Modern Apprenticeships in Construction Scotland
Employer information

A guide to supporting your apprentice through their Apprenticeship
Note to Employer

Thank you for employing an apprentice through the Construction Industry Training Board (CITB). By taking this action, together CITB and you will help reduce any future skills gaps the industry may face.

As you have already recruited an apprentice, you will know CITB is committed to providing financial support where relevant, training and pastoral support through our dedicated teams to you as an employer and to your apprentice. This guide will provide you with the information you will need to ensure you, your apprentice and your CITB Apprenticeship Officer (CITB AO) establish and maintain a successful partnership throughout the Apprenticeship which will contribute to the success of your business.

By working together we can help you and your apprentice complete their Apprenticeship successfully.

The information contained in this guide refers to employing an apprentice through CITB’s Apprenticeship Programme.
Contents

About CITB 4
Your commitment as an employer 5
Mentoring your apprentice 6
What help will I receive? 8
Getting your apprentice started 11
College attendance 15
What help will my apprentice receive? 19
Apprentice responsibilities 22
The Apprenticeship Qualification Framework 23
Registration bodies 25
Skills Development Scotland (SDS) 26
Scottish Qualifications Authority (SQA) 28
Fairness Inclusion & Respect 31
Useful contacts 34
About CITB

CITB or Construction Industry Training Board is the Industry Training Board and was established on 21 July 1964. We are the Industry Training Board and a partner in the Sector Skills Council for the construction industry in England, Scotland and Wales. It’s our job to work with industry to encourage training, which helps build a safe, professional and fully qualified workforce. The support and funding we provide helps companies to improve skills, increase their competitiveness and respond to challenges such as the low carbon agenda, reducing costs on site and recruiting the best talent for their sector. We take a leadership role for the industry, addressing skills challenges through:

• Our Strategic Plan
• Our Construction Skills Strategy
• Our contribution to skills and training

Our Strategic Plan - Sector Skills Agreement

We work in partnership with the Construction Industry Council (CIC) and CITB is committed to working with the industry to reduce skills gaps and shortages. Work is ongoing to increase the pool of new talent available to the industry and to provide financial and training support for committed employers. By working together we can help you and your apprentice complete the Construction Apprenticeship and achieve a fully qualified and professional workforce.
Your commitment as an employer

In Scotland, the commitment of employers recruiting an apprentice has always been highly commended.

It is important that the apprentices you recruit, successfully complete their Apprenticeship. CITB have allocated you and your apprentice a dedicated Apprenticeship Officer (CITB AO) who will provide you and your apprentice with the support you need to successfully complete the programme.

As an employer, it is appreciated that you have a business to run and the fact you have committed to training an apprentice says a lot about you and your business. Time invested in training an apprentice is precious and it is important that the experience is as good as it can be for both of you. CITB want all employers and apprentices to complete the programme successfully and where relevant be recognised for that success.

The importance of appropriate site evidence
An apprentice will be a valuable and loyal asset to your business, providing they get the on-the-job experience to develop their skills. To offer an Apprenticeship, you must be able to provide your apprentice with a wide range of specific craft related work experience, as well as practical activities. Your local CITB AO and college will help in discussing what evidence is needed to meet the SVQ requirements for Work Based Evidence.

The following information will help you to meet your aims as an employer and ensure the employer/employee relationship is a successful one. You can support your apprentice by putting some practical measures in place such as:

• Providing a mentor – if your company is small you can be the mentor
• Managing the expectations of the teams the apprentice will be working with
• Communicating your expectations as an employer to your apprentice.

It can be expensive to have to constantly recruit new staff and it is beneficial to you and your apprentice to have a successful working arrangement. If you have any concerns where you require advice or additional support you should contact your CITB AO for guidance.
Mentoring your apprentice

It is important to acknowledge that your apprentice is probably starting their first job in construction and for some apprentices, it could be their first job ever. They will have an idea of what working in construction is like but can sometimes find the reality is very different to their expectations.

It is important the people your apprentice will be working with remember they were possibly once an apprentice or the new person starting their first job, and approach the working relationship with that in mind. The skills the apprentice is starting with will have to be built up with the help of their team or tradesperson passing on their knowledge and skills by guiding and demonstrating to the apprentice what needs done and how to do it.

Having the right type of teaching and support will encourage the apprentice to use their initiative and become an effective contributor at work and in college. All apprentices learn different things at differing rates, even if something does seem to be taking a bit longer for them to grasp than you would expect, learning will happen and your apprentice will become competent. It is just as important to focus on the areas they are good at, as it is those areas where they require further development. This will help raise the apprentices confidence level.

One way to help your apprentice is to appoint an experienced and trusted person as a mentor, to provide the support and guidance they need to develop.

