



FDE Training Limited

Employers Guide

TO

SDS FUNDED MODERN APPRENTICESHIPS

through
FDE Training Limited

OVERVIEW



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Thank you for choosing FDE Training for your SDS Funded Modern Apprenticeships

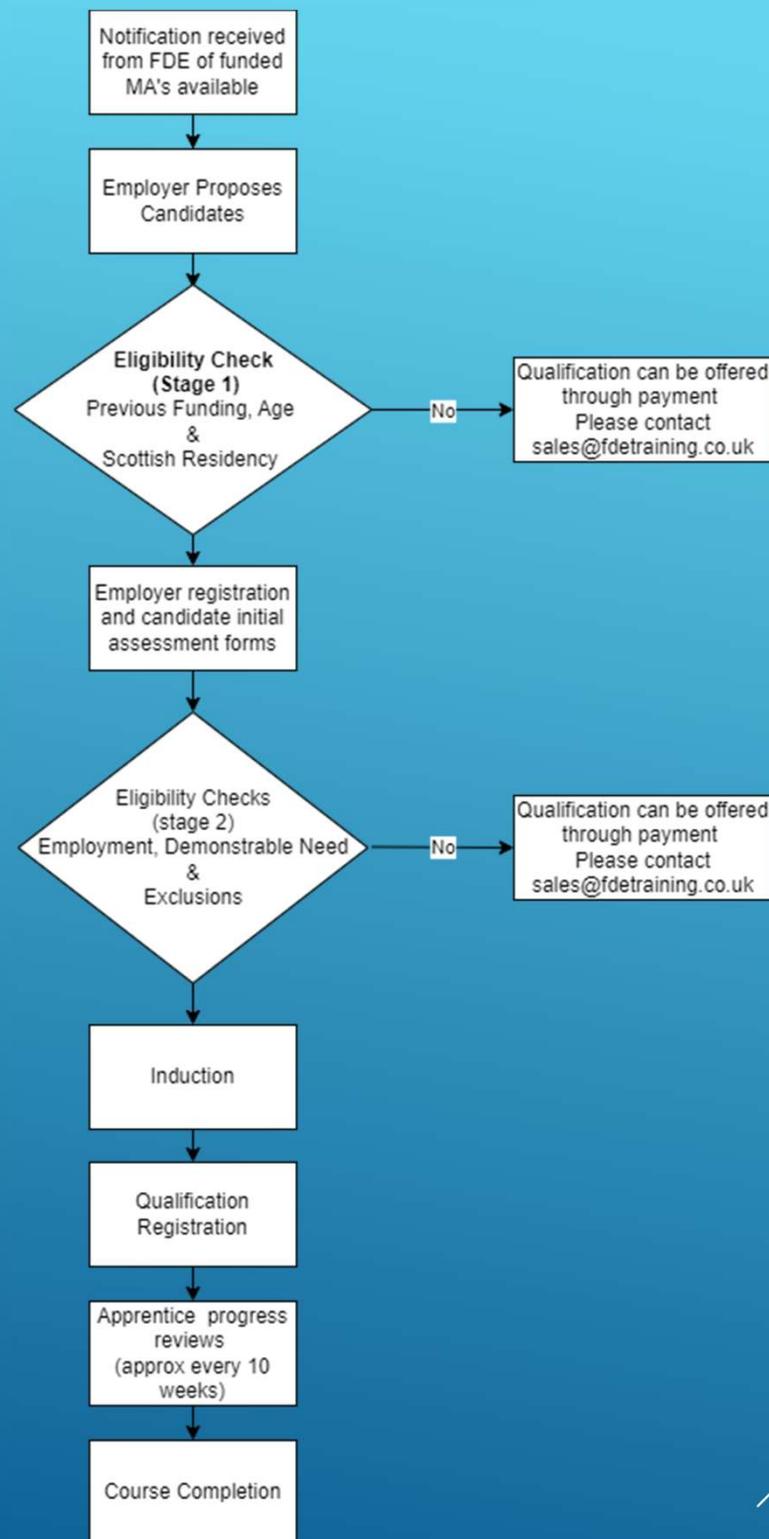
This guide will cover:

