



A

MODERN APPRENTICESHIP

IN

**Heating, Ventilating, Air Conditioning and
Refrigeration**

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

SummitSkills

February 2004

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SummitSkills

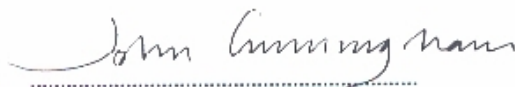
Modern Apprenticeship

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**Heating, Ventilation, Air Conditioning and
Refrigeration**

Framework Document for Scotland

***Approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on 17 February
2005***



(Chair – Modern Apprenticeship Implementation Group)



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1 Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships are training initiatives aimed at developing highly skilled employees.

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 any employee aged 16 or over. There are no formal entry requirements – but 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 types of Modern Apprenticeship and they all contain the same 3 basic ingredients:

- SVQ/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 HVACR

The Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) industry has a long tradition of apprenticeships.

The following are the most common occupations and job roles in the sector:

- Heating and Ventilating Fitter
- Heating and Ventilating Fitter/Welder
- Domestic Heating Engineer
- Ductwork Installer
- Refrigeration and Air Conditioning Engineer.
- Service and Maintenance Engineer

Qualified engineers and technicians have the opportunity to progress their career by undertaking S/NVQ Level 4 qualifications in Design. Higher level management qualifications are also an appropriate in the sector.

Modern Apprentices entering the industry have employed status and enjoy a number of benefits which are agreed on a national basis. In addition, an Engineering Services SKILLcard - which contains details of the Modern Apprentice's training achievements – is made available free of charge and this enables employees to immediately establish their status as trained and qualified personnel with any employer in the industry.

Businesses within the Heating, Ventilating, Air Conditioning and Refrigeration sector provide a range of services to a diverse group of industrial, commercial, retail and domestic clients. These include:

- heating and ventilating
- air conditioning
- refrigeration
- heat recovery
- energy management
- gas installations
- controls
- hot and cold water
- fire protection
- pipework service and maintenance
- facilities management.

The last of these - encompassing engineering services - forms a growing part of the overall sector.

The number of employees in the sector, across the UK, is approximately 95,000.

3 Summary of framework

Mandatory outcomes

There are 3 routes available for this Modern Apprenticeship. All routes require achievement of:

- S/NVQ Level 2
- S/NVQ Level 3
- Core Skills
- Additional Mandatory Outcomes

Route 1

One of the following level 2 S/NVQs

- MES: Heating and Ventilating Installation (Domestic)
- MES: Heating and Ventilating Installation (Industrial and Commercial)
- MES: Heating and Ventilating Installation (Ductwork)

Followed by one of the following level 3 S/NVQs

- MES: Heating and Ventilating Installation (Domestic)
- MES: Heating and Ventilating Installation (Industrial and Commercial)
- MES: Heating and Ventilating Installation (Ductwork)

Route 2

The following level 2 S/NVQs:

- MES: Heating and Ventilating (Maintenance of Systems Components)

Followed by the following level 3 S/NVQs:

- MES: Heating and Ventilating (Rectification of Systems)

Route 3

The following level 2 S/NVQs:

- MES: Small Commercial Refrigeration and Air-Conditioning Systems

Followed by one of the following level 3 S/NVQs:

- MES: Refrigeration and Air Conditioning Systems (Commercial and Industrial Air Conditioning Systems)
- MES: Refrigeration and Air Conditioning Systems (Commercial and Industrial Refrigeration Systems Non Ammonia)

Mandatory outcomes (continued)

Core Skills

- | | | |
|--------------------------|----------------|-----------------|
| • Communication | Intermediate 2 | (Ref: D6C704)** |
| • Working With Others | Intermediate 2 | (Ref: D6CL04)** |
| • Problem Solving | Intermediate 2 | (Ref: D6CF04)** |
| • Information Technology | Access 3 | (Ref: D6CN04)** |
| • Numeracy | Intermediate 2 | (Ref: D6CB04)** |
| • | | |

*** 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 SINVQ level 3

Enhancements

Both of the following enhancements must also be achieved:

- 3 Basic Foundation Training Modules*
- Safe Handling of Refrigerants (for Refrigeration & Air Conditioning qualifications only)*

