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MODERN APPRENTICESHIP

IN

**Electrotechnical Services (Electrical Installation –
Buildings and Structures)**

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

SummitSkills

August 2005

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Summit SKILLS

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**Modern Apprenticeship
in
Electrotechnical Services
(Electrical Installation – Buildings and
Structures)**

Framework Document for Scotland

***Approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on
19 August 2005***


John Cunningham
(Chairman of the Modern Apprenticeship Implementation 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 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 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.

****Sector Skills Councils**

Sector Skills Councils are independent, UK-wide organisations developed by groups of influential employers in industry or business sectors of economic or strategic significance. They exist to tackle the skills and productivity needs of their sector. One of their responsibilities is the development and promotion of Modern Apprenticeships.

2 Modern Apprenticeships in *Electrotechnical Services (Electrical Installation – Buildings and Structures)*

The Electrotechnical Industry

The electrotechnical industry embraces technical operations and projects relevant to:

- installing electrotechnical systems and equipment
- maintaining electrotechnical systems and equipment
- Repairing and assembling electrotechnical equipment and machines.

Directly associated with these operations and projects are occupation areas which are specific to the Electrotechnical Industry, the key ones of which are:

- Electrical Installations (Buildings and Structures)
- Electrotechnical Panel Building
- Electrical Machine Repair and Rewind
- Installing Instrumentation and Associated Equipment
- Maintenance of Electrotechnical Systems and Equipment
- Installing Highway Electrical Systems

The Industry's Breadth and Depth

The industry is increasingly carrying out a wider range of tasks and projects, which include:

- Principal contractors on construction engineering projects such as shopping and entertainment complexes, sports stadiums, hospitals and new housing projects
- Advanced data-cabling, data-handling systems and fibre-optic systems
- Computer controlled building management systems – lighting; heating; air conditioning; security
- Complex installations in buildings and structures for domestic, commercial, industrial, recreational and transport purposes
- Design, construction, installation and maintenance of control equipment for complex industrial manufacturing and processing
- Design, construction and installation of equipment and systems to control high voltage power supplies

The Modern Apprentice will be employed and undertake a job role and a relevant vocational education & training programme compatible to the occupation of their choice.

The Electrotechnical Industry is a vibrant one, with a strong tradition of training. Currently the Electrotechnical employs around 18,900 people making up 11% of the total employees within the industry across the UK.

Through the life of the previous framework over 4000 M.A.'s were taken on by the industry.

In the Year 2004/2005 The Scottish Electrical Charitable Training Trust (SECTT) took on 709 Modern Apprentices which included a growing number of adult trainees as requested by the industry.

Employers within the Electrotechnical Industry recognise the benefits to training and as such have made a commitment to 2058 employees currently in training within the industry in Scotland.

Electrotechnical M.A. Registrations feature high up in the Top 30 Frameworks supported by the Enterprise Networks in Scotland, with an average completion rate in excess of 80%

3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Electrotechnical Services (Electrical Installation – Buildings and Structures)

Mandatory outcomes

SINVQ Level 3

The following SINVQ must be achieved:

Electrotechnical Services (Electrical Installation – Buildings and Structures) (SQA Ref: G7NY 23)

Core Skills

Communication	Intermediate 2 (Ref:D6 C704)
Working With Others	Intermediate 2 (Ref:D6 CL04)
Problem Solving	Intermediate 2 (Ref:D6 CF04)
Information Technology	Access 3 (Ref:D6 CN04)
Numeracy	Intermediate 2 (Ref:D6 CB04)

References are for SQA core skills. Equivalent core skills from other awarding bodies may also be used. No separate certification of these Core Skills is necessary. The core skills are embedded within the mandatory units of the SVQ level 3

4 The Framework

The content of the Modern Apprenticeship in Electrotechnical Services (Electrical Installation - Buildings and Structures).

Mandatory Outcomes

1 SVQ

Each apprentice is required to achieve the following SVQ:

- SVQ Level 3 Electrotechnical Services (Electrical Installation – Buildings and Structures).
SQA Ref: G7NY 23

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on national occupational standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – which break 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 at level 3 or above.

