Foundation Apprenticeships - Delivery Variation Request

In exceptional circumstances, Learning Providers may receive a request from a learner to continue with their Foundation Apprenticeship after they leave school. The Learning Provider must use this form to submit a formal request to Skills Development Scotland (SDS) to seek approval for a variation in the delivery of the Foundation Apprenticeship (FA) programme in response to a learner’s request.

**This relates to the following scenarios:**

Scenario 1. Learner has confirmed they intend to leave school and wish to complete the FA only at the Learning Provider.

Scenario 2. Learner has confirmed they intend to leave school and wish to complete the FA alongside other College qualifications at the Learning Provider.

Prior to submission of the completed Delivery Variation Form (DVF) attached to this document the Learning Provider’s representative must hold formal discussions with the learner, the school representative and the learner’s parent/guardian and agree that completing the FA post-school is the best option for the learner. The form below, must be completed to show a detailed proposal of how the remainder of the FA will be delivered to the learner. This must demonstrate the key benefits of the learner leaving school to continue their FA at the Learning Provider. It would be appropriate at this stage to inform the SDS school Careers Advisor when schools or learning providers first detect a risk of a pupil wanting to change their learning pathway.

Once a delivery plan has been agreed and recorded on the DVF, the learner, their parent/carer and the school representative must sign the form to confirm agreement that leaving school and continued participation on the FA, using the delivery plan proposed are the most appropriate route for the learner.

Once the form has been completed, it must be sent to your Skills Investment Adviser (SIA) for review and decision. The request will then be reviewed, approved/rejected by the SIA.

The Learning Provider will be informed of the decision by SDS within 14 working days of the date of the request.

If the request is approved, the Delivery Variation Agreement will be filed and used by the SIA as the basis to inform discussions about the progress of the learner with the learning provider representative at future Meetings. Your SIA will advise on the next steps.

**Foundation Apprenticeships - Delivery Variation Request Form**

1. **Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Provider Name** |  | | | |
| **Training Venue** |  | | | |
| **Learning Provider Representative** |  | | | |
| **Email** |  | | | |
| **Telephone** |  | | | |
| **Learner Name** |  | | | |
| **School Name** |  | **Learner School Year** | |  |
| **Learner Original Start Date** |  | **Date of Variation Request** | |  |
| **Variation Start Date** |  | **Anticipated End Date** | |  |
| **FA**  **Framework** |  | | | |
| **Parent/Guardian Name** |  | | | |
| **Learner Units completed to date** | **NPA/NC Units** | | **SVQ Units/Work Placement Hours** | |
|  | |  | |
| **Background and reasoning behind request to vary delivery for this Learner** |  | | | |

1. **Delivery Plan**

This next section of the DVF should be used to detail what the learner has still to complete and how this will be achieved. The boxes will expand as you type.

**Delivery Plan Part A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NPA/NC units to complete** | | | | |
| **Unit Title** | **Hours required** | | **Estimated date of completion** | |
|  |  |  | | |
| **SVQ/Work placement to complete** | | | | |
| **Unit Title** | **Hours required** | | | **Estimated date of completion** |
|  |  | | |  |
| Provide detail if learner needs additional support for curricular areas e.g. Maths and how this will be planned and delivered: | | | | |
|  | | | | |

**Delivery Plan Part B (***Scenario 2 only)*

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| --- |
| **Additional qualifications** |
| Provide detail below of the additional qualifications that the learner will be undertaking alongside their FA: **(include course name and level)** |
|  |
| Confirm you have sufficient capacity to offer the above qualifications alongside the FA: |
|  |
| Provide detail below how the above qualifications will complement the FA components and support the learner in their progression pathway/destination: |
|  |

1. **Signed Declaration**

Variation to delivery should only commence after all parties below have agreed and signed. Signing this agreement shows acceptance that the best interests of the learner are being met and that future delivery of the FA will take place in accordance with the agreed delivery plan.

|  |  |  |
| --- | --- | --- |
| **Name (printed)** | **Signature** | **Date** |
| **Learning Provider** | | |
|  |  |  |
| **School representative** | | |
|  |  |  |
| **Learner** | | |
|  |  |  |
| **Parent/guardian** | | |
|  |  |  |
| **SIA (SDS)** | | |
|  |  |  |

Please email a scanned copy of your request to your SIA.