**Details of these qualifications are available from SummitSkills.*

Optional Outcomes

Employers may also wish to include other qualifications and training which are relevant to the needs of the apprentice and the business. Certification of the following is not a requirement for completion of the Modern Apprenticeship:

- Domestic Gas Installations - Certificate of Competency (gas ACS)
- Industrial/Commercial Gas Installations – Certificate of Competency (gas ACS)
- Unvented Hot Water Systems - Certificate of Competency
- Oxy-Acetylene/Metal Arc Welding – SKILLcard Registration
- First Aid - College Certificate
- Abrasive Wheels Regulations – College Certificate (over 18 year olds only)
- Site Safety - College Certificate
- Fire Safety - College Certificate
- Electrical Safety - College Certificate

4 The framework

The mandatory and optional content of the Modern Apprenticeship in HVACR is as follows:

Mandatory Outcomes

1 SVQ

Each apprentice is required to follow one route (as per Section 3) to achieve the following SVQ(s):

Route	Code*	Level Description	Level Code	Title	Joint Awarding Body
1	G7AC	Level 2	22	MES: Heating and Ventilating Installation (Domestic)	SQA/SummitSkills
1	G7AD	Level 3	23	MES: Heating and Ventilating Installation (Domestic)	SQA/SummitSkills
1	G7AE	Level 3	23	MES: Heating and Ventilating Installation (Ductwork)	SQA/SummitSkills
1	G7AG	Level 2	22	MES: Heating and Ventilating Installation (Ductwork)	SQA/SummitSkills
1	G7A9	Level 3	23	MES: Heating and Ventilating Installation (Industrial and Commercial)	SQA/SummitSkills
1	G7AF	Level 2	22	MES: Heating and Ventilating Installation (Industrial and Commercial)	SQA/SummitSkills
2	G7AA	Level 2	22	MES: Heating and Ventilating - Maintenance of System Components	SQA/SummitSkills
2	G7A8	Level 3	23	MES: Heating and Ventilating - Rectification of Systems	SQA/SummitSkills
3	G7AW	Level 3	23	MES: Refrigeration and Air Conditioning Systems (Commercial and Industrial Air Conditioning Systems)	SQA/SummitSkills/ACRI B
3	G7C0	Level 3	23	MES: Refrigeration and Air Conditioning Systems (Commercial and Industrial Refrigeration Systems Non Ammonia)	SQA/SummitSkills/ACRI B
3	G7C1	Level 2	22	MES: Small Commercial Refrigeration and Air Conditioning Services	SQA/SummitSkills/ACRI B

***Equivalent S/NVQs from other awarding bodies may also be used.*

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on national 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 in 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

Each apprentice is required to achieve the following core skills:

Core Skill	Level	Reference**
Communication	Intermediate 2	D6C704
Working With Others	Intermediate 2	D6CL04
Problem Solving	Intermediate 2	D6CF04
Information Technology	Access 3	D6CN04
Numeracy	Intermediate 2	D6CB04

*** References are for SQA core skills. Equivalent core skills from other awarding bodies may 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

Enhancements

Both of the following enhancements must also be achieved:

- 3 Basic Foundation Training Modules*
- Safe Handling of Refrigerants (for Refrigeration & Air Conditioning qualifications only)*

**Details of these qualifications are available from SummitSkills.*

Optional Outcomes

Employers may also wish to include other qualifications and training which are relevant to the needs of the apprentice and the business. Certification of the following is not a requirement for completion of the Modern Apprenticeship.

- Domestic Gas Installations - Certificate of Competency (gas ACS)
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- Unvented Hot Water Systems - Certificate of Competency
- Oxy-Acetylene/Metal Arc Welding – SKILLcard Registration
- First Aid - College Certificate
- Abrasive Wheels Regulations – College Certificate (over 18 year olds only)
- Site Safety - College Certificate
- Fire Safety - College Certificate
- Electrical Safety - College Certificate

5 Registration and certification

The Scottish HVACR Modern Apprenticeship Framework is managed by the SummitSkills SSC. SummitSkills is the first point of contact for any enquiries in relation to the framework.

Contact details:

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

SummitSkills will register all Scottish Modern Apprentices undertaking this framework. **All Modern Apprentices must be** registered 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. Further copies of these forms are available on request.

