

Skills  
Development  
Scotland



WORK  
EARN  
& LEARN



# WORK, EARN AND LEARN!

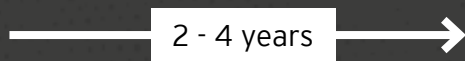
A Modern Apprenticeship (MA) provides anyone aged 16 or over the opportunity to learn new skills and achieve industry-recognised qualifications whilst working and earning. Apprenticeships come in all shapes and sizes and typically last from 2 to 4 years depending upon the chosen apprenticeship and ability of the apprentice.

## FUNDING TRAINING PROGRAMME

The Scottish Government provides funding via Skills Development Scotland to cover the direct cost of the college course fees for each apprenticeship, whilst the employer pays the salary of the employed trainee.

## THE COLLEGE

North East Scotland College (NESCol) is approved by Skills Development Scotland to deliver the Modern Apprenticeship scheme. Each year we are allocated a number of MA places - the majority are for those aged 16-19 but we also have limited places in some sectors for those aged 20 and over.



**Job + Training = modern apprenticeships**

# INDEX

This funded apprenticeship programme provides a route to **acquire new skills and improve career prospects** without studying full time. It also **helps businesses build a strong and talented workforce, bringing fresh ideas and energy to the workplace.**

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## WHAT'S INVOLVED?

All modern apprentices in Scotland must be in paid employment. The apprentice, the employer and NESCol work closely together to deliver an agreed training programme.

This involves college attendance, on the job training and continuous assessment for a period of up to four years, depending on the type of apprenticeship chosen.

## INDUSTRY RECOGNISED QUALIFICATIONS

Modern apprenticeships are designed by industry for industry ensuring that the qualifications gained on completing an MA meet the standards/requirements sought by employers.

Sector Skills Councils (SSCs) are responsible for developing modern apprenticeships. SSCs consult with employers and key partners in their sector to produce a training framework, which meets the needs of employers.

There are many SSCs and many types of MA frameworks.

## A MODERN APPRENTICESHIP IS A THREE-WAY PARTNERSHIP



# THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK (SCQF)

The modern apprenticeships offered at NESCol are Scottish Vocational Qualification (SVQ) Levels 2 and 3, equivalent to SCQF Levels 5-7 of the SCQF Framework.

SCQF LEVELS		SQA QUALIFICATIONS		QUALIFICATIONS OF HIGHER EDUCATION INSTITUTIONS	SVQs/MAs
12				Doctoral Degree	Professional Apprenticeship
11	Some SQA qualifications are changing between 2013-2016. See <a href="http://www.sqa.org.uk/readyreckoner">www.sqa.org.uk/readyreckoner</a>			Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Professional Apprenticeship SVQ 5
10				Honours Degree, Graduate Diploma, Graduate Certificate	Professional Apprenticeship
9			Professional Development Award	Bachelors/Ordinary Degree, Graduate Diploma Graduate Certificate	Technical Apprenticeship SVQ 4
8		Higher National Diploma		Diploma of Higher Education	Technical Apprenticeship SVQ 4
7	Advanced Higher Scottish Baccalaureate	Higher National Certificate		Certificate of Higher Education	Modern Apprenticeship SVQ 3
6	Higher				Modern Apprenticeship SVQ 3
5	National 5 Intermediate 2				Modern Apprenticeship SVQ 2
4	National 4 Intermediate 1	National Certificate	National Progression Award		SVQ 1
3	National 3 Access 3				
2	National 2 Access 2				
1	National 1 Access 1				

# BECOME A MODERN APPRENTICE

A Modern Apprenticeship offers you the opportunity to work and learn at the same time.

That means you get paid, gain new skills and industry recognised qualifications relevant to your job that will improve your career prospects without having to study full-time.

An apprenticeship is an investment. As you develop and strengthen your skillset you are likely to grow in confidence, contributing more to your job role and bringing new ideas into the workplace.

An MA qualification will help you progress within your chosen field of work and could create opportunities for advanced college or university entry.

## COLLEGE AND WORK

Unless your apprenticeship programme is exclusively work based you will attend the College initially on a day or block release period, whilst also working towards a training plan at work. As your apprenticeship progresses you will find that the time you spend at College reduces and your training becomes solely work based.

In return you will be expected to carry out the required training and assessments whilst performing your day to day role for your employer.

## WHO PAYS?

Your employer and Skills Development Scotland will meet the cost of the apprenticeship training, so there's no cost to you to learn new skills.

The investment you need to make is in terms of the time and the effort that you put in. If you do, then you will reap enormous rewards - in the form of improved self-confidence, competence, efficiency and industry recognised qualifications.

## ENTRY REQUIREMENTS

You must be 16 or over and employed to be an MA and both you and your employer must be in agreement on the type of apprenticeship path you wish to take. Entry requirements vary according to the specific apprenticeship you choose.

