



A
MODERN APPRENTICESHIP
IN
Plumbing

**FRAMEWORK DOCUMENT
FOR
SCOTLAND**

SummitSkills

July 2004

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**Modern Apprenticeship
in
Plumbing**

Framework Document for Scotland

*Approved for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on
15 July 2004*


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 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:

- SNVQ 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 Plumbing

The Mechanical Engineering Services (MES) Plumbing industry is a key part of the UK construction industry. It is a highly competitive and labour intensive industry that employs skilled crafts people and technicians who work with a wide range of materials and technology. Plumbers need to be familiar with systems and processes as diverse as domestic boilers, computerised electronic systems and advanced welding techniques.

The MES Plumbing industry recognises the need to be competitive through the skills of its people. It is an industry that is looking to grow and expand through its customer service and meeting demand for innovative new products.

The MES Plumbing industry faces a significant challenge to ensure sufficient new entrants are attracted to the industry and trained to a high standard. Traditionally, the industry has a good track record on apprenticeship training, a tradition that must continue to ensure that newly qualified plumbers can deal with life in the modern Plumbing industry. The MA initiative provides a timely opportunity to review and update the training arrangements within the Plumbing sector and to give young people entering the industry the best preparation for the future.

MAAs must provide a convincing alternative career option for young people, their parents, employers and the UK as a whole. We agree with the Government's vision of a highly trained, skilled and flexible workforce. Employers, young people, training providers and others are working hard to deliver this goal.

The Plumbing industry is very diverse, and there are requirements for individuals with all levels of skills in the domestic and industrial/commercial sectors, from craft SVQ Level 2 and 3 through to higher Levels 4 and 5 (see also Section 13).

MAAs provide an option for employers and young people that are flexible and meets the specific criteria laid down for MAAs, culminates in an SVQ Level 3, is standards based and not purely time served.

Businesses within the Plumbing sector provide a range of services to the construction industry and to a diverse range of industrial, commercial, retail and domestic clients. These services, although not fully inclusive, cover installation and service and maintenance activities on the following range of systems: cold water; hot water; sanitation systems serving appliances such as wash basins and sinks; heating systems fuelled by gas, oil and solid fuel; gas and oil fuelled systems containing appliances such as water heaters and cookers; rainwater systems including gutter arrangements; cold water supply pipework; underground drainage pipework and weather proofing details such as roofs with sheet lead and other metallic materials.

The number of plumbing operatives within the UK Plumbing sector is approximately 107,000. **In Scotland there are currently some 10, 000 plumbing operatives. The industry recruits some 400 Plumbing MAAs annually.**

To be attractive to employers and apprentices, the MA framework should at the very least be perceived as equal in quality and status to the previous long established and recognised industry schemes. The model must also meet the industry's diverse training needs and the requirements for training, assessment and quality assurance laid down by the Awarding Body. Centres delivering the industry's SVQs are responsible for arranging, maintaining, monitoring, evaluating and reviewing the assessment, verification and certification systems.

MAAs provide work-based training and development for young people aged between 16 and 24. However, this framework can also be used by others aged 25+, as a model for their own work-based training programme. In such instances, these programmes may or may not be eligible for funding by the LEC regional offices under the MA programme.

A nationally recognised MA Certificate of Completion is awarded by SummitSkills provided there has been quality assurance on the delivery of the programme.

Recent figures (*source: MA Bulletin no. 37*) have shown that the Plumbing MA is the 10th most popular (in terms of apprentices currently in training) MA in the SEN area with 1178 MAs. It is also the 8th most popular MA in the HIE area with 106 MAs.

The MA is an integral and industry-accepted part of the Plumbing sector in Scotland. Indeed, the SQA/SNIJIB for the Plumbing industry has developed 'delivery units' (contact SummitSkills for further information if required) which are approved by the Joint Awarding Body for Scotland for **delivery** of the Plumbing MA. These 'delivery units' underpin the delivery of the SVQ in the Further Education environment. This has proven to be very successful and popular with both the supply side (FE/industry) and demand side (industry and regulatory bodies). The plumbing sector in Scotland has built its training and assessment framework around the MA. The 'delivery units' are:

Unit	Description
0	Introductory
1	Cold Water
2	Hot Water
3	Central Heating
4	Domestic Drainage and Sanitary Plumbing
5	Electricity for Plumbers
6	Installation Practice
7	Administration and Quality
8	Fuel combustion, ventilation and flues
9	Sheet lead work

Summary of statistics:

- Employees in sector in Scotland: 10,000
- Employees for whom MA is suitable: 5000 (estimated)
- Employees expected to undertake MA in next 12 months: 400
- Registrations in SEN area: 1178 (10th most popular)
- Registrations in HIE area: 106 (8th most popular)

3 Summary of framework

Diagram showing the contents of the Modern Apprenticeship in Plumbing

Mandatory outcomes

S\NVQ Level 3

The following S\NVQ must be achieved:

- Mechanical Engineering Services: Domestic Plumbing (Ref:G77H 23)

Core Skills

Each apprentice is required to achieve the following core skills:

Core Skill	Minimum level required	Reference
Communication	Intermediate 2	D6C704**
Working with Others	Intermediate 2	D6CL04**
Problem Solving	Intermediate 2	D6CF04**
Information Technology	Access 3	D6CN04**
Numeracy	Intermediate 1	D6CA04**

***Only one reference is given for each core skill. Equivalent core skills from other awarding bodies may be used.*

All of the above core skills are embedded within the S\NVQ level 3 and do **NOT** require to be separately certificated.

