



A

**MODERN APPRENTICESHIP**

IN

**SUPPLY CHAIN MANAGEMENT**

At

**SCQF Level 7**

**FRAMEWORK DOCUMENT  
FOR  
SCOTLAND**

**Skills for Logistics**

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## Modern Apprenticeships in Scotland

### What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

### 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 employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

### What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

## Modern Apprenticeships in Freight Logistics

The logistics sector and in particular the supply chain underpins many sectors within the Scottish economy. Supply chain management is the process of linking each element of the manufacturing and supply process from raw materials through to the end user, encompassing several organizational boundaries. Supply chain management has been a major component of competitive strategy to enhance organizational productivity and profitability requiring simultaneous improvements in both customer service levels and internal operating efficiencies of the companies in the supply chain. .

Without logistics and the supply chain it would be impossible for organisations in areas such as manufacturing, chemicals and petroleum and food and drink production to gain raw materials, move products or to even export their products. Many other sectors such as construction, pharmaceutical and healthcare, automotive, electronics and electrical and tourism are also sectors heavily reliant on materials been brought to sites or products been moved by logistics companies. All of these functions rely on a competent workforce to ensure those within the supply chain get materials and products to the right place at the right time.

Businesses operating in supply chain management vary in size from major multi-national organisations, where employment reaches a four-figure sum, to small SMEs with just a few employees. Although a number of manufacturing companies are moving their operation to low cost overseas sites it is still important that these companies are encouraged to keep the control and management of the supply chain in Scotland.

The Logistics Sector in Scotland employs 115,000 people<sup>1</sup> across 12,400 companies. The sector is dominated (81%) by workplaces employing 10 or fewer people. Including those who work in logistics occupations in other sectors, the actual size of the sector is 126,000 people which equates to 5% of Scotland's workforce<sup>2</sup>.

ONS Labour market statistics<sup>3</sup> shows that in the quarter to June 2012 there were 54,000 buyers and procurement professionals and 156,000 managers / directors in the UK transport and logistics sector and indicates a 4% increase in employment in transport and logistics in employment in the UK over the year ending March 2013. Although it is difficult to extract the supply chain management employment figures directly it gives an indication of the size and trend within the logistics sector.

The revised Scottish Modern Apprenticeship in Supply Chain Management will provide a progression route and skills development for both new and existing employees ensuring Scottish businesses have the workforce to be competitive and succeed within the UK, nationally and globally.

Supply chain management is a dynamic function that has seen many changes in work practices over the last 20 years. This trend continues and while many of the larger organizations are drivers of this change, it is important that they, and the SMEs who supply them, have employees with the necessary qualifications and skills to maintain their position in the market place.

Across the UK the logistics sector has an ageing workforce. This is particularly so in Scotland, with 45% of the workforce over 45 compared to 35% for all sectors in Scotland. Coupled with this age profile, the sector experiences great difficulty in attracting young people. Young people are simply not aware of the careers

<sup>1</sup> [JOBS06: Workforce jobs revisions triangle \(published on 12 June 2013\) \(Excel sheet 352Kb\)](#)

Workforce jobs revisions triangle. Workforce jobs tables are usually updated in March, June, September and December.

<sup>2</sup> Understanding skills and challenges in the logistics sector. 2014 UKCES

<sup>3</sup> ONS (2012) EMP16 Employment by occupation. All in employment by status, occupation & sex. Quarter 2: Apr-Jun 2012.

[Online] [http://www.ons.gov.uk/ons/publications/re-referencetables.html?newquery=\\*&newoffset=25&pageSize=25&edition=tcn%3A77-269229](http://www.ons.gov.uk/ons/publications/re-referencetables.html?newquery=*&newoffset=25&pageSize=25&edition=tcn%3A77-269229)

opportunities it can offer them. Indeed, for most people logistics and the supply chain is the invisible industry. The gap between industry experience and a university degree is substantial<sup>4</sup>; suggesting supply chain organisations would rather build their teams with qualified employees taken from competitors rather than build from scratch.

#### Drivers of change and skills gaps

The supply chain operation has a number of other factors which also impact on how the profession operates and the skills required.

