



A
MODERN APPRENTICESHIP
IN
YOUTH WORK
FRAMEWORK DOCUMENT
FOR
SCOTLAND

Lifelong Learning UK
Sector Skills Council

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Lifelong Learning UK

**Modern Apprenticeship
in
Youth Work**

Framework Document for Scotland

*Approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on
15 July 2004*


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.

****Sector Skills Councils**

Sector Skills Councils are independent, UK-wide organisations developed by groups of influential employers in industry or business sectors of economic or strategic significance. They exist to tackle the skills and productivity needs of their sector. One of their responsibilities is the development and promotion of Modern Apprenticeships.

2 Modern Apprenticeships in Youth Work

Employers

Due to the generic nature of the National Occupational Standards in Youth Work and the S/NVQ, employers could come from many different sectors. Traditionally employers were from mainly Youth Work sector organisations such as

- Voluntary Youth Work Organisations
- Local Authority Youth Work Services
- Faith Based Organisations
- Charitable Organisations

With the change in attitude towards Youth Work and work with young people candidates could work in other sectors, such as

- Health Service
- Police Service
- Fire Brigade Service
- Libraries/Youth Information Services
- Housing Departments
- Dialogue Youth Units

Modern Apprentices

A wide range of career opportunities exists for Modern Apprentices undertaking the Youth Work framework. The following list gives examples of job titles and general job areas:

- Youth Worker
- Dialogue Youth Worker
- Outreach Worker
- Youth Information Worker
- Youth Participation Worker
- Support worker, peer mentor
- Health Promotions
- Health Improvement Worker
- Health Project Worker
- Youth Arts Worker
- Youth Centre Worker
- Detached Youth Worker
- Street Worker
- Integrated Community Schools Youth Worker
- Active Citizenship Worker
- Housing Support Worker
- Youth Advocacy Worker
- Outdoor Education Worker
- Drugs & Alcohol Worker
- Working on a helpline (e.g. YMCA)

Other occupational areas could include:

- Social Services
- Probation Service
- Health Boards/Hospitals
- Police Service - Civilian Personnel as well as Police Officers
- Voluntary and government funded advice services: Youth Liaison Workers
- Working in community based projects

3 Summary of framework

Diagram showing the contents of the Modern Apprenticeship in Youth Work

Mandatory outcomes

SINVQ Level 3

The following SINVQ must be achieved:

- Youth Work (Ref: G74L 23)

Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	Minimum level required	Reference
Communication	Intermediate 2	D6C704**
Working with Others	Intermediate 2	D6CL04**
Problem Solving	Intermediate 2	D6CF04**
Information Technology	Intermediate 1	D6CNP4**
Numeracy	Intermediate 1	D6CA04**

***Only one reference is given for each core skill. Equivalent core skills from other awarding bodies may be used.*

The Numeracy core skill must be separately assessed and certificated. All other core skills are embedded within the SINVQ level 3 and do NOT require to be separately assessed and certificated.

Enhancements

Unit D4 of the Occupational Standards for Youth Work (Ref: DC1V 04)

Plus

At least **one** certificated outcome from the following list must be achieved:

- Core skills at a higher level
- Additional SVQ Units
- National Governing Award in sports coaching or adventurous Activities.
- Sport Leader Awards
- ECDL, PC Passport or equivalent
- First Aid
- Programmes tailor made by employers (subject to approval)*

**Organisations must gain approval from LLUK for these options.*

Optional Outcomes

Employers may include any other awards, qualifications or training programmes which are relevant to the needs of the apprentice and the business.

4 The framework

The mandatory and optional content of the Modern Apprenticeship in Youth Work is as follows:

Mandatory Outcomes

1 S/NVQ

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

- Youth Work, level 3 (Reference: G74L 23)

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 – that 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 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:

Core Skill	Minimum level required	Reference
Communication	Intermediate 2	D6C704**
Working with Others	Intermediate 2	D6CL04**
Problem Solving	Intermediate 2	D6CF04**
Information Technology	Intermediate 1	D6CNP4**
Numeracy	Intermediate 1	D6CA04**

***Only one reference is given for each core skill. Equivalent core skills from other awarding bodies may be used.*

The Numeracy core skill must be separately assessed and certificated. All other core skills are embedded within the S/NVQ level 3 and do NOT require to be separately assessed and certificated.

