



A

MODERN APPRENTICESHIP

IN

**Health and Social Care
(Level 4)**

**Children and Young People
Adults
Leadership and Management for Care Services**

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

August 2009

Scottish Social Services Council

Scottish Social Services
Council
Compass House
11 Riverside Drive
Dundee
DD1 4NY



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1 **Modern Apprenticeships in Scotland**

What are Modern Apprenticeships?

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

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

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

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

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

2 **Modern Apprenticeships in Health and Social Care**

Recent Scottish Executive labour market reports on the social services sector have found that the number of people working within the sector has risen very considerably in the last 10-15 years. The sector grew from 97,000 people in 1995 to 138,000 in 2004. This is a growth of 42% for that period compared with 7% for the economy as a whole. By 2007 the number employed in the social services sector was 162,000.

Workers are employed in a range of services across the sector working with children adults and older people. Many provide home care or work in residential care homes for children and adults or with people with alcohol or drug problems. Others work with children, families and young people or people with disabilities.

Care workers can work in the community, for a voluntary organisation or charity, in the private sector or with a local authority social work department or the NHS.

3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in:
Health and Social Care Level 4 Children and Young People
Health and Social Care level 4 Adults
Leadership and Management for Care Services Level 4

Mandatory outcomes

SVQ or alternative competency based qualification - The following must be achieved:
Scottish Vocational Qualification in Health and Social Care Level 4 Children and Young People.
Group Award No: (G7LT 24- SQA or G7PT 24- City and Guilds)
Scottish Vocational Qualification in Health and Social Care Level 4 Adults Group Award No: (G7LR 24 –SQA or G7PT 24- City and Guilds)
Scottish Vocational Qualification in Health and Social Care Level 4 Leadership & Management for Care Services Group Award No: G8W8 24.

Core Skills	
• Communication	SCQF 6
• Working With Others	SCQF 6
• Problem Solving	SCQF 6
• Information and Communication Technology	SCQF 6
• Numeracy	SCQF 6

Enhancements

n/a

Optional Outcomes

Additional SVQ Units/Qualifications/Training

n/a

4 The Framework

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 equivalent qualification.

The mandatory and optional content of the Modern Apprenticeship in Health and Social Care Level 4 is as follows:

Mandatory Outcomes

1 SVQ(s)

Each apprentice is required to achieve the following Qualification:

- SVQ Health and Social Care Level 4 (Children and Young People or Adults) or
- SVQ Health and Social Care Level 4 (Leadership & Management for Care Services)

4.1 Children and Young People

The mandatory and optional content of the Modern Apprenticeship in HSC (Children and Young People) at level 4 is as follows. (Group award number: G7LT 24)

To achieve the SVQ level 4, candidates must complete the **FOUR** Mandatory Units, and any **FOUR** Optional Units from the 'specific' or 'generic' list.

Mandatory Units

Candidates must complete all four Units:

DK95 04 (HSC41)

Use and develop methods and systems to communicate, record and report

DK5L 04 (HSC42)

Contribute to the development and maintenance of healthy and safe practices in the working environment

DK92 04 (HSC43)

Take responsibility for the continuing professional development of self and others

DK68 04 (HSC44)

Develop practice which promotes the involvement, well-being and protection of children and young people

Optional Units

Candidates must complete four Optional Units from the specific and/or generic list.

Optional Units - Specific

DK81 04 (HSC46)

Independently represent and advocate with, and on behalf of, children and young people

DK7T 04 (HSC47)

Help parents and carers to acquire and use skills to protect and take care of children and young people

DK63 04 (HSC48)

Demonstrate a style of leadership that ensures an organisational culture of open and participatory management and practice

DK65 04 (HSC49)

Develop and maintain an environment which safeguards and protects children and young people

Optional Units - Generic

DK9N 04 (HSC413)

Manage requests for health and care services

DK32 04 (HSC414)

Assess individual needs and preferences

DK3W 04 (HSC415)

Produce, evaluate and amend service delivery plans to meet individual needs and preferences