Selecting a mentor

The most effective mentors are those who are keen to be one in the first place. They will understand and empathise with the needs of the apprentice as well as remembering that they would have been an inexperienced apprentice at one stage in their career.
The apprentice needs to feel comfortable with their mentor and be confident that they can approach him or her for advice, guidance or just reassurance that they are carrying out a task in the right way.

What does an effective mentor do?

Provides teaching and learning - Explains and demonstrates to the apprentice how to carry out specific tasks. If the apprentice is still unsure about a task, a good mentor will be patient and make sure the apprentice achieves an understanding of what they are expected to do.

Encourages and instill confidence - Is approachable and makes sure the apprentice feels able to ask questions.

Sets achievable & measurable targets – Will consider what stage the apprentice is at and encourage progression to the next appropriate learning stage by setting realistic targets.

Offers Pastoral support - Encourages and praises achievement. Will provide a sympathetic ear and be able to signpost the apprentice to the right kind of help available from the employer or external agencies.

Encourages progression and career development - Takes an interest in the progress the apprentice is making and assists the apprentice to find out how they can develop further within the construction sector. By doing this the mentor will enable the apprentice to become:

- A successful learner
- A confident individual
- A responsible citizen
- An effective contributor.

A mentor should support the apprentice to provide workplace evidence for the portfolio of SCQF Level 5 and SCQF Level 6 apprentices. As an integral part of their qualification, the apprentice will be issued with or given access to a Portfolio or E Portfolio, to record the relevant evidence from the workplace. Supported by their employer, CITB AO and College Lecturer & Assessors, they will be responsible for ensuring all relevant evidence is captured within their Portfolio.
What help will I receive?

Now that you have employed an apprentice, if you are eligible for funding from CITB, you will receive grant payments. Direct financial incentives via the CITB Grants Scheme are available for college attendance and achievement of qualifications.

Dedicated CITB Apprenticeship Officer (AO)

All employers who recruit an apprentice in partnership with CITB will be allocated a dedicated CITB AO. They will tell you if you are eligible for grants and what you can expect from CITB financially. Your CITB AO will support you to build and maintain a successful working relationship between all the different stakeholders to the Modern Apprenticeship Programme. Working with CITB opens up access to financial support covering college tuition fees, travel allowance for attendance at college and lodging allowance (if required). Speak to your CITB AO who will be able to advise.
The following information is extremely important

**An employer must:**
- Register their company with CITB to identify scope status
- Have liability insurance in place and maintained for the duration of the apprenticeship and beyond this if they have other employees
- Have undertaken a CITB Pre Placement Health and Safety check
- Read, sign and return the Apprenticeship Commitment for Employer, CITB & Apprentice document
- Ensure the apprentice attends college
- Ensure the apprentice has support to complete their work evidence Portfolio

**An Apprentice must:**
- Have employee status, with an agreed wage and employee contract
- Be supervised at all times
- Be an ambassador for their employer
- Be given suitable work to support the SVQ requirements in a specific trade
- Attend college as detailed in the college programme
CITB grants are available to In-Scope Employers as follows:

Apprentices are important to our industry and can help you boost your bottom line. The grant supports a structured apprenticeship programme so your apprentices can quickly become an important part of your team.

- 1st year attendance/incentive (A02) £1,965 paid in four quarterly instalments of £491.25
- 2nd year attendance/incentive (A03) £1,660 paid in four quarterly instalments of £415
- SVQ Level 2 achievement (A31) £400
- Framework achievement (A04) £1,975
- Total grant available for two years £6,000
- 3rd year attendance (A05) £1,125 paid in four quarterly instalments of £281.25
- SVQ Level 3 achievement (A32) £400
- Advanced framework achievement (A06) £2,725
- Total grant available for four* years £10,250 * less than four years if adult and not on the traditional four year route

How to claim:

YOU MUST MEET CERTAIN DEADLINES TO RECEIVE FULL GRANT SUPPORT

As your apprentice is managed by CITB Apprenticeships, the following applies:

A02/A03/A05
- paid quarterly (every 13 weeks)

A31/A04/A32/A06
- you may receive a claim form on achievement
- you must sign and send it back to us by 30 June 2018.

If you do not receive a claim form you MUST claim manually within the deadlines.

Contribution for Health, safety and environment (HS&E) test and a competency card application fee (A50) = £50 per apprentice. Support available for your apprentice to undertake the Health, safety and environment (HS&E) test and to cover the cost of applying for a competency card for your apprentice. This grant is not eligible for Supplementary Payment. How to claim: This grant is paid automatically with your first quarter of attendance grant. You do not need to submit a claim form.
Getting your apprentice started

Employer responsibilities

As an employer you have certain responsibilities you need to meet, such as carrying out a company induction with all employees including apprentices.

