MODERN APPRENTICESHIPS

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MODERN APPRENTICESHIP

IN

ENGINEERING CONSTRUCTION

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Engineering Construction Industry Training Board

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Engineering Construction
Industry Training Board
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ecITB
Engineering Construction Industry Training Board

Contents

Modern Apprenticeships in Scotland	3
Modern Apprenticeships in *(name of Framework)*	4
Summary of Framework	5
The Framework	6
Registration and certification	7
Recruitment and selection	8
Equal opportunities	8
Health and safety	9
Contracts	9
Employment status of Modern Apprentices	9
Terms and conditions of employment	9
Training and development	10
Consultation	11
Career progression	12

Appendices

Appendix 1	Stakeholder Responsibilities	13
Appendix 2	Modern Apprenticeship Centres (MACs)	16
Appendix 3	Training Agreement and Training Plan	17

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 S/NVQ (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 Engineering Construction

The Engineering Construction Industry (ECI) Sector

UK engineering construction is a global force and employs approximately 80,000 people in the UK, 100,000 worldwide. The industry delivers successful new build, maintenance, plant upgrade and decommissioning projects worldwide across the oil, gas, water, power generation, nuclear, chemical, pharmaceutical, environmental and food & drink industries. Domestically, the £16 billion industry is fundamental to the economy and the demand for engineering construction is set to rise significantly over the next decade and beyond.

In Scotland ECI personnel accounted for around 30% of total ECI manpower in the UK 2010[1]. Analysis conducted by the ECITB predicted that Scotland's ECI manpower demand will rise from 21,000 in 2008 to 26,000 by 2020[2]. The main sectors that will influence this increase in demand are the upstream oil and gas and renewable sectors.

Oil and Gas industry

In 2010, the UK's oil and gas workforce was around 440,000[3]. Scotland is the primary region of employment for the oil and gas industry containing 44% of the workforce[4]. An estimated 10% of the supply chain is the engineering construction workforce.

Upstream Oil and Gas Sector

99.6% of the ECI workforce in the upstream oil and gas sector is based in Scotland[1].

The current view of the upstream oil and gas sector is that the maintenance activities will remain relatively static and the number of operated assets is unlikely to decline significantly between 2010 and 2020. However, there will be a significant overall rise in manpower levels over the next decade. This can be explained by the majority of decommissioning activity expected to occur between 2017 and 2027[5]. Around 470 installations, 10,000km of pipelines, 15 onshore terminals and 5,000 wells will eventually have to be dismantled[6]. Oil and Gas UK stated that decommissioning projects over the next ten years are expected to total £10bn, with decommissioning costs rising to £26bn by 2040[7]. To ensure ECI personnel meet upstream demand by 2020, we will have to recruit around 15,000 people into the upstream sector over the next ten years[2].

Renewables Sector

The UK signed the EU Renewable Energy Directive in 2009 with a target to increase renewably sourced energy to 15% by 2020 from a base of 2.25% in 2008[8]. However, Scotland has set an individual target to increase electricity generated from renewable sources to 80% by 2020[9]. Scottish Renewables have stated that in 2011 31% of electricity in Scotland will be from renewable sources[10].

In February 2011, it was reported that Scotland was seeing a significant increase in small hydro schemes due to the "abundant" water resources available[11]. In March 2010, the Scottish Government and Crown Estate revealed their plan of investing £4 billion into wave/tidal energy to help meet demand for renewable power by 2020. This would involve the new build of ten wave/ tidal power stations located around the Orkney Islands and the Pentland Firth[12]. This significant rise in renewable activity will increase demand for ECI personnel over the next ten years within Scotland.

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Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Engineering Construction

Mandatory outcomes

Competency Based Qualifications – *Either one of the following must be achieved;*