DK6E 04 (HSC416)

Develop, implement and review care plans with individuals

DK34 04 (HSC417)

Assess individuals' mental health and related needs

DK9F 04 (HSC418)

Work with individuals with mental health needs to negotiate and agree plans for addressing those needs

DK4P 04 (HSC419)

Provide advice and information to those who enquire about mental health needs and related services

DK47 04 (HSC420)

Promote leisure opportunities and activities for individuals

DK43 04 (HSC421)

Promote employment, training and education opportunities for individuals

DK45 04 (HSC422)

Promote housing opportunities for individuals

DK3A 04 (HSC423)

Assist individuals at formal hearings

DK5D 04 (HSC424)

Supervise methadone consumption

DK8R 04 (HSC425)

Support people who are providing homes for individuals and/or children and young people

DK6H 04 (HSC426)

Empower families, carers and others to support individuals

DK36 04 (HSC427)
Assess the needs of carers and families

DK6G 04 (HSC428)
Develop, implement and review programmes of support for carers and families

DK9E 04 (HSC429)
Work with groups to promote individual growth, development and independence

DK8Y 04 (HSC430)
Support the protection of individuals, key people and others

DK8K 04 (HSC431)
Support individuals where abuse has been disclosed

DK6K 04 (HSC432)
Enable families to address issues with individuals' behaviour

DK67 04 (HSC433)
Develop joint working agreements and practices and review their effectiveness

DK9H 04 (HSC434)
Maintain and manage records and reports

DK9P 04 (HSC435)
Manage the development and direction of the provision

DK3X 04 (HSC436)
Promote and manage a quality provision

DK4J 04 (HSC437)
Promote your organisation and its services to stakeholders

DK64 04 (HSC438)
Develop and disseminate information and advice about health and social well-being

DK5N 04 (HSC439)
Contribute to the development of organisational policy and practice

DK6R 04 (HSC440)
Support effective governance

DK8A 04 (HSC441)
Invite tenders and award contracts

DK9R 04 (HSC442)
Monitor and evaluate the quality, outcomes and cost-effectiveness of substance misuse services

DK3T 04 (HSC443)
Procure services for individuals

DK5Y 04 (HSC444)
Contribute to the selection, recruitment and retention of staff to develop a quality service

DK56 04 (HSC445)
Recruit and place volunteers

DK9K 04 (HSC446)
Manage a dispersed workforce to meet the needs and preferences of individuals at home

B83X 04 (HSC447)
Represent the agency in courts and formal hearings

B7YH 04 (HSC448)
Provide and obtain information at courts and formal hearings

D8P3 04 (HSC449)
Represent one's own agency at other agencies' meetings

DK6A 04 (HSC450)
Develop risk management plans to support individuals' independence and daily living within their home

DK8F 04 (HSC451)
Lead teams to support a quality provision

4.2 Adults

The mandatory and optional content of the Modern Apprenticeship in HSC (Adults) at level 4 is as follows (Group award number: G7LR 24)

Candidates are required to complete **EIGHT** Units, **four** Mandatory Units, and **four** Optional Units from the 'specific' or 'generic' list.

Mandatory Units

Candidates must complete all four Units:

DK95 04 (HSC41)
Use and develop methods and systems to communicate, record and report
DK5L 04 (HSC42)
Contribute to the development and maintenance of healthy and safe practices in the working environment
DK92 04 (HSC43)
Take responsibility for the continuing professional development of self and others
DK69 04 (HSC45)
Develop practices which promote choice, well-being and protection of all individuals

Optional Units

Candidates must complete FOUR Optional Units from the specific and/or generic list.

