



A
MODERN APPRENTICESHIP
IN
Supply Chain Management

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

Skills for Logistics

**March 2007
(Revised December 2007)**

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The logo for Skills for Logistics. The words "Skills for" are in a purple sans-serif font, and "Logistics" is in a larger, bold purple sans-serif font below it.

Skills for Logistics

Modern Apprenticeship

In

Supply Chain Management

Framework Document for Scotland

*Re-approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Group on
15 March 2007*



*Derek Grieve
(Chair of the Modern Apprenticeship Group)*

MODERN
➔ **APPRENTICESHIPS**

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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 Bodies (SSBs). SSBs 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 80 different Modern Apprenticeship Frameworks and they all contain the same 3 basic ingredients:

- S/NVQ level 3
- Core Skills
- Industry specific training

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

2 Modern Apprenticeships in Supply Chain Management

Almost every industry in Scotland - amounting to approximately 2,000,000 people - will be part of a supply chain and must therefore have a major impact on the economic wealth of Scotland. Using data supplied by the Freight Transport Association (FTA) and The Department For Transport (DFT) Skills for Logistics has identified 11 major supply chains which are critical to the economy. These are the supply chains related to the following industries:

- Automotive
- Chemicals and Petroleum
- Clothing and Footwear
- Construction
- Electronics and Electrical
- Food and Drink
- Furniture and Furnishings
- Paper and Printing
- Pharmaceuticals and Healthcare
- Utilities
- Third Party

Companies vary in size from major multi-national organisations, where employment reaches a four-figure sum, to small SMEs with just a few employees.

Although a number of manufacturing companies are moving their operation to low cost overseas sites it is still important that these companies are encouraged to keep the control and management of the supply chain in Scotland.

Supply Chain Management is a dynamic function that has seen many changes in work practices over the last 20 years. This trend continues and while many of the larger organizations are drivers of this change, it is important that they, and the SMEs who supply them, have employees with the necessary qualifications and skills to maintain their position in the market place.

Companies likely to take up this Modern Apprenticeship will cover a variety of products and services, particularly electronics, general manufacturing, food and armed services.

Typical occupations available on successful completion of the MA will be shop floor team leaders, stores team leaders, planning engineers, distribution staff, procurement staff, import/export staff and transport and distribution staff.

Scottish Enterprise, Skills Division, has undertaken research with major manufacturing organisations in Scotland, who have highlighted the need for appropriate qualifications to meet the education/training needs of the manufacturing sector, in general, and the electronics sector in particular – and this Modern Apprenticeship has been developed as a result.

3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Supply Chain Management

Mandatory outcomes

S/NVQs

One of the following S/NVQs must be achieved:

- Supply Chain Management level 3 G882 23
- Supply Chain Management level 4 G883 24
- Supply Chain Management level 5 G885 25

Core Skills*

All of the following core skills must be achieved:

Communication	Intermediate 2	D6C7 04**
Working with others	Intermediate 2	D6CL 04**
Problem Solving	Intermediate 2	D6CF 04**
Information Technology	Intermediate 2	D6CR 04**
Numeracy	Intermediate 2	D6CB 04**

*All core skills are embedded within the S/NVQs above and do NOT require to separately assessed or certificated.
 ** Reference numbers are for SQA core skills. Equivalent core skills from other awarding bodies may also be used.

Optional Outcomes

Additional S/NVQ Units/Qualifications/Training

Apprentices are encouraged to achieve any suitable units from the following:

Supply Chain Operations The Context Supply Chain	DL5N 34
Service Levels Setting the Standards Supply Chain	DL53 34
Material Planning and Inventory Management Supply Chain	DL58 34
An Introduction to Enterprise Planning Supply Chain	DL54 36
Product Planning and Demand Management Supply Chain	DL59 35
Business Excellence Supply Chain	DL55 34
Lean and Agile Approaches Supply Chain	DL5L 35
Capacity Planning and Production Operations	DL57 34

4 The Framework

The mandatory and optional content of the Modern Apprenticeship in Supply Chain Management is as follows:

Mandatory Outcomes

1 S/NVQs

Each apprentice is required to achieve one of the following S/NVQs:

Title	Level	SQA Number
Supply Chain Management	3	G882 23
Supply Chain Management	4	G883 24
Supply Chain Management	5	G885 25

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 – that break down a job 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 they need to do their job. All Scottish Modern Apprenticeships must contain an SVQ (or NVQ) at level 3 or above.

2 Core Skills *

All of the following core skills must be achieved:

Communication	Intermediate 2	D6C7 04**
Working with others	Intermediate 2	D6CL 04**
Problem Solving	Intermediate 2	D6CF 04**
Information Technology	Intermediate 2	D6CR 04**
Numeracy	Intermediate 2	D6CB 04**

** All core skills are embedded within the S/NVQs above and do NOT require to separately assessed or certificated*

*** Reference numbers are for SQA core skills. Equivalent core skills from other awarding bodies may also 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.

