



## **ECITB SCHOLARSHIP (Scotland) SPECIFICATION 2021**

This document specifies the skills and knowledge delivery services required for the 2021 ECITB Scholarship Programme (Craft & Technical) to be delivered in Scotland.

### **CONTRACT SPECIFICATION**

The ECITB's contractual requirement is for the training provider to deliver skills, knowledge and behavioral training leading to skilled employment status or entry onto a recognised Modern Apprenticeship Framework in the Engineering Construction or related industries.

This specification document describes the activities and processes required to be undertaken by the appointed provider (Approved Centre) in order to ensure that all learners achieve the requirements contained within the ECITB's Scholarship Programme (**table 1**).

Please note that the final number of learners, discipline and location will not be confirmed until the conclusion of the tendering process.

### **1 TERMS AND DEFINITIONS**

The following definitions and rules of interpretation apply in this specification:

#### **1.1 Approved Centre**

means an organisation approved by the ECITB Awarding Organisation to deliver and assess ECITB regulated qualifications.

#### **1.2 Awarding Organisation**

this is the term used to describe an organisation approved by UK government appointed regulatory authorities to award qualifications, including Competence Qualifications. The ECITB is the UK's skills training board and standard setting body for engineering construction as well an awarding organisation for engineering construction qualifications.

#### **1.3 Modern Apprenticeship Framework**

means the requirements that must be met and the qualifications to be achieved by an apprentice in order for them to successfully complete a Modern Apprenticeship.

**1.4 Craft Programme** means the programme which will follow a progression route which equates to RQF level 2 moving to level 3 or Scottish equivalents over the duration of the programme in craft related pathways (Pipefitting, Mechanical Fitting, Plating, etc.).

#### **1.5 Competence Qualification**

means the qualification a learner must complete and which attests his or her ability to do a job of work to a nationally recognised standard. A learner will complete the relevant skills training during the scholarship following which they will be assessed against Competence Qualification in real work situations through employment or progression onto a Modern Apprenticeship.

### **1.6 Funding Contract**

The Approved Centre will secure and maintain a contract with the relevant funding agency for the purposes of funding the delivery of the Knowledge component (National Certificate) of the Scholarship Programme.

### **1.7 Knowledge Qualification**

means the qualification a learner must complete that confirms their knowledge of the fundamental aspects of their discipline to underpin. This qualification will be achieved during the Scholarship Programme and must meet the requirements as detailed in **(table 1)**.

### **1.8 Pathway**

means the discipline/s or occupation that the learner will follow during the Scholarship Programme.

### **1.9 Practical Exercises**

means the ECITB Practical Exercises that must be achieved as part of the Scholarship Programme.

### **1.10 Skills Training**

means the practical skills training that the learner will complete to prepare them for assessment in the workplace.

**1.11 Technician Programme** means the programme which will be direct entry at a level that equates to RQF level 3 or Scottish equivalents over the duration of the programme in technical related pathways (Electrical Maintenance, Mechanical Maintenance, Instrument & Control, Design & Draught, NDT etc.)

## **2. KNOWLEDGE QUALIFICATION REQUIREMENTS**

**2.1** The Approved Centre shall have all arrangements in place to deliver the Knowledge Qualification(s) as detailed in **(table 1)**.

**2.2** The Approved Centre shall be able to deliver the Knowledge Qualification(s) from a location within the identified region.

**2.3** The Approved Centre will fund the delivery of the Knowledge Qualification(s) through a public funding contract.

## **3. SKILLS QUALIFICATION/TRAINING & ASSESSMENT REQUIREMENTS**

**3.1** The Approved Centre shall have all arrangements in place to deliver a period of skills training throughout the programme to reflect the requirements of the discipline specific ECITB vocational qualification(s).

**3.2** The Approved Centre shall be able to deliver the skills training services from a location within the identified region.

The Training Provider shall possess, or be able to access through a partnering arrangement, the essential physical resources to deliver the skills relating to the Pathways as listed in **(table 1)**.

## ECITB Scholarship Programme Content;

The programme content tables below are separated to list the requirements of the Craft and Technical Scholarships. In summary the Craft Scholarship is a progressive model that equates to RQF Level 2 to Level 3 or Scottish equivalents and the Technical Scholarship is direct entry at RQF Level 3 or Scottish equivalents.