Enhancements

Each apprentice must achieve separate certification of the following:

- Water By-Laws (2002)
- ACS Domestic Gas Assessment*

**This is also a requirement for the achievement of the S\NVQ level 3*

Optional Outcomes

Employers may include any other awards, qualifications or training programmes which are relevant to the needs of the apprentice and the business.

4 The framework

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

Mandatory Outcomes

1 S\NVQ

Each apprentice is required to achieve the following S\NVQ:

- Mechanical Engineering Services: Domestic Plumbing level 3 (Ref: G77H 23)

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	Minimum level required	Reference
Communication	Intermediate 2	D6C704**
Working with Others	Intermediate 2	D6CL04**
Problem Solving	Intermediate 2	D6CF04**
Information Technology	Access 3	D6CN04**
Numeracy	Intermediate 1	D6CA04**

***Only one reference is given for each core skill. Equivalent core skills from other awarding bodies may be used.*

All of the above core skills are embedded within the S\NVQ level 3 and do **NOT** require to be separately certificated.

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

Each apprentice must achieve separate certification of the following:

- Water By-Laws (2002)
- ACS Domestic Gas Assessment*

**This is also a requirement for the achievement of the SWVQ level 3*

Optional Outcomes

Employers may include any other awards, qualifications or training programmes which are relevant to the needs of the apprentice and the business.

5 **Registration and certification**

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

Ian Stirrat
SummitSkills
The Walled Garden
Bush Estate
Midlothian
EH26 0SB
Tel: 0131 445 9225

SummitSkills will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be** registered before the first Skillseekers milestone, or within eight weeks (whichever is sooner) **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, employers/training providers or Joint Awarding Bodies 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.

SSC Service level

SummitSkills undertakes to confirm the registration of candidates in writing within eight 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 four 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 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 Plumbing industry training provider SNIPEF Training Services Ltd, the SNIJIB for the Plumbing industry, Careers Scotland and the SSC for advice and guidance on recruitment and selection. Related websites are:

www.snipef.org.uk

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

Because of the need for Plumbing 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, approved by the industry, to assess their ability to achieve an MA.

The Plumbing 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.

The ultimate responsibility for selection will rest with the individual employer. It is the employer's responsibility to ensure that a prospective apprentice does not suffer from impaired colour vision. 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.

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 be 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
- 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 Scottish and Northern Ireland Joint Industry Board for the Plumbing industry which is the joint employer and trade union body responsible for negotiating terms and conditions of employment within the Plumbing 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 SVQ are responsible for the 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 Plumbing, please contact:

Ian Stirrat
SummitSkills
The Walled Garden
Bush Estate
Midlothian
EH26 0SB
Tel: 0131 445 9225

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.

<p>Achievement of Modern Apprenticeship and industry recognition as a qualified plumber allows the successful candidate to progress in 3 ways:</p>		
<p>1. Advanced Career Opportunities</p> <ul style="list-style-type: none"> • Senior Management • Site Manager • Designer • Teacher/Lecturer • Estimator • Buyer • Surveyor • Owner/Business Manager • Engineering Technician 	<p>2. Professional Recognition Route**</p> <ul style="list-style-type: none"> • Incorporated Engineer • Chartered Engineer 	<p>3. Qualification Route</p> <ul style="list-style-type: none"> • Degree(s) in Building Services Engineering • Higher National Diploma in Building Services Engineering * • Higher National Certificate in Building Services Engineering* • National Diploma in Building Services Engineering* • National Certificate in Building Services Engineering*
<p>Notes: <i>*These include a general Building Services Engineering (BSE) qualification, or optional routes such as Plumbing, and Heating and Ventilating.</i> <i>**Professional recognition is subject to approval by the Engineering Council</i></p>		

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 3)
- 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 S/NVQs or S/NVQ 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/SNIJIB for the Plumbing industry) 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.

Appendices

Appendix 1

Employer consultation

Employer interests have been represented throughout the development phase primarily by The Scottish & Northern Ireland Plumbing Employers Federation (SNIPEF). **SNIPEF** is the national association for all types of firms involved in the Plumbing and Heating Industry in Scotland & Northern Ireland. There are currently 853 companies in membership.

SNIPEF has members from both the SEN area and the HIE area. This is reflected in the encouraging level of uptake in both those areas. See Section 2. As the national trade association for the Industry, SNIPEF places great emphasis on quality and reliability, and the best advice they can give a customer who wishes to have work done, in a professional manner, is to ensure that the Plumber they select is a member of **SNIPEF**.