Optional Outcomes

Apprentices are encouraged to achieve any suitable units from the following:

Supply Chain Operations Supply Chain	DL5N 34
Service Levels Setting the Standards Supply Chain	DL53 34
Material Planning and Inventory Management Supply Chain	DL58 34
An Introduction to Enterprise Planning Supply Chain	DL54 36
Product Planning and Demand Management Supply Chain	DL59 35
Business Excellence Supply Chain	DL55 34
Lean and Agile Approaches Supply Chain	DL5L 35
Capacity Planning and Production Operations	DL57 34

5 Registration and certification

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

Qualifications Manager
Skills for Logistics
14 Warren Yard
Warren Farm Office Village
Milton Keynes
MK12 5NY
01908 313360
info@skillsforlogistics.org

Skills for Logistics will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSB within 8 weeks of starting their apprenticeship.** Registration can be made by completing the Training Plan and Training Agreement in Appendix 3 and sending these to the above address. In the case of MAs that receive funding from LECs it is acceptable for the LEC Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

Skills for Logistics 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, employers must submit evidence to the SSB 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 SSB at the address above.

SSB Service level

Skills for Logistics 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 SSB 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 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 Careers Scotland and the SSB for advice and guidance on recruitment and selection. The Careers Scotland web site is at: www.careers-scotland.org.uk

Whilst the minimum age for entering a Modern Apprenticeship is 16, it is likely candidates would have at least 3 years experience in a logistics function before commencing on the Supply Chain Management Modern Apprenticeship.

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 and undertaking the Modern Apprenticeship.

All MAs supported by the Enterprise Networks must conform to Local Enterprise Companies (LECs) 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 the Enterprise Networks will be required to satisfy the LEC as to the adequacy of its 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 SSB Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 3 SSB Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by a LEC, the LEC 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 SSB 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 S/NVQ Assessment Centres; others may join consortia 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 work-site. 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.

Approved centres

Details of approved Scottish Modern Apprenticeships Centres for the delivery of this framework can be obtained from:

Qualifications Manager
Skills for logistics
14 Warren Yard
Warren Farm Office Village
Milton Keynes
MK12 5NY
01908 313360
info@skillsforlogistics.org

The SSB 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 Any credit to be applied for by Accreditation of Prior Learning by the Modern Apprentice.
- 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 the LEC (if the MA is being financially supported by SE or HIE)
- 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 LECs it is sufficient to submit the LEC Training Plan on condition that it covers the same information required in the MA Training Plan.

13 Consultation Process

The initial Modern Apprenticeship Framework was approved in November 2004 as a result of employers indicating the need for A Modern Apprenticeship in Supply Chain Management. Although the SVQs included in this original framework were already present in other MA frameworks, these frameworks did not permit the particular combination of additional units which would provide the holistic skills mix required in supply chain management. The subsequent development of Supply Chain Management National Occupational Standards and SVQs has now superseded the need for multiple routes required to achieve the Modern Apprenticeship. This is because the standards within the SCM award now cover the evidence requirements in the optional HND HNC equivalent units, which had not been the case previously.

Using this information a consultation process was carried out with employers and training providers to determine how the new SCM standards could be best used to support the needs of the industry. This was by means of an initial focus group which was then expanded to include telephone Face to Face and email questionnaires to a wider audience.

Preliminary results from the exercise indicated support for a one route approach as it removed any uncertainty of which optional HND HNC units to choose. This was backed up by an open meeting to discuss any outstanding issues and ensure everyone had the opportunity to voice any concerns they may have.

The core skill levels are as in the previous version and the employers indicated no wish to change this. Nor did they think additional mandatory units were required. The inclusion of an S/NVQ level 2 qualification was also discussed, however given the entry level standard of Modern Apprentices it was deemed not appropriate for the target audience

Employers and other consulted indicated with the calibre of candidate there would be no merit in separately certificating the core skills if they can be shown to be implicit in the SVQ. SfL plan to undertake a core skills mapping exercise and if the core skills are mapped as implicit SfL will remove the need for compulsory separate certification. *(December 2007: A core skills mapping has now been undertaken and core skills no longer need to be separately assessed or certificated.)*

It is envisaged this new MA has the potential for a wide take-up across the whole of Scottish industry. The following have been consulted and support the new MA.