SummitSkills 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, Modern Apprenticeship Centres must submit evidence to SummitSkills that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from the awarding body.

Requests for registration and certification should be made to SummitSkills at the address above.

SummitSkills 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.

SummitSkills 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. (See Section 14 for detail on funding availability)
- 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 Higher Grades employers should also be aware of newer vocational qualifications.
- The following factors may also influence the selection process:
 - the candidate's Scottish Qualification Certificate or Progress File
 - performance during a formal interview process
 - references
 - relevant work experience
 - trial observation period
 - successful completion of an Industry-approved entrance test
- Employers should be aware of the nature, relevance and quality of non-UK 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 Heating and Ventilating Contractors' Association (HVCA), IOR/ACRIB, Careers Scotland, Building Engineering Services Training (BEST) Ltd and the SSC for advice and guidance on recruitment and selection. Related websites include:

www.best-ltd.co.uk

www.summitskills.org.uk

www.careers-scotland.org.uk/CareersScot/web/site/Home/home.asp

Because of the need for HVACR MAs to be able to achieve a Level 3 qualification, it is recommended that candidates who have attained four Standard Grades at level 4 or above in Maths, English, Science and Craft Design and Technology will be best equipped to meet the minimum standard in the initial assessment test.

All apprentices will be required to complete a comprehensive application form. SummitSkills requires that candidates must undertake an appropriate initial assessment test to assess their ability to achieve an MA. The HVACR industry has always required young people of above average ability and is able to offer a varied and rewarding career in a challenging engineering environment.

Although the ultimate responsibility for selection 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. It is the employer's responsibility to ensure that a prospective apprentice does not suffer from impaired colour vision (only relevant to those apprentices seeking to follow Route 2 and Route 3). Training Providers should help with this during the selection process by requesting information about colour deficiency on the application form.

Other selection criteria may include:

- Motivation to succeed within the sector
- Willingness to learn and apply that learning in the workplace
- Enthusiasm and attitude to work
- Ability to demonstrate that they have the potential to complete the qualifications which are part of the Apprenticeship
- Willingness to communicate effectively with a range of people
- Being numerate and literate

Whilst SummitSkills recommends the above selection criteria, it is for guidance only. No young person should be refused access to an initial assessment test on the basis of educational qualifications alone.

7 Equal opportunities

It is mandatory that all participants in this Modern Apprenticeship must conform to Local Enterprise Companies (LECs) contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement. Companies considering recruiting a Modern Apprentice may seek advice about equal opportunities from LECs. Contact details for LECs are given on the Scottish Enterprise www.scottish-enterprise.com/ and Highland & Islands Enterprise www.hie.co.uk/ web sites.

8 Health and safety

It is a requirement of this Modern Apprenticeship framework that all aspects of Health and Safety at work be recognised and all statutory requirements be adhered to. Although the registration on to an SVQ/NVQ will allow apprentices to receive an ES SKILLcard, associated with the Construction Skills Certification Scheme (CSCS), it is the responsibility of the training provider and employer to ensure they gain the necessary Health & Safety competences associated with it.

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 they, as employees, have clear rights and duties with regard to Health and Safety.

Any organisation wishing to contract with a LEC to employ a Modern Apprentice will be required to satisfy the LEC as to the adequacy of its Health and Safety policy and systems. Similarly, the LEC must also be satisfied with the Health and Safety policy and systems of any organisation approved to offer training and development related to the Modern Apprenticeship Framework.

9 Contracts

The following four contracts are essential to the successful outcome of the Modern Apprenticeship programme.

- 1 Normal contract of employment signed by the employer and the Modern Apprentice (see Section 11)
- 2 LEC Training Plan. (This only applies to apprentices in receipt of Skillseekers funding.)
- 3 SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 4 SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. 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

The terms and conditions of employment for individual Modern Apprentices will be those laid down by the Heating and Ventilating Contractors' Association (HVCA) which is the body responsible for negotiating terms and conditions of employment within the industry. These terms are regularly reviewed in line with developments in other related sectors.

12 Training and development

Delivery

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

- private training organisations
- colleges / universities

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 HVACR, please contact:

SummitSkills

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

The SSC training plan

The plan requires 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 some may 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
- comply with the stipulations of this framework
- meet the needs of the employer and apprentice.

