



A

MODERN APPRENTICESHIP

IN

NETWORK CONSTRUCTION OPERATIONS (GAS)

FRAMEWORK DOCUMENT
FOR
SCOTLAND

(Energy & Utility Skills)

(Approved December 2013)

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The logo for Energy & Utility Skills, consisting of the text "energy&utilityskills" in a lowercase, white, sans-serif font, centered within a purple rectangular background.

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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

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

Who develops them?

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

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they 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
- Industry specific training

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

Modern Apprenticeships in Network Construction Operations (Gas)

The term “beach to burner” is often used to summarise the breadth of the gas industry. It primarily covers the activities associated with the transportation of gas (“transmission and distribution”) and the installation and maintenance of gas appliances within the customers’ property (“utilisation”).

The transmission and distribution sub-industry consists of the transportation of gas from the terminals where gas enters the UK, through the National Transmission System (NTS) to twelve Local Distribution Zones (LDZs) organised into eight major regional networks, and then up to, and including, the main control valve, usually adjacent to the customers’ property.

The NTS is owned and operated by National Grid on a monopoly basis. The eight networks are owned and operated by four asset owners, National Grid (four networks), Scotia Gas Networks (two networks), Wales & West Utilities (one network) and Northern Gas Networks (one network).

These monopoly companies are economically regulated by the Office of the Gas and Electricity Markets (Ofgem) which sets their costs, prices and investment levels at Price Control Reviews (PCR) on an eight year cycle.

It is estimated that 2,500 people are employed in gas transmission and distribution in Scotland and, with over 93 young people in gas training as of June 2013 and a higher than average achievement of both male and female learners (source SDS Apprenticeship programme statistics), the Modern Apprenticeship route is clearly valued by employers and learners alike.

The gas industry is experiencing an ageing workforce. For example, compared to the UK average where 22.2% of the workforce is aged 45-54, 23.4 % of the gas transmission and distribution workforce fall into this age group. EU Skills’ Workforce Planning Model forecasts that this situation is set to worsen over the next 15 years; the model presents a picture of significant levels of retirements, specifically in technical and engineering roles.

Skills gaps exist in the industry in craft and technical roles. These are caused by the fast-paced introduction of new technologies and working practices, and the previous low levels of recruitment of staff to meet the requirements of natural wastage.

Economic regulation has a strong influence on skills strategy and investment as the regulatory cycle incentivises management to focus on a shorter time horizon than may be appropriate for skills development, given the lengthy lead times from recruitment to achieving competence.

In the past, the PCR process took little account of skills; the rationale being that this is a normal business activity and special provision is unnecessary. However, the skills legacy from the past is running out and investment in new skills is essential. During the last PCR the gas distribution network requested spend for Apprenticeships/ Modern Apprenticeships to tackle anticipated skills gaps based on evidence from the Workforce Planning Model. Ofgem agreed £72m within the regulatory settlement to be ring-fenced for the recruitment and training of Apprentices/ Modern Apprentices from April 2008, for five years.

In addition, the length and type of contracts issued by asset owners to companies operating within the supply chain have increased, which now warrants investment in Modern Apprenticeships.

Contractors are able to “grow their own” workforce through Modern Apprenticeships in response to the effect skills shortages have on their competitive edge.

The purpose of this Modern Apprenticeship is to provide a recruitment and training tool to bring new people into the gas transmission and distribution industry and develop whole job competence in Gas Network Construction job roles. This Modern Apprenticeship provides employers with the ability to develop a sustainable workforce and address current and anticipated skills gaps, critical today where skilled employees are becoming increasingly difficult to recruit.

Job roles for the SCQF Level 5 Modern Apprenticeship

Gas Main Layer – Self Lay: Working for a contracting organisation using maps and plans to locate digging location, preparing excavations by hand or use of mechanical equipment, laying pipes and mains systems.

Gas Main Layer – Distribution: Using maps and plans to locate digging location, preparing excavations by hand or use of mechanical equipment, laying pipes and mains systems, connecting homes and business premises to the gas network.

Gas Main Layer - Repair and Maintenance: Following identification of an external gas leak, use maps and plans to locate digging location, prepare excavations by hand or use of mechanical equipment, lay and repair pipes and mains systems.