Albann	Irvine	Adam Smith College
Ibm	Greenock	Central College of Commerce
10 basecom	Irvine	JB Management Ltd
Quantum (formerly seagate uk)	Irvine	Supply Chain Training and Consultancy
Tokheim uk	Dundee	Commercial Skills Visual Learning Ltd
Tnt Mckerrell	Paisley	IBM Greenock
Dhl (formerly hp/exel logistics)	Erskine	
Delta electronics europe	East Kilbride	
Spiritaero (formerly bae henderson)	Prestwick	
Terasaki electric europe	Glasgow	
Bdf chambers	Girvan	
Scotia instrumentation	Aberdeen	
Ge Caledonian	Prestwick	
Goodrich Corporation	Prestwick	
Diageo	Kilmarnock	
Glacier vandervell (formerly glacier metal)	Kilmarnock	
Jabil	Ayr	
Micron	East Kilbride	
Culzean construction	Ayr	
National Health Service		
Greggs National Bakery		

The following were on the steering group to oversee the review of the framework:

Sheila McCullough	Skills for Logistics
John Lawrence	Skills for Logistics
Stuart McKenna	MAC

14 Career progression

The Modern Apprenticeship framework supports careers in a range of different areas and in a range of industries. The framework is appropriate for personnel in both manufacturing and service industries.

Following the successful completion of the Modern Apprenticeship there could be a number of options open to the successful apprentices who wish to continue their development in order to progress their career.

There are opportunities in the following areas of work:

- Procurement
- Shop Floor Scheduling
- Materials Planning
- Inventory Control
- Distribution Planning
- Export Planning

This framework offers 3 different qualification completion routes each one providing a particular level of responsibility within an organisation. As the importance of Supply Chain Management qualifications becomes more evident the opportunities for progression will also increase.

Successful completion of the award may lead to Membership of the following professional bodies:

- Chartered Institute of Purchasing and Supplies
- Chartered Institute of Logistics and Transport
- Institute of Export
- Institute of Operations Management

Qualification at SVQ level 3 in SCM will equate in level to the CIPS Level 3 qualification.

The Level 4 NVQ in Supply Chain Management will provide a route to MCIPS with certain conditions. i.e. has at least 3 years experience in a position of responsibility in purchasing and supply management, in accordance with SCQF level descriptor for Level 10.

Qualification at SVQ level 5 in SCM will equate in level to the CIPS Level 7 qualification.

Colleges offering the range of CIPS qualifications

Heriot-Watt University
Adam Smith College
Ayr College
Stevenson College Edinburgh
Central College of Commerce

Private training providers offering the range of CIPS qualifications

Supply Chain Training & Consultancy
ICS Ltd

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:

- Sector Skills Bodies (SSBs)
- Enterprise Networks and Local Enterprise Companies (LECs)
- Awarding bodies
- Training Providers
- Modern Apprenticeship Group (MAG)
- Careers Scotland
- Employers
- Modern Apprentices

Role of the Sector Skills Bodies

SSBs 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 SSB visit www.ssascot.org.uk

Role of the Enterprise Networks and Local Enterprise Companies (LECs)

Financial support to assist with the training of Modern Apprenticeships in Scotland is administered in each area by the appropriate Local Enterprise Company (LEC). Organisations should contact their LEC to discuss financial support.

Further information is available from www.modernapprenticeships.com

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 Scottish Qualifications Authority (SQA) and the Qualifications and Curriculum Authority 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 understands the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSB (and LEC 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 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 Careers Scotland

Careers Scotland 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 area of interest.

Careers Scotland is responsible for:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on Careers Scotland website
- Facilitating recruitment events that bring together job seekers and opportunity providers.

Role of the Employer

Employer's responsibilities include:

- Paying new Modern Apprentices in accordance with the company's 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 verify evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Providing 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 SSB 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, College of FE, or similar.

In order to be approved, organisations must make a formal application to the SSB, 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) at level 3, 4 or 5 (and Scottish 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

Organisations that have contracts with the Enterprise Networks for the delivery of Modern Apprenticeships must have Scottish Quality Management System (SQMS) accreditation (or be prepared to work towards accreditation) or other quality system accepted by the Enterprise Networks. Organisations that are privately funding their Modern Apprenticeship programme are actively encouraged to seek SQMS accreditation, or other quality assurance system as agreed with the SSB.

The SSB 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 their LEC.

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 SSB
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSB of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

Appendix 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer’s responsibilities** are to:

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the modern apprentice’s personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

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



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

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

The Employer

Name:
Address:
Telephone:
Contact:

The Local Enterprise Company (if applicable)

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

S\NVQ level 3/4/5 <i>(List mandatory and optional units)</i>		

Core Skills <i>(Include details of the minimum level required)</i>		
1	Communication	
2	Working with others	
3	Numeracy	
4	Information technology	
5	Problem Solving	

Optional outcomes

Additional units (if any) <i>these are optional and should reflect the individual training needs of the Apprentice</i>		
	<i>(specify unit)</i>	
	<i>(specify unit)</i>	
	<i>(specify unit)</i>	
	<i>(specify unit)</i>	

Summary of Modern Apprentices accredited prior learning

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

Qualifications Manager
Skills for Logistics
14 Warren Yard
Warren Farm Office Village
Milton Keynes
MK12 5NY
01908 313360
info@skillsforlogistics.org