



A

**MODERN APPRENTICESHIP**

IN

**PHARMACY SERVICES**

At

**Level 3**

**FRAMEWORK DOCUMENT  
FOR  
SCOTLAND**

**SKILLS FOR HEALTH**

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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 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 Pharmacy Services Level 3

There are around 82,000 people employed within the Pharmacy sector in the UK with over 3,000 Pharmacy Assistants and Technicians employed in Scotland. The majority of these are employed in the 1222 community (retail) pharmacies located across Scotland with a further 887 Pharmacy support staff working within hospital settings in NHS Scotland. A few Pharmacy Assistants and Technicians are also employed in the pharmaceutical industry, private hospitals, HM Prisons and armed forces.

The community Pharmacy sector is the largest employer of Pharmacy Assistants and Technicians. Community pharmacies are located across Scotland in the larger cities and the rural areas and islands. Approximately 50% of the pharmacies are owned by the large multiple Pharmacy companies such as Boots, Lloyds, the Co-operative Society and other supermarkets. The remainder fall within the small and medium enterprise category. The Pharmacy sector makes a significant contribution to the Scottish economy, in 2009/10 community pharmacies dispensed over 85m prescriptions for NHS Scotland, provided a number of other services and had a gross turnover of £1.062 billion.

### Pharmacy Technicians at Level 3

Pharmacy Technicians prepare, supply and dispense a wide variety of medicines and products prescribed for patients. They are an essential part of the Pharmacy team and work under the supervision of a registered pharmacist in order to provide medicines for patients in a safe and correct manner.

In community pharmacies, Technicians assist the pharmacist with dispensing and preparing medicines for supply to the customer (patient) who visits the community Pharmacy. They may also prepare medication for patients in nursing and residential homes as well as being involved in specialist areas of patient care such as elastic hosiery, stoma care and provision of oxygen to a patient's home.

In hospital Pharmacy, as medicines become more complex and sophisticated, the role of the Pharmacy technician is expanding into specialised areas. Although Pharmacy Technicians are responsible for many of the technical aspects of Pharmacy they are also involved in the management of certain sections within the Pharmacy e.g. dispensary, stores, aseptic services. Work on the hospital ward is common and therefore Pharmacy Technicians need to develop clinical skills. Since some preparations are not always available from commercial sources medicines are prepared in the hospital Pharmacy by Technicians either for individual patients or in small quantities e.g. creams, ointments, parental nutrition and injections.

From July 2011 all Pharmacy Technicians must meet the registration requirements of the General Pharmaceutical Council (GPhC) in order to practice. The requirements include:

- a competency based qualification for Pharmacy Technicians approved by the Council plus
- a knowledge based qualification or have successfully completed an accredited knowledge-based programme for Pharmacy Technicians approved or accredited by the Council and
- a minimum of two years consecutively completed relevant work-based experience under the supervision, direction or guidance of a pharmacist to whom the applicant was directly accountable for not less than 14 hours per week.

The role of the Pharmacy Technician in both community and hospital Pharmacy is rewarding and provides a career which offers variety and opportunities for further progression. (See page 14 for details of possible progression routes).

The MA is a nationally recognized set of qualifications that will ensure a knowledgeable, competent and highly skilled workforce. It recognizes individual achievement based upon National Occupational Standards. Apprentices can work through the appropriate units at their own pace whilst applying their learning to the workplace.

The MA provides a structured approach to training and to developing prospective Pharmacy Technicians enabling the apprentice to understand the needs of the organisation, its customers and the sector within which they operate. In addition it meets the education requirements for registration of Pharmacy Technicians.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Pharmacy Services Level 3.

### Mandatory outcomes

*The following must be achieved:*

**Level 3 SVQ Pharmacy Services at SCQF level 6**  
**Group award no: GA08 23**

#### Core Skills

- **Communication**                      **SCQF Level 5**
- **Working With Others**            **SCQF Level 5**
- **Problem Solving**                    **SCQF Level 5**
- **Information Communication Technology**  
    **SCQF Level 5**
- **Numeracy**                            **SCQF Level 5**

*The following must be achieved before the MA can be certified:*

**National Certificate in Pharmacy Services at SCQF level 6**  
**GA6P 46**

### Optional Outcomes

**Additional S\NVQ Units/Qualifications/Training**  
**None**

## The Framework

The mandatory and optional content of the Modern Apprenticeship in Pharmacy Services Level 3 is as follows:

### Mandatory Outcomes

#### SVQ(s)

Each apprentice is required to achieve the following Qualification:

**Pharmacy Services SVQ, Level 3 Group Award no: GA08 23**

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on National Occupational Standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kinds of activities of a job. SVQs are available at five levels – although most are at level 2 and level 3. When someone has achieved an SVQ, 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 NVQ) or equivalent qualification.