## FIND OUT MORE

For lots more information visit our website: [www.nescol.ac.uk/modernapprenticeships](http://www.nescol.ac.uk/modernapprenticeships)

My World of Work is Skills Development Scotland's web service, offering valuable information and resources to people in Scotland who are looking for employment, or looking to develop their careers. Here you will find lots more information on Modern Apprenticeships:

[myworldofwork.co.uk/getting-job/apprenticeships](http://myworldofwork.co.uk/getting-job/apprenticeships)

## HOW DO I APPLY?

If you're already in a job, and you're interested in starting an MA, you should speak to your employer to discuss what options may be open to you. You and your employer must complete the online application form together and be in agreement on the type of apprenticeship you are hoping to start.

# EMPLOY A MODERN APPRENTICE

## DEVELOPING YOUR WORKFORCE

The MA programme supports your business to train your employees, helping you build a stronger, more confident workforce providing financial assistance towards the cost of training. This popular work-based training initiative leads to an industry approved qualification plus development of those essential 'soft skills' required in the workplace. It provides vocational training that is relevant to your trainees' current employment. Your modern apprentice is just like every other employee so you have to pay their salary, and make sure they have everything else they need to do the job.

## DEVELOPING YOUR WORKFORCE

Skills Development Scotland allocate the College a limited number of Modern Apprenticeship places per industry typically in March each year. Places are awarded on a first come first served basis to applicants who meet the eligibility criteria and entry requirements within the specific apprenticeship framework.

If there are no funded places available on application it is still possible to place an employee on a Modern Apprenticeship programme, however the company must pay for the cost of College training.

## ELIGIBILITY OF EMPLOYEES

A Modern Apprentice can be a new team member, or an existing employee who wants to increase their capabilities and confidence in the workplace. The majority of apprenticeships are available to those employees who are aged 16-24 living in Scotland. In some sectors over 25s are also eligible for support.

## YOUR ROLE

The employer must employ the apprentice for the duration of the apprenticeship and must be willing and able to provide the work-place experience and assessment opportunities required to complete the programme.

## EMPLOYER PORTAL

Employers can keep up to date with trainee progress through our online portal where attendance, timetables and results can be easily accessed.



## HOW TO APPLY

Once you have confirmed that a place is available and you have chosen the apprenticeship route both trainee and employer must complete the online application form together.

To be eligible trainees must:

- be in full-time employment in a suitable job in their chosen field and have the full support of their employer
- meet the age criteria

## INFORMATION CHECKLIST

You need the following information to hand before you begin completing the online application form:

- Trainee's National Insurance Number
- Employer's Name, Address & Telephone Number
- Manager's Name & Telephone Number
- Trainee's school / college qualifications and school leaving certificate
- Trainee's SQA Core Skills Profile certificate.

## WHAT'S NEXT?

Upon receipt your application will be considered by the relevant teaching team. Your eligibility for funding from Skills Development Scotland will then be checked.

If you are a new employer to the College, a member of our staff will visit you to make sure that the job your apprentice will be doing fits the criteria for the vocational qualification.

Once a place can be offered on our Modern Apprenticeship programme you and your apprentice will be contacted to arrange for you both to sign the appropriate contract documents.

This process is likely to take up to 8 weeks.

# TYPES OF MODERN APPRENTICESHIPS

NESCol offer Modern Apprenticeship qualifications in the following areas:

**AUTOMOTIVE** • **BUSINESS & ADMINISTRATION** • **ENGINEERING** • **HAIRDRESSING** • **HEALTH & SOCIAL CARE**

## EACH FRAMEWORK INCLUDES:

### **Qualifications and experience**

The apprentice will gain various qualifications and experience both at college and in the workplace.

### **Core Skills**

5 key areas are studied to a specified level: communication; numeracy; information and communication technology; problem solving and working with others.

### **Industry Specific training**

Bespoke training to that sector.

For information on construction, electrical and plumbing Modern Apprenticeships see page 30

# AUTOMOTIVE

## Modern Apprenticeship

The Automotive Modern Apprenticeship is available in three areas:

- Light Vehicle Maintenance and Repair
- Vehicle Paintwork Repair
- Vehicle Body Repair and Alignment

The majority of our Automotive Apprenticeships are at SVQ Level 3, although we are able to offer Level 2 if required.

### Quick Summary

MA framework:	<b>SVQ + Core Skills + VRQ x 2</b>
Duration:	<b>Typically up to 4 years</b>
College Campus:	<b>Aberdeen Altens or Fraserburgh</b>
SCQF Level equivalent:	<b>Level 6</b>
Sector Skills Council:	<b>IMI</b>

