

# The Main Body

## What is the structure of an apprenticeship?

An apprenticeship is a framework made up of four different elements:

<b>Technical Certificate/VRQ (Vocational Related Qualification)</b> – This is an exam, usually done online, that tests your knowledge on your specific subject.	<b>NVQ (National Vocational Qualification)</b> – This is a practical qualification in which you have to demonstrate your competence in your specific subject by carrying out a wide range of tasks in your work place. Some tasks you may be assessed on by an external assessor and others you may have to collate evidence for. All of this combines together to form a portfolio to prove your abilities.	<b>Core Skills</b> – This is an exam, usually done online, that tests your knowledge on the fundamental working life skills that employers require, such as Communication, Application of Number, Information Technology etc. The exam is also combined with a portfolio demonstrating your competence in the above.	<b>ERR (Employment Rights &amp; Responsibilities)</b> – This is a booklet that you complete where you have to find the answer to questions regarding employer rights and responsibilities.
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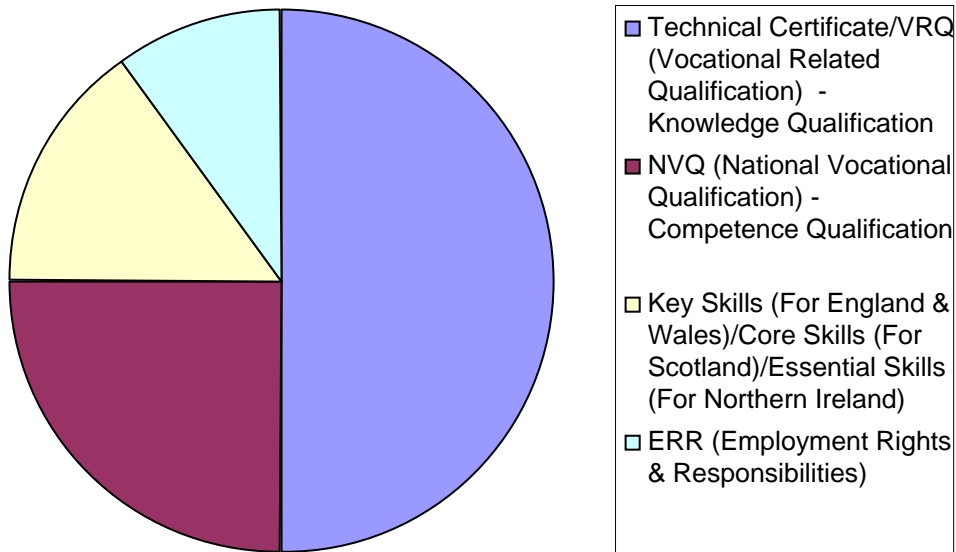
The **Technical Certificate/VRQ (Vocational Related Qualification)**, the **NVQ (National Vocational Qualification)** and the **Key Skills** are all qualifications in their own rights. However **ERR (Employment Rights & Responsibilities)** is not a qualification.

All four elements must be done in order to complete the framework and pass the apprenticeship.

As each qualification is passed, the Awarding Body, which could be City & Guilds, Edexcel or IMI Awards etc, will produce a certificate.

Once all the elements have been completed the SSC (Sector Skills Council) will produce an overall apprenticeship certificate to prove that the apprenticeship has been completed. The IMI is the registered SSC (Sector Skills Council) for the Automotive Industry.

### Comparison of Percentage of Work Required per Element



Apprenticeships for the Automotive Industry in Scotland are offered at 2 different levels:

**Level 2** is the equivalent to 5x A– C grade GCSE's

**Level 3** is the equivalent to 2x A Level's

However, level 3 is the most common as level 2 is not widely available at present.

For both levels the elements that form the framework of the apprenticeship stay the same.

The names for level 2 and level 3 in Scotland are as follows:

Level 2	Level 3
Modern Apprenticeship	Modern Apprenticeship

## Progression Table

NQF Level	General Education	Apprenticeship	Vocational Training
Level 1	GCSE Grades D-G Ages 14-16	Apprenticeship Ages 16 +	Vocational GCSE's Ages 14-16
Level 2	GCSE Grades A-C Ages 14-16	Young Apprenticeship Ages 14-16	Vocational GCSE's Ages 14-16
Level 3	A Levels	Apprenticeship Ages 16+	VCE(Vocational A Levels) or VRQ(Vocationally Related Qualification) Level 3
Level 4	Honors Degree	Foundation Degree	VRQ(Vocationally Related Qualification) Level 4/BTEC HN
Level 5	Post Graduate Degree	Continued Professional Development	Continued Professional Development

## **Who is involved in an apprenticeship?**

There are five core participants in an apprenticeship, they are:

- 1) The Apprentice** – Their role is to receive on-the-job training from the Employer and off-the-job training from the Learning Provider.
- 2) The Employer** – Their role is to pay the Apprentices' wages, provide on the-job-training, give leave from work to the Apprentice to carry out off-the-job training and provide ongoing support to the Apprentice.
- 3) The Learning Provider** – Their role is to provide the Apprentice with off-the-job training and takes on board the administrative work load.
- 4) The Government – The SSC (Sector Skills Council)** – Their main roles are:
  - To provide funding for the apprenticeship via the Professional Body, which for Scotland is the SFC (Scottish Funding Council).
  - To work with the Government by bringing together employers, trade unions and professional bodies to develop the skills that UK businesses need. Using this information they then develop NOS (National Occupational Standards). The NOS is a set of standards dictating what needs to be achieved or known by an individual in order for the individual to be qualified to carry out a certain task.
- 5) The Awarding Body** – There are several different awarding bodies, for example; City & Guilds, Edexcel or IMI Awards etc. (It is down to 'The Learning Provider' as to which Awarding Body they use as the qualifications vary from each Awarding Body) – Their main roles are:
  - To review and develop the qualifications bases on the NOS (National Occupational Standards) set out by the SSC (Sector Skills Council).
  - To certificate the qualifications.

## **How long does an apprenticeship in the automotive sector take to complete?**

Typically a level 2 apprenticeship in the Automotive Sector is completed in two years and a level 3 apprenticeship in the Automotive Sector is completed in one year following completion of the level 2 apprenticeship.

## **Who are apprenticeships designed for?**

An apprenticeship is designed for anyone who has completed year 11 of School. They are ideal for individuals who want to learn a specific skill/trade or for individuals who prefer vocational learning to full time education.

## **What apprenticeships are available in the automotive sector?**

Apprenticeships in the Automotive Industry in Scotland are split into 5 sections, they are:

- Vehicle Maintenance & Repair
- Vehicle Fitting
- Vehicle Body & Paint
- Vehicle Parts
- Vehicle Sales

There are various different apprenticeships available under the 6 sections:

Section	Level 2	Level 3
Vehicle Maintenance & Repair	Vehicle Maintenance & Repair	Vehicle Maintenance & Repair
	Transport Engineering & Maintenance	Transport Engineering & Maintenance
Vehicle Fitting	Vehicle Fitting Operations	Vehicle Fitting Operations
Vehicle Body & Paint	Vehicle Body & Paint Operations	Vehicle Body & Paint Operations
Vehicle Parts	Vehicle Parts Operations	Vehicle Parts Operations
Vehicle Sales	Customer Service	Customer Service
	Business Administration	Business Administration
	Vehicle Sales	Vehicle Sales

For More information on the different careers available in the Automotive Industry follow this link:

[http://autocity.org.uk/zgeneralcontent/gtwp\\_linkspage.html](http://autocity.org.uk/zgeneralcontent/gtwp_linkspage.html)