- Diploma in Erecting Engineering Construction Capital Plant Steel Structures at SCQF Level 6 – Ref R139 04
- Diploma in Fabricating Engineering Construction Steel Structures - Plating at SCQF Level 7 – Ref R144 04
- Diploma in Installing Engineering Construction Plant and Systems - Mechanical Fitting at SCQF Level 6 – Ref R136 04
- Diploma in Installing Engineering Construction Plant and Systems - Pipefitting at SCQF Level 6 – Ref R135 04
- Diploma in Installing Engineering Construction Plant and Systems - Electrical at SCQF Level 7 – Ref R134 04
- Diploma in Moving Engineering Construction Loads at SCQF Level 6 – Ref R140 04
- Diploma in Welding Engineering Construction Pipework at SCQF Level 7 – Ref R137 04
- Diploma in Welding Engineering Construction Plate at SCQF Level 7 – Ref R138 04
- Diploma in Engineering Construction Non Destructive Testing at SCQF Level 6 – R145 04
- Diploma in Maintaining Engineering Construction Plant and Systems - Electrical at SCQF Level 7 – Ref R142 04
- Diploma in Maintaining Engineering Construction Plant and Systems - Instrument and Controls at SCQF Level 7 – R143 04
- Diploma in Maintaining Engineering Construction Plant and Systems - Mechanical at SCQF Level 7 – Ref R141 04
- Diploma in Engineering Construction Design and Draughting at SCQF Level 6 – Ref R146 04
- Diploma in Project Control at SCQF Level 6 – Ref R148 04

Core Skills

• Communication	(minimum SCQF level 5)
• Working With Others	(minimum SCQF level 5)
• Problem Solving	(minimum SCQF level 5)
• Information Technology	(minimum SCQF level 5)
• Numeracy	(minimum SCQF level 5)

Optional Outcomes

Competency Based Qualifications (CBQs):

- Certificate in Supporting Engineering Construction Activities
- Certificate in Supporting Engineering Construction Welding Activities
- Certificate in Supporting the Installation of Engineering Construction Plant and Systems - Mechanical Fitting
- Diploma in Supporting the Fabricating of Engineering Construction Steel Structures - Plating
- Diploma in Supporting the Installation of Engineering Construction Plant and Systems - Pipefitting
- Diploma in Project Control, Estimating, Planning and Cost Engineering

Industry safety training:

- Client Contractor National Safety Group (CCNSG) Safety Passport
- Basic Offshore Safety Induction and Emergency Training (BOSIET)

The Framework

The mandatory and optional content of the Modern Apprenticeship in Engineering Construction is as follows:

Mandatory Outcomes

Competency Based Qualifications

Each apprentice is required to achieve one of the following Qualifications:

- Diploma in Erecting Engineering Construction Capital Plant Steel Structures at SCQF Level 6 – Ref R139 04
- Diploma in Fabricating Engineering Construction Steel Structures - Plating at SCQF Level 7 – Ref R144 04
- Diploma in Installing Engineering Construction Plant and Systems - Mechanical Fitting at SCQF Level 6 – Ref R136 04
- Diploma in Installing Engineering Construction Plant and Systems - Pipefitting at SCQF Level 6 – Ref R135 04
- Diploma in Installing Engineering Construction Plant and Systems - Electrical at SCQF Level 7 – Ref R134 04
- Diploma in Moving Engineering Construction Loads at SCQF Level 6 – Ref R140 04
- Diploma in Welding Engineering Construction Pipework at SCQF Level 7 – Ref R137 04
- Diploma in Welding Engineering Construction Plate at SCQF Level 7 – Ref R138 04
- Diploma in Engineering Construction Non Destructive Testing at SCQF Level 6 – R145 04
- Diploma in Maintaining Engineering Construction Plant and Systems - Electrical at SCQF Level 7 – Ref R142 04
- Diploma in Maintaining Engineering Construction Plant and Systems - Instrument and Controls at SCQF Level 7 – R143 04
- Diploma in Maintaining Engineering Construction Plant and Systems - Mechanical at SCQF Level 7 – Ref R141 04
- Diploma in Engineering Construction Design and Draughting at SCQF Level 6 – Ref R146 04
- Diploma in Project Control at SCQF Level 6 – Ref R148 04

The above Competency Based Qualifications (CBQs) are work-based qualifications, which are based on National Occupational Standards of competence drawn up by representatives from the industry sector. CBQs are made up of units which break a job down into separate functions reflecting the different kinds of activities of a job. When someone has achieved a CBQ, there is a guarantee that they have the skills and knowledge needed to do their job. All Scottish Modern Apprenticeships must contain a relevant SVQ or in this case equivalent competence based qualification.

Core Skills

Each apprentice is required to achieve the following core skills:

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

Core skills within this framework 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.