2 Core Skills

Each apprentice is required to achieve the following core skills:

- | | |
|--------------------------|------------------------------|
| • Communication | Intermediate 2 (Ref:D6 C704) |
| • Working With Others | Intermediate 2 (Ref:D6 CL04) |
| • Problem Solving | Intermediate 2 (Ref:D6 CF04) |
| • Information Technology | Access 3 (Ref:D6 CN04) |
| • Numeracy | Intermediate 2 (Ref:D6 CB04) |

References are for SQA core skills. Equivalent core skills from other awarding bodies may also be used. No separate certification of these Core Skills is necessary. The core skills are embedded within the mandatory units of the SVQ level 3

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 separately repeat these core skills as part of the Modern Apprenticeship Framework, as it is an industry requirement that Core Skills are fully embedded as part of the qualification.

5 Registration and certification

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

Head Office
Vega House
Opal Drive
Fox Milne
Milton Keynes
MK15 ODF
Tel: **01908 303960**
Fax: **01908 303989**

Scottish Office
The Walled Garden
Bush Estate
Midlothian
EH26 0SB
Tel. 0131 445 9225

Normally, Scottish Modern Apprentices will register through the Scottish Joint Industry Board (SJIB) who will pass these details onto SummitSkills. This registration will be made by completing an industry specific – LEC approved registration of apprenticeship form.

For non SJIB registered apprentices, registration can also be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address.

All Modern Apprentices must be registered with the SummitSkills within 8 weeks of starting their apprenticeship

SummitSkills will issue a Modern Apprenticeship Certificate to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, Modern Apprenticeship Centres must confirm to the SSC that the mandatory outcomes have been achieved.

Queries on registration and certification should be made to the SSC at their Head Office address.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 8 weeks of receipt of the relevant registration, if required to do so. Each candidate will have a unique registration number.

The SSC also undertakes to issue Modern Apprenticeship Certificates within 4 weeks of receipt of the appropriate confirmation 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. Because of the need for Electrotechnical Services MA's to be able to achieve a SNVQ Level 3 qualification, it is recommended that candidates who have achieved four Standard Grades at level 3 or above in Maths, English, Technological Studies/Physics and Craft and Design will be best equipped to meet the minimum standard in the industry approved Pre-Employment Assessment.

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 outwith an academic institution 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
 - successful completion of the industry-approved Pre-Employment Assessment.
- 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 Electrical Contractors Association of Scotland - SELECT, the Scottish Electrical Charitable Training Trust (SECTT) The Scottish Joint Industry Board (SJIB), the Trade Union (Amicus) Careers Scotland or the SSC for advice and guidance on recruitment and selection. Related Websites include:
 - www.summitskills.org.uk
 - www.sectt.org.uk
 - www.connected4life.org.uk
 - www.select.org.uk
 - www.careers-scotland.org.uk
 - www.sjib.org.uk
 - www.amicustheunion.org

All apprentices will be required to complete an application form, and all candidates must undertake the industry approved Pre Employment Assessment to assess their ability to achieve an MA. The electrotechnical industry has always required young people of above average ability and is able to offer a varied and rewarding career in a challenging Building Services Engineering environment.

Although the ultimate responsibility for employment will rest with the individual employer, training providers should inform employers where candidates they have tested have not met the accepted basic criteria and may not therefore achieve the required qualification.

The industry has determined that in order to ensure the safety of operatives and the public, operatives should be able to distinguish clearly colour markings of cables, as incorrect usage could result in fatalities. After consultation with the HSE, EMAS (employer medical advisory service) the method for determining deficiencies in colour vision is assessment against the City University Colour Vision Screening. Training providers should help with this during the selection process by requesting information about colour deficiency on the application form.

Other selection criteria that Employers may seek evidence of:

- Motivation to succeed within the sector
- Willingness to learn and apply that learning in the workplace
- Enthusiasm and attitude to work
- Willingness to communicate effectively with a range of people
- Being numerate and literate

Whilst it is recommended the above selection criteria, it is for guidance only. No young person should be refused access to an initial Pre-Employment Assessment on the basis of educational qualifications alone.

7 Equal opportunities

Employers 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 and their Employers should be made aware of their rights and duties with regard to health and safety.