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.

3 Enhancements

Unit D4 of the Occupational Standards for Youth Work (Ref: DC1V 04)

Plus

At least **one** certificated outcome from the following list must be achieved:

- Core skills at a higher level
- Additional SVQ Units
- National Governing Award in sports coaching or adventurous Activities.
- Sport Leader Awards
- ECDL, PC Passport or equivalent
- First Aid
- Programmes tailor made by employers (subject to approval)*

**Organisations must gain approval from LLUK for these options.*

Optional Outcomes

Employers may include any other awards, qualifications or training programmes which are relevant to the needs of the apprentice and the business.

5 Registration and certification

The Scottish Youth Work Modern Apprenticeship is managed by Lifelong Learning UK (LLUK). LLUK is the first point of contact in Scotland for any enquiries in relation to the framework. Contact details:

Lifelong Learning UK
Suite 18
CBC House
24 Canning St
Edinburgh
EH3 8EG
Tel 0870 7564870
www.lluk.org

LLUK will register all Scottish Modern Apprentices undertaking this framework. **All Modern Apprentices must be** registered before the first Skillseekers milestone, or within eight weeks (whichever is sooner) **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.

LLUK 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 LLUK 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 LLUK at the address above.

SSC Service level

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

LLUK undertakes to issue Certificates of Completion within four weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

The fee covering both registration and certification is £50. A cheque made payable to Lifelong Learning UK should be sent at the time of registration.

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. (See Section 14 for detail on funding availability)
- 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 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 and LLUK for advice and guidance on recruitment and selection. The Careers Scotland web site is at: www.careers-scotland.org.uk/CareersScot/web/site/Home/home.asp

This Modern Apprenticeship is particularly aimed at those who have demonstrable involvement in Youth Work. Selection is based on potential ability to complete the award rather than specific academic ability.

The following factors may also influence the selection process:

- Previous experience within a youth work setting
- Disclosure checks*

**Delays may be experienced in receiving disclosure checks from the relevant authorities.*

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 Scottish Enterprise www.scottish-enterprise.com/ and Highland & Islands Enterprise www.hie.co.uk/ web sites.

8 Health and safety

It is a requirement of this Modern Apprenticeship framework that all aspects of health and safety at work be recognised 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 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 SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 4 SSC 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 the SSC is notified of any changes.

10 Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed for the duration of the apprenticeship.**

11 Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual modern apprentices will be agreed between the employer and the apprentice.

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 S/NVQ.

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.

Approved centres

A list of organisations currently approved to deliver this Modern Apprenticeship Framework is available from LLUK.

The SSC training plan

The plan requires 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
- 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:

On completion of the programme, Modern Apprentices should expect to be able to work unsupervised with young people. Because of the diversity of the sector – and the large number of occupations in which the framework is relevant – it is difficult to give specific routes for further career progression. However, some candidates would be expected to progress onto further or higher education.

Evidence from the NTO and employers indicates that there is a significant supply-side shortage of trained practitioners... The Scottish Executive is committed to widening access to professional training to people who would otherwise be unable to participate in full-time university based programmes. In particular we wish to see wider opportunities for individuals who have been active within their community to access training.

Calls for more discrete training by employers and practitioners tend to be at a level below degree, in particular in relation to ... work with young people.

(Empowered to Practice 2003)

The Scottish Credit and Qualifications Framework (SCQF) provides a context and appropriate mechanism for the credit rating of programmes of learning and training. The SCQF can enable people to see how a particular learning experience connects with other opportunities.

(Working & Learning Together to Build Stronger Communities 2004)

A diagram showing progression routes is shown in Appendix 4.

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)
- Local Enterprise Companies (LECs)
- Awarding bodies.