Induction

Employers must carry out a separate company induction at the start of employment. This should include:

• Information about the company
• Contract of employment which clearly identifies wages
• Attendance pattern – start and finish times at work
• College attendance – expectations of the employer when the apprentice is at college. The apprentice must understand he or she is representing the employer
• Rates of pay – refer to National Minimum Wages Act 1998 (as amended or updated from time to time)
• Discipline and grievance – you could stress the importance of good timekeeping and attendance at work and at college and the impact of falling below your expectations at this point.
• Travel expenses – travel expenses to college will be reimbursed direct to employers by CITB for apprentices employed by companies who are in-scope to CITB. As an employer you must pay the expenses to the apprentice using your normal method of paying wages.
• Which site they are working on and how to get there
• Holidays – how many holidays they are due, what the company procedure is when applying. The apprentice must be informed that holidays must not be taken during college blocks.
**Personal Protective Equipment & Clothing**

As an employer you have a duty to provide free of charge, all Personal Protective Equipment (PPE) the apprentice needs to carry out the tasks. Provision of free of charge Clothing is relevant only to clothing for protection, including inclement weather and not general workwear.

In some circumstances the apprentice may want a specific pair of safety boots or jacket, and the employer can request that the apprentice pays any additional cost over the price of the basic clothing or equipment available.

### Personal Protective Equipment & Clothing - Examples

<table>
<thead>
<tr>
<th>Bricklayer</th>
<th>General building operative</th>
<th>Roof sheeter and cladder</th>
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<tbody>
<tr>
<td>a) Safety helmet</td>
<td>a) Safety helmet</td>
<td>a) Safety helmet</td>
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<td>b) Safety boots</td>
<td>b) Safety boots</td>
<td>b) Safety trainers</td>
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<td>c) Goggles</td>
<td>c) General purpose gloves</td>
<td>c) Goggles</td>
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<tr>
<td>d) Hynit glove</td>
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<td>d) General purpose gloves</td>
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<tr>
<th>Built up felt roofer</th>
<th>Mastic asphalter</th>
<th>Scaffolder</th>
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<tbody>
<tr>
<td>a) Topper safety helmet</td>
<td>a) Safety helmet</td>
<td>a) Safety helmet</td>
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<tr>
<td>b) Safety trainers</td>
<td>b) Safety boots</td>
<td>b) Safety boots</td>
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<tr>
<td>c) Boiler suit</td>
<td>(ext. toe cap)</td>
<td>c) Goggles</td>
</tr>
<tr>
<td>d) Goggles</td>
<td>c) Boiler suit</td>
<td>d) Gloves</td>
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<tr>
<td>e) Knee pads</td>
<td>d) General purpose gloves</td>
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<tr>
<td>f) PVC gloves</td>
<td>e) Knee pads</td>
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<tr>
<th>Carpenter and joiner</th>
<th>Painter and decorator</th>
<th>Steeplejack</th>
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<tbody>
<tr>
<td>a) Safety helmet</td>
<td>a) Safety helmet</td>
<td>a) Topper safety helmet</td>
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<td>b) Safety boots</td>
<td>b) Safety trainers/safety boots</td>
<td>b) Safety boots</td>
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<td></td>
<td>c) boiler suit or bib and brace</td>
<td>c) Boiler suit</td>
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<td></td>
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<td>d) Goggles</td>
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<td></td>
<td></td>
<td>e) General purpose gloves</td>
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</tbody>
</table>
Ceiling fixer
- a) Safety helmet
- b) Safety boots
- c) Goggles
- d) General purpose gloves

Plant mechanic
- a) Safety helmet
- b) Safety boots
- c) Boiler suit x 2
- d) General purpose gloves x 2
- e) Cap

Plant mechanic
- a) Safety helmet
- b) Safety boots
- c) Boiler suit x 2
- d) General purpose gloves x 2
- e) Cap

Plant mechanic
- a) Safety helmet
- b) Safety boots
- c) Boiler suit x 2
- d) General purpose gloves x 2
- e) Cap

Flooring and floorcovering
- a) Safety helmet
- b) Safety trainers
- c) Knee pads

Flooring and floorcovering
- a) Safety helmet
- b) Safety trainers
- c) Knee pads

Flooring and floorcovering
- a) Safety helmet
- b) Safety trainers
- c) Knee pads

Glazier
- a) Safety helmet
- b) Safety boots
- c) Goggles
- d) General purpose gloves
- e) Leather glaziers apron
- f) Glass handlers wrist guard
- g) Latex gripper gloves

Roof slater, tiler and cement worker
- a) Topper safety helmet
- b) Safety trainers/safety boots
- c) Knee pads

Wood machinist
- a) Safety helmet
- b) Safety boots
- c) Goggles
- d) Ear defenders

Where appropriate, high visibility jackets or vests should be issued.
General Safety issues

Employers must comply with the requirements of the Health & Safety at Work Act 1974. Apprentices must be given a health and safety induction when starting on site for the first time and every time they move to a different site.

The following link provides further information and knowledge: http://www.hse.gov.uk/pubns/conindex.htm

Site Inductions will be site specific and may include:

- **Tools use**
  - Permission must be obtained before use
  - Apprentice must be supervised until competent to use tools.

