

Scottish Apprenticeships

A

MODERN APPRENTICESHIP

IN

Science Industries Quality Technician At SCQF Level 6

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

Cogent Skills

September 2024

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Version	Date of Change	Amendment	Comments
1	September 2024	Framework live	

This framework document is a controlled document. The latest version can be found on the Skills Development Scotland website here:

<https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/modern-apprenticeship-frameworks/>

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Apprenticeships in Scotland

This framework document is for the use of developers or SSCs reviewing existing or developing new apprenticeships via the Standards and Frameworks contracted methodology to submit to the Apprenticeship Approvals Group (AAG). Foundation and Graduate currently have their own bespoke templates.

For those apprenticeship developments via the new facilitated approach methodology (Technical Expert Group TEG) these should be submitted to AAG on their bespoke framework and standards documentation.

What are Apprenticeships?

There are six models of Apprenticeship in Scotland offering qualifications obtained at school with the Foundation Apprenticeship programme, and for those in paid employment, through the modern, technical, professional, higher and graduate apprenticeships. These are:

- a) Foundation Apprenticeships at SCQF level 6
- b) Modern Apprenticeships at SCQF levels 5 6 and 7
- c) Technical Apprenticeships at SCQF levels 8 & 9
- d) Professional Apprenticeships at SCQF levels 10 - 12
- e) Higher Apprenticeships at SCQF level 8
- f) Graduate Apprenticeships at SCQF levels 9 – 11

Modern to Graduate Apprenticeships offer those aged 16 or over paid employment combined with the opportunity to train for jobs at craft, technician and management level. Foundation Apprenticeships are delivered in senior phase of school and are not employed.

Who develops them?

Apprenticeships are normally developed by Sector Skills Councils or a Standards Setting Organisations 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 to Graduate 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. All Apprentices in Scotland must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills. While foundation apprenticeships are delivered within the senior phase of schools.

What's in a Scottish Apprenticeship?

In Scotland, there are more than 80 different Scottish Apprenticeships and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills or Career Skills
- Industry specific training

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

Modern Apprenticeships in Science Industries Quality Technician At SCQF Level 6

The Life and Chemical Science Industries are high-tech, innovative and highly diverse, spanning pharmaceuticals, medical technology, biotechnology, and industrial biotechnology and has applications across many other sectors. Through the development of innovative medicines, medical technologies and services, its businesses contribute to a stronger and fairer society, helping people enjoy better health, well-being and quality of life. Scotland has a thriving Life and Chemical Science Industry Sector which consists of just over 630 organisations. It has an established network of over 40 pharmaceutical clinical trial support and contract research organisations. These organisations employ approximately 32,000 people across the entire main Life Sciences and Related Science sector. These organisations contribute over £2.8 billion to the Scottish Economy annually, with a projected GVA growth rate of 8% which is four times the average rate for Scotland. The Life and Chemical Science Industries has been identified as a key sector in the Scottish Governments economic strategy in recognition of its international comparative advantage, high growth potential and capacity to boost productivity.

Scotland has internationally recognised capabilities across The Life and Chemical Science Industries including:

- Drug discovery and development
- Contract Research
- Medical Technologies
- Cell, Gene and Vaccine therapy
- Specialised Biomanufacturing
- Chemical and Process Manufacturing
- Bioinformatics

Scotland is home to one of the largest concentrations of Pharmaceutical support networks in Europe, with more than 40 organisations working on clinical and non-clinical research. Historically, Life Sciences Scotland has focussed mainly on the healthcare aspect but increasingly there are opportunities for the capacity and capability to be expanded to industrial, marine, plant, environmental and veterinary biotechnology (hence the term Related Science Industries).

Scotland also has a particularly strong reputation in the medical arena. For example:

- Cancer and cardiovascular research
- Neuroscience
- Genomics
- Proteomics and Bioinformatics
- Cell, Gene and Vaccine therapy
- Virology and immunology

The Life and Chemical Science Industries is not only highly innovative and dynamic but it is also one of the most highly regulated sectors and faces increased scrutiny from regulators and increasing pricing pressures.

The shape and size of industry has been changing over the last few years with large pharmaceutical companies becoming fewer and with Clinical Research Organisations, SMEs and microbusinesses forming the larger part of the Sector. Since 2010 there have been over 100 new regulations implements or amended. NHS and industry are increasing aligning to each other and need to understand each other's key challenges.