Optional Units - Specific

DK2Y 04 (HSC410)
Advocate with, and on behalf of, individuals, families, carers, groups and communities
D85G 04 (HSC411) (RM1)
Manage a service which meets the best possible outcomes for the individual
D85H 04 (HSC412) (RM2)
Ensure individuals and groups are supported appropriately when experiencing significant life events and transitions

Optional Units - Generic

DK9N 04 (HSC413)
Manage requests for health and care services
DK32 04 (HSC414)
Assess individual needs and preferences
DK3W 04 (HSC415)
Produce, evaluate and amend service delivery plans to meet individual needs and preferences
DK6E 04 (HSC416)
Develop, implement and review care plans with individuals

DK34 04 (HSC417)
Assess individuals' mental health and related needs

DK9F 04 (HSC418)
Work with individuals with mental health needs to negotiate and agree plans for addressing those needs

DK4P 04 (HSC419)
Provide advice and information to those who enquire about mental health needs and related services

DK47 04 (HSC420)
Promote leisure opportunities and activities for individuals

DK43 04 (HSC421)
Promote employment, training and education opportunities for individuals

DK45 04 (HSC422)
Promote housing opportunities for individuals

DK3A 04 (HSC423)
Assist individuals at formal hearings

DK5D 04 (HSC424)
Supervise methadone consumption

DK8R 04 (HSC425)
Support people who are providing homes for individuals and/or children and young people

DK6H 04 (HSC426)
Empower families, carers and others to support individuals

DK36 04 (HSC427)
Assess the needs of carers and families

DK6G 04 (HSC428)
Develop, implement and review programmes of support for carers and families

DK9E 04 (HSC429)
Work with groups to promote individual growth, development and independence

DK8Y 04 (HSC430)
Support the protection of individuals, key people and others

DK8K 04 (HSC431)
Support individuals where abuse has been disclosed

DK6K 04 (HSC432)
Enable families to address issues with individuals' behaviour

DK67 04 (HSC433)
Develop joint working agreements and practices and review their effectiveness

DK9H 04 (HSC434)
Maintain and manage records and reports

DK9P 04 (HSC435)
Manage the development and direction of the provision

DK3X 04 (HSC436)
Promote and manage a quality provision

DK4J 04 (HSC437)
Promote your organisation and its services to stakeholders

DK64 04 (HSC438)
Develop and disseminate information and advice about health and social well-being

DK5N 04 (HSC439)
Contribute to the development of organisational policy and practice

DK6R 04 (HSC440)
Support effective governance

DK8A 04 (HSC441)

Invite tender and award contracts

DK9R 04 (HSC442)

Monitor and evaluate the quality, outcomes and cost-effectiveness of substance misuse services

DK3T 04 (HSC443)

Procure services for individuals

DK5Y 04 (HSC444)

Contribute to the selection, recruitment and retention of staff to develop a quality service

DK56 04 (HSC445)

Recruit and place volunteers

DK9K 04 (HSC446)

Manage a dispersed workforce to meet the needs and preferences of individuals at home

B83X 04 (HSC447)

Represent the agency in courts and formal hearings

B7YH 04 (HSC448)

Provide and obtain information at courts and formal hearings

D8P3 04 (HSC449)

Represent one's own agency at other agencies' meetings

DK6A 04 (HSC450)

Develop risk management plans to support individuals' independence and daily living within their home

DK8F 04 (HSC451)

Lead teams to support a quality provision

4.3 Leadership and Management for Care Services Level 4.

The mandatory and optional content of the Modern Apprenticeship in Leadership and Management for Care Services at level 4 is as follows (Group award number: G8W8 24.)

Candidates are required to complete **EIGHT** Units, **four** Mandatory Units, and **four** Optional Units from the 'specific' or 'generic' list.

Mandatory Units

Candidates must complete all **four** units:

F36C 04 (LMC A1)

Manage and develop yourself and your workforce within care. services.

F36D 04 (LMC B1)

Lead and manage provision of care services that respects, protects and promotes the rights and responsibilities of people.

F36E 04 (LMC C1)

Develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements.

F36F 04 (LMC E1)

Lead and manage effective communication that promotes positive outcomes for people within care services.

Optional units

Candidates must complete **four** optional units. .

F36G 04 (LMC A2)

Facilitate and manage change within care services through reflective, motivating and flexible leadership

F36H 04 (LMC A3)

Actively engage in the safe selection and recruitment of workers and their retention in care services

DK9K 04 (LMC A4) (HSC446)

Manage a dispersed workforce to meet the needs and preferences of individuals at home.