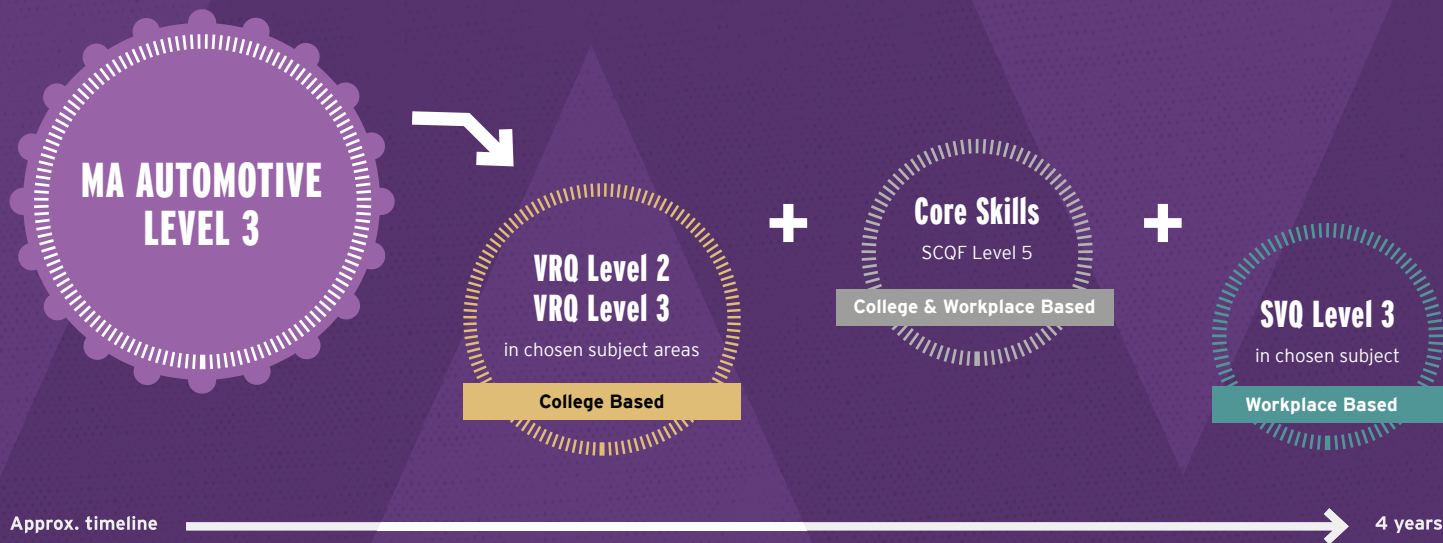
#### KEY

SVQ - Scottish Vocational Qualification  
VRQ - Vocational Related Qualification



# AUTOMOTIVE

The Training Framework



Note that the diagram is purely illustrative and the apprentice will be working towards the SVQ plus the Core Skills qualifications at the same time.

# APPRENTICE Profiles

David Coutts



David Coutts has always liked cars as long as he can remember. *"It runs in the family"* he said. *"At school I was given the opportunity to attend a week's placement at a local garage. I loved it and knew that I wanted to work in the motor industry."* That garage was County Garage Repairs in Ellon and, keen to leave school and begin working, David approached the owner to see if they would take him on as an apprentice.

*"It's a small garage",* continues David, *"which means that I get to work on a variety of jobs, gaining loads of experience. I've enjoyed my apprenticeship and College was totally different from what I was expecting. I was surprised by the number of apprentices, all training like me, but across many different areas. I wouldn't hesitate on telling anyone to go for a Modern Apprenticeship."*

Eddie Hosie



Eddie completed his MA in: Vehicle Maintenance & Repair Level 3 and works for Cameron Autotech in Turriff. His college training was based at Fraserburgh campus. Eddie believes that an apprenticeship is a good way of carving out a long term career.

*"I have had great training and a lot of variety from lorries to cars to motorcycles. I work within a team of 8 mechanics and they provide a lot of help and guidance."*

# BUSINESS & ADMINISTRATION

## Modern Apprenticeship

Modern Apprenticeships in Business and Administration are offered at SVQ Level 2 and 3.