Global sourcing and supply chains have expanded massively in recent years which increases supply chain complexity (Skills for Logistics 2013). This requires individuals to have knowledge of operating globally working with suppliers and customers worldwide. They also need to be able to understand their markets and have the ability to make informed decision as to suitable locations for their operations.

Sustainability has become a new area of competitiveness within supply chain management with organisations needing to be more environmentally responsible in areas such as carbon footprints, energy and fuel usage as well as social responsibility. There is a lack of resources in terms of knowledge and expertise project management as well as change management.

The cost of raw materials such as fuel continues to rise and again those involved in the supply chain will need to consider alternative and more efficient ways of transporting goods.

Customer service is key to gaining competitive advantage and strong customer service can be seen as a way of improving customer loyalty in the supply chain. Therefore improving skills in customer service are key for those working in the sector.

Technology continues to develop and therefore those working in supply chain management will need to develop an awareness of, and expertise in, technological processes.

The revised modern apprenticeship framework will address skills needs and gaps in supply chain management for Scottish employers, whilst providing an alternative to full or part time-study leading to HNC/D and degree programmes. It will also provide opportunities for businesses to grow their own providing progression opportunities from the Modern Apprenticeship through to the Professional Apprenticeship.

Suitable candidates for the modern apprenticeship may be new to the sector or may already be in employment and are looking to further their career. There are no set entry requirements broadening access and ensuring learners from a variety of backgrounds can participate in the programme. However, those undertaking this modern apprenticeship should be in a relevant supply chain role and have the support of their employer. Some may have progressed straight from school or have undertaken the National Progression Award in Supply Chain Operations at SCQF level 5.

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<sup>4</sup> Occupational Craft Skills Report: *Supply Chain Management*, Skills for Logistics. August 2013

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Supply Chain Management

### Duration

The estimated minimum time to gain competence is 12 months

### Mandatory outcomes

#### SVQ or alternative competency based qualification

- the following must be achieved:

Level 3 Modern Apprenticeship framework:

- GK19 23 – SVQ 3 Supply Chain Management at SCQF level 7 (39-62 credits)

#### Core Skills

##### For MA at SVQ Level 3

- |  |              |
|--|--------------|
| • Communication                            | SCQF Level 5 |
| • Working With Others                      | SCQF Level 5 |
| • Problem Solving                          | SCQF Level 5 |
| • Information and Communication Technology | SCQF Level 5 |
| • Numeracy                                 | SCQF Level 5 |

#### Enhancements

None

### Optional Outcomes

#### Additional SVQ Units/Qualifications/Training

Modern Apprentices should be encouraged to enhance their programme by undertaking relevant industry training such as:

CIPS Certificate in Procurement and Supply Operations  
 CIPS Advanced Certificate in Procurement and Supply Operations  
 CILT Level 2 Certificate in Logistics and Transport  
 CILT Level 3 Operations Management  
 CILT Level 3 Certificate in Global Logistics  
 CILT Certificate in Logistics and Transport

## The Framework

### Duration

It is expected that apprentices following this framework will take a minimum of 12 months to complete. This includes 20% of the time for off-the-job training.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following qualification:

- GK19 23 – SVQ 3 Supply Chain Management at SCQF level 7 (39-62 credits)

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

### Core Skills

Each apprentice is required to achieve the following core skills:

- |  |              |
|--|--------------|
| • Communication                            | SCQF Level 5 |
| • Working With Others                      | SCQF Level 5 |
| • Problem Solving                          | SCQF Level 5 |
| • Information and Communication Technology | SCQF Level 5 |
| • Numeracy                                 | SCQF Level 5 |

All the core skills are embedded within the SVQ and will not need 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.