DR3Y 04 (LMC A5) (MSC D6)

Allocate and monitor the progress and quality of work in your area of responsibility.

F36J 04 (LMC B2)

Lead and manage provision of care services that promotes the wellbeing of people.

F36K 04 (LMC B3)

Manage provision of care services that deals effectively with transitions and significant life events.

F36L 04 (LMC B4)

Manage provision of care services that supports parents, families, carers and significant others to achieve positive outcomes.

F36M 04 (LMC B5)

Manage and evaluate systems, procedures and practices for assessments, plans and reviews within care services.

F36N 04 (LMC B6)

Lead and manage provision of care services that promotes the development of children and young people .

F36P 04 (LMC B7)

Lead and manage group living provision within care services.

F36R 04 (LMC B8)

Lead and manage provision of care services that promotes positive behaviour.

DK6A 04 (LMC C2) (HSC450)

Develop risk management plans to support individual's independence and daily living within their home.

F36S 04 (LMC D1)

Lead and manage work for care services with networks, communities, other professionals and organisations.

F36T 04 (LMC D2)

Manage workers within care services who are based in external multi disciplinary teams.

F36V 04 (LMC D3)

Lead and manage inter-professional teams within care services.

F36W 04 (LMC E2)

Identify, implement and evaluate systems, procedures and practice within care services that measure performance

F36X 04 (LMC E3)

Monitor and manage the quality of the provision of care services.

F36Y 04 (LMC E4)

Lead and manage provision of care services that promotes opportunities, identifies constraints and manages risk.

F370 04 (LMC E5)

Plan operations and manage resources to meet current and future demands on the provision of care services.

This is an excluded combination with LMC E7.

F371 04 (LMC E6)

Contribute to the strategic policies of care services.

F372 04 (LMC E7)

Develop, implement and review business plans and planning for the provision of care services.

DR5T 04 (LMC E8) (MSC E2)

Manage finance for your area of responsibility.

F373 04 (LMC E9)

Manage procedures within care services for making, responding to and learning from comments and complaints .

F374 04 (LMC E10)

Ensure policies, procedures and practice for the conduct of workers within care services are adhered to.

DR5J 04 (LMC E11) (MSC F1)

Manage a project.

DT4K 04 (LMC E12) (MSC F2)

Manage a programme of complementary projects.

F375 04 (LMC E13)

Market, cost and contract to ensure the viability of the provision of care services.

2 Core Skills

Each apprentice is required to achieve the following core skills:

The following core skills levels apply to all routes in this Framework:

Core Skill	Minimum level	Reference number
Communication	SCQF 6	F428 04 **
Working with others	SCQF 6	F42R 04**
Problem Solving	SCQF 6	F42L 04**
Information and Communication Technology	SCQF 6	F42G 04**
Numeracy	SCQF 6	F42C 04**

** Equivalent core skills from other awarding bodies may also be used.

The table below contains a summary of the mapping of the combined mandatory units of HSC SVQ level 4 and Leadership and Management for Care Services SVQ level 4. The table identifies where the core skills are fully covered, mostly covered, partially covered or not covered.

SVQ Mandatory Units	Communication	Working with others	Problem Solving	Numeracy	ICT
Health and Social Care Adults, Children and Young People Level 4					
Leadership and Management for Care Services Level 4					

Fully covered	
Not covered	

Communication is embedded within the Mandatory Units for HSC SVQ4 Adults and Children and Young People. Working with Others, Problem Solving, Numeracy and Information and Communication Technology will need to be separately certificated. Workplace assessed core skills units must be used.

Communication, Working with Others and Problem Solving are embedded within the Mandatory Units for Leadership and Management for Care Services. Numeracy and Information and Communication Technology will need to be separately certificated. Workplace assessed core skills units must be used.

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.

3 Enhancements

No enhancements are a mandatory part of this Framework.