- Apprenticeship Process Flowchart
- Proposing a Candidate for a Qualification
- Eligibility Requirements – Previous Funding
- Induction
- Eligibility Requirements
 - Employment
 - Scottish Residency
 - Age
 - Demonstratable Needs
 - Exclusions
- Roles and Responsibilities
- Policies and Procedures
- Additional Resources

APPRENTICESHIP PROCESS FLOWCHART



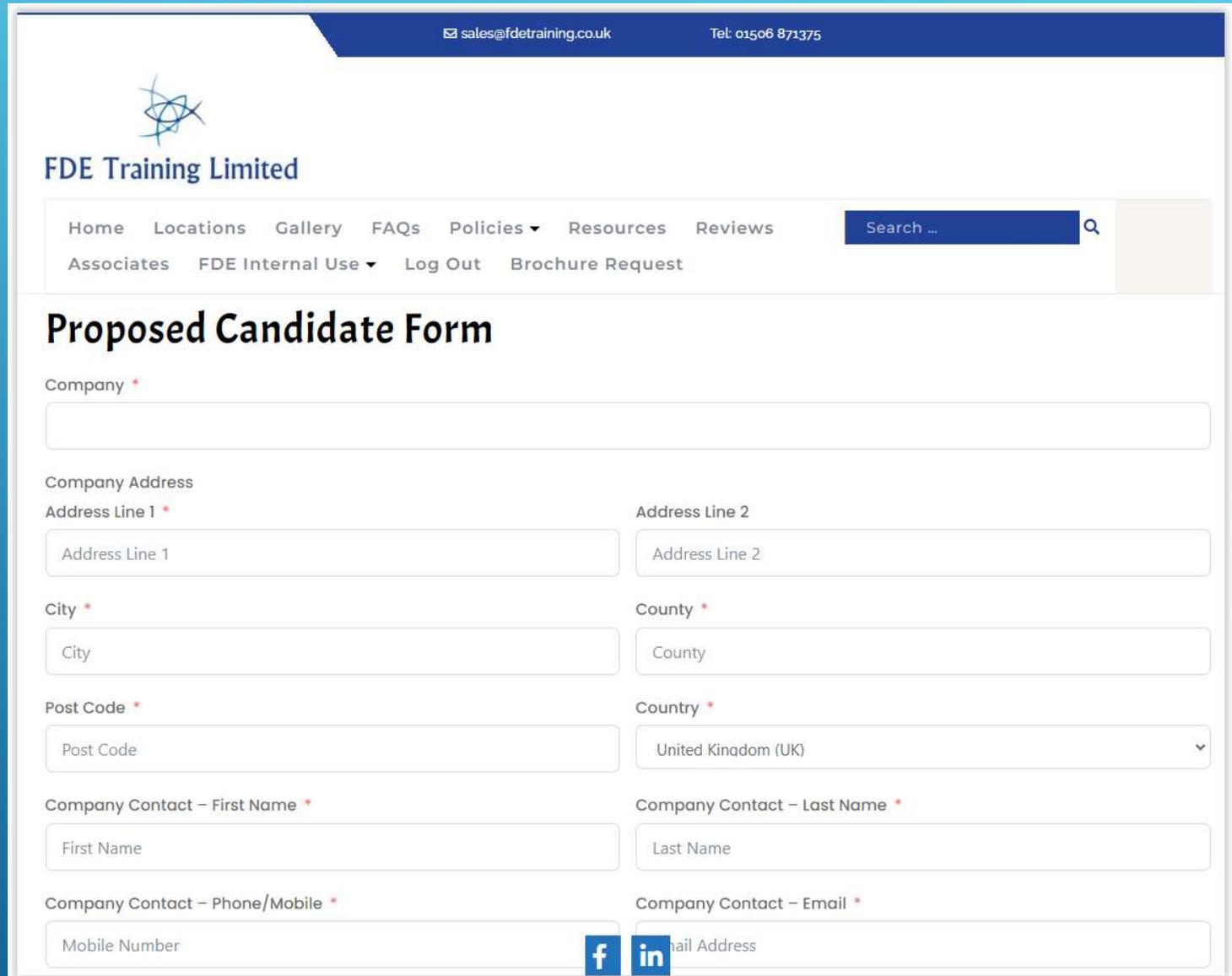
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PROPOSING A CANDIDATE

Employers will be sent a link to the Proposed Candidate Form.