Optional Outcomes

It may be necessary, dependent upon the apprentice's prior educational attainment or work experience to develop them by way of either of the Competency Based Qualifications below. This would provide the potential for a more gradual progression to the skills and knowledge demanded of the mandatory qualifications at SCQF Level 6/7

- Certificate in Supporting Engineering Construction Activities at SCQF Level 5 – Ref R133 04
- Certificate in Supporting Engineering Construction Welding Activities at SCQF Level 5
- Certificate in Supporting the Installation of Engineering Construction Plant and Systems - Mechanical Fitting at SCQF Level 5
- Diploma in Supporting the Fabricating of Engineering Construction Steel Structures - Plating at SCQF Level 5
- Diploma in Supporting the Installation of Engineering Construction Plant and Systems - Pipefitting at SCQF Level 5
- Diploma in Project Control, Estimating, Planning and Cost Engineering at SCQF Level 5 – Ref R147 04

In order to ensure that apprentices have an adequate knowledge and awareness of sector-specific health and safety considerations, regulations and legislation, all those apprentices required to work on engineering construction industry sites onshore and offshore should receive the following training:

- For apprentices who shall be required to work onshore, the Client Contractor National Safety Group (CCNSG) Safety Passport
- For apprentices who shall be required to work offshore Basic Offshore Safety Induction and Emergency Training (BOSIET)

Registration and certification

This Scottish Modern Apprenticeship is managed by the Engineering Construction Industry Training Board. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

ECITB Apprenticeships Administration
Blue Court, Church Lane,
Kings Langley,
Hertfordshire,
WD4 8JP

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 8 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.

Furthermore, all applicants should be willing to:

- Work outdoors and in adverse weather conditions, e.g. temperature variations
- Work shiftwork (may include nights and weekends)
- Work at height (particularly Steel Erecting apprenticeships, which require working at significant height)
- Work in confined spaces and within highly regulated and controlled areas
- Work within high hazard environments requiring the wearing of specialist safety equipment
- Work away from home

Applicants should also possess good colour vision to recognise colour coded wires and components may be required (particularly Electrical Installation and Electrical Maintenance Modern Apprenticeships)

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 S/NVQ 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 S/NVQ and Core Skills where appropriate.

The following providers are approved by ECITB to deliver the Modern Apprenticeship in Engineering Construction:

Provider	Location
Aberdeen College	Aberdeen
Angus College	Arbroath
Banff & Buchan College	Fraserburgh
Carnegie College	Dunfemline
Edutrain	Edinburgh
Forth Valley College	Falkirk
Inverness College	Inverness
ITCA	Aberdeen
MetTECH UK Ltd	Grangemouth
Paisley & Johnstone Training Group Ltd	Johnstone
The North Highland College	Thurso
Tullos Training Ltd	Aberdeen

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

Direct consultation with the industry's stakeholders took varied forms in an attempt to give everyone who engages now and may engage in the future in ECITB Modern Apprenticeships to have an input into how the framework would look, feel, and be best used as the primary mechanism for introducing new entrants into the engineering construction industry.

The consultation process included the following activities:

Consultation with Training Providers
Training providers currently delivering the Modern Apprenticeship in Engineering Construction were invited to opine on the issue of Core Skills and specifically (a) the appropriate SCQF level of Core Skills within the framework, and (b) whether there was the continued view that Core Skills should be separately certificated. There was unanimous support for separate certification of Core Skills at SCQF Level 5 as a result of this consultation.

Online consultation
99 companies in Scotland, registered with the ECITB were consulted on (a) the changes that were required to the framework and (b) their continued support for Modern Apprenticeships in engineering construction to remain the principal method of attracting, developing and qualifying new entrants to the engineering construction industry. The response from the companies was unanimous support for the Modern Apprenticeship, and also for the changes that were to take place.

Presentation to ECITB Scottish Regional Forum
With representatives from employers, industry associations, trade unions, training providers and of course the ECITB, the Regional Forum was an important occasion to discuss the impending changes to the Modern Apprenticeship Framework and have the changes supported. Again, there was unanimous support, but also a frank discussion on the decreasing take up by companies in Modern Apprenticeships. All present were committed to the continuation of, and increasing engagement in ECITB Modern Apprenticeships.