For the Life and Chemical Science industries to be sustainable it is more important than ever to increase profit margins, keep up to date with the latest technologies, deliver products that are value for money and having a flexible work force that can adapt and learn new skills, whilst maintaining standards and adhering to regulations. The larger organisations are re-structuring to mirror the successful SME structures. This type of set-up requires a different skill set, which includes broader and more innovative skill set than traditionally required.

In 2018, the Life and Chemical Science Group in conjunction with Skills Development Scotland published the Skills Investment Plan for the sector. This report highlighted the need to develop and review current Modern Apprenticeship frameworks and the vocational qualifications contained within these frameworks, revise, and update these apprentices and vocation qualifications as required by industry

Summary of Framework

Duration

It will take a minimum of 36 months to complete this modern apprenticeship framework.

Mandatory outcomes

SVQ or alternative competency based qualification

- *The following must be achieved:*

- SVQ in Quality Operations in the Science Industries at SCQF level 6 **GV4J 46** GQA Awards

Work Place Core Skills

- | | |
|--|--------------|
| • Communication | SCQF level 6 |
| • Working With Others | SCQF level 6 |
| • Problem Solving | SCQF level 6 |
| • Information and Communication Technology | SCQF level 6 |
| • Numeracy | SCQF level 6 |

Enhancements

Plus one of the following qualifications to be undertaken as well as the SVQ in Quality Operations in the Science Industries at SCQF level 6

- HNC Chemical Process Technology SCQF Level 7 GL6A 15 SQA
- HNC Bioscience SCQF Level 7 G8WV 15 SQA
- HNC Petroleum Process Technology, Operations and Control SCQF 7 G9K5 15 SQA
- HNC Applied Sciences SCQF Level 7 GK6E 15 SQA

Optional Outcomes

Additional SVQ Units/Qualifications/Training

N/A

The Framework

Duration

It is expected that Apprentices following this apprenticeship will take a minimum of 36 months to complete the framework. This includes 24 months day release for off-the-job training.

Mandatory Outcomes

SVQ

Each apprentice is required to achieve the following Qualification:

- SVQ in Quality Operations in the Science Industries at SCQF level 6 **GV4J 46** GQA Awards

All Scottish Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF levels 5, 6 and 7. When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Work Place Core Skills

Each apprentice is required to achieve the following Work Place Core Skills:

Communication	SCQF level 6
Working with others	SCQF level 6
Problem Solving	SCQF level 6
Information and Communication Technology	SCQF level 6
Numeracy	SCQF level 6

The following Core Skills of ICT and Working With Others at SCQF level 6 have been mapped against the mandatory unit Applying Basic Statistics in Life Sciences and Related Industries of the SVQ in Science Industries Quality Technician SCQF Level 6. So can be achieved in the workplace. The other 3 Core Skills will require separate certification as they cannot be mapped to the SVQ qualification.

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 National 5s 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 Work Place Core Skills as part of the Apprenticeship Framework.

Enhancements

Plus one of the following qualifications to be undertaken as well as the SVQ in Quality Operations in the Science Industries at SCQF level 6

- HNC Chemical Process Technology SCQF Level 7 GL6A 15 SQA
- HNC Bioscience SCQF Level 7 G8WV 15 SQA
- HNC Petroleum Process Technology, Operations and Control SCQF 7 G9K5 15 SQA

- HNC Applied Sciences SCQF Level 7 GK6E 15 SQA

Optional Outcomes

There are no Optional Outcomes

Registration and Certification for Modern Apprenticeships

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

Ian Lockhart
Cogent Skills
Unit 5 Mandarin Court
Centre Park
Warrington WA1 1GG
E-Mail ian.lockhart@cogentskills.com
Telephone 01925 515200

The SSC will register Scottish Apprentices undertaking this Framework. **All apprentices undertaking this framework must be registered with the SSC within 4 weeks of starting their apprenticeship using the Modern Apprenticeship on Line System.**

In the case of Modern Apprenticeships which receive funding, it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the Training Plan.

The SSC will issue a Certificate of Completion to those Modern and Technical Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC 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 SSC at the address above.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC 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.