### Quick Summary

#### KEY

SVQ - Scottish Vocational Qualification

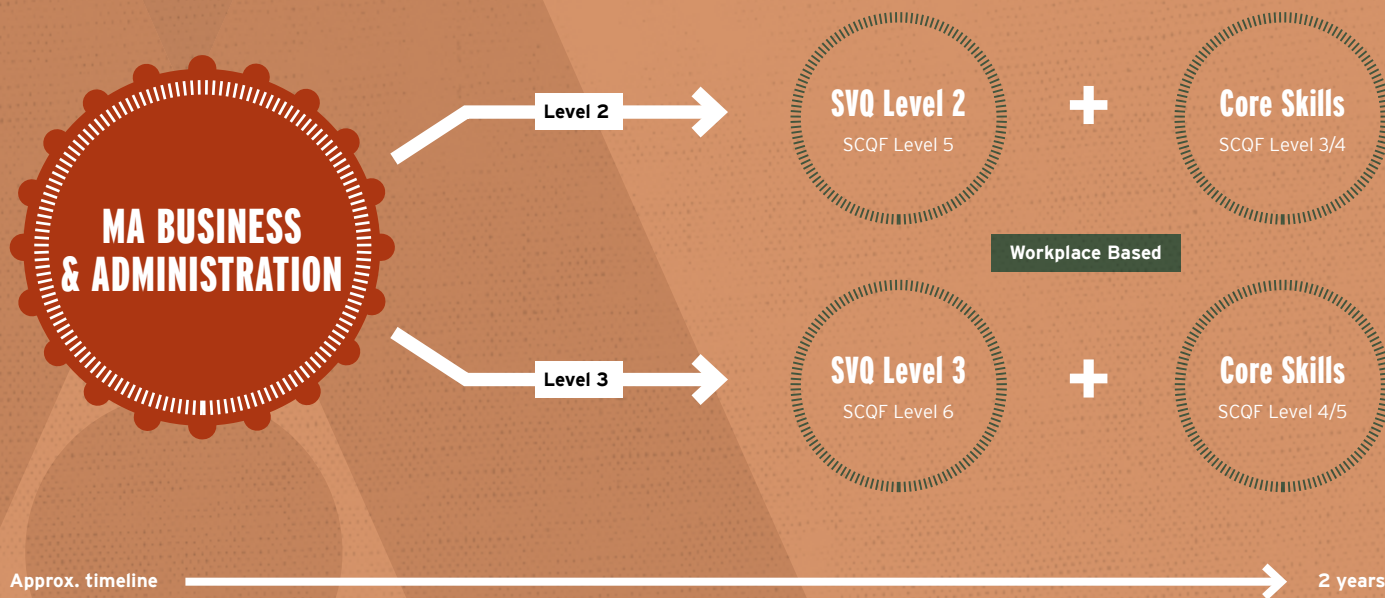
Training framework:	<b>SVQ + Core Skills</b>
Duration:	<b>Typically up to 2 years</b>
College Campus:	<b>Work based</b>
SCQF Level equivalent:	<b>Level 5/6</b>
Sector Skills Council:	<b>CfA Business Skills @ Work</b>





# BUSINESS & ADMINISTRATION

## The Training Framework



Note that the diagram is purely illustrative and the apprentice will be working towards the SVQ plus the Core Skills qualifications at the same time.

## APPRENTICE Profile

Hannah Sutherland achieved her National Certificate in Administration at NESCol and was successful in obtaining an apprenticeship in Business and Administration with The Museum of Scottish Lighthouses. She was able to take her MA with her when, several months later, she began a new position as the Administration Assistant for the Helideck Certification Agency (HCA) in Aberdeen.

*"I had really only just stated my MA when I found my job with HCA," said Hannah, "and they were more than happy for me to continue studying for my apprenticeship within my new role. I found that I covered most of the units on a day to day basis with my job! So every week I would spend time compiling evidence for the College assessor to review on the next visit."*

Hannah works within a small team and her role is fundamental to the smooth operation of the Agency. She is the first point of contact for customers and the Agency inspectors who are out in the field. She has responsibility for answering and fielding enquiries, issuing the appropriate certificates and updating the website.

Hannah completed her Level 3 Modern Apprenticeship in 21 months.

Hannah Sutherland







NORTH EAST  
SCOTLAND

## Modern Apprenticeships

Visit [www.nescol.ac.uk](http://www.nescol.ac.uk) for further information



Modern Apprenticeship presentation evening November 2016

# ENGINEERING

## Modern Apprenticeship

Modern Apprenticeships in engineering are available in the following areas:

- Electrical / Electronic
- Fabrication and Welding
- Maintenance
- Manufacturing
- Mechanical
- Marine

All of our Engineering  
Modern  
Apprenticeships  
are at SVQ Level 3.