A sample Training Plan is given in the appendix of this document.

13 Career progression

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

Qualified engineers and technicians will also have the opportunity to progress their career by undertaking Level 4 qualifications in Design. Alternatively, higher level management qualifications are available.

14 Organisational responsibilities

Three types of organisation have responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard:

- Sector Skills Councils (SSCs)
- Local Enterprise Companies (LECs)
- Awarding bodies.

Sector Skills Councils

Sector Skills Councils have responsibility for the development, promotion and implementation of this framework in Scotland. The SSC will act as the first point of contact for those wishing further information about the framework.

Specifically, the SSC is responsible for the following:

- approval of Scottish Modern Apprenticeship Centres (MACs) for the delivery of the apprenticeship (see Appendix 2)
- registration of individual Modern Apprentices

- certification of the successfully completed apprenticeship
- the review of the framework in light of future experience to ensure the framework continues to meet the needs of apprentices and employers.

The SSC will maintain a database of MACs approved for the delivery of the framework within Scotland which will be available for employers and others. In addition the SSC will work with Awarding Bodies to ensure that quality assurance is maintained within the centres.

The Local Enterprise Company (LEC)

Funding to assist with the training and assessment of Modern Apprenticeships in Scotland is through Skillseekers which is administered in each area by the appropriate Local Enterprise Company (LEC).

The funding levels in the Scottish Enterprise area have been harmonised to create consistency across the network of LECs. In the Highlands and Islands Enterprise area, LECs still have discretion to set their own funding levels according to local needs.

It is important that the appropriate LEC be contacted as early as possible when contemplating a Modern Apprenticeship and that the basis of any funding be agreed before any contracts of employment or training agreements are entered into by any one of the parties involved.

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 Scottish Qualifications Authority (SQA) and offered by Awarding Bodies.

It is the responsibility of the Joint Awarding Body (SQA/SummitSkills or SQA/SummitSkills/ACRIB) 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.

Appendices

Appendix 1

Employer consultation

Employers consulted:

Mr John McKay
Vaughan Engineering
Aercon Works
East Mains Industrial Estate
Broxburn
West Lothian
EH52 5AU.

Mr David Ritchie
Jaydee Heating
Nobel Road
Wester Gourdie
Dundee
DD2 4XE

Mr Mike Young
Balfour Kilpatrick Ltd
Glasgow Road
Deanside
Renfrew
PA4 8XZ.

Mr Colin MacDonald
Amec Building Services
Unit 10
Bankhead Crossway North
Sighthill Industrial Estate
Edinburgh
EH11 4BB.

Mr Drew McMillan
ECG Group Ltd
Block 2 Unit 11
Blantyre Industrial Estate
Blantyre
G72 0BX

Eddie Myles
Skanska Rashleigh
Weatherfoil
7 Colquhoun Avenue
Hillington Industrial Estate
Glasgow
G52 4BN.

George Craig
Sparks Mechanical Services
Ltd
Broadfold Road
Bridge of Don
Aberdeen
AB23 8EE.

Bill Perrie
Crown House Technologies
Braidhurst House
Finch Way
Strathclyde Business Park
Bellshill
ML4 3PE.

Providers consulted:

Ian Garrett
Tullos Training
Craigshaw Drive
West Tullos
Aberdeen
AB12 3AL.

David Harper
Construction Services
North Glasgow College
Flemington Street
Glasgow
G21 4BX.

Mr David Burgoyne
Edinburgh's Telford College
Crewe Toll
Edinburgh
EH4 2NZ

Trade Bodies consulted:

Bob Dyer
HVCA
Walled Garden
Bush Estate
Midlothian
EH26 OSD

Anne Galbraith
BEST
Unit 4
Bush House
Bush Estate
Midlothian
EH26 OBB

Further expert input was provided by Ian Stirrat (SummitSkills)

Others consulted:

Stuart McKenna (Sector Skills Alliance Scotland/MAIG)

Employer consultation

The Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Modern Apprenticeship Framework has been successful in Scotland in terms of take up. More than 100 apprentices have now completed the programme and 400 are currently in training.