- **Safety policy**
  - To be issued and discussed with your apprentice and your procedure discussed.

- **Specific restrictions**
  - Must be advised in writing to the apprentice.

- **Responsibilities**
  - Apprentices should be reminded of their responsibilities as with reference Health & Safety at Work Act 1974 and employers own Health & Safety Policy

- **Personal Protective Equipment (PPE)**
  - All PPE to be issued by employer **free of charge**.

When you employ an apprentice, you must issue the required health and safety equipment needed. Having the right PPE will enable your apprentice to be safe at work. An induction checklist has been included in this book to assist you when carrying out a site induction.
College attendance

You will have received a college attendance schedule with this pack which will tell you which college your apprentice will attend and when.

College attendance varies with each occupation and level and in some case age. Scheduling will either be block weeks or day release attendance, with some timetables requiring a mix of both day release and block. For each year of the apprentice journey, you and your apprentice will receive a college timetable in advance of the academic year which details the days and weeks they must attend.

It is important that your apprentice attends college on the weeks allocated or he or she will fall behind the rest of the class. It is essential that your apprentice regularly submits all work based evidence for their portfolios and all of the required units that make up their Modern Apprenticeship Framework. If the apprentice doesn’t complete their college work they will have to attend college for remedial work. If this isn’t available they will not achieve their full qualification or become a qualified tradesperson. Non-attendance at college may lead to your grants being suspended and will also prevent you claiming the achievement grants.

The employer should not knowingly withhold the apprentice from attending college to follow the prescribed college attendance programme. Failure to comply with this could result in the employer being obligated to pay any additional costs incurred.

Apprentices must not take annual leave during college attendance time. If you have any issues which mean your apprentice isn’t able to attend college, contact your CITB AO immediately who will be able to help.
Apprentice site induction

A company site induction must also be carried out every time your apprentice goes to work on a site which is new to them. During the apprentice’s first week at college, the CITB AO also delivers the CITB induction.

It is essential that your apprentice receives their first site induction before starting work on site. The checklist on pages 17 & 18 will help you as an employer take your apprentice through their site induction. Your apprentice received an information pack before they started their Apprenticeship which contains the same information and has been advised to bring their pack to their first day on site to complete at their site induction. You may have your own site induction which you prefer to use. It is essential that you retain either induction record as evidence that a site induction has been carried out.

As the employer you must also provide an induction for the apprentice, telling them for example what they need to know about the company, health and safety, how they will be paid, holiday entitlement and what the company expects from them. If you need any advice about recruitment or induction, the following links will take you to useful ACAS booklets.


Tick each box on next few pages when your apprentice knows and understands the answers
### Site safety & welfare checklist

<table>
<thead>
<tr>
<th>Key staff</th>
<th>Tick Box</th>
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<tbody>
<tr>
<td>The name and contact details of the site manager</td>
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<tr>
<td>The name and contact details of the person who will mentor or supervise you on site</td>
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<tr>
<td>Name and contact details of the person responsible for health &amp; safety</td>
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<td>Who to contact to report any issues such as reporting time off for illness</td>
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<td>The name and contact details of the first aider</td>
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### Personal Protective Equipment (PPE)

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<td>What PPE will be provided and how it will be replaced</td>
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<td>How to report any faults with PPE</td>
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<td>Apprentice responsibility for wearing PPE and looking after it</td>
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### Welfare facilities

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<td>Where the toilet and washroom facilities are located</td>
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<tr>
<td>Where canteen or break facilities are located</td>
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<tr>
<td>Time and duration of break and lunch</td>
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<tr>
<td>Designated smoking areas if available and rules</td>
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### General Information

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<tr>
<td>Travel arrangements to and from site</td>
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<tr>
<td>Where on site you will be working</td>
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<td>Who and where you will report to on arrival on site</td>
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<tr>
<td>How to gain access to the site</td>
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<tr>
<td>Travelling in a company vehicle – seatbelts must be worn and tools or equipment stored correctly</td>
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### Health & safety general information

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<td>Company health &amp; safety policy</td>
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<tr>
<td>Site specific information</td>
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<td>Prohibited areas on site</td>
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<td>First aid facilities</td>
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<tr>
<td>Accident/incident/near miss reporting</td>
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<tr>
<td>Reporting a fire, evacuation procedure &amp; assembly points</td>
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<td>Site signage &amp; what it means</td>
<td>continued on next page</td>
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continued on next page
### Equipment tools & machinery

- Information on equipment, tools and machinery you are permitted to use
- Which equipment, tools and machinery are prohibited for use by apprentices
- Training on the correct use of equipment, tools and machinery. How and when it will take place.