Gas Service Layer -Self Lay: Working for a contracting organisation using maps and plans to locate digging location, preparing excavations by hand or use of mechanical equipment, laying pipes and service systems.

Gas Service Layer –Distribution: Using maps and plans to locate digging location, preparing excavations by hand or use of mechanical equipment, laying and repairing pipes and service systems, connecting homes and business premises to the gas network.

Gas Service Layer -Repair and Maintenance: Following identification of an external gas leak, use maps and plans to locate digging location, prepare excavations by hand or use of mechanical equipment, lay and repair pipes and service systems.

Job roles for the SCQF level 6 Modern Apprentice

Emergency and Metering Services/First Call Operatives - Emergency First Call Operatives carrying out all aspects of Gas Emergency Work Upstream and Downstream and Meter work including Installation, Maintenance, and Repair of Domestic and Non Domestic Gas Meters.

Build and Replacement/Repair and Replace – Network Construction Operatives who will carry out Emergency Work of the Gas Network, and Install, Replace, Maintain and Repair all parts of the Gas Network. Applicable to Team Leaders, Mains Layers and Service Layers

Maintenance/Network Services - Divided into 3 Departments - Pressure Management, Electrical & Instrumentation and Workshops.

Craftsperson, Technician, Network Technician, Senior Network Technician - cover all aspects of Installation, Maintenance and Repair to pressure Regulators and High Pressure Pipelines.

Craftsperson, Technician, Network Technician, Senior Network Technician - carry out all aspects of Installation, Maintenance and repair to all Electrical work and Telemetry involved in Pressure Reduction Stations or Pipelines on the Network.

Workshops - carry out all aspects of maintenance and repair to all plant and Equipment used in or on the Network.

Completion of the full MA over the competence qualification alone provides whole job competence including a range of transferable skills required for successful employment and a robust underpinning knowledge of the job and its context within the organisation and broader sector.

Summary of Framework SCQF 5 (SVQ 2)

Diagram showing the contents of the Modern Apprenticeship in Network Construction Operations (Gas)

Mandatory outcomes

Competency based qualification - *The following must be achieved:*

- Diploma in Network Construction Operations (Gas) – Main Layer at SCQF Level 5 OR (R274 04)
- Diploma in Network Construction Operations (Gas) – Service Layer at SCQF Level 5 (R275 04)

Core Skills

- | | |
|--------------------------------------------|----------|
| • Communication | (SCQF 4) |
| • Working With Others | (SCQF 4) |
| • Problem Solving | (SCQF 4) |
| • Information and Communication Technology | (SCQF 4) |
| • Numeracy | (SCQF 4) |

Enhancements

None

Optional Outcomes

Additional SVQ Units/Qualifications/Training

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

Summary of Framework SCQF 6 (SVQ 3)

Diagram showing the contents of the Modern Apprenticeship in Network Construction Operations (Gas)

Mandatory outcomes

Competency based qualification - *The following must be achieved:*

- Diploma in Gas Network Construction Operations at SCQF Level 6 (R372 04)

Core Skills

- Communication (SCQF 5)
- Working With Others (SCQF 5)
- Problem Solving (SCQF 5)
- Information and Communication Technology (SCQF 5)
- Numeracy (SCQF 5)

Enhancements

None

Optional Outcomes

Additional SVQ Units/Qualifications/Training

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

The Framework

The mandatory and optional content of the Modern Apprenticeship in Network Construction Operations (Gas) is as follows:

Mandatory Outcomes

CBQs

Each apprentice following the MA at SCQF level 5 (SVQ 2) is required to achieve one of the following Competence Based Qualification:

Diploma in Network Construction Operations (Gas) – Main Layer at SCQF Level 5 (R274 04) or
 Diploma in Network Construction Operations (Gas) – Service Layer at SCQF Level (R275 04)

Each apprentice following the MA at SCQF level 6 (SVQ 3) is required to achieve the following Qualification:

Diploma in Gas Network Construction Operations at SCQF Level 6 (R372 04)

Core Skills

Each apprentice following the MA at SCQF level 5 (SVQ 2) is required to achieve the following core skills:

- | | | |
|------------------------------------------|--------------|-----------------|
| • Communication | SCQF level 4 | 6 credit points |
| • Working with others | SCQF level 4 | 6 credit points |
| • Problem Solving | SCQF level 4 | 6 credit points |
| • Information & Communication Technology | SCQF level 4 | 6 credit points |
| • Numeracy | SCQF level 4 | 6 credit points |

Each apprentice following the MA at SCQF level 6 (SVQ 3) is required to achieve the following core skills:

- | | | |
|------------------------------------------|--------------|-----------------|
| • Communication | SCQF level 5 | 6 credit points |
| • Working with others | SCQF level 5 | 6 credit points |
| • Problem Solving | SCQF level 5 | 6 credit points |
| • Information & Communication Technology | SCQF level 5 | 6 credit points |
| • Numeracy | SCQF level 5 | 6 credit points |

All core skills must be separately certificated.

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

Enhancements

N/A

Optional Outcomes

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

Registration and certification

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

Energy & Utility Skills
Friars Gate
1011 Stratford Road
Shirley
Solihull
B90 4BN

Tel: 0845 077 9922
enquiries@euskills.co.uk
www.euskills.co.uk

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, www.maonline.org.uk). In the case of MAs 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 MA Training Plan.

The SSC 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, 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 8 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 Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
 - 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 the SSC for advice and guidance on recruitment and selection.

Specific sectoral requirements for entry onto the Modern Apprenticeship programme.

The Modern Apprenticeship in Network Construction Operations (Gas) is open to individuals of any age and does not impose any restrictions to entry. Responsibility for selection and recruitment of Modern Apprentices lies with the employer who will have a clear idea of their requirements.

Employers must be confident that the prospective Modern Apprentice has the learning potential/capacity, motivation and aptitude to achieve all of the mandatory outcomes of the framework. However, employers are asked to be flexible when recruiting people onto the Modern Apprenticeship. Where employers/providers have robust learner support systems in place (such as tutorials and mentoring programmes), an individual who historically has not done particularly well at reading, writing and numeracy may thrive on a Modern Apprenticeship where the relevance and application of these subjects is understood.

Individuals with the following characteristics and attributes are likely to be suitable for this Modern Apprenticeship:

- Gas is dangerous if not handled correctly, so the safety of apprentices, their work colleagues and the public are of the upmost importance in this job. Modern Apprentices must be very safety conscious and have a very responsible attitude to work, working in accordance with company health and safety procedures at all times.
- Modern Apprentices must be prepared to wear Personal Protective Equipment (PPE) when required.
- These are physically demanding jobs that involve bending and manual handling so a basic level of fitness is important to be able to conduct the job efficiently.
- These jobs involve work outdoors, so Modern Apprentices should be prepared to work in any kind of weather.
- Modern Apprentices will need to have good practical skills for handling tools and instruments and be prepared for some hard work. These are very skilled jobs and some aspects require significant amounts of concentration.

- Some of these jobs involve travelling as apprentices will work at different sites and will travel between customers' properties.
- In addition, apprentices working on emergency duties will respond to emergencies day or night. Modern Apprentices therefore need to be adaptable and flexible and a driving licence is desirable.
- Modern Apprentices will need an interest in the gas industry and in mechanical/electrical/physical equipment and networks.
- Most of these job roles involve dealing with the general public on a day-to-day basis so Modern Apprentices should be presentable and have a polite and courteous manner. Modern Apprentices will need excellent verbal communication skills and be able to provide a good level of customer care.
- Clean and tidy by nature with good self-discipline and timekeeping.
- The ability to work within a team and independently.
- Some of these job roles may involve having to identify cables and wires and therefore could involve a colour blindness test
- Evidence of an interest in engineering or practical activities would be advantageous
- The ability to consider the hazards and risks associated with working on the highway and working with gas

Equal opportunities

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

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern 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 Modern Apprenticeship Framework and all statutory requirements be adhered to.

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

All Modern Apprentices supported by 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 Modern Apprenticeship programme:

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

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.**

Terms and conditions of employment

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

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ/ CBQ 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/ CBQ and Core Skills where appropriate.