### Enhancements

None

### Optional Outcomes

Modern Apprentices should be encouraged to enhance their programme by undertaking relevant industry training such as:

- CIPS Certificate in Procurement and Supply Operations
- CIPS Advanced Certificate in Procurement and Supply Operations
- CILT Level 2 Certificate in Logistics and Transport
- CILT Level 3 Operations Management
- CILT Level 3 Certificate in Global Logistics
- CILT Certificate in Logistics and Transport

## Registration and certification

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

Skills for Logistics  
12 Warren Yard  
Warren Park  
Milton Keynes  
MK12 5NW  
Tel: 01908 313360  
Email: [info@skillsforlogistics.org](mailto:info@skillsforlogistics.org)  
Web: [www.skillsforlogistics.org](http://www.skillsforlogistics.org)

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.**

Training Providers need to be registered as a Modern Apprenticeship Centre (MAC) on MA Online. To do this go to [www.modernapprenticeships.org](http://www.modernapprenticeships.org). Once registered training providers must register each modern apprentice on MA Online within 4 weeks of starting their apprenticeship. There is a £10 registration fee for each apprentice. Once each apprentice has completed the framework training providers must upload the appropriate evidence to MA Online in order to request a Modern Apprentices certificate. This evidence will be checked by Skills for Logistics, who will issue the Modern Apprenticeship certificate at a cost of £30 each.

In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

The SSC 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, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made on [www.modernapprenticeships.org](http://www.modernapprenticeships.org).

### SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC 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.

## 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.
- 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 Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.
- 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 SSC for advice and guidance on recruitment and selection.

There are no formal entry requirements however the learner must be employed in a suitable supply chain role in order to gain the experience and knowledge required for the SVQ in addition to:

- Be prepared to undertake off-the-job training
- Be able to acquire the broad range of skills, knowledge and understanding required in the modern apprenticeship
- Be competent to complete the Level 3 SVQ
- Have a positive attitude towards learning
- Show initiative
- Be able to communicate with a variety of people

## Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

## Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework 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 of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

## Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

## 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**.

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

## Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

## Training and development

### Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

## List of Training Providers

The list below shows the providers who have either shown an interest in delivering the modern apprenticeship or are currently registered with SQA Awarding to and deliver the Supply Chain Management SVQ and Modern Apprenticeship.

- City of Glasgow College
- Fife College
- JB Management – Ayr but deliver Scotland wide
- Orion Group - Glasgow
- Pitchblue – Dunfermline
- Polaris Learning Ltd
- Training Matters (Scotland) Limited
- AD Services Scotland – Lanarkshire but deliver Scotland wide
- INTEC
- Learn Direct
- Perth College

There may be new centres which have come on board recently therefore contact Skills for Logistics or SQA Awarding for an up to date list of training providers.

## Delivery of Training for the Modern Apprenticeship in Freight logistics

### Work-based training

#### Delivery and assessment method

Assessments should be carried out in the work place with the use of portfolios to provide evidence. These should, where appropriate, be supported by mentor / supervisor statements or other appropriate methods.

Regular reviews should take place with the apprentice as well as their employer/ mentor / supervisor (whichever is appropriate) to discuss progress.

#### Skills required by training providers delivering the training

Any of the following should be held by those undertaking delivery

- A1/V1
- L&D9DI
- PTLLS
- CLLS

Those involved in delivery of SVQs are advised to check with the SQA guidance on assessor and verifier competence requirements and the note issued September 2013. Assessors and verifiers who currently hold D or A and V Units are still considered to be qualified assessors and internal verifiers/external verifiers and are not required to undertake the new Units. However, they must be working to the current NOS and undertaking appropriate continuous professional development. **Any new assessors and verifiers, who do not currently hold any of these qualifications, should undertake the qualifications based on the current Learning and**

**Development (L & D) NOS.**

The relationship between the current L & D Units and previous Assessor and Verifier qualifications can be found on the attached link.

[http://www.sqa.org.uk/sqa/files\\_ccc/Assessor%20and%20Verifier%20Competence%20FINAL.pdf](http://www.sqa.org.uk/sqa/files_ccc/Assessor%20and%20Verifier%20Competence%20FINAL.pdf)

Assessors should also check the Assessment Strategy for SVQs in Supply Chain Management and Procurement

Occupational competence is required for the specified qualification secured from previous experience

It is good practice to be able to show staff involved in delivery maintain:

- their industry knowledge through CPD activities
- participate in in-house or awarding body training and workshops / standardisation sessions.

**Delivery of underpinning knowledge (if no formal off-the job requirement)**

Learners will achieve the SVQ which contains underpinning knowledge and will be developed and assessed through methods such as:

- on-going training with their assessor and/or employer.
- question and answer sessions
- written and oral tasks involving research
- study and in house development
- task based work activity
- on line learning
- off line tutorials

**Off-the-job training****Details of off-the-job training** (please state if not applicable)

Most of the delivery takes place on the job and where it does take place off the job then it should be relevant to the technical apprenticeship and the role of the individual. It is suggested that this may be around 20% of the total time of the framework

**Delivery and assessment method**

The time taken to complete will vary and be dependent on the award chosen

Delivery will also be something agreed between the apprentice, employer and provider to suit the needs of the business but may include:

- Attending day /block release
- Distance learning
- Using on line tutorials
- Completion of work based projects

**Exemptions**

- Not Applicable)

## The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 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 many will 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 Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

## Consultation Process

Initial feedback was sought in February 2014 from employers and providers on the suitability of and continuation of the SVQs levels 2-5 in supply chain management and the modern apprenticeships. The results of which were used to inform the main review of the SVQ levels 3, 4 and 5. Feedback supported withdrawing the level 2 SVQ in supply chain management due to no uptake.

During July and August 2014 consultations were undertaken on the revised structure of the SVQs 3 – 5 and the content of the Apprenticeship frameworks. This included an electronic survey which was circulated to a range of businesses as well as providers. It was circulated through the main Trade Associations Scottish offices of Freight Transport Association and Road Haulage Association, Chartered Institute of Logistics and Transport (CILT) as well as the Trade Union, Unite. The Scottish representative for Unite was contacted through the MAG representative for Scottish Union Learning and asked for feedback. A meeting was also held with Unite in England and the modern apprenticeship framework was passed on to his colleague in Scotland. During this consultation SQA awarding and accreditation, SDS and Scottish Government were involved in the process.

Questions were specifically included in the consultation on the entry requirements, types of progression and additional enhancements which should be included in each of the apprenticeship frameworks.

The on-line consultation included the views of a broad range of private and public sector employers, as well as trade bodies and training organisations. Although over 100 businesses were contacted there were only 22 who responded on line and a further 5 telephone conversations were undertaken. 30% of responses were from private organisations and 12% from public organisations and included self-employed, micro businesses, SMEs and large organisations, 13% of respondents employed less than 5 and 28% employed over 250. 52% of the total responses were from Scottish employers with 48% from the training and provider network.

Although the responses are predominately from the central area of Scotland this is reflective of where most logistics supply chain operations are based. Once the revised frameworks are approved then further communication will be undertaken to ensure wider coverage and awareness across Scotland is achieved. Some of the providers responding do work across Scotland and therefore Skills for Logistics will work with these to engage in wider coverage.

All feedback was collated, analysed and the results reviewed to ensure it was relevant and incorporated where appropriate. Organisations who supported the review included: IBM UK Ltd, Diageo, WeeSolutions, IBM, Stevenson Bros, J Russell, Morrison Plc, DHL Supply Chain, Fife Council, First Group, Scottish Trade Union. A number of organisations chose not to leave their details.

The providers who responded to the on-line consultation included: RT Resources Ltd, Orion PS Ltd, Fife College, Glasgow City College, Training Matters, Pitchblue, Commercial Skills Ltd, Qube Development, XL Training, Nithcree Training and Intec Business Colleges.

The responses to the consultation were positive and provided useful feedback confirming the need for a supply chain management SVQ in addition to the new SVQ level 3 procurement at SCQF level 6 Modern Apprenticeship. It was requested that to reflect the flexible nature of jobs in the sector the mandatory units are kept to a minimum with flexibility to choose from any of the optional units in the SVQs. A number of additional imported NOS have also been identified from SkillsCFA for inclusion in the SVQs, which was seen as positive.

Of those who responded to the question as to whether they would use the Apprenticeship frameworks 69% said they either currently used or intended to put employees through the apprenticeship in supply chain management.

## Career progression

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as:

Progression into the Modern Apprenticeship in Supply Chain Management may be from a number of routes due to the varying backgrounds and past academic and work related experiences of apprentices.

Learners may enter straight from post-secondary education or they may have previously completed the Modern Apprenticeship in Warehousing & Storage at level 2 or the CIPS Level 2 Certificate in Procurement and Supply.

Those learners who have no formal qualifications wishing to progress onto the modern apprenticeship will be expected to have experience in a supply chain role.

Learners completing the Modern Apprenticeship in Supply Chain Management will be able to progress onto the Technical Apprenticeship and have the potential to also move onto Higher Education (HE). Some courses could include:

- Level 4 Technical Apprenticeship in Supply Chain Management
- Level 4 Technical Apprenticeship in Management
- Chartered Institute of Logistics and Transport qualifications
- Institute of Operations Management qualifications
- CIPS Level 3 Diploma in Procurement and Supply
- CIPS Level 4 Diploma in Procurement and Supply
- Degree such as, Supply Chain Management, International Operations and Supply Chain Management

A useful website to visit regarding higher education is [www.ucas.co.uk](http://www.ucas.co.uk). Information about courses, providers and further information on specific entry requirements can also be found on this website. Apprentices may also wish to continue their professional development through industry specific training or relevant professional development awards such as those offered by CIPS, CILT or IOM.

The types of jobs Modern Apprentices can secure include:

Related jobs	Brief description
Supply Chain Officer	Monitor the achievement of project tasks Manage projects to develop the supply chain Obtain and monitor information on the supply chain and stakeholders Maintain relationships with those in the supply chain and colleagues Evaluate the capability of suppliers to meet specifications Good communication and organisational skills are required
Import/Export Clerk	Team working is a key part of this role Organising the importing and or exporting of goods on behalf of customers Organising transport which could be too or from airports/ports Knowledge of and able to complete international documentation Monitor the progress of goods Good communication, numeracy, ICT and organisational skills are required
Warehouse Team	Working under the Supervisor or warehouse manager

Leader	Responsible for a team and their work Responsible ensuring dispatch and receipt documentation for goods are checked correctly, stock is struck off account or brought to account and replacement stock is ordered Checking the work of those you are responsible for and allocating tasks Liaising with agencies and other colleagues
Team Leader	Working under the Supply Chain Specialist Lead all supply chain activity within a specified area Responsible for inventory control, purchasing and inter-logistics Responsibility for forecasting, production planning, materials requirement and maintenance of ERP system data, stock accuracy and optimisation Excellent communication, numeracy, ICT and organisational skills are required

My World of Work is also a useful website for careers [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

# Appendices

## APPENDIX 1

### Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

### Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fisss.org/>.

### Role of Skills Development Scotland (SDS)

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

### Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies 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/ CBQs and SVQ/CBQ units are fully met.

## Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

### Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

## Role of the Modern Apprenticeship Group (MAG)

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

### MAG is responsible for:

- Approval and re-approval of Modern Apprenticeship Frameworks
- De-approval of Modern Apprenticeship Frameworks
- Encouraging best practice across Modern Apprenticeship Frameworks and sectors

## Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan

- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

## **Role of the Modern Apprentice**

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

### **Modern Apprentices' responsibilities include:**

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

## 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, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

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/ CBQ (and 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

The SSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to 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.

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
- Registering Modern Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

## APPENDIX 3



## MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

The **Employer's responsibilities** are to:

- 1 employ the modern apprentice subject to the employer's usual 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 an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, 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:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



## 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:

**Skills Development Scotland office**

Name:
Address:
Telephone:
Contact:

## Framework selected outcomes

**Mandatory outcomes**

SVQ/ CBQ Level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>				
Enhancements				

Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication technology			
5	Problem Solving			

**Optional outcomes**

Additional units (if any) <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

**Summary of Modern Apprentice's accredited prior learning:**

*If you require assistance in completing this form, please contact:*

Skills for Logistics  
12 Warren Yard  
Warren Park  
Milton Keynes  
MK12 5NW  
Tel: 01908 313360  
Email: [apprenticeships@skillsforlogistics.org](mailto:apprenticeships@skillsforlogistics.org)