Once the form is submitted, eligibility (Stage 1) checks will commence.



The screenshot shows the FDE Training Limited website header with contact information (sales@fdetraining.co.uk, Tel: 01506 871375) and a navigation menu (Home, Locations, Gallery, FAQs, Policies, Resources, Reviews, Associates, FDE Internal Use, Log Out, Brochure Request). A search bar is also present. The main content area is titled "Proposed Candidate Form" and contains the following fields:

- Company *
- Company Address
 - Address Line 1 *
 - Address Line 2
- City *
- County *
- Post Code *
- Country * (United Kingdom (UK))
- Company Contact – First Name *
- Company Contact – Last Name *
- Company Contact – Phone/Mobile *
- Company Contact – Email *

At the bottom of the form, there are social media icons for Facebook and LinkedIn, and a field for "Email Address".



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ELIGIBILITY CHECKS STAGE 1



ELIGIBILITY REQUIREMENTS – PREVIOUS FUNDING



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FDE will check for previous similar funding received. Your candidate will not be eligible if:

- In the last 3 years, they have undertaken more than one pathway in the same MA framework and at the same SCQF Level.
- They want to take MA at a lower SCQF Level than funding already received.

Please note - eligibility checks can be affected if the candidate's full name is not presented and/or the candidate's name was inputted on previous funding incorrectly. If a candidate appears to be eligible due to incorrect information, then the candidate will be removed from the programme regardless of the process stage.

Candidate's ineligible for funding can acquire the requested SQA qualification if paid for.

ELIGIBILITY REQUIREMENTS – AGE



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The candidate must fall into the age bracket offered at the time of signing on to the Modern Apprenticeship.

The age categories are:

- 16-19
- 20-24
- 25+

ELIGIBILITY REQUIREMENTS – SCOTTISH RESIDENCY



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The apprentice must be a Scottish Resident for the duration of their apprenticeship. 'Scottish Resident' means any person who is resident in Scotland and either:

- has only one place of residence which is in Scotland; or
- where the person has more than one place of residence, their main place of residence is in Scotland (meaning that they reside for more days of each UK tax year at their residence in Scotland than in any other place of residence).

EMPLOYER REGISTRATION AND CANDIDATE INITIAL ASSESSMENT FORMS



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The employer and candidate will receive a link to a specific form allowing us to capture the information required to complete the stage 2 eligibility checks.

The candidate registration form link covers initial assessment.

It is important that these are returned promptly.



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ELIGIBILITY CHECKS STAGE 2



ELIGIBILITY REQUIREMENTS – EMPLOYMENT



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During their MA each Apprentice must:

- Fulfil the requirements of the legal right to work in the UK.
 - To check someone's permission to work, the successful applicant will need to firstly obtain a Share Code by visiting Prove Your Right to Work to an Employer. The employer then visits View a Job Applicant's Right to Work Details (links to right to work checks can be found on the FDE website resources page.)
- Have main employment with business premises located in Scotland.
- Be employed by an employer who has their business premises in Scotland: -
 - for whom they are working as an employee to consolidate the skills acquired during their MA framework;
 - by whom the Apprentice is directly managed by appropriately experienced staff while performing their apprenticeship tasks on a daily basis, with those tasks being part of the Apprentice's employment during working hours. (For the avoidance of doubt any individual employed under any other arrangement, including being employed by an agency, will not be eligible)
- Under an employment contract relevant to the MA referred to in the Training Agreement.

