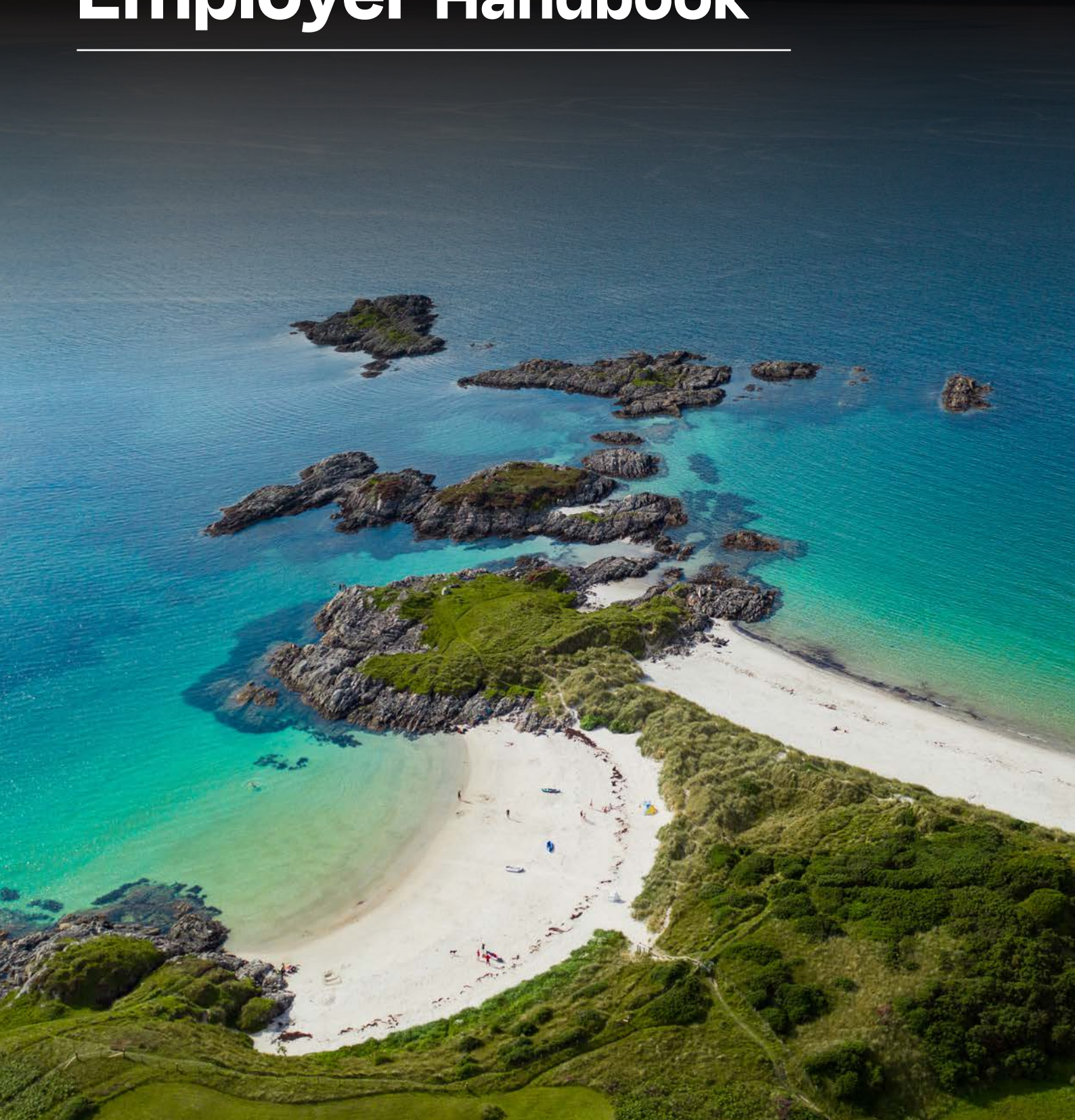


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Modern Apprentice Employer Handbook



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Welcome!