### Quick Summary

Training framework: **PEO + NC or HNC + Core Skills + SVQ L3**

Duration: **Typically up to 4 years**

College Campus: **Aberdeen Altens or Fraserburgh**

SCQF Level equivalent: **Level 6/7**

Sector Skills Council: **SEMTA**

#### KEY

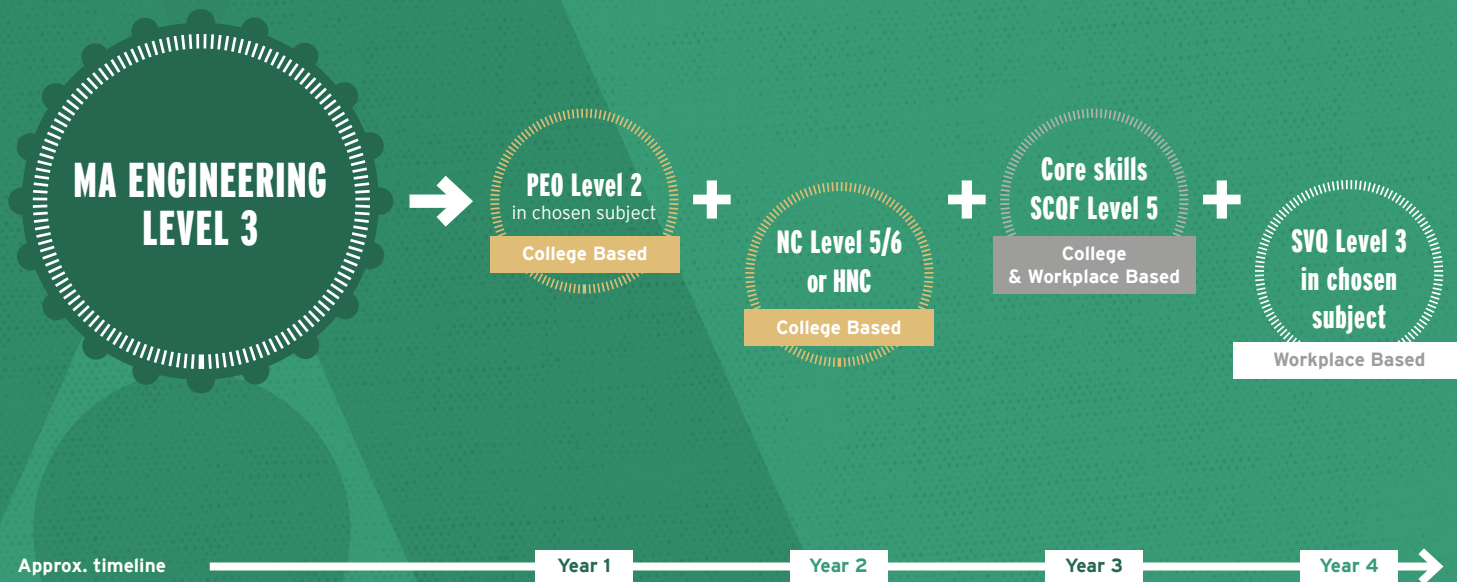
SVQ - Scottish Vocational Qualification

NC - National Certificate

HNC - Higher National Certificate

PEO - Performing Engineering Operations

# ENGINEERING The Training Framework



Note that the diagram is purely illustrative and the apprentice will be working towards one or more of the qualifications at the same time. Core Skills will be undertaken throughout the duration of the apprenticeship.



## APPRENTICE Profiles

Alanna Sinclair works as apprentice draught-person with Gray & Adams Ltd and is in the first year of her MA in Engineering Technical Support (Engineering Drawing).

Alanna has completed her Performing Engineering Operations - Mechanical (PEO) qualification, studying two days a week at College, and is now working towards her HNC and SVQ level 3 work place based qualification.

*"I think an apprenticeship offers more security and independence. You can build your skills and have a guaranteed job at the end of it. I work on the design of refrigerated trailers using AutoCAD and I'm really enjoying it."*

Alanna Sinclair



Originally from Portugal, Daniel Morais moved to Scotland to improve his career prospects. He self-funded his own college courses before he was offered an apprenticeship, with marine engineering specialists DR Diesel. *"I am working towards my MA in Marine Engineering Mechanical Maintenance and the lecturers have been very supportive"* says Daniel.

DR Diesel specialises in medium speed diesel engines and has a culture of nurturing future engineers through the apprenticeship route. With just 6 staff based at the Fraserburgh site, half are currently enrolled on the MA programme.

Owner Danny Shepcar says, *"When I originally set up the company I championed apprenticeships. Since opening offices in 1997 we have supported over 25 apprenticeships - the programme is a big part of the success we have today and is important for our future."*

Daniel Morais





# HAIRDRESSING

Modern Apprenticeship

## Quick Summary

MA framework:	<b>SVQ + Core Skills</b>
Duration:	<b>Typically up to 2 years depending upon your chosen level</b>
College Campus:	<b>Aberdeen City or Fraserburgh</b>
SCQF Level equivalent:	<b>Level 5/6</b>
Sector Skills Council:	<b>Habia</b>