ELIGIBILITY REQUIREMENTS – EMPLOYMENT CONTINUED



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- Each Apprentice following a MA framework must be subject to the same policies and procedures as other employees of the organisation.
- An Apprentice cannot be self-employed.
- You will include the time spent by the Apprentice in off the job apprenticeship training (including the time needed to prepare and undertake assessment) as time spent at work.

ELIGIBILITY REQUIREMENTS – DEMONSTRATABLE NEED



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- There must be a demonstrable need for the proposed candidate to acquire significant new knowledge and skills to fulfil their job role.
- The qualification must be the most appropriate to them that provides such knowledge and skills and must directly relate to their main job role/occupation.
- Demonstratable need is shown by the employer stating workplace needs, with consideration of the workplace environment and wider company objectives within the employer's form.

ELIGIBILITY REQUIREMENTS – EXCLUSIONS



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- A proposed apprentice is not eligible to begin or continue a MA if at any time they are:
 - subject to an employment restriction on their stay in Great Britain.
 - subject to any funding restriction on their stay in Great Britain that would apply to MAs;
 - subject to length of stay restriction on their visa. If the length of stay remaining on the individual's visa at the date the apprenticeship would commence, is not sufficient to complete an apprenticeship.
- In custody as a prisoner or on remand in custody
- In any, employment, education, training, or enterprise programme funded by any UK or Scottish Government department or by us (subject to any exceptions published by us from time to time).



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ELIGIBILITY INFORMATION - RESPONSIBILITIES

It is both the candidates and the employer's responsibility to inform us should the candidate's eligibility change at any point during the MA programme.

INDUCTION



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The induction will involve the employer and candidate to ensure that all parties agree and are committed to the learning plan for the modern apprentice programme selected.

Induction will cover:

- Equality Monitoring
- Meta Skills Profiling
- Core Skills Requirements (where needed)
- Qualification units and requirements
- Assessment methods and achievement route
- Proposed completion goal
- Confirmation of agreement to the roles and responsibilities (outlined in this guide)
- All parties read, understand and sign the SDS Training Agreement

MANDATORY VERIFICATION

Importance of verification for SDS

The mandatory validation process starts when a candidate is registered and continue throughout the MA.

- An e-mail or SMS text is sent to the candidate asking them to verify they have begun their training.
 - If no response is received, within 15 calendar days, an email will be sent to the candidate's employer representative.
 - No response from the Apprentice or employer after 30 calendar days will result in the assignment being rejected.

SDS is entitled to cancel the registration of a candidate where the validation process is not successfully completed.

ROLES AND RESPONSIBILITIES - EMPLOYER



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The employer must:

- Employ the modern apprentice subject to the employer's usual terms and conditions of employment;
- Create opportunities for the Apprentice to complete their MA.
- Provide the modern apprentice with the facilities, training, mentor and workplace opportunities necessary to achieve the selected Framework
- Pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the individual
- Operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice
- Operate an Equal Opportunities policy which meets all legal requirements

ROLES AND RESPONSIBILITIES – EMPLOYER CONTINUED



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The employer will:

- Respond within 2 working days to any SDS Text/Email confirmation requests. As part of the mandatory validation process.
- Make time and be available for agreed SDS Progress Reviews as well as if contacted by SDS for interview at any time during the Modern Apprenticeship Programme
- Full co-operation in any observation, visit, meetings, online correspondence, survey and telephone calls with SDS and clarify and promote the importance of the mandatory validation process
- 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

ROLES AND RESPONSIBILITIES – CANDIDATE



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The Candidate Must:

- Work for the employer in accordance with the agreed terms and conditions of employment
- Undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or FDE Training,
- Carry out work to achieve the selected Framework outcomes specified in the apprentice's Learning Plan
- Be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation.
- Always promote the employer's best interests
- respond to any SDS Text/Email confirmation requests

ROLES AND RESPONSIBILITIES – CANDIDATE CONTINUED



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The Candidate Will:

- Make time and be available for agreed SDS Progress Reviews as well as if contacted by SDS for interview at any time during the Modern Apprenticeship Programme
- Meet the eligibility criteria and confirm you understand that you must allocate time to complete this programme.
- Attend all agreed planned dates e.g. progress reviews/on-site visits, 1-2-1 sessions.
 - If you miss two or more of these planned dates without prior agreement, you will be asked to withdraw.
- Develop a collection of evidence and retain ownership of them
- Behave in a professional manner
- Keep FDE Training up to date with any changes to you contact details.