Recruitment and selection

The recruitment and selection of Apprentices is primarily the responsibility of the employer. However, the following supporting guidance is given:

- Employees may enter an apprenticeship from the age of 16. There is no upper age limit.
- The 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 Scottish apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken out with an academic institution, such as volunteering activity.
- The following factors may also influence the selection process:
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the 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 the SSC for advice and guidance on recruitment and selection.

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Equal opportunities

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 to undertake the Modern Apprenticeship.

All apprenticeships supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Apprentices should be made aware of their rights and duties with regard to health and safety.

All Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

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

1. Contract of employment signed by the employer and the Apprentice for employed Apprentices.
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. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however, it is essential that the SSC is notified of any changes.

Employment status of Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Scottish Apprenticeships. Accordingly, **all apprentices must be employed with the exception of Foundation Apprentices who are delivered as part of the senior phase in schools.**

All Scottish Apprenticeships must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The apprenticeship framework selected for the apprentice must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

Terms and conditions of employment

In order to compete with other sectors offering employed apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium 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 workplace. 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 SVQ and Work Place Core Skills where appropriate.

List of Training Providers

Delivery of Training for the Modern Apprenticeship in:

Work-based training SVQ in Quality Operations in the Science Industries at SCQF level 6

Delivery and assessment method

The apprentice's competence will be built-up in the workplace by undertaking the required elements of the competence qualification and the duties assigned to the role of a Science Quality Technician. Assessments will be undertaken when the Apprentice has demonstrated the required skill levels in the workplace. All assessments will be undertaken in accordance with the Cogent Assessment Strategy.

Skills required by training providers delivering the training

The training provider must meet the requirements of the Awarding Organisations to become a registered centre. All the training providers' staff must meet the requirements that are outlined in the Cogent Assessment Strategy.

Delivery of underpinning knowledge (if no formal off-the job requirement)

N/A

Off-the-job training

All apprentices will complete one of the following supporting knowledge qualifications:

- HNC Chemical Process Technology SCQF Level 7 GL6A 15 SQA
- HNC Bioscience SCQF Level 7 G8WV 15 SQA
- HNC Petroleum Process Technology, Operations and Control SCQF 7 G9K5 15 SQA
- HNC Applied Sciences SCQF Level 7 GK6E 15 SQA

The choice of the qualification undertaken will be a discussion between the employer, apprentice and the training provider. This process will identify the most suitable knowledge qualification that will support this Modern Apprentices and the needs of the employer.

Delivery and assessment method

It is expected that the course will be delivered day release over 2 years. The delivery may change to meet the employer requirements.

Assessment

Assessments may include tests, practical assessments, assignments, reports and projects. The overall assessment strategy is a holistic approach to assessment.

Exemptions

None: Apart from apprentices who have already successfully undertaken one of the required knowledge qualifications listed in the enhancements section of this framework.

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Apprentices accredited prior learning
- 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 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 Skills Development Scotland (if the apprenticeship is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the apprenticeship Training Plan.

Consultation Process

On the 22 July 2020, a meeting was held with SDS Standards and Frameworks Manager, SQA Accreditation, SDS Key Sector Manager for Life and Chemical Sciences and Cogent Skills. This meeting was to discuss the project requirements and the need to establish an employers group to help highlight current job roles that require the need for an apprenticeship framework and supporting SVQ qualifications.

17 September 2020- The first employer meeting was held and discussions took place around the project requirements and what job roles require the need for new apprenticeship frameworks and new supporting qualifications. The employers were then left to discuss the job role requirements with their organisations and a further meeting would be held to look at their requirements and any supporting job descriptions they would like to share with the group.

At the 2nd employer meeting that was held on the 21 October to finally establish the skills and job roles that would require an apprenticeship framework and supporting qualification. At the end of the meeting the employers requested that a new Modern Apprenticeship in Science Industries Quality Technician and a supporting SVQ in Quality Operations in the Science Industries be developed: After this meeting the draft qualification structure was circulated to the employer group for comments.

On the 19 March the employer group approved the final qualification structure after e-mail consultations.

On the 12 May 2021 a further e-mail was sent to the employer group to clarify their support to have the Core Skills at SCQF level 6 and that they are embedded into the SVQ qualification. A final draft of the Modern Apprenticeship framework was also shared with the employer group for comments. All employers were happy with the level of the core skills and support this the Modern Apprenticeship framework.

As well as formal meetings, the employer group were also consulted and updated using e-mail.