To achieve the Pharmacy Services SVQ at Level 3, learners must complete all of the 15 units, the 14 Core Units plus 1 from the list of optional units.

#### Core units

Pharm 02	Provide an effective and responsive pharmacy service
Pharm 03:	Process pharmaceutical queries
HSS1:	Make sure your actions reduces risks to Health and Safety
HSC33:	Reflect on and develop your practice
Pharm 07:	Receive prescriptions from individuals
Pharm 08:	Confirm prescription validity
Pharm 09:	Assemble prescribed items
Pharm 10:	Issue prescribed items
Pharm 11:	Prepare extemporaneous medicines for individual use
Pharm 12:	Order pharmaceutical stock
Pharm 13:	Receive pharmaceutical stock
Pharm 14:	Maintain pharmaceutical stock
Pharm 15:	Issue pharmaceutical stock
Pharm 27:	Undertake an in- process accuracy check of assembled prescribed items, prior to a final check

#### Optional Units

Pharm 04:	Provide advice on symptoms and the actions and uses of medicines
Pharm 05:	Assist in the sale of medicines and products
Pharm 17:	Manufacture and assembly of medicinal products
Pharm 19:	Prepare aseptic products and carry out in-process checking
Pharm 20	Prepare documentation, materials & other items for manufacture and assembly of medicinal products
Pharm 21	Prepare documentation, materials, components & other items for the preparation of aseptic products

- Pharm 23: Check documentation, starting materials, components and other consumables for the production of aseptic products
- Pharm 24: Provide an effective service in a setting outside the pharmacy
- Pharm 25 Assist in the supply of pharmaceutical appliances
- Pharm 26 Process prescriptions for payment
- Pharm 30: Prepare to conduct a review of an individual’s medicines
- LLUK 11: Enable learning through demonstrations and instruction
- HSC 241: Contribute to the effectiveness of teams

**Core Skills**

Each apprentice is required to achieve the following core skills:

Core Skill	Reference	SCQF level	SCQF Points
Communication	F427 04	5	
Working with others	F42P 04	5	
Problem Solving	F42K 04	5	
Information Technology	F42F 04	5	
Numeracy	F42B 04	5	

Core Skills are not embedded within the qualifications and must be certificated separately.

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**

None

## Optional Outcomes

No specific optional outcomes

## Registration and certification

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

Skills for Health  
4<sup>th</sup> Floor, 1 Temple Way  
Bristol  
BS2 0BY  
Tel: 0117 922 1155  
Website: [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

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](http://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.

## 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.

Telford College, Edinburgh.  
MI Technologies Ltd, Glasgow.  
Dundee College, Dundee.  
James Watt College of Further and Higher Education, Inverclyde.  
Stow College, Glasgow.

### 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

The consultation process for the Pharmacy MA Framework at Level 2 and Level 3 consisted of two core activities. The first was an initial on line survey in order to access the views of as many Pharmacy stakeholders across the region as possible. The second phase involved a focus group of key stakeholders across the sector including employers representing community and NHS Pharmacy staff, awarding organizations and training providers.

**Online survey**

The on line survey was developed by Skills for Health and asked for the views of stakeholders on the following areas.

- Their views on the current L3 MA, if they offered it, how many candidates had registered and completed in the last 3 years.
- The adequacy of the training provision in their geographical area.
- Barriers that have prevented candidates completing the MA, what works well and possible improvements.
- The necessity of an MA at L3 in the sector.
- The benefits to the sector over and above the SVQ and NC
- Potential demand for L3 in the future.
- Progression routes and career opportunities for Pharmacy Assistants at L3.

Full details of the survey and link to the website were distributed through existing Pharmacy stakeholder networks in the community and NHS, Skills Development Scotland, GPhC, SQA and training providers.