Thank you for choosing UHI Argyll as the training provider to support your Modern Apprenticeship programme. UHI Argyll is a partner of the University of the Highlands and Islands (UHI), one of the largest providers of training and development programmes in the Highlands and Islands. We have a strong track record of delivering high quality training.

As a tertiary education institution, we offer the broadest possible range of training and education, including Modern Apprenticeships, Further, Higher and Post graduate programmes, as well as customised flexible short courses, aimed at giving businesses a competitive edge.

Our Modern Apprenticeship programmes are developed and delivered as part of the UHI regional apprenticeship hub. This enables us to be increasingly responsive to employer demand.

We hope you find this handbook helpful. If you have any suggestions as to how we could improve it, or our services to you, please do not hesitate to contact our dedicated Apprenticeships Team by emailing: ACapprenticeships@uhi.ac.uk

'Apprentices add great value to businesses because they can bring fresh talent into an organisation. They can add diversity to your team, spread the workload and it's a great opportunity to really invest in your employee too.'

Alana-Kathryn Mathers
Modern Apprenticeship Support Officer
UHI Argyll



'If somebody's got talent and you can bring that out within the apprenticeship, you really have to develop that. For their future, for your future, and for your business' future.'

Colin Felgate
Co-owner and Manager
The Olive Garden

Who will support you and your apprentice

Assessor:

The Assessor will support and assess the apprentices' portfolio with reference to each element of their apprenticeship. Assessors are experts in the selected field and have vast experience in your industry.

Modern Apprenticeship Support Officer:

Every 13-weeks, the MASO will meet with you and your apprentice to discuss feedback provided from the assessor and to discuss how your apprentice is progressing. This also allows for questions to be asked, information to be shared, and plans to be made.

The Apprenticeship Manager:

The Apprenticeship Manager is available if employers wish to discuss any matters surrounding UHI Argyll's apprenticeship provision.

To contact the Apprenticeship Team, please email:

ACapprenticeships@uhi.ac.uk





Modern Apprenticeships

The aim of Modern Apprenticeship programmes is to produce adaptable, multi-skilled staff who can meet the needs of your business in the present and the future.

Employing a Modern Apprentice means making a commitment to invest in their learning and personal development. In return, the Apprentice makes a commitment to work for the benefit of your organisation. This is formalised in an Individual Training Agreement, which is signed by all parties.

Modern Apprenticeships can be utilised as a tool to upskill current employees, or as a way of attracting new staff to your business.

Skills Development Scotland

Each year over 30,000 people start a Modern Apprenticeship, combining a qualification with on-the-job training. Skills Development Scotland (SDS) contributes towards the costs of Modern Apprenticeship training through UHI Argyll, as an accredited training provider.

For up-to-date information regarding employing a Modern Apprentice, visit: <https://apprenticeships.scot>

You will be contacted by email by SDS to confirm and validate the apprenticeship your employee is undertaking. Please ensure you respond to all correspondence in a timely fashion.

Apprenticeship Levy

Since April 2017, employers operating within the UK who have an annual payroll exceeding £3 million have been required to pay an Apprenticeship Levy.

The Apprenticeship Family

- + Foundation Apprenticeships: undertaken by school pupils in their final years of secondary education.
- + Modern Apprenticeships: work-based qualifications for those in full time employment.
- + Graduate Apprenticeships: provide an opportunity to undertake qualifications up to and including degrees whilst working for an employer.

Modern Apprenticeship 'Frameworks'

The content for an Apprenticeship is documented in a framework, produced by the relevant Sector Skills Council in consultation with industry.

The length of time it takes to complete a Modern Apprenticeship will depend on the framework chosen. The framework will often include industry-specific requirements, together with optional units, which enables us to tailor the learning programme to the Apprentice's job role.

Modern Apprentices will be allocated an Assessor with experience in your industry sector, and they will help to establish which Modern Apprenticeship Framework is most relevant to your employee's skill requirements and job role.

Work Based Qualifications

Modern Apprenticeships are built around work-based SVQ's or Diplomas at SCQF Levels 5-9. All Modern Apprenticeship frameworks include an SQA work-based qualification, Core Skills, and Mandatory Enhancements.