### Hazards

- Identifying and reporting hazards
- Using ladders and scaffolding as a means of access
- Handling tools and materials
- Awareness when working near site plant and vehicles
- COSHH

### Employer & apprentice signatures

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<thead>
<tr>
<th>Apprentice name (Print)</th>
<th>Apprentice signature</th>
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<table>
<thead>
<tr>
<th>Employer name (Print)</th>
<th>Employer signature</th>
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Date: Date: 

**Please note:** The above Checklist is for use between you and your apprentice only. There is no requirement to return to CITB.
What help will my apprentice receive?

**Individual Training Plan**

Your CITB AO will agree an Individual Training Plan (ITP) with your apprentice. The ITP is a starting point for planning an individual’s training. It provides an essential record of what has been agreed at the start so that everyone involved is clear about what training will take place.

The ITP will also record any additional support for your apprentice that has been identified during the CITB initial assessment which should be referred to when checking progress. The ITP will be agreed when CITB deliver your apprentices Induction at college or on site.

**CITB site or college induction**

Every apprentice who is signed on through CITB will receive a CITB induction from their CITB AO.

If their start date is the same day as they start college, they will receive the full CITB induction during their first week of college attendance. The induction will cover health and safety, the Modern Apprenticeship Framework, Modern Apprenticeship registration process, timekeeping and attendance, travel expenses and National Minimum wage rates amongst other subjects.

The apprentice will be told what is expected of them at college and in the workplace, and the consequences of falling below these expectations.

They will also be told what they should do if they have any problems they need help with.

If the apprentice (in exceptional circumstances) starts on site prior to the college start date, he or she will initially receive a shorter site induction, but will receive the full induction the week they start college.

The apprentice will also receive a college induction from their college lecturer which will cover what the college needs the apprentice to be aware of.
Regular review process

Apprentices need to know that they are on the right track. Regular reviews provide the opportunity to take stock and look at what progress has been made during their training and to plan ahead. Your CITB AO will carry out college and site reviews with the employer/supervisor or the college lecturer and your apprentice on a regular basis throughout the Apprenticeship. The reviews are a great opportunity to talk about what is going well and what needs to happen next to keep the apprentice on track. Actions can be set which make it clear to the apprentice what they have to achieve next and how they will be supported to meet your expectations as an employer.

You will get a copy of the review so you can keep a record of how your apprentice is progressing, it is important that you retain a copy of this review as you may need to use it on a future date. Any changes to the training will be recorded on the apprentice review.

The reviews are prescribed as follows:

<table>
<thead>
<tr>
<th>Apprenticeship</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
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<tbody>
<tr>
<td>4 Year Apprenticeship</td>
<td>4 Reviews</td>
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<tr>
<td>3 Year Apprenticeship</td>
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<td>2 Year Apprenticeship</td>
<td>4 Reviews</td>
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</table>
Lodging provision

CITB may pay for the lodgings of apprentices having to lodge away from home to attend training programmes which are not available to them in their own locality.

Your apprentice will either stay in an approved hotel or with a lodging provider who has been assessed and approved by CITB. Whilst in lodgings or in a hotel, your apprentice is representing your company and has an obligation to adhere to your rules and the code of conduct contained in the Employer, Apprentice and CITB Commitment Statement provided by CITB prior to staying away from home. It is important that you emphasise your expectations and those of CITB to enable the experience to be a successful one.

Please note and advise your apprentice that they will be required to share a room with another apprentice within their age group whether they stay in a hotel or with a lodging provider.
Apprentice responsibilities

Your apprentice has responsibilities and will be advised of them at their CITB induction. They are told that they are an ambassador for the company they work for and as such must comply with company rules during working hours at all times; whether they are on site or in college. They are reminded they are now an adult in the real working world and are expected to:

• Get to work and college every day and on time
• Always have their PPE and look after it according to instructions
• Treat other students, clients, customers and workers with courtesy and respect
• Submit evidence from the workplace towards their Portfolios to their college lecturer when they are due
• Follow the rules in their lodging provision or the hotel.

If your apprentice doesn’t know or fully understand what is expected of them you can raise it with your CITB AO either informally by calling or emailing them or you can raise any concerns at the formal review. It is always better to deal with any issues as soon as they arise, the earlier problems are raised the easier it is to resolve them.

What should Employers expect from their Apprentice?

The most significant factor in any successful apprentice and employer relationship is knowing what to expect from each other and managing those expectations. Some apprentices will be very confident and keen to show you what they can do whilst others may be nervous to do something in case they get it wrong and either get mocked or be reprimanded.
**Apprenticeship Qualification Framework**

A Modern Apprenticeship consists of key components to make sure that your apprentice becomes a valuable asset to your business. The information below will help you understand how the qualification is structured and where you can help your apprentice.

**Scottish Vocational Qualification (SVQ)**

A Scottish Vocational Qualification (SVQ) is a set of standards agreed with industry that the apprentice will have to meet. The apprentice will gather on site evidence throughout their training which proves that the standards of work expected in industry and by the Scottish Qualifications Authority (SQA) have been met. Construction apprentices will usually be registered for an SCQF level 5 or 6.

