 04**

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 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.

3 Enhancements

It is a requirement of this framework that candidates complete ONE of the following vocationally related qualifications in their own discipline. These qualifications have been developed to provide coverage of the underpinning knowledge element of the S/NVQ. These include:

- **City and Guilds:** Certificate in Vehicle Fitting level 2 or Specialist Tyre Fitting Level 2 and Certificate in Vehicle Fitting Operations, level 3
- IMI: Certificate (Level2) and Diploma (level3) in Vehicle Fitting Operations

Optional Outcomes

The following S/NVQs may be included as optional outcomes for this framework

Level 1

- Vehicle Fitting Operations (Tyre Fitting) (G7VN 21 C&G/ G7XN 21 IMI)

Level 2

- Vehicle Fitting Operations (Specialist Tyre Fitting) (G7VT 21 C&G/ G&XM 21 IMI)
- Vehicle Fitting Operations (General Fitting) (G7VR 21 C&G/ G7XL 21 IMI)

To encourage progression it is *recommended* that candidates have completed a level 2 S/NVQ before commencing this framework.

5 Registration and certification

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

Jim Brown
National Manager
Automotive Skills Limited
ALGO Business Centre
Glenearn Road
Perth
PH2 0NJ

Tel: 01738 450430

Automotive Skills 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 Registration Form, Training Plan and Training Agreement in Appendix 3 and 4 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.

Automotive Skills 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 Automotive Skills 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 Automotive Skills at the address below.

Modern Apprenticeship Registration Services
Automotive Skills Limited
93 Newman Street
London
W1T 3DT

Tel: 020 7463 6373

SSC Service level

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

Automotive Skills 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:
 - The candidates Scottish Qualification Certificate or Progress File
 - 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 Automotive Skills for advice and guidance on recruitment and selection. The Careers Scotland web site is at: www.careers-scotland.org.uk . The Automotive Skills website is at: www.automotiveskills.org.uk

As a guide to employers and learning providers, when recruiting people onto this Modern Apprenticeship Framework consideration must be taken of the type and nature of role expected. The Framework is designed for individuals employed in a supervisory role with responsibility for stock control, customer service, colleagues and health and safety issues. These requirements may mean this Framework is not be suitable for school leavers. Although no minimum academic entry requirements are specified, to be successful on this programme entrants should ideally possess standard grades English, Maths and a science-based subject at credit level. It would also be an advantage for them to have experience of the sector or have completed a relevant vocational qualification at level 2 prior to commencing this framework.

Entrants will need to demonstrate to an employer and a learning provider

- a proven interest in the motor industry
- attainment of relevant qualifications e.g. standard grades, S/NVQs, VRQs.
- display good communication skills
- an interest in dealing directly with the public
- a willingness to listen to, help and work with people
- an ability to negotiate with people
- that they are tactful.

Employers and learning providers must also be confident that the person has a capacity to achieve the mandatory outcomes of the framework. There is also a further recommendation that a robust induction procedure is in place which includes Equal Opportunities and Employment Rights and Responsibilities.

7 Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment and undertaking the Modern Apprenticeship.

All MAs supported by the Enterprise Networks must conform to Local Enterprise Companies (LECs) contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

8 Health and safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to.

It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by the Enterprise Networks will be required to satisfy the LEC as to the adequacy of its Health and Safety policy and systems.

9 Contracts

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

- 1 Contract of employment signed by the employer and the Modern Apprentice
- 2 SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 3 SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by a LEC, the LEC Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances; however it is essential that the Automotive Skills are 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.

Please contact Automotive Skills for an updated list of training providers offering this framework.

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 in the appendix 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

Employer demands for the introduction of this new framework were led by Automotive Skills' Scottish Employer Forum whilst college/training provider input has stemmed from Automotive Skills' Scottish Education and Training Forum and through the awarding bodies' network groups.

Representation from across the sector was sought, with opinion and feedback being obtained from employers across large franchised dealer groups to smaller independent garages within the maintenance and repair section of the industry. The Scottish Motors Traders Association also input to the consultation as they represent the views of some 800+ members across Scotland. This opinion was particularly useful as it indicated the varied views held depending not only on size, but the locality of the business, the availability of Modern Apprentice candidates and the nature of the work carried out.