### KEY

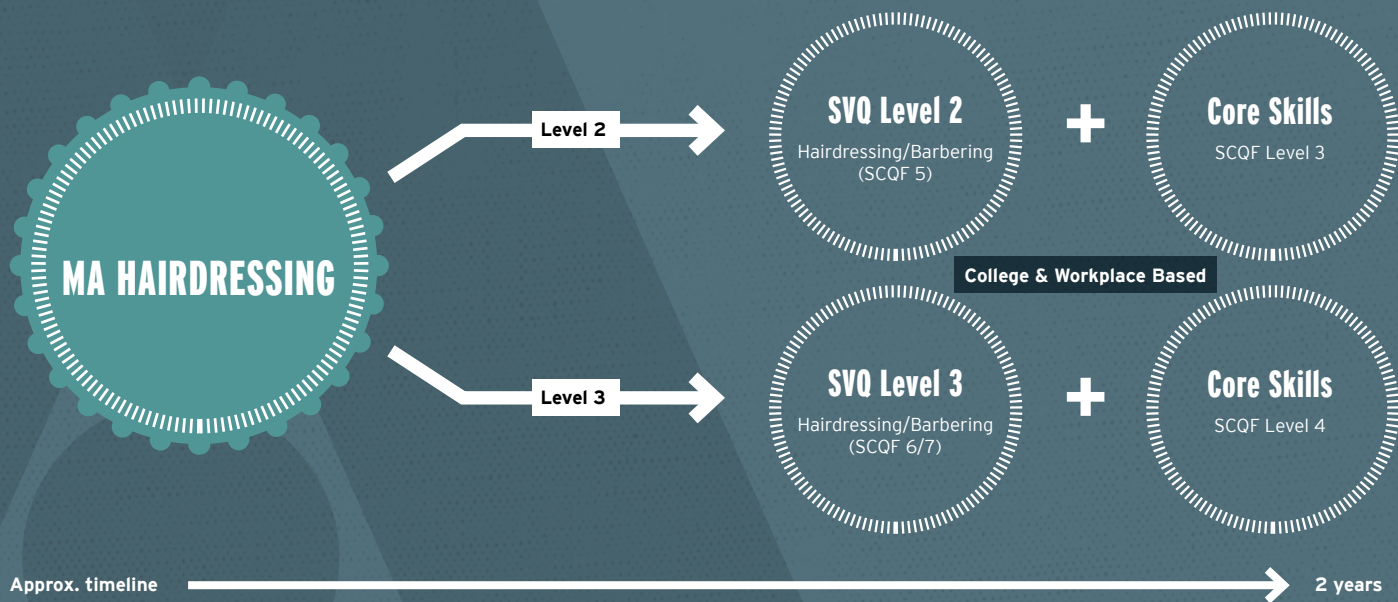
SVQ - Scottish Vocational Qualification

The Hairdressing  
Modern  
Apprenticeship  
is offered at SVQ  
Level  
2 and 3.



# HAIRDRESSING

## The Training Framework

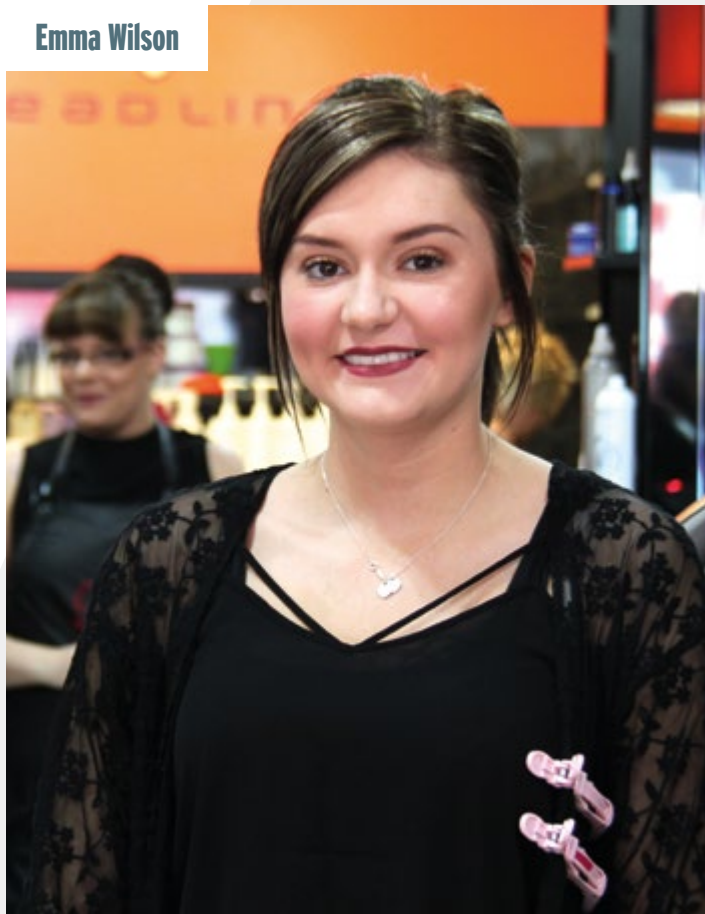


Note that the diagram is purely illustrative and the apprentice will be working towards the SVQ plus the Core Skills qualifications at the same time.