The Employers of Modern Apprentices who are supported by the Enterprise Networks, will be required to satisfy the LEC as to the adequacy of their Health and Safety policy and systems.

9 Contracts

The following three contracts are essential components of the Modern Apprenticeship programme:

- 1 Normal contract of employment signed by the employer and the Modern Apprentice (see section 11)
- 2 Industry Specific Registration and M.A. Individual Training Plan: outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.

- 3 Industry Specific – LEC Approved Training Plan: outlines the selected outcomes and the expected duration of the apprenticeship irrespective of LEC funding. 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

All Modern Apprentices should have an agreed Contract of Employment which sets out the rights and responsibilities of all parties in relation to employment law.

For those Modern Apprentices registered through the Scottish Joint Industry Board (SJIB) their terms and conditions will be laid down by the SJIB who are the body in Scotland responsible for negotiating terms and conditions of employment within the Electrical Contracting Industry, and setting training requirements.

12 Training and development

Delivery

Training delivery will generally be undertaken by SQA-approved SVQ Assessment Centres. The underpinning knowledge and training requirements are best suited to delivery by outside training providers which might include:

- private training organisations
- colleges .

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

Approved Assessment Centres delivering the industry's SVQs are responsible for arranging, maintaining, monitoring, evaluating and reviewing the assessment process.

To ensure continuity of standards all local delivery of Modern Apprenticeship training will be subject to Scottish Quality Management Systems (SQMS) – or other appropriate quality system adopted by LECs. Such arrangements also require the approval of the Joint Awarding Body.

For details of organisations approved to deliver the Scottish MA in Electrotechnical Services (Electrical Installation – Building and Structures) please contact:

SummitSkills
Fairbourne Drive
Atterbury
Milton Keynes
MK10 9RG
Tel: 0870 351 4620

or

SummitSkills
The Walled Garden
Bush Estate
Midlothian
EH26 0SB
Tel. 0131 445 9225

The Industry Specific – LEC Approved Individual Training Plan.

The plan identifies:

- 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 takes into account any relevant previous training and development, education or work experience. Not all Modern Apprentices have different plans, but some will vary. Moreover as reviews take place and circumstances change so the plan itself could be modified.

However any changes will

- 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.

13 Consultation Process

Employers Consulted:

Mr. R.B. Wilson
Wilson R.B. (Electrical)
14 Pittodrie Street
Aberdeen
AB24 5QL.

Mr. J. Noble
John Noble (Electrical Contractors)
Unit 3, Sherwood Ind. Estate
Bonnyrigg
EH19 3LW

Providers Consulted:

Mr. R. Sandilands
Motherwell College
Dalzell Drive
Motherwell
ML1 2DD

Mr. J. Kinghorn
Stevenson College
Sighthill
Edinburgh

Mr A. Ross
SECTT
The Walled Garden
Bush Estate
Midlothian
EH26 0SB

Trade and Industry Bodies Consulted:

Mr. N. McGuinness
SELECT
The Walled Garden
Bush Estate
Midlothian
EH26 0SB

Mr. W. Anderson
SJIB
The Walled Garden
Bush Estate
Midlothian
EH26 0SB

Mr. B. Boyd
Amicus
John Smith House
145-165 West Regent Street
Glasgow
G2 4RZ.

Further expert input was provided by:

Ms C. Brown
Scottish Qualifications Authority
Hanover House
24 Douglas Street
Glasgow
G2 7NQ.

Other Consulted:

Stuart McKenna (Sector Skills Alliance Scotland/MAIG)

The consultation process raised a number of minor issues and areas of clarification such as the need to align the framework title to align with the recently re-accredited SVQ Level 3 qualification – Electrotechnical Services (Electrical Installation – Buildings and Structures).

Also to take the opportunity to re-assess and re-mapping the Core Skills to demonstrate they were fully embedded in the qualification.

In selecting individuals and organisation to inform the consultation, SELECT as the recognised Trade Association for the Electrotechnical Industry representing the views of some 650 electrical contracting companies covering micro to major business was seen as a key contributor. SELECT are also represented on the SummitSkills Main Board.