SVQ's and the new Diploma's are national standards for work-based qualifications, which define what candidates should do and what they should know to be qualified as competent at the specified level of performance.

As an employer, it is essential that you provide Modern Apprentices with an opportunity to put their skills into practice.

Modern Apprentices collect evidence of their work in an electronic portfolio as proof of competence, which is assessed against the requirements of the SQA standards by one of our assessors. All assessors are occupationally competent in the vocational areas in which they assess.

Each SVQ/Diploma unit is broken down into two sections:

- + **Knowledge and Understanding:** the formal knowledge and understanding (theory) that the Modern Apprentice needs to complete their SVQ/Diploma.
- + **Performance Criteria:** the evidence of the Apprentices' competency in the different tasks and activities within their job role.



Core skills

The inclusion of core skills in frameworks adds value to the programmes through the training, assessment, and certification of transferable skills. Core skills help people to develop a range of skills employers have identified as being essential within the workplace. Each framework identifies the appropriate level of core skills for your industry.

The five core skills are: communication, numeracy, information computer technology (ICT), working with others, and problem solving.

Core skills are an integral part of the framework and must be completed before certification can be requested. Your Modern Apprentice will be required to attend core skills sessions either as part of their 'off the job' training or as infill into an existing class.

A few frameworks have the core skills embedded into the SVQ/ Diploma units and are delivered in an appropriate vocational context. We would ask that you encourage your Modern Apprentice to give core skills their full attention and support them in any project work.

Your assessor will be able to provide further information about any aspect of the apprenticeship framework.

Enhancements

Dependent on the framework, there may be a requirement for apprentices to complete additional qualifications as part of their apprenticeship. This will be discussed and agreed at the initial stages of the apprenticeship.

Eligibility

To become a Modern Apprentice, candidates must be:

- + over 16 years of age
- + in full time employment (minimum 21 hours)
- + be paid and on the payroll
- + not in full-time education
- + be eligible to work in the UK (SDS may require evidence of eligibility)

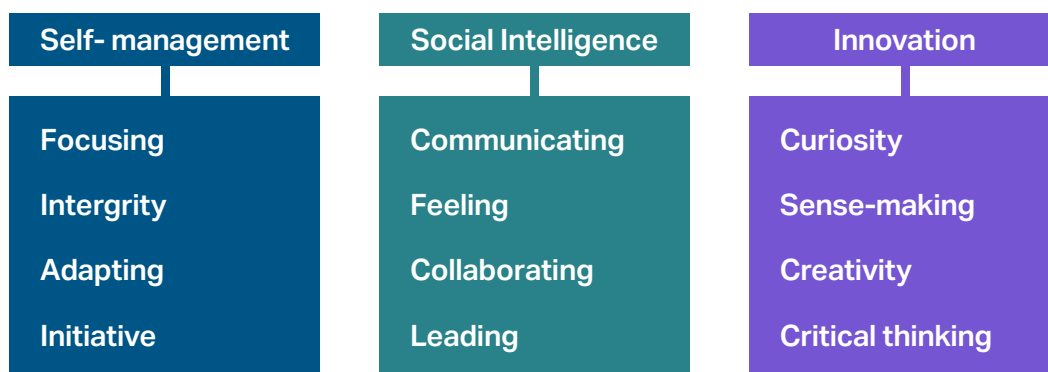


Meta Skills

Providing a learning environment where; visibility of skills, meaningful discussion and reflection on skills, and the opportunity to profile skills experiences, will support young people with their ability to understand, recognise and articulate their skills development.

Adopting this as a natural part of everyday learning teaching will empower young people to be - successful learners, confident individuals, responsible citizens and effective contributors – ultimately allowing them to reach their fullest potential throughout their learner journey and beyond.

Meta Skills provide the keys to unlock the acquisition of other transferable and technical skills. Through-out the apprenticeship, UHI Argyll will highlight areas where meta skills can be recognised, understood, articulated and recorded against their skills development.