# APPRENTICE Profile

Emma Wilson



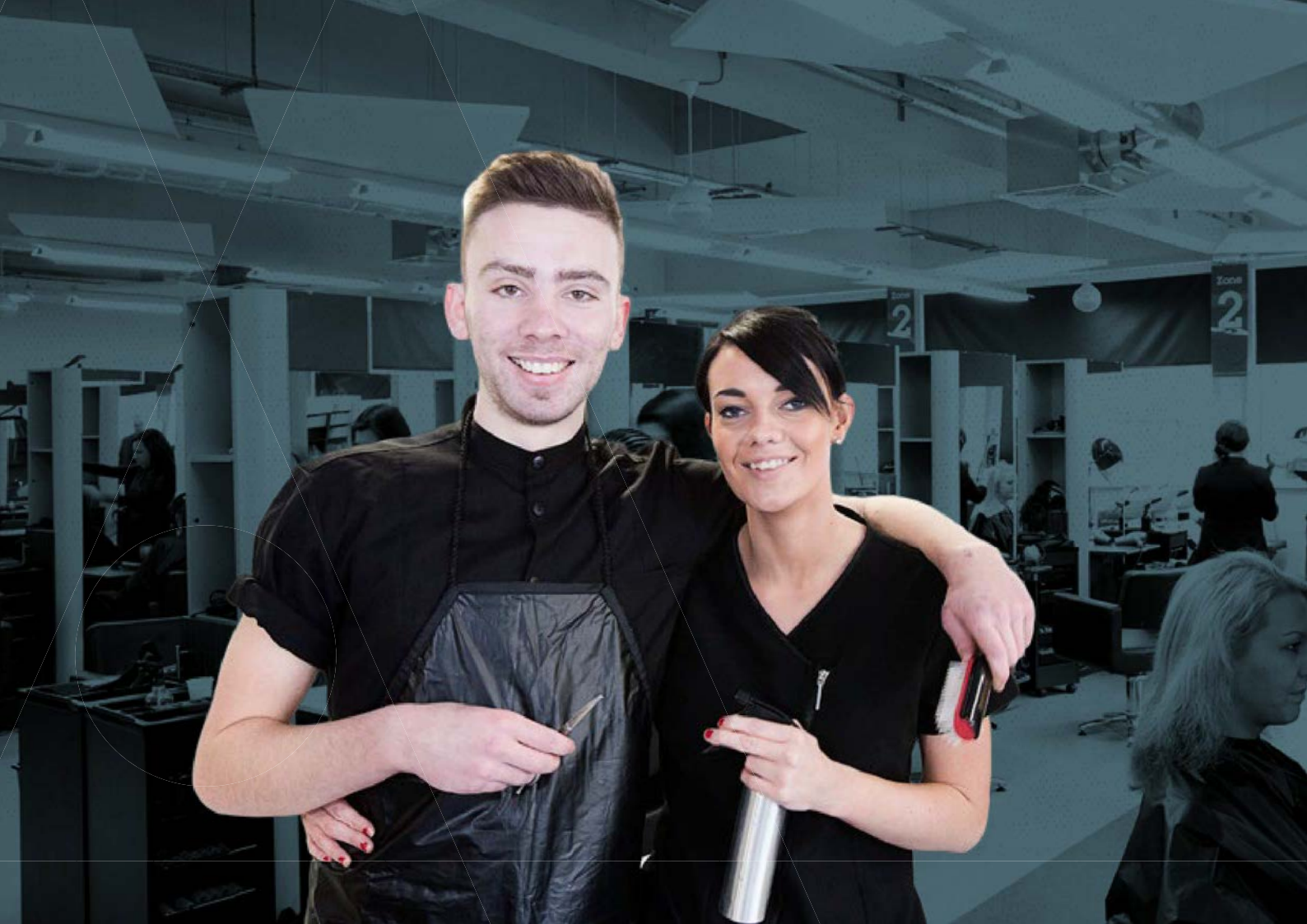
Emma Wilson is in the final stages of completing her level 2 Modern Apprenticeship in Hairdressing. She works full time as a junior hairdresser for Headline Hair Studios in Inverurie, attending College one day a week to work towards this industry recognised qualification.

Emma started off her Hairdressing career whilst at school. She held a job as a Saturday girl at a local salon and completed the School Links Level 1 Hairdressing course, a year - long course where one day a week is spent at College.

*"I found the School Links course very beneficial ", Emma says. "It confirmed to me that I definitely wanted to be a hairdresser and also that I enjoyed College.*

*The apprenticeship route is really good. It allows me to gain the qualifications I need for my career whilst getting all the benefits of working in a salon full-time. Many of the stylists here at Headline started as apprentices so it really helps to see how they have progressed with clients of their own."*





# HEALTHCARE

## Modern Apprenticeship

The MA in Healthcare Support is offered at SVQ Level 2 and 3. It is for those who wish to develop and progress in a non-clinical role in the health sector. Non-clinical roles include the following:

- direct service provision with access to patients and members of the public (*e.g. reception staff or porters*)
- patient data (*e.g. health records and appointments staff*)
- maintaining premises or equipment used by patients (*e.g. maintenance staff; domestic services staff*)
- preparation/delivery of goods or services directly for/to service users (*e.g. preparing or serving food*).