The following organisations are recognised by EU Skills to deliver this Modern Apprenticeship in Scotland:

- Utility and Construction Training Ltd (UCT) – based in Hamilton but with full coverage of Scotland
- Develop Training Scotland – based in Linlithgow but with full coverage of Scotland including the outlying islands

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 Modern 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 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 Skills Development Scotland (if the MA 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 Modern 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 MA Training Plan.

Consultation Process

In 2012 a Modern Apprenticeship at SCQF Level 5 in Network Construction Operations was developed in consultation with employers. The Level 5 MA was approved and has been operational since 2012 and, through feedback from employers, the core qualification has been updated to include additional Intermediate Pressure units appropriate to the apprentice's job role. In early 2013, employers across the UK identified a requirement to develop a Modern Apprenticeship at SCQF Level 6 as progression for those apprentices successfully completing the MA at SCQF Level 5. As no qualification existed at SCQF Level 6, the project included the development of a Diploma in Gas Network Construction Operations to form the core of the proposed MA at SCQF Level 6. To ensure this MA and its components are fit for purpose and meet the needs of the employers that will utilise it, a full consultation has been conducted with Gas employers and providers in Scotland. As Scotia Gas Networks (SGN) is the monopoly provider of gas networks in Scotland, there are no SMEs offering this service and therefore no SMEs have been consulted with as part of this process. However, SGN do use contractors and these have been fully consulted with on the content of the MA framework at Level 6, as well as the addition of elective units for the SCQF Level 5 MA.

The consultation process involved the following:

Scotia Gas Networks

May Gurney

Clancy Docwra

Blyth Construction

Fulcrum Connections

Utility and Construction Training (UCT)

Develop Training Scotland

Corporate Safety Management

Whilst this may seem a small consultation this is entirely appropriate for the gas network construction operations industry.

The outputs of this consultation have steered both the qualifications and MA development.

Scotia Gas Networks (SGN) operates two of the UK's largest gas networks through 74,000 km of gas mains and services. Scotland is served by Scotland Gas Networks who develop, maintain and safely operate the gas distribution systems in Scotland, distributing gas to 1.8 million homes in Scotland. SGN employs around 4,000 people and takes its development of staff seriously.

Through consultation employers in the gas sector have requested parity with the Intermediate Level Apprenticeship in use in England and Wales. Competence based qualifications (CBQs) were also highlighted as the preferred qualification.

Consequently:

- CBQ has been revised at SCQF level 5
- CBQ has been developed at SCQF level 6

- A Network Construction Operations (Gas) MA is now available at SCQF level 5 and is being revised as part of this approval to take into account the addition of Intermediate Pressure units in the core qualification
- A Network Construction Operations (Gas) MA at SCQF level 6 has been developed and is part of this approval to provide a progression route for learners completing the level 5 Modern Apprenticeship in Network Construction Operations (Gas).

Employers identified the requirement for a progression programme for those apprentices successfully completing the SCQF Level 5 MA and indicated that a MA at SCQF Level 6, with a CBQ at the core would provide the ideal progression route.

Consultation was carried out on the Level 6 Modern Apprenticeship throughout 2013 as the revised SCQF Level 5 CBQ emerged (based on feedback) and the new SCQF Level 6 CBQ was developed to provide natural progression routes for learners.

Led by Scotia Gas Networks (SGN), the monopoly employer in Scotland, the following contractors, who work with SGN have also been consulted on the outcomes of both the SCQF Level 5 and SCQF Level 6 Modern Apprenticeship frameworks:

May Gurney

- Blyth Construction
- Clancy Docwra
- Fulcrum Connections

This list may appear limited but it is entirely appropriate to the sector in Scotland.

Trade Unions representatives (GMB) have been consulted regarding this MA and have given their support.

Colleges, Skills Development Scotland, SQA Accreditation Managers and awarding bodies were also engaged in the consultation and development process, as were providers. The relevant employers are too big to be classed as SME and as such SMEs were not engaged in the consultation process.

Consultation regarding the qualification and MA development commenced in Spring 2013 and was conducted via an employer survey, 1:1 discussions and a variety of workshops and consultation events. This was followed by a wider consultation to ratify the outcomes of the MA.