14 Career progression

Following the completion of the Modern Apprenticeship, candidates should be able to progress their career.

Once qualified Modern apprentices are graded as electricians and after a further two years of work in the industry and successful completion of the Enhanced Training Programme and Advanced Competence Assessment (ACA) they can be graded as Approved Electricians

The framework is designed to prepare apprentices for a career as an *Electrotechnical Operative* and equip them with the competencies for further career progression in such job roles as:

- Approved Electrician.
- Technician
- Designer/Estimator
- Project Manager
- Site/Workshop Manager
- Electrical/Electronic Engineer
- Sales Engineer/Commercial Manager (e.g. Manufacturer/Electrical Wholesaler)

Modern Apprentices can also choose to get further qualifications which could lead to professional membership and a career in electrical or electronic engineering, e.g. undertake an HNC/HND , an SVQ Level 4, or study for a degree.

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 Council (SSCs)
- Enterprise Networks and Local Enterprise Companies (LECs)
- Awarding bodies
- Training Providers
- Modern Apprentice Implementation Group (MAIG)
- Careers Scotland
- Employers
- Modern Apprentices
- The Scottish Joint Industry Board. (SJIB)
- The Trade Union. (Amicus)

Role of the Sector Skills Council

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 SummitSkills, your sector's SSC visit www.summitskills.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 the identified SVQ. This qualification was accredited by the Scottish Qualifications Authority (SQA) and is awarded in a Joint Awarding Partnership between SQA and the SJIB.

It is the responsibility of the Awarding Body 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 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 could be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships, **who can demonstrate their ability to deliver this framework.**

Training Providers are responsible for:

- Confirming the suitability of a candidate for the M.A. Programme.
- 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 Modern Apprentices have access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of site-based competence assessment.
- Registering of MA candidates with the relevant SSC (and LEC if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing Modern Apprentices 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 MAIG

MAIG is an independent group drawn from key stakeholders involved in the management and delivery of the Modern Apprenticeship programme in Scotland.

MAIG 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 is the natural point of contact for the recruitment and career-related needs of employers and training providers in Scotland. It provides advice and guidance on the range of Modern Apprenticeships and training providers available.

Careers Scotland is responsible for:

- Supporting Modern Apprentices with ongoing Career Planning advice.
- Providing a vacancy handling service to employers and training providers.
- Providing initial assessment of candidates and match to suitable vacancies.
- Promoting vacancies on the Careers Scotland website.

Role of the Trade Union:

- **To support the principles and application of the Modern Apprenticeship Scheme, and promote its use in encouraging recruitment within the Electrotechnical Industry.**

Role of the Employer

Employer's responsibilities include:

- Paying new Modern Apprentices in accordance with their terms and conditions of employment and in line with current legislation (refer section 11)
- Agreeing roles and responsibilities for on the job training
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, and the Modern Apprentices to review progress
- Witnessing candidate performance and authenticating evidence.
- Releasing Modern Apprentices for college/off-the-job training and assessment in line with their 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
- Completing their Field Evidence Record, and retaining ownership of it 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, College of FE, or similar, **who can demonstrate their ability to deliver this framework.**

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 at level 3.

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 SSC.

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 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 SVQ with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the M. A. Certificate on behalf of Modern Apprentices
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

Appendix 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

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

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

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

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

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

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

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

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice <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		
DM19 04	Ensure safe site working	
DM1R 04	Prepare to install electrical wiring systems, wiring enclosures and equipment	
DM1T 04	Install Electrical wiring systems, wiring enclosures and equipment	
DM1V 04	Connect wiring systems and equipment using safe and approved methods	
DM1W 04	Inspect, test and commission an electrical installation	
DM1X 04	Diagnose and correct faults in Electrotechnical systems and equipment	
DM1Y 04	Provide technical and functional information to relevant people	
DM20 04	Maintain a healthy and safe working environment	
DM21 04	Final Integrated Competence Assessment (FICA)	

Optional outcomes

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

SummitSkills
 Head Office
 Vega House
 Opal Drive
 Fox Milne
 Milton Keynes
 MK15 ODF
 Tel: **01908 303960**
 Fax: **01908 303989**