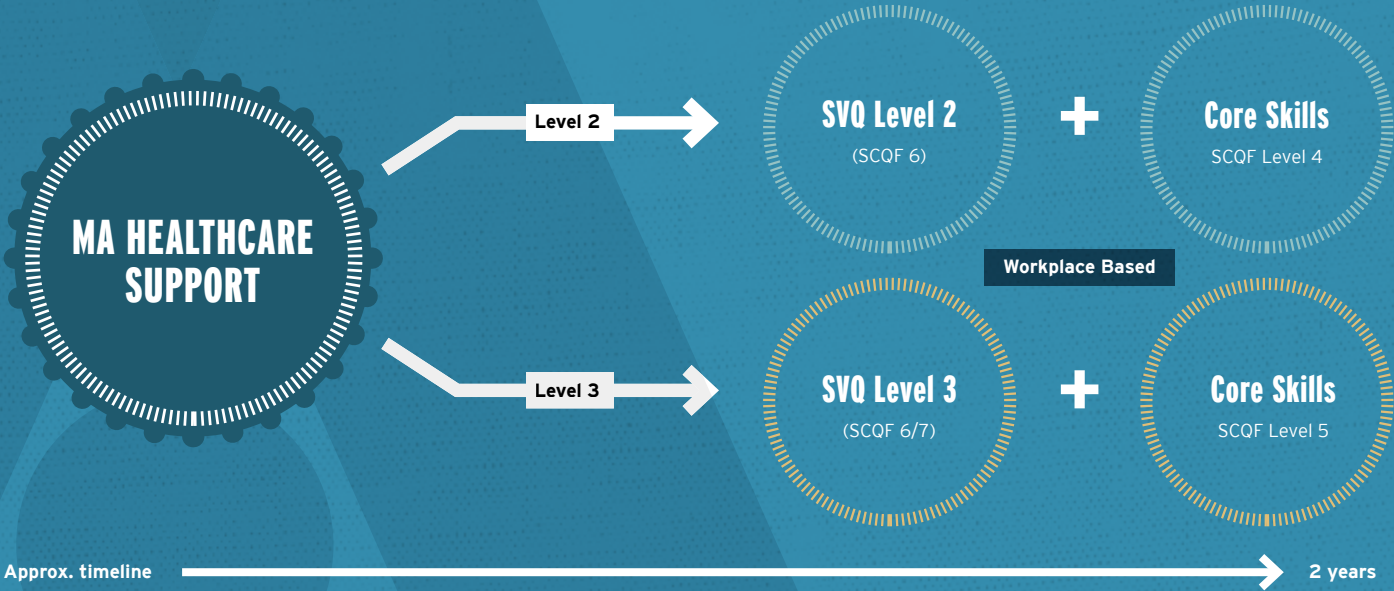
### Quick Summary

MA framework:	<b>SVQ + Core Skills</b>
Duration:	<b>Typically up to 2 years</b>
College Campus:	<b>Work based</b>
SCQF Level equivalent:	<b>Equivalent to SCQF Level 6/7</b>
Sector Skills Council:	<b>Skills for Health</b>

#### KEY

SVQ – Scottish Vocational Qualification





Note that the diagram is purely illustrative and the apprentice will be working towards the SVQ plus the Core Skills qualifications at the same time.



# SOCIAL SERVICES (CHILDREN AND YOUNG PEOPLE) Modern Apprenticeship

The Social Services (Children and Young People) Modern Apprenticeship is offered at SVQ Level 3. This is suitable for those who are employed to support children and young people in a number of settings such as day care services, out of school care and residential care.

## Quick Summary

MA framework:	<b>SVQ + Core Skills</b>
Duration:	<b>Typically up to 2 years</b>
College Campus:	<b>Work based</b>
SCQF Level equivalent:	<b>Equivalent to SCQF Level 6/7</b>
Sector Skills Council:	<b>Scottish Social Services Council</b>

### KEY

SVQ - Scottish Vocational Qualification



# SOCIAL SERVICES (CHILDREN AND YOUNG PEOPLE) The Training Framework



Note that the diagram is purely illustrative and the apprentice will be working towards the SVQ plus the Core Skills qualifications at the same time.

# CONSTRUCTION, ELECTRICAL & PLUMBING MODERN APPRENTICESHIPS

We also run Modern Apprenticeship courses for the construction, electrical and plumbing industry. However there are specialist organisations that are responsible for apprenticeships within this area and you should contact them directly for further information. All have contacts of employers who are currently recruiting apprentices and can also provide you with an insight into the best route to take, depending on where you want to get to.

## CONSTRUCTION

For carpentry & joinery, brickwork or painting & decorating contact the Construction Industry Training Board (CITB) on:

Tel **0344 994 8800** or visit: **[www.citb.co.uk/citb-apprenticeships](http://www.citb.co.uk/citb-apprenticeships)**

## ELECTRICAL

The Scottish Electrical Charitable Training Trust (SECTT) administers the Electrical Apprenticeship Programme throughout Scotland on behalf of the Scottish Joint Industry Board.

Tel: **0131 445 5659** or visit: **[www.sectt.org.uk](http://www.sectt.org.uk)**

## PLUMBING

For plumbing apprenticeships, contact the Scottish and Northern Ireland Plumbing Employers' Federation (SNIPEF) on:

Tel: **0131 556 0600** or visit: **[www.becomeaplumber.com](http://www.becomeaplumber.com)**



## CONTACT US

For further information on becoming or employing a modern apprentice please contact us - by email or phone.



**01346 586110**



**MAteam@nescol.ac.uk**

Further information on Modern Apprentices can be found at the Skills Development Scotland website:

**[www.apprenticeships.scot](http://www.apprenticeships.scot)**

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