Employers, training providers and other stakeholders in the sector have a history of working together closely on the Modern Apprenticeship programme and regular meetings take place between the parties to review the Framework performance.

This review of the current Framework was tabled at various stakeholder meetings over the last 6 months and a formal questionnaire circulated in late 2004. A list of organisations that responded to the questionnaire is given above.

There was agreement from all those consulted that the existing Framework was working effectively and no major changes were required to be made.

Specific issues

Core skills: It was agreed that the core skills levels were appropriate for the sector and should not be changed. Four of the core skills are set at Intermediate 2 level; although this is a relatively challenging level for some Modern Apprentices, the sector as a whole values these skills and sees them as important for its future development. A core skills mapping has been undertaken and it has been established that all of the core skills are embedded within the mandatory units of the S\NVQs at level 3. Accordingly, none of the core skills needs to be separately certificated.

S\NVQ level 2: It was agreed that Modern Apprentices should continue to undertake the S\NVQ level 2 as part of their MA programme. The underpinning skills and knowledge contained within the qualification provides a crucial foundation for apprentices and allows them to progress more smoothly to S\NVQ level 3.

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.

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) at level 3 (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

For organisations in receipt of LEC funding, the organisation must be accredited with the Scottish Quality Management System standard (SQMS) or other quality system accepted by the LEC.

The SSC will maintain a database of MACs for the delivery of the framework within Scotland, which will be available for 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
- Registration with an appropriate Awarding Body of the modern apprentice as a candidate for the relevant SVQ(s) and other selected units.
- Registration with the SSC of the apprenticeship.
- Application on behalf of the Modern Apprentice for final certificate of Modern Apprenticeship accomplishment.
- Informing the SSC of any material alterations to the Modern Apprentice's training plan 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. To employ, or sponsor, and pay the Apprentice in accordance with agreed terms and conditions.
2. To agree jointly with the Local Enterprise Council and Apprentice, an Apprenticeship Plan ensuring that satisfactory progress is maintained. Any changes to the plan to be agreed at review stages.
3. To provide, as far as is reasonably practical, the experience, facilities and training necessary to achieve the training objectives specified in the Apprenticeship Plan without loss of wages and to treat the Apprentice fairly and reasonably as an employee would be treated.
4. If the Apprenticeship is terminated due to redundancy, to attempt, with the assistance of relevant organisations, to arrange employment for the Apprentice, for the duration of the Apprenticeship, with another company.
5. To undertake legal and contractual responsibilities for the Health and Safety of the Apprentice.
6. To ensure conformity with the employer's equal opportunities policy

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

1. To work for the Employer to the best of her or his ability and in accordance with the Employer's policies and procedures.
2. To observe the Employer's terms and conditions of employment.
3. In both working and training, to be diligent and punctual and to attend courses, keep records, take part in and contribute to the review process, undertake assessments in order to achieve Apprenticeship Plan objectives and keep the employer informed of progress towards those objectives.
4. At all times to behave in a safe and responsible manner and in accordance with the requirements of Health and Safety legislation relating to the individual's responsibilities and to promote and act in 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.

The Local Enterprise Council’s responsibilities are to:

1. To check that the contents of the Apprenticeship Plan fulfil the nationally and industry/sector agreed criteria for the MA
2. To ensure that the training meets the LEC Quality Assurance process, including Health and Safety obligations, required of the LEC offices and their suppliers
3. If the employer is unable to complete the Apprenticeship, then the LEC office shall use their best endeavours to ensure the Apprentice is offered the opportunity to transfer to another organisation, who will be able to provide an Apprenticeship Plan substantially similar to the existing Apprenticeship Plan
4. For making payments to the Employer and/or Provider as set out in the current applicable MAC agreement

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

N.B. Candidates must have completed the appropriate Level 2 SVQ before progressing onto any of the following Level 3 Routes.

Route 1 – Heating & Ventilating Installation

Candidates must complete a total of six mandatory units, and at least a further one from either of the two pathways.