Optional Outcomes

n/a

5 **Registration and certification**

The Scottish Health and Social Care Modern Apprenticeship is managed by the Scottish Social Services Council. SSSC is the first point of contact in Scotland for any enquiries in relation to the framework. Contact details:

Shirley Gibson
MA Administrator
SSSC
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Tel: 01382 207170
Email: maenquiries@sssc.uk.com
Web: www.sssc.uk.com

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 for registration via the SSSC's MA database. 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 SSSC 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 SSSC at the address above.

Service level

The SSSC 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 SSSC 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.

6 **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 SSSC for advice and guidance on recruitment and selection.

Employers may wish to contact Careers Scotland and the SSSC for advice and guidance on recruitment and selection. The Careers Scotland web site is <http://www.careers-scotland.org.uk/home/home.asp>. The SSSC web site is <http://www.sssc.uk.com>

7 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.

8 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.

9 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.

10 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.

11 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.

12 Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- * private training organisations
- * colleges / universities
- * other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

A list of organisations currently approved to deliver the Scottish Modern Apprenticeship in Health and Social Care is available on the SSSC web site at: <http://www.sssc.uk.com>

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.

13 Consultation Process

The development of this Framework was assisted by consultation with employers, service managers and training providers across Scotland. This consultation was carried out both through face to face meetings with groups in Aberdeen, Edinburgh, Glasgow and Perth and through a web based questionnaire responded to by individuals and organisations.

14 Career progression

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

Apprentices undertaking his Modern Apprenticeship can work in a variety of locations including residential care service, day care services, housing support and care at home.

Throughout their career workers can continue to undertake professional qualifications. They can work in a variety of settings and there are opportunities for career progression and development.

Registration is a major part of the drive for higher standards in social services and will bring this workforce in line with other professional colleagues. To register with the Scottish Social Services Council (SSSC), a worker must satisfy the criteria for registration. This includes holding the appropriate qualifications for the job they do and being able to evidence good character.

Applicants to the Register who do not hold the required qualifications may, if they meet all the other eligibility criteria such as evidence of good character, be granted registration subject to the condition that they achieve the required qualification within a specific period of time – normally within the first three year period of registration.

Applicants will be registered by the function that they carry out in their job, rather than job title. Job functions at different levels are as follows.

Level 4 HSC

Supervisors care home services for adults

Supervisors in housing support services

School hostel workers

Workers in residential special schools

School hostel workers (supervisors)

Workers in residential special schools (supervisors)

Residential child care workers

Residential child care workers – supervisors

With additional management award:

School hostel managers

Managers in residential special schools

Managers independent boarding schools

Managers care home services for adults

Managers housing support services with

Managers adult day care services

Managers residential child care

Level 4 Leadership and Management
With additional practice award:
Managers care home services for adults
Managers housing support services
School hostel managers
Managers in residential special schools
Managers independent boarding schools
Managers residential child care
Managers adult day care services

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 <http://www.sssc.uk.com>

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 SVQs or SVQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs and SVQ 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 SSSC 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 SSSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ(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 SSSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

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

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

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

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant SVQ(s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices

- Informing the SSSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

Appendix 3



MODERN APPRENTICESHIP TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	
Name and level of MA Framework e.g. Health & Social Care (Adult) Level 4	

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 APPRENTICESHIP TRAINING PLAN

Health & Social Care

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:
E: mail:
Date:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

Are Skills Development Scotland funding the apprenticeship?

Yes

No

Framework selected outcomes

Mandatory outcomes

SVQ Level (please identify level) (List mandatory and optional units)	Tick units being undertaken	SCQF Level
SVQ level (please identify level) (List mandatory and optional units)		

Core Skills (Include details of the minimum level required)		Tick units being undertaken	SCQF Level
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
	(specify unit)		
	(specify unit)		
	(specify unit)		
	(specify unit)		

Summary of Modern Apprentices accredited prior learning

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

Shirley Gibson
 MA Administrator
 SSSC
 Compass House
 11 Riverside Drive
 Dundee
 DD1 4NY