POLICIES AND PROCEDURES



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All applicable FDE Policies can be found at fdetraining.co.uk by selecting the policies tab.

This tab also contains links to other policies such as SDS Privacy Policy

These are always available publicly.

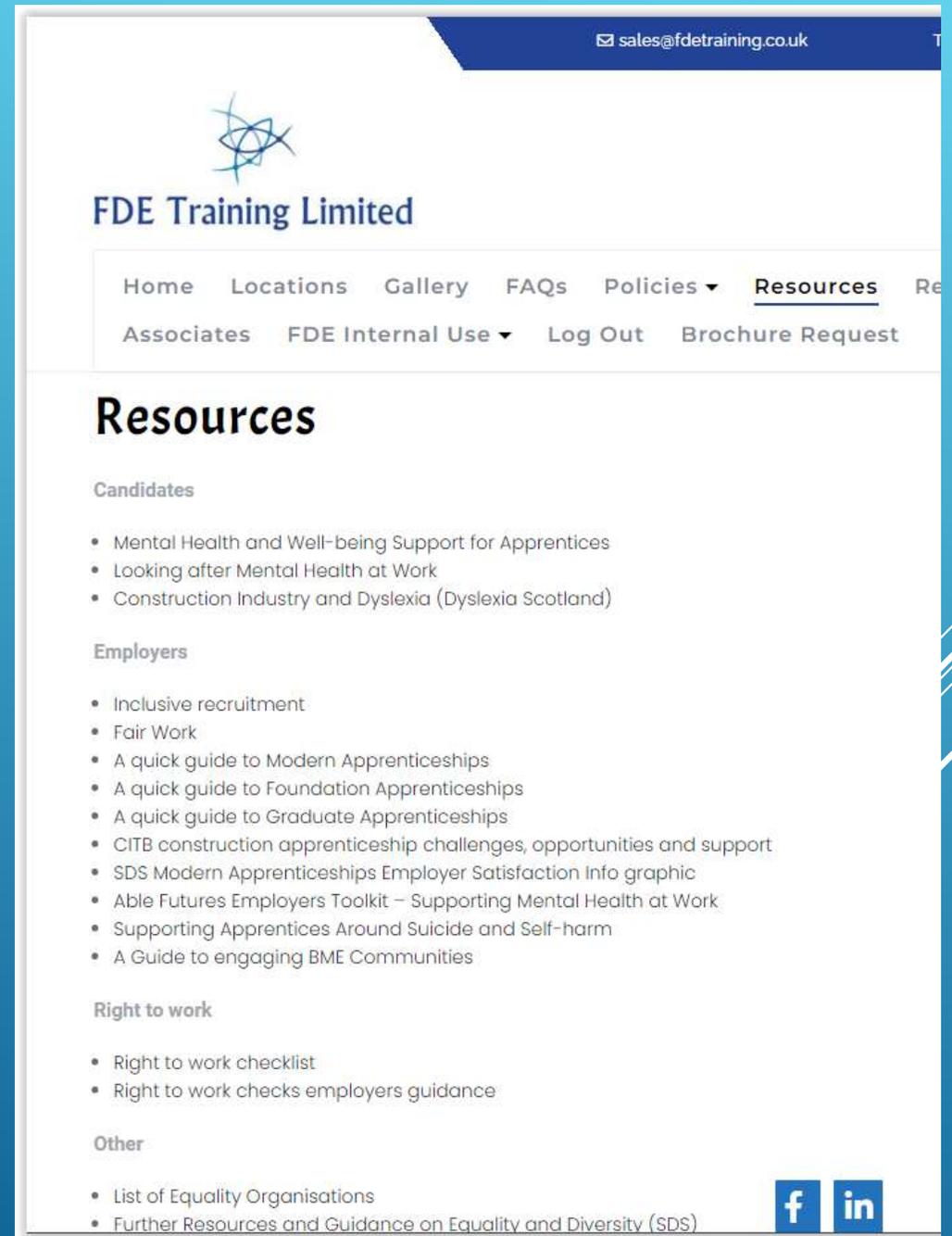
A screenshot of the FDE Training Limited website. The page has a dark blue header with the email address sales@fdetraining.co.uk in the top right corner. Below the header is the FDE Training Limited logo and name. A navigation menu is located below the logo, with the 'Policies' tab highlighted. The main content area is titled 'Policies' and lists various policy documents: Reasonable Adjustments and Special Considerations, GDPR, Roles and Responsibilities for Vocational Qualifications, Malpractice and Maladministration Policy, Equal Opportunities Policy, Data Protection Policy, Data Management Procedure for SQA Qualifications, Complaints Policy, Appeals Policy and Procedure, Health and Safety Policy, Fair Work First Policy, and Website Privacy Policy. Below this list is a section titled 'OTHER POLICIES AND PROCEDURES' which includes links to SQA Privacy Statement, NOCN Privacy Notice, RTITB Privacy Policy, and SDS Privacy Policy.