Employing a Modern Apprentice

As an employee of your company, an apprentice has all the usual employee entitlements under law.

Modern Apprenticeships are available for anyone aged 16-24 years of age. There are limited places available for those aged 25 or over and applications are looked at on an individual basis.

Apprentices must be paid in accordance with the National Minimum Wage regulations in relation to apprentices.

For more information, visit:

<https://www.gov.uk/national-minimum-wage-rates>





Key Roles and Responsibilities

+ Role of Modern Apprentice

- + Undertaking development in line with agreed training plan.
- + Developing a collection of evidence (electronic portfolio) and retain ownership of this during the period of the qualification.
- + Commitment to completing work set by assessor in work and own time, providing evidence of competence.
- + Let us know if there is a change of employment or contact details.
- + Keeping in regular contact with assessor.
- + Responding to all texts/emails that come from SDS.
- + Behaving in a professional manner.

+ Role of Employer

- + Paying the Modern Apprentice in accordance with company policy and in line with current HMRC legislation.
- + Highlighting the opportunities for the Modern Apprentice to demonstrate competence.
- + Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- + Support and encourage the Modern Apprentice to progress and complete their apprenticeship.
- + Allow the apprentice focused time to work on their portfolio and to meet with their assessor.

+ Role of Training Provide: UHI Argyll

- + Ensuring the Modern Apprentice and employer fully understand the principle and process of competence-based assessment.
- + Confirming an appropriate Modern Apprentice programme for the individual candidate.
- + Agreeing training needs.
- + Register the apprentice with the relevant Sector Skills Council, Awarding Body, and Skills Development Scotland.
- + Completing assessment records and reviewing candidates at regular intervals.
- + Submitting records and evidence for moderation.



Getting Started

Induction

Before your employee starts their Modern Apprenticeship, it is important that you both know about the learning journey and what to expect. Your apprentices' allocated assessor will meet with you and your apprentice to ensure the correct qualification for the apprentices' job role as been selected and explain the following:

- + A description of apprenticeships, what the framework covers and what to expect
- + Advice regarding support mechanisms e.g. apprentice progress reviews, support and mentoring
- + The completion of statutory paperwork relating to the funding of apprentices

Initial Assessment

Initial Assessment is a process that we use to help ascertain each apprentice's level of Core Skills, assess prior learning and establish individual learning needs. At this stage, the assessor will also ensure the candidate is working at a level suitable for the intended framework. The planning of relevant learning, development and assessment of the apprentice depends upon an accurate analysis of their individual needs.

Assessors carry out a thorough assessment of apprentices and their proposed job role prior to commencement of an apprenticeship, so that the programme can be tailored to reflect individual needs. These are documented in the Individual Training Plan.

Individual Training Plan

All Modern Apprentices are given an Individual Training Plan. This is personal to each individual apprentice, including any specific support needs they have.

The Modern Apprentices' progress against the Individual Training Plan is reviewed regularly at the Apprentice Progress Review which is explained in the next section.

Employers, Modern Apprentices, and UHI Argyll are required to sign a Training Agreement to confirm the commitment of all parties to the successful completion of the apprenticeship programme. It is important that all parties involved in the process read and agree to the statements contained therein.

Apprentice Progress Reviews

Apprentice Progress Reviews are carried out by UHI Argyll's Modern Apprenticeship Support Officer. Reviews are carried out every 13-weeks in accordance with programme rules set out by Skills Development Scotland (SDS), to ensure the learner is making good progress.

The Apprentice Progress Review is a chance for you, your apprentice, and the Modern Apprenticeship Support Officer to discuss your apprentices' progress through the programme.

Reviews are fundamental to the development of your apprentices' learning as they provide feedback on progress to date and identify targets to work towards. The Apprentice Progress Review will form a basis for establishing what, if any, support your apprentice require. For example:

- + The induction received, training courses, on/off-the-job learning, mentoring systems and whether additional support is required
- + Checking how any off-the-job learning is transferred into the workplace
- + Reviewing progress against the Training Plan and looking at new or revised targets
- + Reviewing the development of Core Skills where required and Meta Skills
- + Setting and reviewing SMART targets (Specific, Measurable, Achievable, Realistic, Time-Bound)
- + Picking up any Health and Safety issues, including PPE (Personal Protective Equipment) or further training requirements

A copy of each completed review will be available for the apprentice, employer, and assessor.