Each SVQ is made up of a number of individual units, which in turn are made up of a number of elements of competence. When the correct number of units, which make up an SVQ, have been completed, an SVQ certificate is issued.

**Bricklayer – example units**

**Unit 1:** Erect masonry structures  
**Unit 2:** Set out complex masonry structures  
**Unit 3:** Erect complex masonry structures

There are two essential parts to an SVQ:

- College training and assessment – a college assessor will award the SVQ by verifying the achievements in college
- Appropriate experience and competence gained on site with an employer, evidence of this is provided by Portfolio building
Core Skills
Core Skills aim to promote and recognise those skills that are essential to all jobs. Core Skills include such things as: dealing with customers, working out the costs of materials and obtaining information. Core Skills are integrated into the SVQ, with the exception of Information Technology which is separately certificated.

College Training (Enhanced Qualifications):
Attached to each SVQ are units taught at college and are one of the following components making up the Modern Apprenticeship Framework:
- Professional Development Awards (PDA's)
- National Progression Awards (NPA's) or Industry Specific Training (if authorised by Sector Skills Council & relates to specific occupations)
- Higher National Certificate (HNC)
- National Certificate (NC)

Skills Testing
Apprentices who are undertaking a Craft Occupation SCQF Level 6 SVQ are required to sit a Skills Test in their final year.

The Skills Test is usually carried out in the final year of the Apprenticeship. Your local CITB AO will let you know if your apprentice needs to achieve any additional qualifications as part of their programme.

<table>
<thead>
<tr>
<th>Bricklaying</th>
<th>Painting and Decorating</th>
<th>Stonemasonry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry and Joinery</td>
<td>Plastering</td>
<td>Wall and Floor Tiling</td>
</tr>
<tr>
<td>Decorative Floor Laying</td>
<td>Roof Slating &amp; Tiling</td>
<td>Wood Machining</td>
</tr>
</tbody>
</table>
**Registration Bodies**

Whilst it is now no longer a requirement for grant support to register your apprentices with an Apprentice registering body, links are found below for both Scottish Building Apprenticeship Training Council (SBATC) and Scottish Painting and Decorating Apprenticeship Council (SPADAC).

**SBATC**  
www.sbatc.co.uk/apprenticeships/scottish-apprenticeships

**SPADAC**  
www.spadac.co.uk

Please deal direct with either organisation should you wish to utilise their services.
Skills Development Scotland

Skills Development Scotland (SDS) provide a contribution of funding to CITB for managing Apprentices in the construction sector. The funding contribution varies on age, level and framework, with maximum values for the full apprenticeship journey (2, 3 or 4 years) as shown in the table below:

<table>
<thead>
<tr>
<th>Frameworks 2017 / 2018</th>
<th>Building, Civil Engineering &amp; Specialist</th>
<th>Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCQF 5 (previously SVQ LEVEL 2)</td>
<td>Age group 16-19 £3,700</td>
<td>Age group 16-19 £7,300</td>
</tr>
<tr>
<td>SCQF 6 (previously SVQ LEVEL 3)</td>
<td>Age group 20-24 £2,300</td>
<td>Age group 20-24 £4,500</td>
</tr>
<tr>
<td>Technical</td>
<td>Age group 25+ £1,800</td>
<td>Age group 25+ £5,500</td>
</tr>
<tr>
<td>Age group 16-19 £8,700</td>
<td>Age group 20-24 £6,500</td>
<td></td>
</tr>
<tr>
<td>Age group 25+ £5,500</td>
<td>Age group 25+ £4,500</td>
<td></td>
</tr>
</tbody>
</table>

Skills Development Scotland (SDS) contribution of funding to CITB - essential knowledge:

**Start of Apprenticeship:**
In order to activate this funding Skills Development Scotland (SDS) will send an email or SMS to your apprentice shortly after their start date asking for confirmation that they have started their apprenticeship with CITB. The apprentice is required to reply to this email/SMS with a Y to confirm their apprenticeship.

| Day 1 of the apprenticeship | SDS will send your apprentice an email or SMS. |
| Day 15 of the apprenticeship | If your apprentice has not replied with a Y - SDS will send a second email or SMS to them and to yourself. |
| Day 25 of your apprenticeship | If you or your apprentice has not replied with a Y - SDS will send your apprentice a third email or SMS. |
| Day 30 of your apprenticeship | If your apprentice has not replied with a Y - SDS will delete their apprentice record. Failure to respond by day 30 will result in SDS’s contribution to their training being deactivated - their training may not continue. |

**Milestones throughout the Apprenticeship:**
Throughout the apprenticeship SDS will also send your apprentice an email or SMS when their progress has been reviewed by their Apprenticeships Officer or when they have passed a unit at college. It is important to also reply to these emails/SMS with a Y to confirm they have had their progress reviewed in order for SDS to release each payment to CITB.