RESOURCES

FDE has provided a range of useful resources on fdetraining.co.uk under the resources tab.

There is a section for Candidates, Employers, right to work and more.

You are encouraged to visit this part of the website which is updated as useful resources are made available.



The screenshot shows the website for FDE Training Limited. At the top right, there is a logo consisting of several overlapping blue lines forming a stylized 'F' or 'D' shape, and the text 'FDE Training Limited' in a blue sans-serif font. Below the logo, the email address 'sales@fdetraining.co.uk' is displayed. A dark blue navigation bar contains the following links: Home, Locations, Gallery, FAQs, Policies (with a dropdown arrow), Resources (underlined), and Re... (partially visible). Below the navigation bar, the FDE Training Limited logo and name are repeated. The main content area is titled 'Resources' in a large, bold, black font. Underneath, there are three sections: 'Candidates', 'Employers', and 'Right to work', each with a list of resource links. At the bottom, there is an 'Other' section with two more links. In the bottom right corner, there are social media icons for Facebook and LinkedIn.

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sales@fdetraining.co.uk

Home Locations Gallery FAQs Policies ▾ Resources Re

Associates FDE Internal Use ▾ Log Out Brochure Request

Resources

Candidates

- Mental Health and Well-being Support for Apprentices
- Looking after Mental Health at Work
- Construction Industry and Dyslexia (Dyslexia Scotland)

Employers

- Inclusive recruitment
- Fair Work
- A quick guide to Modern Apprenticeships
- A quick guide to Foundation Apprenticeships
- A quick guide to Graduate Apprenticeships
- CITB construction apprenticeship challenges, opportunities and support
- SDS Modern Apprenticeships Employer Satisfaction Info graphic
- Able Futures Employers Toolkit – Supporting Mental Health at Work
- Supporting Apprentices Around Suicide and Self-harm
- A Guide to engaging BME Communities

Right to work

- Right to work checklist
- Right to work checks employers guidance

Other

- List of Equality Organisations
- Further Resources and Guidance on Equality and Diversity (SDS)

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QUALIFICATION REGISTRATION



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With all the paperwork complete from induction we can now register the candidate and employer with SDS and SQA.



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APPRENTICE PROGRESS REVIEWS

Employer and candidates are required to attend progress reviews at a minimum interval of 13 weeks.

Dates and times will be mutually agreed. If the arranged progress meeting cannot be attended this must be advised as soon as possible to FDE with an explanation.

If you miss two or more of these planned dates without prior agreement, you will be asked to withdraw.

COURSE COMPLETION



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- Feedback
- Certification