In the event that problems arise, the frequency of the Apprentice Progress Reviews can be increased by prior agreement with apprentice and employer.



Additional Support

Some Modern Apprentices may require additional learning support in order to complete their qualification/learning programme. We will endeavour to identify any additional learning needs through our rigorous Initial Assessment process and provide support from the start of the programme. In some cases, additional needs are identified once the programme has commenced. If such a need arises, additional support will be arranged by the college.

Employer Review Meetings

UHI Argyll is committed to continuously improving the quality of our learning programmes. As part of our quality assurance process, we will arrange regular meetings with the relevant contact within your organisation at mutually agreed intervals to discuss the progress of your apprentice(s), support your organisation in identifying any further development or training opportunities, answer any queries and resolve any issues that may arise.

If, between scheduled meetings, you wish to speak to a member of the Apprenticeship Team, please do not hesitate to contact us by emailing: ACapprenticeships@uhi.ac.uk

'There are no negatives, your employee ends up with a qualification and you're going to end up with a really skilled individual.'

**Sam Erskine
Manager
Loch Melfort Hotel**



UHI Argyll

+ Core values

UHI Argyll want to be recognised as:

- + Inclusive – education for all.
- + Of our community – be engaged and responsive.
- + Providing individualised learning – be innovative.
- + Student centred – respect for the whole student (nurturing, supporting, personalisation).
- + A valued contributor to education and economic development in Argyll and the Isles.
- + Good partners – to widen opportunities.

Services to Business

Training and Qualifications

UHI Argyll offers a wide variety of services to business and individuals including:

- + Education and training programmes from basic to post graduate level.
- + Modern Apprenticeships: support and assessment.
- + Work Based Learning and vocational qualifications, including bespoke training and SVQ.
- + Scheduled and bespoke short courses, including professional and licence related courses.
- + Pre-recruitment training programmes to equip unemployed people with the specific skills that your business needs.

+ Contacting UHI Argyll

Your apprentices' assessor will share their email and phone contact details with you during the induction process. Should you wish to contact the Apprenticeship Team directly, please email ACapprenticeships@uhi.ac.uk

+ Comments and Concerns

If you have any comments or concerns regarding the programme, please contact ACapprenticeships@uhi.ac.uk or discuss at your Apprentice Progress Review.

THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK					
<small>This Framework diagram has been produced to show the mainstream Scottish qualifications already credit rated by SQA and HEIs. However, there are a diverse number of learning programmes on the Framework, which, due to the limitations of this format, cannot be represented here. For more information, please visit the SCQF website at www.scqf.org.uk to view the interactive version of the Framework or search the Database.</small>					
SCQF Levels	SQA Qualifications			Qualifications of Higher Education Institutions	Apprenticeships & SVQs
12				Doctoral Degree	Professional Apprenticeship
11				Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship SVQ
10				Honours Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship
9				Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Technical Apprenticeship SVQ
8		Higher National Diploma		Diploma Of Higher Education	Higher Apprenticeship Technical Apprenticeship SVQ
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate		Certificate Of Higher Education	Modern Apprenticeship SVQ
6	Higher, Awards, Skills for Work Higher				Modern Apprenticeship Foundation Apprenticeship SVQ
5	National 5, Awards, Skills for Work National 5				Modern Apprenticeship SVQ
4	National 4, Awards, Skills for Work National 4	National Certificate	National Progression Award		SVQ
3	National 3, Awards, Skills for Work National 3				
2	National 2, Awards				
1	National 1, Awards				

Learn more at <https://scqf.org.uk/the-framework/interactive-framework/>



**Where learning
means more**

**celebrations
achievement
success
support
opportunities
excellence
fulfillment
experiences
collaboration
possibilities
connections
flexibility**



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