| Day 1 of the milestone claim | SDS will send your apprentice an email or SMS. |
| Day 15 of the milestone claim | If your apprentice has not replied with a Y - SDS will send a second email or SMS to them and to yourself. |
| Day 25 of your milestone claim | If you or your apprentice has not replied with a Y - SDS will send your apprentice a third email or SMS. |
| Day 30 of your milestone claim | If your apprentice has not replied with a Y - SDS will recover the money claimed by CITB. Failure to respond by day 30 will result in SDS’s contribution to their training being recovered - their training may not continue. |

All emails will be sent by: sds.administrator@skillsdevelopmentscotland.onmicrort.com
Current templates of the emails/SMS both yourself and your apprentice will receive will be included in the offer which will follow or be attached in due course to you and the apprentice.
Skills Development Scotland

You or your apprentice may be contacted to provide feedback on the quality of the Apprenticeship programme and the support provided to you and your apprentice from CITB. SDS may contact you at any point throughout the apprenticeship and it is important that you provide them with any feedback whether it is positive or if there is any aspect of the Modern Apprenticeship Programme that can be improved.

Representatives from CITB and SDS meet up on a regular basis to discuss Apprenticeship achievement and the organisational outcomes of CITB.

Important Note: It is imperative that you keep CITB up to date with any changes to your contact details for numerous reasons including the opportunity for you to provide feedback to SDS. You can tell your CITB AO of any changes or call your local CITB hub office. The CITB team will tell SDS of any changes to your contact details.

Advertising future Apprenticeship vacancies
SDS has a website employers can use to advertise Apprenticeship vacancies they are looking to fill. This is a free resource for employers and once you advertise a vacancy notifications are automatically sent to those people who have signed up to the website looking for an Apprenticeship. You can find out more about this free resource by going to www.apprenticeships.scot
Scottish Qualifications Authority (SQA)

SQA will issue a certificate to your apprentice on successful completion of their SVQ. The organisation has two main roles:

**SQA Accreditation:**
- accredits qualifications other than degrees
- approves, and quality assures awarding bodies that plan to enter people for these qualifications.

**SQA Awarding Body:**
- devises and develops qualifications
- validates qualifications (makes sure they are well written and meet the needs of learners and tutors).
- reviews qualifications to ensure they are up to date
- arranges for, assists in, and carries out, the assessment of people taking SQA qualifications
- quality-assures education and training establishments which offer SQA qualifications
- issues certificates to candidates/apprentices.

Modern Apprenticeship Registration

CITB registers & pays the associated fees for the apprentice, using the Modern Apprenticeship online system, with the Federation for Industry Sector Skills and Standards (FISSS).

- FISSS represents, promotes and supports the 21 Sector Skills Councils (SSCs) across the UK. SSCs are the employer-led skills organisations covering in total approximately 90% of the UK workforce.
- They work with over 550,000 employers to define skills needs and skills standards in their industry.
- The Federation is the collective voice of SSCs and has the unique role of positioning them effectively in the skills systems across the UK nations.

On completion of all components of the Modern Apprenticeship Framework and the journey, CITB requests & pays for the Modern Apprenticeship completion Certificate and issues this to the apprentice. This is essential for both apprentice and employer; essential for the final Framework Achievement grant (applicable to in-scope employers only).
SCQF Level 5 Qualifications

SCQF Level 5 or Specialist Qualifications
Your apprentice will learn their trade with their employer on site. They will attend college and will be supported to build a portfolio of evidence of competence which is generally kept in a folder at college or online. The college lecturer will provide the apprentice with the information and support they will need to provide the evidence from the workplace.

Apprenticeships (SCQF Level 5)

- Ames taper
- Built up felt roofer
- Ceiling fixer
- General Construction operative
- Lightning conductor
- Plant Operator
- Roof Sheeter and Cladder
- Scaffolder
- Steeplejack
- Timber Frame Erector
- Roof Tiler for New House Builds

Core Skills

- Access 4 Communication
- Access 4 Working With Others
- Access 4 Problem Solving
- Access 4 Numeracy
- Access 4 Information Communication Technology
SCQF Level 6 Qualifications

Your apprentice will learn their trade with their employer on site. They will attend college and will be supported to build a portfolio of evidence of competence which is generally kept in a folder at college or online. The college lecturer will provide the apprentice with the information and support they will need to provide the evidence from the workplace.

Modern Apprenticeships (SCQF Level 6)

- Bricklayer
- Carpenter and joiner
- Floor layer
- Painter and decorator
- Plant mechanic
- Plasterer
- Roof slater and tiler
- Scaffolder
- Stonemason
- Technicians*
- Wall and floor tiler
- Woodworking machinist

Further Modern Apprenticeships are available. For more information and a full list of what we can offer, please go to bconstructive.co.uk or myworldofwork.co.uk

NB Lightning Conductor Engineer and Steeplejacks are required to train in England.

