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# MODERN APPRENTICESHIP

IN

## Freight Logistics at SCQF Level 6

FRAMEWORK DOCUMENT  
FOR  
SCOTLAND

The Institute of the Motor Industry

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The Institute of the Motor  
Industry  
Fanshaws,  
Brickendon  
Hertford  
SG13 8PQ

[skillsforlogistics@theimi.org.uk](mailto:skillsforlogistics@theimi.org.uk)



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OF THE MOTOR  
INDUSTRY

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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 in Scotland employs 126,000 people<sup>1</sup> across 12,400 companies equating to 5% of the total employment in Scotland, this does not include those who work in logistics in other sectors. Overall the UK has seen an increase of 5% in the total employment in road transport drivers since 2014. The sector is dominated by 81% of workplaces employing 10 or fewer people.

The logistics sector underpins many sectors within the Scottish Economy as well as the Scottish Government's priority sectors both nationally and locally, all of which rely on the movement and storage of goods to enable them to be efficient and effective. This ranges from moving and storing raw materials through to finished products in warehouses as well as into retail distribution centres and shops.

The breakdown across occupations is:

SOC	Definition	Employment in logistics occupations
1161	Transport and distribution managers	2,200
1162	Storage and warehouse managers	2,000
3536	Importers, exporters	300
4134	Transport and distribution clerks	2,100
8211	Large (Heavy) Goods Vehicle drivers	13,700
8212	Van drivers	8,200
9149	Other goods handling and storage occupations	7,400
9211	Post workers, mail sorters, messengers or couriers	11,900
	Other Occupations, including marketing and sales managers, accountants	67,200
<b>Total</b>		<b>115,000</b>

Without logistics it would be impossible for organisations in areas such as manufacturing, chemicals, petroleum and food and drink production to access raw materials, move products directly to retailers or their distribution centres or export goods. Many other sectors such as construction, pharmaceutical, healthcare, automotive, electronics and tourism are also sectors heavily reliant on materials being brought to sites or products being moved by logistics companies. All of these functions rely on a competent workforce to ensure materials and products arrive at the right place on time. The sector operates 24 hours a day, 7 days a week and 365 days a year. Transport Scotland statistics 2012 suggest that over 160 million tonnes are lifted in Scotland each year, with 14.8 million of these going to the rest of the UK.

Businesses operating in freight logistics vary in size from major multi-national organisations, 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 logistics and transportation of goods to Scottish and UK providers.

Skills shortages are a particular problem for the sector in Scotland including technical, practical or job

<sup>1</sup>ONS (2015) Workforce jobs by industry section (SIC 2007) - seasonally adjusted (June 2015).

specific and basic skills (communication and numeracy). Research suggest that logistics organisations would rather build their teams with qualified employees taken from competitors rather than build from scratch.

Research also highlights a shortage of 11,000 drivers across Scotland with drivers being ranked as a top three job which employers had difficulties filling (Manpower Group 2014) compared to 2012 when it fell outside the top 10.

The introduction of the Driver CPC (Certificate of Professional Competence) legislation in September 2014 requiring drivers to undertake 35 hours of approved, periodic training every five years has resulted in drivers retiring or leaving the sector rather than continuing. Along with this and the lack of new young drivers coming into the industry, due to the cost of gaining their licence, the sector is struggling to provide sufficiently skilled drivers.

The logistics sector has an aging workforce 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. The most commonly identified reason for struggling to attract drivers and young people is the image of the sector. Young people, in particular, lack understanding of the sector 66% of 14-19 year olds misunderstood the term 'logistics' (Skills for Logistics, 2014). There is also evidence that individuals 'fall' into the sector, considering it to be a job of last resort (Moloney et al, 2011). This in turn makes it harder to attract quality entrants.

The driving professional faces further entry barriers, such as cost, the need to generally have two years' experience and to be over 25 for insurances purposes (Transport Select Committee, 2010).

The revised Modern Apprenticeship frameworks will address skills needs and gaps in freight logistics providing a progression route and skills development for both new and existing employees ensuring Scottish businesses have the workforce to be competitive and successful within the UK, nationally and globally.

#### Drivers of change and skills gaps

The logistics sector has a number of other factors which also impact on how the profession operates and the skills required.

Logistics is a moving industry that has seen a number of changes in working practices over the last 20 years, particularly with the introduction of technology and automation of a number of activities. Therefore, it is important that employees keep up-to-date and have the necessary qualifications and skills to maintain their position in the market place.

The development of technology and automated processes in warehouses and distribution centres has resulted in a need for upskilling those in employment whilst requiring those entering the industry to have these skills within their training/apprenticeship programmes.

Sustainability has become a new area of competitiveness within logistics 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 in this area.

The cost of raw materials such as fuel continues to fluctuate requiring those involved in freight and logistics operations to consider alternative and more efficient ways of transporting goods.

The nature of the industry means there are seasonal peaks, such as Christmas, where home delivery and retailers' demands increase. This means the sector relies on seasonal labour for drivers and warehouse operatives during these peak times and employers report that this does not address the real shortage of skills.

The revised Modern Apprenticeship framework will address skills needs and gaps in logistics operations for Scottish employers, whilst providing an alternative to full or part time-study. It will also provide opportunities for businesses to grow their own providing progression opportunities through the Modern Apprenticeship. The revisions within the framework takes into account the need to retain flexibility within the SVQ qualifications, ensuring industry needs are met. The introduction of a wider range of options in the SVQ at SCQF level 6 in Driving Goods Vehicles means the framework is more flexible and able to meet a wider range of industries, reflecting the increased range of goods the driver is transporting.

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 logistics roles and have the support of their employer. Where apprentices are taking the Driving Goods Vehicle pathway they must have the relevant licence before starting the Modern Apprenticeship. Some may have progressed straight from school or have undertaken the National Progression Award in Supply Chain Operations at SCQF level 5, or have progressed from the Modern Apprenticeship in Freight Logistics at SCQF level 5.

## Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Freight Logistics

### Duration

The average length of time normally taken to achieve and demonstrate competence is 12 months for all of the routes

### Mandatory outcomes

#### SVQ or alternative competency based qualification

One of the following SVQs to be chosen from:

- SVQ 3 Driving Goods Vehicles at SCQF level 6 (GL1C23) Minimum 31 Maximum 49 credits.
- SVQ 3 Warehousing and Storage at SCQF level 7 (GF9D 23), Minimum 38 Maximum 45 credits.
- SVQ 3 Logistics Operations (GF9E 23), Minimum 31 Maximum 47 credits.

#### Core Skills

##### For the Driving Goods Vehicle SVQs the following core skills should be taken

- Communication at SCQF level 5
- Working With Others at SCQF level 5
- Problem Solving at SCQF level 5
- Information and Communication Technology at SCQF level 4
- Numeracy at SCQF level 5

In this route all the cores skills are embedded in the SVQs.

##### For Warehousing and Storage and Logistics Operations SVQs the following core skills should be taken

- Communication at SCQF level 4
- Working With Others at SCQF level 4
- Problem Solving at SCQF level 4
- Information and Communication Technology at SCQF level 4
- Numeracy at SCQF level 4

If taking these routes all core skills should be separately certificated.

## Enhancements

None

## Optional Outcomes

### Additional SVQ Units/Qualifications/Training

SQA National Progression Award in Supply Chain Operation G93X45 (or equivalent award from other awarding bodies as agreed with SSC). This qualification is optional for all apprentices, but is recommended for new entrants to the logistics sector, irrespective of age.

Other optional outcomes that will enhance the Apprentices employability include:

- Health and safety awareness course offered by an SQA approved awarding body
- Or any other accredited or national or legislative recognised short course at a suitable level (the list below is only a suggestion)
  - Forklift (various type)
  - Mobile elevated work platforms
  - Conveyor and shed sweeper equipment
  - Manual handling
  - Road user awareness
  - Risk assessments

Or more formal courses such as:

- 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

Apprentices following the driving routes within this framework will drive vans or large goods vehicles and will need to undergo training and achieve the driving licence which is appropriate for the type of vehicle which they are driving.

- Vehicles up to 3.5 tonnes require a car (Category B) licence.
- Vans from 3.5 to 7.5 tonnes require a Category C1 licence.
- Rigid vehicles over 7.5 tonnes require a Category C licence. Articulated vehicles over 7.5 tonnes require a C + E licence.

Candidates will fall into three groups relating to their licence status as they join the Apprenticeship.

- The first group will already possess a Category C or C+E Driving Licence and will need no further licence related training and assessment during their apprenticeship.
- The second group will already have a Category C Licence, but as part of their development within the apprenticeship, be working towards the C+E licence.
- The third group will have neither licence and be working initially to the Category C and possibly the Category C+ E as part of their apprenticeship.



## The Framework

### Duration

It is expected that apprentices following this framework will take approximately 12 months to complete. This includes 10% time for off-the-job training.

### Mandatory Outcomes

#### SVQ(s)/ CBQs

Each apprentice is required to achieve the following Qualification:

- SVQ 3 Driving Goods Vehicles at SCQF level 6 (GL1C23) Minimum 31 Maximum 49 credits.
- SVQ 3 Warehousing and Storage at SCQF level 7 (GF9D 23), Minimum 38 Maximum 45 credits.
- SVQ 3 Logistics Operations (GF9E 23)

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:

#### For the Driving Goods Vehicle route the following core skills should be taken

- Communication at SCQF level 5 - reference number F427 04
- Working With Others at SCQF level 5- reference number F42P 04
- Problem Solving at SCQF level 4 - reference number F42K 04
- Information and Communication Technology at SCQF level 3 – reference number F42E 04
- Numeracy at SCQF level 4- reference number F42B 04

#### For warehousing and storage, warehousing and storage support operations routes the following core skills should be taken

- Communication at SCQF level 4 - reference number F426 04
- Working With Others at SCQF level 4- reference number F42N 04
- Problem Solving at SCQF level 4- reference number F42J 04
- Information and Communication Technology at SCQF level 4- reference number F42E 04
- Numeracy at SCQF level 4- reference number F42A 04

For the **Driving Goods Vehicle** route the core skills are **all embedded** within the mandatory units of the SVQ and **will not be separately certificated**.

For **Warehousing and Storage and Logistics Operations SVQs** the core skills **must 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

SQA National Progression Award in Supply Chain Operation G93X45 (or equivalent award from other awarding bodies as agreed with SSC). This qualification is optional for all apprentices, but is recommended for new entrants to the logistics sector, irrespective of age.

Other optional outcomes that will enhance the Apprentices employability include:

- Health and safety awareness course offered by an SQA approved awarding body
- Or any other accredited or national or legislative recognised short course at a suitable level (the list below is only a suggestion)
  - Forklift (various type)
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  - Conveyor and shed sweeper equipment
  - Manual handling
  - Road user awareness
  - Risk assessments

Or more formal courses such as:

- CILT Level 2 Certificate in Logistics and Transport
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Apprentices following the driving routes within this framework will drive vans or large goods vehicles and will need to undergo training and achieve the driving licence which is appropriate for the type of vehicle which they are driving.

- Vehicles up to 3.5 tonnes require a car (Category B) licence.
- Vans from 3.5 to 7.5 tonnes require a Category C1 licence.
- Rigid vehicles over 7.5 tonnes require a Category C licence. Articulated vehicles over 7.5 tonnes require a C + E licence.

Candidates will fall into three groups relating to their licence status as they join the Apprenticeship.

- The first group will already possess a Category C or C+E Driving Licence and will need no further licence related training and assessment during their apprenticeship.
- The second group will already have a Category C Licence, but as part of their development within the apprenticeship, be working towards the C+E licence.
- The third group will have neither licence and be working initially to the Category C and possibly the Category C+ E as part of their apprenticeship.

## Registration and certification

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



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 The IMI, 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 to the SSC at the address above.

### 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 logistics 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

### **For Apprentices starting on the Driving Goods Vehicles routes only**

- Apprentices undertaking the driving route within this framework will have to pass a medical examination in order to apply for a provisional LGV licence.
- Apprentices following the driving routes within this framework will drive vans or large goods vehicles and will need to undergo training and achieve the driving licence which is appropriate for the type of vehicle which they are driving.
- Vehicles up to 3.5 tonnes require a car (Category B) licence.
- Vans from 3.5 to 7.5 tonnes require a Category C1 licence.
- Rigid vehicles over 7.5 tonnes require a Category C licence. Articulated vehicles over 7.5 tonnes require a C + E licence.

Candidates will fall into three groups relating to their licence status as they join the Apprenticeship.

- The first group will already possess a Category C or C+E Driving Licence and will need no further licence related training and assessment during their apprenticeship.
- The second group will already have a Category C Licence, but as part of their development within the apprenticeship, be working towards the C+E licence.
- The third group will have neither licence and be working initially to the Category C and possibly the Category C+ E as part of their apprenticeship.

## 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 Driving Goods Vehicles, Warehousing and Storage and Logistics Operations SVQs.

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

Provider	Framework(s)
AD Services (Scotland) Ltd	Storage & warehousing
Fife College West	Storage & warehousing Logistics Operations
First4Skills	Storage & warehousing
GTG Training Ltd	Driving goods vehicles
Intec Business Colleges plc	Storage & warehousing
ITCA Limited	Storage & warehousing Logistics Operations
JB Management Ltd	Storage & warehousing
JHP Training	Storage & warehousing
JMG Training & Development Ltd	Storage & warehousing
Learndirect	Storage & warehousing
Microcom Training Ltd	Storage & warehousing

Motherwell College	Storage & warehousing
Nithcree Training	Driving goods vehicles Storage & warehousing
North East Scotland College	Storage & warehousing Logistics Operations
Pitchblue	Storage & warehousing
Rhino Training Ltd	Driving goods vehicles
REMIT	Driving goods vehicles
Robson Associates Limited	Freight Logistics
RT Resources Ltd	Freight Logistics
SSVQ LTD	Freight Logistics
Training Direct Ltd	Freight Logistics
Training Matters	Freight Logistics
XL Training	Freight Logistics

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

### Work-based training

#### Delivery and assessment method

**This applies to all the SVQs within the Freight Logistics Framework.**

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 for the Modern Apprenticeship in Freight Logistics

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/files\\_ccc/Assessor and Verifier Compentence FINAL.pdf](http://www.sqa.org.uk/files_ccc/Assessor_and_Verifier_Compentence_FINAL.pdf)

Assessors should also check the Assessment Strategy for SVQs in Logistics

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 SVQs which contain underpinning knowledge and this 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**

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 10% 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

The Driving Goods Vehicles SVQs have not been reviewed since 2011 and were due to expire during 2015. The Warehouse and Storage SVQs are still current and therefore have not been included in this review. They will however be revised in 2016 along with the relevant parts of this MA framework.

Initial feedback was sought in April – July 2015 from employers and providers on the suitability of and continuation of the SVQs levels 2 and 3 in Driving Goods Vehicles and the Modern Apprenticeships. The results of which were used to inform the main review of the SVQ levels 2 and 3. Feedback supported withdrawing the level 2 SVQ Driving Goods Vehicles: motor cycle and cycle due to no take up since 2010 and therefore were not looked at. The other pathways, articulated and rigid had small numbers, the van pathway has been the most used at level 2. Therefore it was agreed that the units SFLDGV1,2,3,4,5,7,8 would be endorsed with the vehicle type van, rigid, articulated/drawbar so the certificate at Level 2 reflects what they have achieved. At Level 3 the same units would be endorsed with the vehicle type but the certificate will not reflect this in its title. This was discussed and agreed with SQA Awarding Body, the providers and the industry.

During May, June and July 2015 consultations were undertaken on the revised structure of the SVQs 2 and 3 and the content of the Apprenticeship Frameworks. This included an electronic survey which was circulated to a range of businesses as well as providers offering the Driving Goods Vehicles SVQs. It was circulated through the main Trade Associations Scottish offices of Freight Transport Association and Road Haulage Association as well as the Scottish Road Haulage Group and the Trade Union. The Scottish representative for the Trade Unions was contacted through the MAG representative for Scottish Union Learning and asked for feedback. During this consultation SQA awarding and accreditation, SDS and Scottish Government were involved in the process. Lantra SSC also circulated it to a number of livestock and timber hauliers including First Milk and Muller-Wisemans covering the liquid milk transport, Forestry Commission, National Farmers Union Scotland and the Animal Health and Welfare representative in Scottish Government.

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 20 who responded on line and a further 4 telephone conversations were undertaken. 83% of responses were from private organisations and 16% from public organisations and included self-employed, micro businesses, SMEs and large organisations, 13% of respondents employed less than 5 and 38% employed over 250. 64% of the total responses were from Scottish employers with 36% from the training and provider network.

Although the responses are predominately from the central area of Scotland this is reflective of where most logistics operations are based. Although there were two responses from the Aberdeen area. 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 The IMI 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: DHL Scotland, WEE Solutions, Fife Council, Glasgow City Council, AGBarr, Peterson Transport, WH Malcolm, Wincanton Scotland, WM Armstrong, Arnold Clark, Carntyne Transport, ARR Craib, Road Haulage Association – Scottish Representative, Road Transport Association – Scottish Representative, Scottish Road Haulage Group, USDAW (Union of Shop, Distributive and Allied Workers). A number of organisations chose not to leave their details.

The providers who responded to the on-line consultation included: Nithcree Training, GTG Training, REMIT, and RHINO Training.

The responses to the consultation were positive and provided useful feedback confirming the need for the Driving

Goods Vehicles SVQs to continue at level 2 and 3. It was requested that to reflect the flexible nature of jobs in the sector there are more optional units for learners to choose from. A number of additional imported NOS have also been identified from SkillsCFA, ProSkills, IMI, Building Skills for the Future and Lantra for inclusion in the SVQs, which was seen as positive. Entry and progression routes were also suggested and have been incorporated into the Frameworks.

Of those who responded to the question as to whether they would use the Apprenticeship frameworks 83% said they either currently used or intended to put employees through the Freight Logistics Apprenticeship.

## Career progression

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

### Progression into and exit routes from the Framework

Modern Apprenticeships provide those entering the industry with a sound foundation for further learning and development of their careers. Career paths lead to higher levels of expertise and professionalism and can lead to careers in management within the supply chain and logistics sector through further training and qualifications

Modern Apprenticeship at SVQ level 3, SCQF level 6 in Freight Logistics

Industry want the entry requirements for the Modern Apprenticeship at SVQ level 3, SCQF level 6 to be flexible, so has therefore suggested that those entering into logistics roles should have an employer who is willing to support them to achieve. There are no identified pre entry qualifications required, experience is useful but not necessary

Age restrictions apply to apprentices wishing to drive Large Goods Vehicle (LGV's). Apprentices MUST hold a Full Category B (Car) Licence or Category C before they commence the Driving Goods Routes. The minimum age Apprentices will need to be in order to drive a Large Goods Vehicle is 18.

Learners completing the SVQ level 3 Freight Logistics Modern Apprenticeship will be able to progress within their career through a number of routes from Apprenticeships to Higher Education (FE). Some courses could include:

- Level 4 Technical Apprenticeship in Supply Chain Management
- Driver Training and Assessor Awards
- CIPS Level 4 Diploma in Procurement and Supply
- HNC/D in Supply Chain Management
- Chartered Institute of Logistics and Transport qualifications
- Institute of Operations Management qualifications

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 and IOM.

Further information is also available on the My World of Work website <http://www.myworldofwork.co.uk/>

The types of jobs Apprentices completing the Modern Apprenticeship at SCQF level 6 can secure are listed below. However, some roles may require further industry specific training.

Related jobs	Brief description
Supply Chain Officer	<p>Monitor the achievement of project tasks</p> <p>Manage projects to develop the supply chain</p> <p>Obtain and monitor information on the supply chain and stakeholders</p> <p>Maintain relationships with those in the supply chain and colleagues</p> <p>Evaluate the capability of suppliers to meet specifications</p> <p>Good communication and organisational skills are required</p>
Warehouse Team Leader	<p>Working under the Supervisor or warehouse manager</p> <p>Responsible for a team and their work</p> <p>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</p> <p>Checking the work of those you are responsible for and allocating tasks</p> <p>Liaising with agencies and other colleagues</p>
Team Leader	<p>Working under the Supply Chain Specialist</p> <p>Lead all supply chain activity within a specified area</p> <p>Responsible for inventory control, purchasing and inter-logistics</p> <p>Responsibility for forecasting, production planning, materials requirement and maintenance of ERP system data, stock accuracy and optimisation</p> <p>Excellent communication, numeracy, ICT and organisational skills are required</p>
Driver Trainer	<p>In addition to other driving duties you may have responsibility for working with other drivers to train them. This will include guidance where necessary, assessing them on their driving skills and providing feedback on areas they can improve.</p>
Van Driver	<p>Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will keep accurate records of deliveries and returns.</p>
Rigid Vehicle Driver	<p>Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will be required to keep accurate records for deliveries and returns.</p>
Articulated/Drawbar Driver	<p>Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will be required to keep accurate records for deliveries and returns. You may also need to undertake specialist training if you are entering restricted areas for deliveries and pick ups.</p>
Driver/Team Leader	<p>In addition to the normal driving duties of making deliveries and collections to both business and private customers, you will have responsibility for leading a team of drivers. This will include guidance where necessary and acting as a first point of contact during normal working activities.</p>
Assistant Transport Manager	<p>Assisting in the planning, coordinating and organising of the distribution and storage of materials and products</p> <p>Assisting in delivering the distribution strategy.</p>

Modern Apprentices completing the Driving Goods Vehicle route will need to continue their professional development through the requirements of the Driver CPC. They may also need to complete and undertake further driving and training courses depending on the type of vehicle and loads they are carrying to comply with legislation and health and safety requirements.

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.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

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**

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

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

**Optional outcomes**

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

Apprenticeships  
Institute for the Motor Industry  
[skillsforlogistics@theimi.org.uk](mailto:skillsforlogistics@theimi.org.uk)  
01992 519039