Workshop meetings held throughout 2013 to determine the content of both the qualification content and the MAs at SCQF Level 5 and 6:

24th April 2013

29th May 2013

28th June 2013

26th July 2013

20th August 2013

24th September 2013

Introduction and development of the MAs at SCQF level 5 and level 6 have been ratified by the Gas Network Skills Forum - a strategic group with representative membership across UK Gas Networks. The group meets quarterly with a purpose to ensure that the industry has the skills it needs now and in the future.

The content of this Modern Apprenticeship is entirely employer led and has been agreed through the consultation process.

Career progression

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

The Modern Apprenticeship provides the best possible preparation to achieving skilled status within the industry. Historically graduate Modern Apprentices have progressed in the industry and many have remained in the industry for their whole career.

Throughout any career in the gas industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.

Successful apprentices can expect a long career in the gas industry with a good chance of progression to technician or managerial roles.

On completion of the Modern Apprenticeship at SCQF Level 5 under normal circumstances graduate apprentices may continue to work in their current job role.

- Gas Main Layer – Self Lay
- Gas Main Layer – Distribution
- Gas Main Layer - Repair and Maintenance
- Gas Service Layer -Self Lay
- Gas Service Layer –Distribution
- Gas Service Layer -Repair and Maintenance

The apprentice who has successfully completed the SCQF level 5 Modern Apprenticeship could also progress into Team Leader roles and may then undertake other training to move into other operational activities such as First Call Operative. They could also progress onto the SCQF level 6 Modern Apprenticeship in Network Operations (Gas) or the SCQF level 6 CBQ in Gas Network Operations, which has been developed for employers specifically as a progression route for learners.

Academically graduate apprentices from the SCQF Level 6 Modern Apprenticeship could progress into a SCQF Level 7/8 Managerial qualification and, in the future, a SCQF level 7/8 Gas Network Construction Operations qualification will provide progression for continuous learning in the vocational arena.

On completion of the Modern Apprenticeship at SCQF Level 6 under normal circumstances the graduate apprentice can expect to either continue in their current role:

- Emergency First Call Operative
- Build and Replacement/Repair and Replacement
- Maintenance/Network Services
- Craftsperson, Technician, Network Technician, Senior Technician
- Workshop Technician

or progress either vertically or horizontally to the following:

- SCQF Level 7/8 Managerial qualification
- SCQF level 7/8 Gas Network Construction Operations qualification will provide progression for continuous learning (in development 2014).
- From emergency repair of the network (Build and Replacement) to First Call Operative (FCO) – those carrying out emergency work both upstream and downstream
- From those carrying out emergency work upstream and downstream to those carrying out emergency work on the network
Throughout any career in the gas industry, individuals will be provided with the necessary on-going on and off job training, including refresher training and new skills training, to enable them to carry out their job role competently.
Employers report that there are good career progression opportunities. In one organisation the expectation is that graduate Modern Apprentices will consolidate their learning for a year then they can apply for further education (depending on operational requirements) and internally advertised positions.
For the right individual, this Modern Apprenticeship can provide a springboard to an exciting career in the gas industry. For further information on careers in the gas industry please visit www.euskills.co.uk/career

Appendices

APPENDIX 1

Stakeholder Responsibilities

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

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC visit www.sscalliance.org.uk

Role of Skills Development Scotland

MA 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 MA 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 MA Framework.

Further information is available from www.modernapprenticeships.com

Skills Development Scotland,, provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern 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 the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) 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 Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA 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 Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of Modern Apprenticeship Group (MAG)

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

MAG is responsible for:

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

Role of the Employer

Employers' responsibilities include:

- Paying all Modern 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 Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern 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 Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

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

Modern Apprentices' responsibilities include:

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

APPENDIX 2

Modern Apprenticeship Centres (MACs)

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

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, 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(s) (and 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 MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

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

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant 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 Modern Apprentices
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

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

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary 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		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:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework 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				

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 Modern Apprentices accredited prior learning:

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

Energy & Utility Skills
Friars Gate
1011 Stratford Road
Shirley
Solihull
B90 4BN

Tel: 0845 077 9922
enquiries@euskills.co.uk
www.euskills.co.uk