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MODERN APPRENTICESHIP

IN

TRANSPORT ENGINEERING AND MAINTENANCE

**(FORMERLY MAINTAINING AUTOMOTIVE VEHICLES – ROAD PASSENGER
TRANSPORT)**

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

GoSkills

**October 2003
(Textual update: May 2006)**

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GoSkills
Moving skills forward

GoSkills

Modern Apprenticeship

in

Transport Engineering and Maintenance

(Formerly Maintaining Automotive Vehicles – Road Passenger Transport)

Framework Document for Scotland

*Approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on 16 October 2003*


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 are training initiatives aimed at developing highly skilled employees.

Who develops them?

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

Who are they for?

Modern Apprenticeships are available to any employee aged 16 or over. There are no formal entry requirements – but employees need to demonstrate to their employer that they have the potential to complete the programme.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different types of Modern Apprenticeship and they all contain the same 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 Transport Engineering and Maintenance

In July 1999 the Modern Apprenticeship Implementation Group approved a Modern Apprenticeship Framework in Maintaining Automotive Vehicles for use within Skillseekers in Scotland.

This revised Modern Apprenticeship for Scotland is a further development of the existing arrangements within Skillseekers. The significant differences are the removal of the level 2 S/NVQ as a mandatory outcome and a change in the requirement for core skills. Both these changes are aimed at aligning as far as possible the Modern Apprenticeships in the UK for those involved in maintaining automotive vehicles in the road passenger transport sector. This is an important objective as the majority of apprenticeships in the bus and coach industry in Scotland are offered by companies operating in other parts of the United Kingdom.

The road passenger transport industry employs 156,000 people with 5,500 companies operating bus and coach services in the UK. The most commonly used job roles that apprentices will fill are skilled work in service, repair and modification in mechanical, electric/electronic or body structures and cladding specialism(s). Job roles at this level are increasingly becoming multi-skilled and the structures of the S/NVQs in Maintaining Automotive Vehicles have recently been amended to reflect this trend.

This Framework document has been updated in May 2006 – textual changes only have been made to reflect changes in the titles and reference numbers of S/NVQs and in the change of ownership of the Framework from Transfed to GoSkills.

3 Summary of framework

Mandatory outcomes

SINVQ Level 3

ONE of the following SWVQs must be achieved:

- | | |
|--|-----------|
| • Transport Engineering and Maintenance (PCV Electrical) | G7N2 23** |
| • Transport Engineering and Maintenance (PCV Mechanical) | G7MW 23** |
| • Transport Engineering and Maintenance (PCV Body) | G7NO 23** |

** Equivalent SWVQs from other awarding bodies may also be used.

Core Skills

- | | | |
|--------------------------|----------------|----------------|
| • Communication | Intermediate 1 | Ref: D6C7 04** |
| • Numeracy | Intermediate 1 | Ref: D6CA 04** |
| • Working With Others | Intermediate 1 | Ref: D6CK 04** |
| • Problem Solving | Intermediate 1 | Ref: D6CK 04** |
| • Information Technology | Access 3 | Ref: D3YS 04** |

All core skills must be separately assessed and certificated.

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

Optional Outcomes

Additional SINVQ Units/Qualifications/Training

Employers and training providers are encouraged to include any other qualifications or training, which meets the needs of the apprentice and the business.

4 The framework in detail

Mandatory Outcomes

1 SVNVQs

SVNVQ Level 3

ONE of the following SWVQs must be achieved:

- | | |
|--|-----------|
| • Transport Engineering and Maintenance (PCV Electrical) | G7N2 23** |
| • Transport Engineering and Maintenance (PCV Mechanical) | G7MW 23** |
| • Transport Engineering and Maintenance (PCV Body) | G7NO 23** |

** Equivalent SWVQs from other awarding bodies may also be used.

Scottish Vocational Qualifications (SVQs) are work-based qualifications which are based on national 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 in five levels – although most are at level 2 and level 3. When someone has 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

Core Skills

- | | | |
|--------------------------|----------------|----------------|
| • Communication | Intermediate 1 | Ref: D6C7 04** |
| • Numeracy | Intermediate 1 | Ref: D6CA 04** |
| • Working With Others | Intermediate 1 | Ref: D6CK 04** |
| • Problem Solving | Intermediate 1 | Ref: D6CK 04** |
| • Information Technology | Access 3 | Ref: D3YS 04** |

All core skills must be separately assessed and certificated.

**Reference numbers 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 achieved core skills at the levels given above do not need to repeat these core skills as part of the Modern Apprenticeship framework.

5 Registration and certification

The Scottish Modern Apprenticeship in Transport Engineering and Maintenance is managed by GoSkills. GoSkills is the first point of contact for any enquiries in relation to the Framework. Contact details:

Richard Mendez
GoSkills
Concorde House
Trinity Park
Solihull
Birmingham
B37 7UQ

Telephone 0121 635 5542
E-mail Richard.mendez@goskills.org

GoSkills will register all Scottish Modern Apprentices undertaking this framework. Employers must register an apprentice within 8 weeks of starting their apprenticeship. Registration can be made by 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.

GoSkills 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 GoSkills 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 GoSkills at the address above.

Service level

GoSkills 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.

GoSkills 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 in recruitment literature that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard and Higher Grades employers should also be aware of newer vocational qualifications.
- The following factors may also influence the selection process:
 - The candidate's Scottish Qualification Certificate or Progress File
 - Performance during a formal interview process
 - References
 - Relevant work experience
 - Trial observation period.
- 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 for advice and guidance on recruitment and selection.

7 Equal opportunities

It is mandatory that all participants in this Modern Apprenticeship must conform to Local Enterprise Companies (LECs) contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement. Companies considering recruiting a Modern Apprentice may seek advice about equal opportunities from LECs. Contact details for LECs are given on the Modern Apprenticeship web site at www.modernapprenticeships.com

8 Health and safety

It is a requirement of this Modern Apprenticeship framework that all aspects of health and safety at work are recognised and all statutory requirements 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 that they, as employees, have clear rights and duties with regard to health and safety.

Any organisation wishing to contract with a LEC to employ a Modern Apprentice will be required to satisfy the LEC as to the adequacy of its Health and Safety policy and systems. Similarly, the LEC must be also be satisfied with the Health and Safety policy and systems of any organisation approved to offer training and development related to the Modern Apprenticeship Framework.

9 Contracts

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

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

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.

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 relevant S/NVQ and/or core skills.

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

A list of companies registered under Skillseekers to offer Modern Apprenticeships can be obtained from GoSkills.

Training plan

The plan needs to identify:

- 1 The selected framework outcomes.
- 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.
- 4 A training programme demonstrably addressing the selected framework outcomes.
- 5 An assessment programme.

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
- Comply with the stipulations of this framework
- Meet the needs of the employer and apprentice.

A sample Training Plan is given in the appendix of this document.

13 Career progression

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

- Skilled fitter – Mechanical
- Skilled fitter – Electrical
- Skilled fitter – Body Structures and cladding
- Technician – Mechanical
- Technician – Electrical
- Technician – Body Structures and cladding
- Specialist Engineering Technicians
- Supervisors/junior managers

There are a range of further educational opportunities available for those completing the Modern Apprenticeship including:

- Supervisory/management S\NVQs;
- Higher National Certificates and Diplomas;
- Professional Institute Qualifications.

In the future it is intended to identify vocational degrees that could have a particular relevance to those working in the road passenger transport industry.

14 Organisational responsibilities

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

- Sector Skills Councils (SSCs)/ Sector bodies
- Local Enterprise Companies (LECs)
- Awarding bodies.

GoSkills

GoSkills will have responsibility for the development, promotion and implementation of this framework in Scotland. It will act as the first point of contact for those wishing further information about the framework.

Specifically, GoSkills is responsible for the following:

- Approval of Scottish Modern Apprenticeship Centres (MACs) for the delivery of the apprenticeship (see Appendix 2)
- Registration and monitoring of individual modern apprentices
- 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.

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

The Local Enterprise Company (LEC)

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

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

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

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 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.