Where an ECITB qualification is referenced in the specification, formal contract execution will only be completed once the ECITB Awarding Organisation are satisfied the provider can meet all the criteria required to deliver the qualification.

### Table 1 - Programme Outcomes (Craft)

#### Disciplines required in tender - Rigging

<b>Knowledge Qualification (Years 1 &amp; 2)</b>	National Certificate in Engineering Systems at SCQF level 6.  The selected optional units within this qualification must provide the relevant knowledge that underpins the selected discipline.  <b>Note: The knowledge qualifications must be achieved during the programme and must be funded through a Public Funding Contract.</b>
<b>Skills Training &amp; Competency Qualifications (Years 1 &amp; 2)</b>	<b>Year 1</b> Certificate in Supporting Engineering Construction Activities at SCQF level 5  <b>The delivery of this component of the programme will be funded by the ECITB.</b>
	<b>Year 2</b>  <b>In depth</b> occupational skills training which will prepare the learner for entry onto a relevant SCQF level 7 Competency Qualification either as a direct hire employee or progression onto a Modern Apprenticeship.  <b>The delivery of this component of the programme will be funded by the ECITB.</b>
<b>CCNSG Safety Passport (Year 2)</b>	To be delivered by an ECITB Licenced CCNSG Provider.  <b>The delivery of this component of the programme will be funded by the ECITB. Other relevant H&amp;S qualifications may be suitable and can be discussed with successful providers at the pre-contract meeting.</b>

<b>ECITB Foundation Phase Test (Year 1)</b>	All Learners will successfully complete the Foundation On-line Test & Practical Activity (Syllabus of training requirements will be provided)
<b>ECITB Work Based Phase Test (Year 2)</b>	All Learners will successfully complete the Work Based On-line Test & Practical Activity.
<b>Skills Attainment Record (Year 2)</b>	<p>The learner's occupationally specific skills will be recorded on a learner skills attainment record developed by the provider and approved by the ECITB.</p> <p>The skills training will ensure the learner is prepared for and ready for assessment against the level 6/7 vocational qualification contained in the Modern Apprenticeship against, which their programme is aligned once, they are employed.</p>
<b>Work Experience (Year 2)</b>	<p>The provider will arrange and facilitate one of the following work experience options for the learners consisting of a minimum of 35 hours to be discussed and agreed with the ECITB:</p> <ul style="list-style-type: none"> <li>a. Simulated workplace project such as a turnaround or shut down,</li> <li>b. A supervised work placement with an employer.</li> </ul> <p><b>Note: Collaboration between centres is encouraged if considering option a.</b></p>
<b>Employer Introduction/Selection Work Shops (Year 2)</b>	The provider will arrange and facilitate an employer workshop to enable employers to meet and, if required assess the learners in order to identify their suitability for employment either as a direct hire or for progression onto a Modern Apprenticeship.
<b>Workplace Competence (Non-Apprentice - Direct Hire Only) End of Year 2</b>	<p>The provider will ensure that the employer receives the ECITB workplace training record and understands its purpose and how to complete it.</p> <p><b>Note: If required the ECITB will support the learners and employers with completing the workplace training record once the learner leaves the programme.</b></p>
<b>Additional Components</b>	<p><b>Additional components as agreed with the provider and funded by the ECITB which will enhance the programme and increase the learner's chances of progression.</b></p> <p><b>1: Digital Passport</b> – ECITB are currently developing a digital passport package which will be provided to the provider and require delivery in year 2. This will require no development or delivery by the provider.</p>

**Table 1 - Programme Outcomes (Technical)**

**Disciplines required in tender - Instrumentation & Control, Electrical Maintenance, Mechanical Maintenance and Non-Destructive Testing (NDT).**