Since it was established in 1923, the Federation has developed a range of services unrivalled by any other trade organisations operating in the UK Construction Industry.

SNIPEF represents all types of firms from sole traders to large construction firms. Members install and service highly complex plumbing and heating systems, including unvented systems, combination and condensing boilers as well as a wide range of energy efficiency products. Traditional plumbing tasks remain and members still work with copper and other traditional materials as well as new materials.

There will always be a need for plumbers, of that there is no doubt. However, more and more customers now recognise the advantages of using firms who are members of the recognised trade association.

Further expert input was provided by:

Project Manager	Ian Stirrat (SummitSkills)
Employers	Douglas Blackhall (Director - P Blackhall) Gordon Matheson (Director – Matheson Plumbing Company Ltd) Robin Hall (Director – RD Hall Plumbing & Heating Eng)
Providers	Gordon Nisbet (Senior Lecturer – Jewel & Esk Valley College) John Lang (Section Leader, Plumbing & Gas Technology – Cardonald College) Lindsay Dow (Senior Lecturer – Clydebank College)
Trade Associations	Paul Roberts (Regional Officer – Scottish & Northern Ireland Plumbing Employers' Federation) Duncan Wilson (Assistant Secretary – Scottish & Northern Ireland Plumbing Employers' Federation)
Other	Stuart McKenna (Sector Skills Alliance Scotland/MAIG)

This development has been characterised by partnership and agreement between all parties (see above). The previous Framework was very successful and only required minor alteration to ensure compliance with current requirements in terms of content and format. The main issue raised during the consultation stage was that of the Core Skills profile.

The Steering Group considered the IT Core skill in detail and concluded that it would be both impossible and inappropriate for the Modern Apprentices to generate sufficient evidence to satisfy the requirements of the Intermediate 1 level. The Access 3 level was agreed to be the highest level for which evidence could be generated. The rest of the Core Skills profile was considered to have continuing utility hence no change in the profile.

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 S/NVQ(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 S/NVQ(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 employ the modern apprentice subject to the Plumbing Industry’s recognised 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 the agreed industry rate of pay;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to give 4 weeks notice to the modern apprentice and 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

SVQ level 3 Mandatory Units		
DD1C 04	Maintain the Safe Working Environment when Undertaking Plumbing Work Activities	M
DD1D 04	Plan Complex Domestic Plumbing Work Activities	M
DD14 04	Install Complex Domestic Plumbing Systems and Components	M
DD5D 04	Commission and Decommission Complex Domestic Plumbing Systems	M
DD1J 04	Service and Maintain Complex Domestic Plumbing Systems and Components	M
DD19 04	Maintain Effective Plumbing Working Relationships	M
DD12 04	Contribute to the Improvement of Plumbing Business Products and Services	M

The SVQ is achieved by completing the above mandatory units AND all 4 units from EITHER the Oil Heating Systems OR Gas Systems pathways.

SVQ level 3 optional route: Oil Heating Systems		
DD1G 04	Plan Domestic Plumbing Oil Heating Systems Work Activities	O
DD17 04	Install Domestic Plumbing Oil Heating Systems and Components	O
DD11 04	Commission and Decommission Domestic Plumbing Oil Heating Systems	O
DD1M 04	Service and Maintain Domestic Plumbing Oil Heating Systems and Components	O

SVQ level 3 optional: Gas Systems		
DD1F 04	Plan Domestic Plumbing Gas Systems Work Activities	O
DD16 04	Install Domestic Plumbing Gas Systems and Components	O
DD10 04	Commission and Decommission Domestic Plumbing Gas Systems	O
DD1L 04	Service and Maintain Domestic Plumbing Gas Systems and Components	O

Core Skills		
These are embedded within the SVQ level 3 and do NOT require to be separately certificated.		
1	Communication	Int 2
2	Working with others	Int 2
3	Numeracy	Int 1
4	Information technology	Access 3
5	Problem Solving	Int 2

Optional outcomes

Additional units (if any)		
DD13 04	Design Domestic Plumbing System	A
DD1N 04	Specify Programmes for Working on Domestic Plumbing Systems	A
DD1H 04	Plan Plumbing Sheet Weathering Work activities	A
DD18 04	Install Plumbing Sheet Weathering Components	A
DD1A 04	Maintain Plumbing Sheet Weathering Components	A
DD1E 04	Plan Domestic Plumbing Fire Control Systems Work Activities	A
DD15 04	Install Domestic Plumbing Fire Control Systems and Components	A
DD0Y 04	Commission and Decommission Domestic Plumbing Fire control Systems	A
DD1K 04	Service and Maintain Domestic Plumbing Fire Control Systems and Components	A

Summary of Modern Apprentices accredited prior learning

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

Ian Stirrat
SummitSkills
 The Walled Garden
 Bush Estate
 Midlothian
 EH26 0SB
 Tel: 0131 445 9225