Results of the Consultation Process

- It was confirmed that Project Control as a discipline and pathway would be included within the revised framework to satisfy a rising demand
- Having had no registrations for a number of years, Process Operations would no longer be offered as a pathway choice
- The lack of take-up of Instrument Pipefitting raised a greater issue of the inappropriateness of the National Occupational Standards (NOS) which have now been re-written and will result in a new CBQ later in 2011
- N/SVQs will be replaced by Competency Based Qualifications (CBQs) after consultation confirmed that all the SQA criteria for inclusion of alternative CBQs had been met
- The new CBQs would reflect the disciplines/occupations of the outgoing N/SVQs with the following exceptions, for reasons already stated:
    - Instrument Pipefitting to be withdrawn
    - Process Operations to be withdrawn
    - Project Control to be included
- The Core Skills would be at the level set by MAG in the MA Framework Template, appropriate for the framework level, namely SCQF Level 5
- An Optional Outcome would remain the Client Contractor National Safety Group (CCNSG) Safety Passport, required by persons working on engineering construction sites providing as it does assurance that the person has a minimum level of knowledge and understanding of industry health and safety regulations and considerations.

Career progression

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

Progression to this framework is outlined within the Recruitment and Selection section which states clearly that there are alternatives to formal education qualifications. The previous experience and attributes of an applicant are equally important and evidence of having worked in or experienced engineering activity whether at a further or higher education institution or another club or society would enable progression into this framework.

An applicant, prospective Modern Apprentice having previously completed one of the following qualifications would also have an excellent progression opportunity into this framework:

- Certificate in Supporting Engineering Construction Activities at SCQF Level 5
- Certificate in Supporting Engineering Construction Welding Activities at SCQF Level 5
- Certificate in Supporting the Installation of Engineering Construction Plant and Systems - Mechanical Fitting at SCQF Level 5
- Diploma in Supporting the Fabricating of Engineering Construction Steel Structures - Plating at SCQF Level 5
- Diploma in Supporting the Installation of Engineering Construction Plant and Systems - Pipefitting at SCQF Level 5
- Diploma in Project Control, Estimating, Planning and Cost Engineering at SCQF Level 5

Successful completion of the MA Framework may allow progression into other industry occupations, including supervisory and management roles within Engineering Construction, including project management. Support and opportunities for further ongoing training and personal and career development of engineering construction workers is provided by the Industry Training Board and includes a full range of training and HE/FE support and career development programmes and is supported by grant payments to ECITB in-scope companies.

The ECITB has launched an interactive online Career Progression Route Map (CPRM) tool, to make it easier for new industry entrants and those already working in engineering construction to find rewarding jobs and manage their career development. The engineering construction industry is critical to the country's economy and this tool has been designed to help get the right people into the right jobs with the right skills. From Apprentice to Managing Director, the CPRM will give school leavers, graduates and others looking for a career in the industry, a clear insight into the career paths available to them. The interactive tool provides detailed information on different roles, and the training and qualifications needed to enhance their careers, within the engineering construction industry.

Modern Apprentices in engineering construction are encouraged to apply themselves very well and seek in consultation with their employers, appropriate further education qualifications that would assist their progress from the MA and at the same time allow the company and the industry to develop. ECITB regularly facilitates progression onto the following qualifications for its apprentices. Qualifications that are above and beyond the level required of a Modern Apprentice:

- Higher National Certificate (HNC) in Measurement & Control Engineering
- Higher National Certificate (HNC) in Mechanical Engineering
- Higher National Certificate (HNC) in Electrical Engineering

Although not a requirement of the MA Framework, ECITB also works with its companies to provide training to Modern Apprentices that includes National Certificates in various disciplines

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, under the Careers Scotland brand, 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 Career Scotland branded 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 S/NVQs or S/NVQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofquals) 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 S/NVQs and S/NVQ 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.
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In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant S/NVQ(s) (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 S/NVQ(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 *(or Parent/Guardian, if under 18)*		***Date:***
Modern Apprenticeship Centre		***Date:***

MODERN APPRENTICESHIPS

MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

The Local Enterprise Company *(if applicable)*

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

S\NVQ Level *(please identify level)* *(List mandatory and optional units)*		**Tick units being undertaken**	**SCQF Level**	**SCQF Credit Points**
S\NVQ level *(please identify level)* *(List mandatory and optional units)*				
Enhancements				

Core Skills *(Include details of the minimum level required)*		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information technology			
5	Problem Solving			

Optional outcomes

Additional units (if any) *These are optional and should reflect the individual training needs of the Apprentice*		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:

ECITB Apprenticeships Administration
Blue Court, Church Lane,
Kings Langley,
Hertfordshire,
WD4 8JP