Appendices

Appendix 1

Employer consultation

(Please note that this consultation was undertaken by Transfed - the previous owner of the Framework)

TRANSfED developed its policy to Modern Apprenticeships frameworks across the UK with guidance from a Steering Group representing employers.

Organisation	Name of Representative
Employers:	
Go-ahead London	P. Margrave
First Group	P. Harrold
Travel West Midlands	W. Shaw
Wilts and Dorset	G. Parsons
Arriva	J. Digby
Stagecoach	D. Hermiston; D Howe;
Cardiff Bus Company	Owen Prichard
Dunn Line	B. Dunn
Shearings Holidays	J. Burke
Translink	M. McGreevy

The Confederation of Passenger Transport's (CPC) Engineering Committee was consulted on the detail of the framework across the UK as well as being asked to make executive decisions on issues such as the Framework title. The Committee has given considerable time to this important development. The TRANSfED Board has also been informed of this development and had the opportunity to comment but the detailed consultation on the framework, bearing in mind the content, took place through the sector's engineering community.

The companies represented on the Steering Committee managing this work and CPT's Engineering Committee represents a wide range of bus and coach companies across the UK. The five major companies that account for at least 75% of turnover in the bus sector as well as small to medium sized companies were well represented in this consultation. These groups also enabled TRANSfED to get views from those responsible for engineering policy as well as those at the operational end of engineering.

"Roadrunner" as the well established training publication from TRANSfED not only communicated developments on apprentice training to the sector but also encouraged those with an interest to seek further information and provide comment.

The national consultation procedures outlined above did engage companies operating in Scotland. This report has already noted the integrated nature of the bus and coach industry across the UK. However, in the late spring of 2003 a sample of fifty plus companies and others with a legitimate interest in the Modern Apprenticeship operating in Scotland received a consultation document seeking views on the design of the Modern Apprenticeship. There was full agreement to align the apprenticeship in Scotland as far as possible with that agreed for the other countries in the United Kingdom.

The Steering Group discussed in detail a number of issues in developing this new MA framework. It was agreed that the core skills profile should be revised to more accurately reflect the needs of employers. Accordingly, the minimum level required has now been reduced for most core skills. In addition, the Steering Group agreed that the inclusion of S\NVQ level 2 as a mandatory component was no longer necessary due to the revision of the S\NVQs at level 3 which has seen these qualifications become more closely aligned with employer work practices.

Appendix 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by GoSkills 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 as a MAC, organisations must make a formal application to GoSkills, seeking approval and establishing that the centre satisfies the following criteria:

- Has the necessary staff and resources to be able to implement the training plan, using external resources as appropriate
- Is prepared to accept at least one visit per year from a GoSkills officer
- 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 OR be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition the MAC should be accredited with the Scottish Quality Management System standard (SQMS) or other quality system accepted by the LEC.

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

In addition GoSkills will work with the appropriate Awarding Bodies to ensure that quality assurance is maintained within the centres.

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 with an appropriate Awarding Body the modern apprentice as a candidate for the relevant S/NVQ(s) and other selected units
- Registering the apprenticeship with GoSkills
- Applying on behalf of the modern apprentice for final certificate of modern apprenticeship accomplishment.
- Informing GoSkills of any material alterations to the modern apprentice's training plan or desired changes to the selected framework outcomes.

Appendix 3



MODERN APPRENTICESHIP 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 tests 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

Name:
Address:
Telephone:

Please confirm the outcomes that will be achieved in this Modern Apprenticeship.

Mandatory outcomes

SVQINVQ		
<i>Please tick (in the end column) the SVQ which will be achieved as part of this Modern Apprenticeship</i>		
1	Transport Engineering and Maintenance (PCV Electrical)	
2	Transport Engineering and Maintenance (PCV Mechanical)	
3	Transport Engineering and Maintenance (PCV Body(

Core Skills		
<i>Separate certification of all 5 core skills is mandatory in this Framework</i>		
	Communication	√
	Numeracy	√
	Information Technology	√
	Problem solving	√
	Working with Others	√

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

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 GoSkills
 Concorde House
 Trinity Park
 Solihull
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 B37 7UQ

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