Sector Skills Councils

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 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.

The SSC 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 the SSC 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

Building on a debate at a National Youth Work Conference in 2002 YouthLink Scotland undertook to investigate the potential of these awards for the sector. An in-depth training needs assessment across YouthLink Scotland's membership agencies was undertaken, responses were received from 25 National Voluntary Organisations and 21 Local Authorities indicating support for the development of nationally recognized accredited pre-qualifying training for the sector.

This was followed up through in-depth interviews with four respondents.

Consultation Questionnaires relating to the development of the Modern Apprenticeship were made available on the YouthLink Scotland and LLUK websites and information and copies of the questionnaire circulated to all key stakeholders in Scotland. Included in this, were the following organisational groups:

- 32 Scottish Local Authorities
- 48 National Voluntary Organisations
- Miscellaneous list of employers and training providers involved with, or interested in, the delivery of SNVQs in Youth Work.

The responses received were generally positive about the proposed framework for the Modern Apprenticeship in Youth Work with most authorities and organisations agreeing that they would consider using the Modern Apprenticeship as a way of training staff.

A complete list of the organizations consulted during the development of this Framework is available from LLUK.

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

For organisations in receipt of LEC funding, the organisation must be accredited with the Scottish Quality Management System standard (SQMS) or other quality system accepted by the LEC.

The SSC will maintain a database of MACs for the delivery of the framework within Scotland, which will be available for 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
- Registration with an appropriate Awarding Body of the modern apprentice as a candidate for the relevant S/NVQ(s) and other selected units.
- Registration with the SSC of the apprenticeship.
- Application on behalf of the modern apprentice for final certificate of modern apprenticeship accomplishment.
- Informing the SSC of any material alterations to the modern apprentice's training plan 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 (List mandatory and optional units)		Tick units being undertaken
Mandatory Units		
DC13 04	Enable Young People to Explore and Develop their Values and Self-respect	
DC14 04	Enable Young People to Work Effectively in Groups	
DC15 04	Enable Young People to use their Learning to Enhance their Future Development	
DC16 04	Manage your Work and Create Effective Work Relationships	
Optional Units Candidates must select 2 from Group A & 2 from Group B)		
Group A		
DC17 04	Enable Young People to Access and Use Information and Make Decisions	
DC18 04	Enable Young People to be Active Citizens	
DC19 04	Support Young People in Tackling Problems and Taking Action	
DC1A 04	Advocate of Behalf of Young People	
DC1C 04	Enable Young People to Develop Awareness of their Self-identity and Being	
DC1D 04	Work with Young People to Design and Develop Sessions	
DC1E 04	Work with Young People to Manage Resources for Events, Activities or Projects	
DC1F 04	Review Progress and Evaluate Opportunities with Young People	
Group B		
DC1G 04	Investigate Needs and Provision for Young People and Promote Youth Work Opportunities	
DC1H 04	Identify Relationships with other Organisations and Individuals	
DC1J 04	Build and Maintain Partnership Work	
DC1L 04	Provide Information to Aid Policy Formation and the Improvement of Practice and Provision	
DC1M 04	Develop Teams and Individuals to Enhance the Quality of Youth Work	
DC1N 04	Promote the Culture of Health and Safety	
Enhancements		
	Unit D4 of the Occupational Standards for Youth Work	
	Plus one other certificated outcome as listed on Page 5	

Core Skills

The Numeracy core skill must be separately assessed and certificated. All other core skills are embedded within the S\NVQ level 3 and do NOT require to be separately assessed and certificated.

1	Communication: Intermediate 2	
2	Working with others: Intermediate 2	
3	Numeracy: Intermediate 1	
4	Information technology: Intermediate 1	
5	Problem Solving: Intermediate 2	

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:

Lifelong Learning UK
Suite 18
CBC House
24 Canning St
Edinburgh
EH3 8EG
Tel 0870 7564870
www.lluk.org

Appendix 4

Articulation Routes from MA in Youth Work