The following employers and supporting organisations who have been involved in these consultations:

- University of Strathclyde
- TC Biopharm
- Hyaltech
- Omega Diagnostics
- Developing Scotland Young Workforce
- Symbiosis
- Roslin CT
- GSK
- Reprocell
- Biogelx
- Scotmas
- Medannex
- Charles River
- NHS/SNBTS
- Lonza
- SQA Accreditation
- Cogent Skills
- Skills Development Scotland
- Q2 solutions
- IQVIA
- Tepnal
- IBioC
- NHS West Lothian
- Scottish Enterprise
- Fios genomics
- Ingenza
- Antibody Analytics
- Mentholatum
- Valneva
- Unite the Union

The Scottish TUC have been notified of this Modern Apprenticeship development.

Once the draft qualification structure and the Modern Apprenticeship framework was developed this was then circulated to the training provider community for consultation. Some training providers even provided staff to help with the SCQF credit and levelling process.

The following training providers are willing to deliver this Modern Apprenticeship.

- Fife College
- Glasgow Clyde College

As with other science Modern Apprenticeship as demand grows from employers other training providers will get involved.

Career progression

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

Following completion of this Modern Apprenticeship at SCQF level 6 there are several options open to the successful candidate who wishes to continue their development in order to progress their career.

There are opportunities to continue to undertake further vocational training or academic qualifications. These may include (but are not exclusive to) the following:

- Higher Certificates/Diplomas in Quality, Science, Process Manufacturing or a related discipline
- Developing a career in coaching through Assessor and Verifier Awards
- Qualifications in a related area, including (but not limited to) Health & Safety, Qualified Person, Training & Development and Supervisory Management
- Membership of a professional institution at Technician level (Further information available at <https://srp-uk.org/>)

Successful completion of the Modern Apprenticeship could lead to one of the following job roles:

- Operational Quality Adviser
- Compliance Owner
- Quality Validation Specialist
- Laboratory Systems Analyst
- Qualified Person

Some of these roles will be longer term and require further training and qualifications.

Further information on career pathways in the Life and Chemical Science sector, is available on the Cogent Career Pathways websites at:

<https://www.cogentskills.com/careers/>

Appendices

APPENDIX 1

Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Scottish Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Apprentices
- Apprenticeship Approval Group (AAG)
- Approved SSC/SSO
- Skills Development Scotland
- Training Providers

Role of the SSCs

SSC/SSO are responsible for developing Scottish 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 SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fiss.org/> or contact SDS for advice .

Role of Skills Development Scotland (SDS)

Apprenticeship frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved Apprenticeship Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Scottish Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Scottish Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

Role of the Awarding Bodies

A significant proportion of Scottish Apprenticeships is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by SQA Accreditation 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 SVQs/ CBQs and SVQ/CBQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Scottish Apprenticeship Programme. 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 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 Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of candidates with the relevant SSC (and Skills Development Scotland 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 Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Apprenticeship Approval Group (AAG)

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

AAG is responsible for:

- Approval and re-approval of Scottish Apprenticeship Frameworks
- De-approval of Scottish Apprenticeship Frameworks
- Encouraging best practice across Apprenticeship Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

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

Role of the Apprentice

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

Employed 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

Apprenticeship Centres (ACs)

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

The AC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

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 SVQ/ CBQ (and Work Place 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

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

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

In addition to the assessment of the Apprentice against the relevant standards set by the selected apprenticeship outcomes, the AC has responsibility for:

- Entering into a formal training agreement with the employer and Apprentice
- Registering Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the final 'Certificate of Completion' on behalf of Apprentices
- Informing the SSC of any material alterations to Apprentices' training plans or desired changes to the selected apprenticeship outcomes.

APPENDIX 3

APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

The **Employer’s responsibilities (employed status apprentices only)** are to:

- 1 employ the apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the 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 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 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 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 **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 Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected apprenticeship 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 **Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the apprentice’s personal training plan as confirming that the selected apprenticeship outcomes and training plans meet the criteria of this apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the 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:
Apprentice		Date:
Apprenticeship Centre		Date:

APPRENTICESHIP TRAINING PLAN

The Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Apprenticeship selected outcomes

Mandatory outcomes

SVQ/ CBQ Level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>				
Enhancements				

Work Place Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication 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>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

Summary of Apprentice’s accredited prior learning:

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

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Centre Park
Warrington WA1 1GG
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Telephone 01925 515200