The considerations of the training provider network were also taken on board at meetings specifically set up to discuss the proposed revisions to the framework. The outcome of these meetings being relayed back to the employers to better inform them in making a decision on any revisions required to the framework.

Representation from Scottish Enterprise was also in attendance at these meetings and provided useful input for both groups on the impact any changes may have on funding etc.

The outcomes of the consultations were that the employers approved:

- the addition of this new framework to the existing suite of Motor Vehicle Modern Apprenticeships
- the inclusion of the requirements for the Vocationally Related Qualifications
- the inclusion of core skills at the same level as other technical frameworks

There was also a proposal to include the completion of the relevant level 2 S/NVQ as a recommendation (as per awarding body guidelines) but not as a mandatory requirement. This proposal was adopted.

14 Career progression

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

- Vehicle System Specialist
- Supervisor/Manager
- Customer Adviser
- Financial Control and Planning
- Stock Order and Control
- Vehicle Parts Sales
- Marketing
- After Sales

Modern Apprentices who have completed this framework could also progress to becoming MOT testers or Vehicle Inspectors with further training and experience.

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 3 <i>(List mandatory and optional units being undertaken)</i>		
Enhancements		

Core Skills		
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>		
	(specify unit)	
	(specify unit)	
	(specify unit)	
	(specify unit)	

Summary of Modern Apprentices accredited prior learning

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

Automotive Skills Ltd
ALGO Business centre
Glenearn Road
Perth
PH2 0NJ

Tel; 01738 450430

Appendix 4

List of Units and Qualification routes for Vehicle Fitting Operations Levels 1, 2 and 3

Auto Skills No:	UNITS	Level 1 Tyre Fitting	Level 2 Specialist Tyre Fitting	Level 2 Vehicle Fitting	Level 3 Vehicle Fitting Operations
G1	Contribute to Workplace Good Housekeeping	M	M	M	
G2	Ensure Your Own Actions Reduce Risks to Health and Safety	M	M	M	
G3	Maintain Positive Working Relationships	M	M	M	
G4	Monitor Procedures to Control Risks to Health and Safety (ENTO Unit B)				M
G5	Work with Others to Improve Customer Service (ICS Unit 3, Level 3)				M
Unit 44	Receive and store stock	M			
Unit 45	Co-ordinate the Receipt and Storage of Parts				M
Unit 49	Process Payment Transactions				M
Unit 55	Monitor and Solve Customer Service Problems (ICS Unit 4, Level 3)				M
Unit 57	Help Customers to Choose Products (Skillsmart Unit C.3)				M
Unit 62	Plan, Monitor and Adjust Staffing Levels and Schedules (Skillsmart Unit E.17)				M
VF01	Inspect, Repair and Replace Standard Light Vehicle Tyres	M*			
VF02	Inspect, Repair and Replace High Performance Light Vehicle Tyres		O	O	
VF03	Inspect, Repair and Replace Commercial Vehicle Tyres	M*	O		
VF04	Inspect, Repair and Replace Motorcycle Tyres		O	O	
VF05	Inspect, Repair and Replace Plant Equipment Tyres		O		
VF06	Inspect, Repair and Replace Industrial Equipment Tyres		O		
VF07	Carry Out Light Vehicle Front Wheel Alignment		O	O	
VF08	Inspect and Replace Light Vehicle Clutches			O	
VF09	Inspect and Replace Light Vehicle Exhaust Components			O	
VF10	Inspect, Test and Replace Vehicle Batteries and Related Components			O	
VF11	Inspect and Replace Light Vehicle Suspension Dampers			O	
VF12	Inspect, Adjust and Replace Light Vehicle Braking Systems and Components			O	
RA03	Assess and Secure the Roadside Situation		O	O	
MR10	Identify Customer Vehicle Needs		O	O	

Auto Skills No:	UNITS	ROUTES			
		Level 1 Tyre Fitting	Level 2 Specialist Tyre Fitting	Level 2 Vehicle Fitting	Level 3 Vehicle Fitting Operations
	Number of Optional Units to be Chosen:	*Choose 1 of these units	Choose 4 optional units	Choose 4 optional units	All Mandatory

NOTES:

5 units must be completed for the Tyre Fitting Level 1 S/NVQ.

7 units must be completed for the Specialist Tyre Fitting and General Vehicle Fitting S/NVQ Routes at Level 2

The 7 mandatory units must be completed for the Level 3 Vehicle Fitting Operations S/NVQ.