<p><b>Knowledge Qualification (Years 1 &amp; 2)</b></p>	<p>Higher National Certificate in Engineering Systems at SCQF level 8.</p> <p>The selected optional units within this qualification must provide the relevant knowledge that underpins the selected discipline.</p> <p><b>Note: The knowledge qualifications must be achieved during the programme and must be funded through a Public Funding Contract.</b></p>
<p><b>Skills Training &amp; Competency Qualifications (Years 1 &amp; 2)</b></p>	<p><b>Year 1</b> Certificate in Supporting Engineering Construction Activities at SCQF level 5SVQ</p> <p><b>The delivery of this component of the programme will be funded by the ECITB.</b></p> <p><b>Year 2</b> <b>In depth</b> occupational skills training which will prepare the learner for entry onto a relevant SCQF level 6/7 Competency Qualification either as a direct hire employee or progression onto a Modern Apprenticeship.</p> <p><b>The delivery of this component of the programme will be funded by the ECITB.</b></p>
<p><b>CCNSG Safety Passport (Year 2)</b></p>	<p>To be delivered by an ECITB Licenced CCNSG Provider.</p> <p><b>The delivery of this component of the programme will be funded by the ECITB. Other relevant H&amp;S qualifications may be suitable and can be discussed with successful providers at the pre-contract meeting.</b></p>
<p><b>ECITB Foundation Phase Test (Year 1)</b></p>	<p>All Learners will successfully complete the Foundation On-line Test &amp; Practical Activity (Syllabus will be provided)</p>
<p><b>ECITB Work Based Phase Test (Year 2)</b></p>	<p>All Learners will successfully complete the Work Based On-line Test &amp; Practical Activity.</p>
<p><b>Skills Attainment Record (Year 2)</b></p>	<p>The learner's occupationally specific skills will be recorded on a learner skills attainment record developed by the provider and approved by the ECITB.</p>

	The skills training will ensure the learner is prepared for and ready for assessment against the level 6/7 vocational qualification contained in the Modern Apprenticeship against, which their programme is aligned once, they are employed.
<b>Work Experience (Year 2)</b>	<p>The provider will arrange and facilitate one of the following work experience options for the learners consisting of a minimum of 35 hours to be discussed and agreed with the ECITB:</p> <p>a. Simulated workplace project such as a turnaround or shut down,</p> <p>b. A supervised work placement with an employer.</p> <p><b>Note: Collaboration between centres is encouraged if considering option a.</b></p>
<b>Employer Introduction/Selection Work Shops (Year 2)</b>	The provider will arrange and facilitate an employer workshop to enable employers to meet and, if required assess the learners in order to identify their suitability for employment either as a direct hire or for progression onto a Modern Apprenticeship.
<b>Workplace Competence (Non-Apprentice Direct Hire Only) End of Year 2</b>	<p>The provider will ensure that the employer receives the ECITB workplace training record and understands its purpose and how to complete it.</p> <p><b>If required the ECITB will support the learners and employers with completing the workplace training record in year three once the learner leaves the programme.</b></p>
<b>Additional Components</b>	<p>Additional components as agreed with the provider and funded by the ECITB which will enhance the programme and increase the learner's chances of progression.</p> <p>1: Digital Passport – ECITB are currently developing a digital passport package which will be provided to the provider and require delivery in year 2.</p>

**Scholarship Pathway/Modern Apprenticeship Preferred Alignment for Post Scholarship Programme Progression.**

<b>Scholarship pathway</b>	<b>Modern Apprenticeship that Scholarship Must Align to</b>
Instrument and Control	Engineering Construction SCQF level 6/7
Electrical Maintenance	Engineering Construction SCQF level 6/7
Mechanical Maintenance	Engineering Construction SCQF level 6/7
Rigging	Engineering Construction SCQF level 6/7
NDT	Engineering Construction SCQF level 6/7

#### **4. PERSONNEL DEPLOYED**

The Training Provider shall ensure that all persons delivering training & assessment have the necessary qualifications, experience and have passed all necessary checks as required by the relevant Awarding Bodies, funding agency and all other relevant, regulatory authorities.

#### **5. THIRD PARTY AUDITING**

The Training Provider shall work with ECITB in resolving any issues that arise as a result of quality and health and safety audits in relation to the training and/or assessment of learner undertaking the ECITB Scholarship Programme.

#### **6. BENCHMARKING**

The Training Provider shall endeavour to meet agreed targets - no more stringent than those agreed by the Training Provider with the relevant funding agency - with ECITB in relation to achievement, retention, etc. of learners.

#### **7. INSURANCE**

During the term of this Agreement and for a period of one year thereafter, the Training Provider shall maintain in force with reputable insurance company insurance for the sum of £10,000,000 per event, including the following risks:

- 7.1 employers' liability insurance in respect of all persons involved in delivery of the Training and performance of this Agreement;
- 7.2 public liability insurance to cover against any suit or action, claims or demands brought or made by any person injured or suffering loss or damage in connection with the carrying out of the Training and performance of this Agreement;
- 7.3 business interruption in the event that the Training Provider is unable to perform the Training.