



A

MODERN APPRENTICESHIP

IN

**Children's Care, Learning and Development
(Level 4)**

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

Scottish Social Services Council

SSSC
Compass House
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Dundee
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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 Children’s Care, Learning and Development

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.

The early years and childcare workforce has expanded rapidly over recent years. In January 2008, there were 26,600 paid staff working directly with children in childcare centres, of whom 88 per cent were permanent and 45 per cent were part time. In addition there are approximately 6,000 childminders working in Scotland.

The largest employer of early years and childcare staff is the local authority sector, which accounts for 40% of the workforce. The private sector employs 34% of the workforce and the voluntary sector 23%. It is the voluntary and private sectors that have seen the expansion in staffing in recent years.

The Early Years National Training Organisation originally developed this Modern Apprenticeship Framework in May 1998. Management of the Framework was transferred to Sector Skills Alliance Scotland in November 2000. Up until 30 April 2008 SSAScot (now the Alliance of Sector Skills Council) managed the CCLD framework on behalf of Skills for Care & Development.

3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Children’s Care Learning and Development (level 4) is as follows:

Mandatory outcomes

SVQ or alternative competency based qualification - the following must be achieved:

- SVQ Children’s Care Learning and Development level 4. Group award number: G81W24

Core Skills

- | | |
|--|--------|
| • Communication | SCQF 6 |
| • Working With Others | SCQF 6 |
| • Problem Solving | SCQF 6 |
| • Information & 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 Modern Apprenticeship in CCLD consists of:

- A programme of SVQ units at level 4 consisting of four mandatory and five optional units (group award number G81W 24)

The mandatory and optional content of the Modern Apprenticeship in Children’s Care Learning and Development level 4 is as follows:

Mandatory Outcomes

1 SVQ(s)

Each apprentice is required to achieve the following Qualification:

- SVQ Children’s Care Learning and Development level 4

To achieve the **SVQ level 4 in CCLD**, candidates must complete the four Mandatory Units, and any five Optional Units. Group award number G81W 24.

Mandatory Units

Candidates must complete all four Units:

DR7L 04 (CCLD 401)

Establish and develop working relationships

DT1L 04 (CCLD 402)

Support policies, procedures and practice to safeguard children and ensure their inclusion and well-being

DT1M 04 (CCLD 403)

Support programmes for the promotion of children’s development

DT10 04 (CCLD 404)

Reflect on, review and develop own practice

Optional units

Candidates must complete five optional units

DR6X 04 (CCLD 405)

Co-ordinate provision for babies and children under three years in partnership with their families

DR7E 04 (CCLD 406)

Develop and support children’s early learning in partnership with teachers

DT1C 04 (CCLD 407)

Support and evaluate the curriculum for children’s early learning

DR88 04 (CCLD 408)

Evaluate, assess and support the physical, intellectual, emotional and social development of children

DR82 04 (CCLD 409)

Evaluate, assess and support children’s communication

DR84 04 (CCLD 410)

Evaluate, support and assess children’s creativity

DR86 04 (CCLD 411)

Evaluate, assess and support children’s mathematical learning, exploration and problem solving

DR80 04 (CCLD 412)

Evaluate and co-ordinate the environment for children and families

DR47 04 (CCLD 413)

Develop and implement operational plans for your area of responsibility

DR63 04 (CCLD 414)

Co-ordinate and support provision for disabled children and those with special educational needs

DR71 04 (CCLD 415)

Co-ordinate special educational needs for early education within a local area

DR59 04 (CCLD 416)

Assess quality assurance schemes against agreed criteria

DR7V 04 (CCLD 417)

Establish and sustain relationships with providers of services to children and families

DR66 04 (CCLD 418)

Co-ordinate and support the revision of policies, procedures and practice for registration and inspection

DR5V 04 (CCLD 419)

Contribute to the enhancement of early education for children

DT18 04 (CCLD 420)

Research and develop an area of practice

DT0M 04 (CCLD 421)

Provide information about children and families’ services

DR74 04 (CCLD 422)

Co-ordinate work with families

DR8H 04 (CCLD 423)

Manage multi-agency working arrangements

DR6E 04 (CCLD 424)

Obtain additional finance for the organisation

DR75 04 (CCLD 425)

Provide leadership in your area of responsibility

DR4N 04 (CCLD 426)
 Encourage innovation in your area of responsibility
 DR3Y 04 (CCLD 427)
 Allocate and monitor the progress and quality of work in your area of responsibility
 DR52 04 (CCLD 428)
 Ensure health and safety requirements are met in your area of responsibility
 DR7C 04 (CCLD 429)
 Provide learning opportunities for colleagues
 DR5T 04 (CCLD 430)
 Manage finance for your area of responsibility
 DR5Y 04 (CCLD 431)
 Contribute to the leadership and management of integrated childcare provision
 DT19 04 (CCLD 326)
 Safeguard children from harm
 DP6X 04 (CCLD 333)
 Recruit, select and keep colleagues

2 Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	Minimum level	SQA Reference number
Communication	SCQF 6	F428 04 **
Working with others	SCQF 6	F42R 04**
Problem Solving	SCQF 6	F42L 04**
Information Technology	SCQF 6	F42G 04**
Numeracy	SCQF6	F42C 04**

<http://www.sqa.org.uk/sqa/4093.html>

** 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 CCLD SVQ level 4. The table identifies where the core skills are fully covered.

SVQ Mandatory Units	Communication	Working with others	Problem Solving	Numeracy	ICT
Children’s Care Learning and Development level 4					

Fully covered	<input checked="" type="checkbox"/>
Not covered	<input type="checkbox"/>

Communication is embedded within the Mandatory Units for CCLD level 4. Working with Others, Problem Solving, Numeracy and Information Communication Technology will need to be separately certified. 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

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

Joyce Hanna
MA Administrator
SSSC
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Tel: 01382 207173
Email: maenquiries@sssc.uk.com
Web: www.sssc.uk.com

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

SSSC 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 out with 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.

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

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 Children’s Care Learning and Development 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.

14 Career progression

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

Following the completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as local authority or private nurseries, infant and specialist schools and out of school care. 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 function at different levels are as follows

Level 4 CCLD

Manager/lead practitioner day care of children.

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 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 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 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 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 SVQ(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:	
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 SAMPLE TRAINING PLAN

Children’s Care Learning & Development

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:
e-mail address:
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 outcome

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)			

Enhancements

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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:

Joyce Hanna
 MA Administrator
 Scottish Social Services Council
 Compass House
 11 Riverside Drive
 Dundee
 DD1 4NY