**Consultation Focus Group 30th September 2010.**

The focus group was attended by representatives of the NHS and Community Pharmacy Sector across Scotland, Awarding Organisations, Training Providers and the Skills for Health Scottish Director.

**Attendees**

Name	Organisation	Status
Amanda Hall	Skills for Health	Facilitator
Malcolm Clubb	Community Pharmacy Scotland	Employer Community Pharmacy
Val Findlay	National Co-ordinator, Pharmacy Support Staff Educational Development	NHS Education for Scotland.
Lynn Hall	NHS Lanarkshire	Employer- NHS
Lorna Hunter	Acting Director Scotland	Skills for Health
Monica Hunter	NHS Tayside	Employer- NHS
Lynn McAteer	Telford College, Edinburgh	Training Provider
Drew McNeice	SQA	Awarding Organisation
Susan Menzies	NHS Fife Pharmacy Services	Employer- NHS
Jan Peacock	SQA	Awarding Organisation
Irene Smith	NHS Ayrshire & Arran	Employer- NHS

**The Group considered and discussed:**

- The summarised results of the on line survey.
- The Pharmacy Sector and how the current MA at L3 and proposed MA at L2 met the needs of the sector.
- The current MA, what works well, what doesn't work well and possible improvements to the MA.
- Improving access and building capacity.
- Expected take up of the Frameworks at L2 and L3.
- Progression routes for Pharmacy Assistants and Technicians.

**Conclusions from the consultation process.**

- There is a need for Modern Apprenticeship Frameworks at L2 and L3.
- The low turn over of Pharmacy Support staff which is affected by the current economic climate may mean that potential numbers of apprentices could be small.
- Frameworks added additional value to the sector by providing consistently high quality training and work opportunities for learners.
- The MA at L3 meets the education requirements for registration of Pharmacy Technicians.

## Career progression

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

From July 2011 all Pharmacy Technicians must meet the registration requirements of the General Pharmaceutical Council (GPhC) in order to practice. The requirements include:

- a competency based qualification for pharmacy technicians approved by the Council plus
- a knowledge based qualification or have successfully completed an accredited knowledge-based programme for pharmacy technicians approved or accredited by the Council and
- a minimum of two years consecutively completed relevant work-based experience under the supervision, direction or guidance of a pharmacist to whom the applicant was directly accountable for not less than 14 hours per week.

Successful Pharmacy Technicians who have completed the L 3 MA Pharmacy Services will have a number of career progression opportunities available to them. These include:

- Progression to Pharmacist through Higher Education routes.
- Progression into management on completion of the HNC Pharmacy Services Development and Management

Additional CPD qualifications include:

- HN unit: Procedures for Pharmacy Aseptic Checking Technicians (PACT)
- HN unit: Procedures for Pharmacy Dispensing Checking Technicians (PDCT)
- Professional Development Award for Pharmacy technicians (PDA)
- Teaching and assessing awards: A1 and V1

Progression roles include:

- Pharmacy Assistant at L4 where applicable.
- Other Level 3 or 4 Health Sciences roles within the NHS

Apprentices can access information about career pathways and the names of relevant professional bodies through the General Pharmaceutical Council Website:

<https://www.pharmacyregulation.org/education>

# 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](http://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](http://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 (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 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.

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:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

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:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b> <i>(or Parent/Guardian, if under 18)</i>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



**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:
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**Framework selected outcomes**

**Mandatory outcomes**

<b>S\NVQ Level (please identify level)</b> <i>(List mandatory and optional units)</i>		<b>Tick units being undertaken</b>	<b>SCQF Level</b>	<b>SCQF Credit Points</b>
<b>S\NVQ level (please identify level )</b> <i>(List mandatory and optional units)</i>				
<b>Enhancements</b>				

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

**Optional outcomes**

<b>Additional units (if any)</b> <i>These are optional and should reflect the individual training needs of the Apprentice</i>		<b>Tick units being undertaken</b>	<b>SCQF Level</b>	<b>SCQF Credit Points</b>
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

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**Summary of Modern Apprentices accredited prior learning:**

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

Skills for Health  
4<sup>th</sup> Floor, 1 Temple Way  
Bristol  
BS2 0BY  
Tel: 0117 922 1155  
Website: [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)