SVQ Level 3 Mandatory units for Route 1 (Domestic Installation)		
DD0H 04	Maintain the safe working environment for HVACR work activities	√
DD67 04	Maintain effective working relationships	√
DD02 04	Contribute to the improvement of business products and services for HVACR work activities	√
DD0L 04	Plan heating and ventilating work activities	√
DD0C 04	Install complex heating and ventilating systems and components	√
DD00 04	Commission and de-commission heating and ventilating systems	√
SVQ Level 3 Pathway option 1 (Service & Maintenance/domestic system design)		
DD08 04	General service and maintenance of domestic systems and components	
DD5C 04	Apply domestic system design principles	
SVQ Level 3 Pathway option 2 (Design and Specifications)		

DD06 04	Design heating and ventilating systems	
DD0W 04	Specify programmes for working on heating and ventilating systems	

Candidates must complete a total of six mandatory units, and at least a further one from any of the three pathways.

SVQ Level 3 Mandatory units for Route 1 (Industrial & Commercial Installation)		
DD0H 04	Maintain the safe working environment for HVACR work activities	√
DD67 04	Maintain effective working relationships	√
DD02 04	Contribute to the improvement of business products and services for HVACR work activities	√
DD0L 04	Plan heating and ventilating work activities	√
DD0C 04	Install complex heating and ventilating systems and components	√
DD00 04	Commission and de-commission heating and ventilating systems	√
SVQ Level 3 Pathway option 1 (Welding)		
B5VP 04	Prepare resources for welding activities	
B5VR 04	Install pipework by welding	
SVQ Level 3 Pathway option 2 (Service & Maintenance)		
DD0A 04	General service and maintenance of industrial and commercial systems and components	
SVQ Level 3 Pathway option 3 (Design and Specifications)		
DD06 04	Design heating and ventilating systems	
DD0W 04	Specify programmes for working on heating and ventilating systems	

Candidates must complete a total of six mandatory units, and at least a further one from either of the two pathways.

SVQ Level 3 Mandatory units for Route 1 (Ductwork Installation)		
DD0H 04	Maintain the safe working environment for HVACR work activities	√
DD67 04	Maintain effective working relationships	√
DD02 04	Contribute to the improvement of business products and services for HVACR work activities	√
DD0L 04	Plan heating and ventilating work activities	√
DD0C 04	Install complex heating and ventilating systems and components	√
DD00 04	Commission and de-commission heating and ventilating systems	√
SVQ Level 3 Pathway option 1 (Service and Maintenance)		
DD08 04	General service and maintenance of ductwork systems and components	
SVQ Level 3 Pathway option 2 (Design and Specification)		
DD06 04	Design heating and ventilating systems	
DD0W 04	Specify programmes for working on heating and ventilating systems	

Route 2 – Service and Maintenance

Candidates must complete a total of six mandatory units

SVQ Level 3 Mandatory units for Route 2 (Rectification of Systems)		
DD0H 04	Maintain the safe working environment for HVACR work activities	√
DD67 04	Maintain effective working relationships	√
DD02 04	Contribute to the improvement of business products and services for HVACR work activities	√
DE4K 04	Plan to rectify/modify systems	√
DD04 04	De-commission and re-commission systems	√
DE4L 04	Rectify system failure and modify systems	√

Route 3 – Refrigeration and Air Conditioning

Candidates must complete a total of five mandatory units, and at least a further one from either of the two pathways. Two additional units are also available to candidates with access to the necessary work experience.

SVQ Level 3 Mandatory units for Route 3 (RAC)		
DD0H 04	Maintain the safe working environment for HVACR work activities	√
DD67 04	Maintain effective working relationships	√
DD02 04	Contribute to the improvement of business products and services for HVACR work activities	√
DD0k 04	Plan complex RAC work activities	√
DC9Y 04	Commission and decommission complex RAC systems	√
SVQ Level 3 Pathway option 1 (RAC Installation)		
DD0E 04	Install complex RAC systems and components	
SVQ Level 3 Pathway option 2 (RAC Service & Maintenance)		
DD0P 04	Service and maintain complex RAC systems and components	
SVQ Level 3 Additional units (Design and Specifications)		
DD05 04	Design complex RAC systems	
DD0V 04	Specify programmes for working on complex RAC systems	

Core Skills		
1	Communication	Int 2
2	Working with others	Int 2
3	Numeracy	Int 2
4	Information technology	Access 3
5	Problem Solving	Int 2

Optional outcomes

Summary of Modern Apprentices accredited prior learning

N/A.

If you require any further information about this form, please contact:

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