Core Skills

- Access 4 Communication
- Access 4 Working With Others
- Access 4 Problem Solving
- Access 4 Numeracy
- Access 4 Information Communication Technology
Fairness Inclusion & Respect

The construction sector has many reasons to be proud, our personnel are well qualified people who are responsible for some of the most innovative projects in the world. There are areas we do have to improve though and one is in relation to the image of construction and how we attract the best people. How do we do that? We ensure the sector encourages and welcomes people from all walks of life regardless of gender, race or social background.

Construction may not be the first choice of career for everyone, however where it is a first choice for someone from an underrepresented group, such as a woman or an individual from an ethnic minority background, as an employer you have the power and influence to improve access to jobs for those people. It is always important though that the best person gets the job whether it is a woman or a young white male, and that jobs are awarded on merit not background.

We need to continue working together to encourage a diverse workforce for the industry. CITB is committed to eliminating discrimination on the grounds of age, disability, ethnicity, marital status, pregnancy or maternity, race, religious belief, sex, sexual orientation, transgender, political belief and unrelated criminal convictions.

We are working to ensure that conditions or requirements, which cannot be shown to be justified, will not disadvantage job applicants, employees, trainees and clients.

Employers have a responsibility to ensure their own practices comply with the CITB General Statement on Equal Opportunities- http://www.citb.co.uk/jobs/equality-and-diversity/.

You are also encouraged to develop your own equal opportunities policy, if you don’t already have one.
The benefits of an Equal Opportunities Policy are:

The company, and industry, has access to the widest labour market and secures the best employees for its needs.

No applicant or employee receives less favourable treatment, and that, wherever possible, they need to attain their full potential to the benefit of the company, industry and themselves.

Apprentice Wellbeing

CITB has a safeguarding policy and expects all apprentices to receive fair treatment. We all like a bit of banter at work however it stops being banter as soon as someone feels offended, threatened or humiliated.

Part of the CITB review process includes safeguarding and fairness inclusion and respect. Your CITB AO will talk to you about this throughout the Apprenticeship.

You are responsible for ensuring your own behaviour and that of your other employees is lawful and fair.
An extra benefit

A small card with a big message

The CSCS scheme helps workers prove that they have the skills to do their job competently and safely, and the card is required for access onto an increasing number of sites.

CSCS covers more than 200 trades and is affiliated to a number of other schemes which cover the rest of the industry.

More than one million workers now carry a CSCS or affiliated card and the number is set to increase dramatically as the industry moves towards a fully qualified workforce.

To find out more about the CSCS scheme, please call 0344 9944 777 or visit cscs.uk.com
Useful contacts

CITB contact information

CITB Inchinnan Office
4 Fountain Avenue
Inchinnan Business Park
Inchinnan
Renfrewshire
PA4 9RQ
Tel: 0344 944 8800
Web www.citb.co.uk

CITB Inverness Office
Alder House
Cradlehall Business Park
Inverness
IV2 5GH
Tel: 0300 456 5260

CITB Levy
www.citb.co.uk/ levy

CITB Grant
www.citb.co.uk/grant

CITB Apprentice Application
citb.co.uk/bconstructive

SLE
www.citb.co.uk/citb-apprenticeships/online-sle

Apprenticeship Registration Bodies - non mandatory
Scottish Building Apprenticeship & Training Council (SBATC)
Crichton House
4 Crichton’s Close
Holyrood
Edinburgh
EH8 8DT
Tel: 0131  556 8866
Web: www.sbatc.co.uk/apprenticeships/scottish-apprenticeships
Email: registrar@sbatc.co.uk
Apprenticeship Registration Bodies - non mandatory (continued)

Scottish Painting and Decorating Apprenticeship Council (SPADAC)
Castle Craig Business Park
Players Road
Stirling
FK7 7SH
Tel: 01786 448838
Fax: 01786 450541
Web: www.spadac.co.uk

Card Schemes

Construction Skills Certification Scheme (CSCS)
Tel: 0344 9944 777
Web: www.cscs.uk.com

Construction Plant Competence Scheme (CPCS)
Tel: 0844 815 7274
Web: www.citb.co.uk/cards-testing/construction-plant-competence-scheme-cpcs

The Construction Industry Scaffolders Record Scheme (CISRS)
Tel: 0844 815 7223
Web: www.cisrs.org.uk

Follow CITB on Twitter @citb_scotland to get all the latest news.
Notes:
If you haven’t already expressed an interest in taking on an apprentice, you can visit citb.co.uk/apprenticeships or call your local area office.

Glasgow Office
4 Fountain Avenue
Inchinnan Business Park
Inchinnan,
Renfrewshire  PA4 9RQ
Tel: 0344 994 8800

Inverness Office
Alder House
Cradlehall Business Park
Inverness
IV2 5GH
Tel: 0300 456 5260

Local Apprenticeship Officer

Name:
Tel:
Email: