

What is expected of you and of others?

As a Modern Apprentice (MA) you need to be fully aware of what is expected of you and of those you will come into contact with.

Role of the Apprentice

As a MA you have the same responsibilities to your employer as any other employee. In addition you will have a range of commitments to your training programme.

An apprentice's 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 the 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 retaining ownership of this throughout
- Behaving in a professional manner throughout

"With Modern Apprenticeships I have an opportunity to develop a career"

Role of the Employer

Employers are responsible for:

- Paying the new apprentice in accordance with the company's policy
- 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 apprentice to demonstrate competence
- Meeting with trainers, assessors, verifiers and the apprentice to review progress
- Witnessing apprentice performance and verifying evidence
- Releasing the apprentice for college/off-the-job training in line with training plan
- Providing the experience, facilities and training necessary to achieve the outcomes of the training plan
- Supporting and encouraging the apprentice and rewarding achievement
- Taking responsibility for the Health & Safety of the apprentice

Role of Careers Scotland

Careers Scotland offers you support in making the right career decision and securing the right opportunity.

Careers Scotland advisers try to make sure you have information about the range of MA opportunities and training providers available in your area - opportunities will vary depending on the area of Scotland that you live in.

Advisers can also give you any practical help you might need in applying for an apprenticeship, developing a CV, completing application forms and preparing for interviews.

Once you start your MA Careers Scotland can continue to support you to manage and plan your career. This is particularly important if your circumstances change.

Role of the Training Provider

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

Training Providers are responsible for:

- Confirming an appropriate MA programme for the apprentice
- Agreeing the training needs of the apprentice
- 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 the apprentice has access to the best quality training opportunities available
- Ensuring that the apprentice and employer fully understand the principles and processes of competence-based assessment
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing the apprentice's progress at regular intervals
- Submitting records and evidence for moderation
- Advising the apprentice who to approach for support, advice, encouragement and in case of complaint



"I like the fact
the learning
I do at work
is recognised"