

# apprenticeship FRAMEWORK

## Sporting Excellence

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

Issue date: [10 March 2015]

Published By

[SkillsActive]

Apprenticeship Certification  
Wales

<https://acwcerts.co.uk/web/>

Document Status:  
[Issued]

# Sporting Excellence

## Contents

### Contents

Framework information.....	3
Contact information.....	4
Revising a framework.....	5
Purpose of this framework.....	6
Entry conditions for this framework.....	8
Level 3: Sporting Excellence.....	9
Pathway 1: Sporting Excellence Pathway One.....	10
Pathway 2: Sporting Excellence Pathway Two.....	17
Equality and diversity.....	23
On and off the job training.....	24
Wider key skills assessment and recognition.....	26

# Framework information

## Information on the Issuing Authority for this framework:

[SkillsActive]

[The Apprenticeship sector for occupations in sports coaching, active leisure, hairdressing and beauty (also includes fitness, stewarding, outdoors, playwork and sporting excellence).]

Issue number: [6]	<b>This framework includes:</b>
Framework ID: [FR03243]	Level 2 <input type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: [31/12/2017]	<b>This framework is for use in: Wales</b>

## Short description

[The purpose of this Sporting Excellence framework is to provide a pathway for the development of elite young athletes across Wales in their chosen sport. This framework qualifies apprentices to achieve two Level 3 qualifications. This apprenticeship provides progression opportunities for athletes interested in entering an alternative in the Active Leisure, Learning and Well-Being sector.

The expectation is that this framework is completed in a minimum duration of 12 months.

# Contact information

## Proposer of this framework

[SkillsActive]

## Developer of this framework

Name: [Beccy Poole]

Organisation: [SkillsActive]

Organisation Type: [Sector Skills Council]

Job Title: [Project lead]

Phone: [0207 840 1900]

Email: [Beccy.poole@skillsactive.com]

Postal address: SkillsActive  
1<sup>st</sup> Floor, 6 Graphite Square  
Vauxhall  
London  
SE11 5EE

Website: [www.skillsactive.com]

## Issuing Authority's contact details

Issued by: [SkillsActive]

Issuer contact name: Dian Shaw

Issuer contact phone: 0845 230 6080

Issuer Email: [dian.shaw@skillsactive.com](mailto:dian.shaw@skillsactive.com)

## Contact Details

Who is making this revision	Beccy Poole
Your organisation	SkillsActive
Your email address:	<a href="mailto:beccy.poole@skillsactive.com">beccy.poole@skillsactive.com</a>

# Revising a framework

## Why this framework is being revised

[This framework has been reviewed to include newly accredited knowledge and competence qualifications.]

## Summary of recent changes made to this framework

### **15<sup>th</sup> June 2021**

Pathway 1: Removal of L3 Diploma in Achieving Excellence in Sports Performance (601/4175/X)

Pathway 1: Added 1<sup>st</sup>4Sport L3 Diploma in Sporting Excellence (603/3337/6)

### **26<sup>th</sup> April 2021:**

Pathway 1: Removal of L3 NVQ Diploma in Achieving Excellence in Sports Performance (601/4047/1) **AND** L3 Diploma in Sport (Performance and Excellence) (500/6755/2)

Pathway 1: Added Pearson BTEC L3 National Diploma in Sporting Excellence and Performance (603/4923/2)

### **14<sup>th</sup> October 2021:**

Pathway 1: Added Pearson L3 Diploma in Sporting Excellence (603/3338/8) and Pearson L3 National Extended Diploma in Sporting Excellence and Performance (603/4924/4)

Pathway 1: Removal of Level Extended Diploma in Sport (Performance and Excellence) (500/6764/3) and Level 3 Subsidiary Diploma in Sport (500/6751/5) and Level 3 Diploma in Sport (600/0393/0)

[Purpose of the revision is to review the framework and to include newly accredited knowledge and competence qualifications.]

## Qualifications removed

[The following competence qualifications have been removed from Pathway ONE of the framework:

- 1st4sport Level 3 NVQ Diploma in Achieving Excellence in Sports Performance 600/1509/3
- Pearson Level 3 NVQ Diploma in Achieving Excellence in Sports Performance 600/1808/2

The following competence and knowledge qualifications have been removed from Pathway TWO of the framework:

- 1st4sport Level 3 Certificate in Achieving Excellence in Sports Performance 600/1506/8
- Pearson Level 3 Certificate in Achieving Excellence in Sports Performance 600/1810/0
- 1st4sport Level 3 Certificate in Understanding Sports Performance 600/1334/5
- Pearson Level 3 Certificate in Understanding Sports Performance 600/1811/2]

## Qualifications added

The following new competence qualifications has been added into Pathway ONE of the framework:

- 1st4sport Level 3 NVQ Diploma in Achieving Excellence in Sports Performance 601/4175/X
- Pearson Edexcel Level 3 NVQ Diploma in Achieving Excellence in Sports Performance 601/4047/1

The following new competence and knowledge qualifications has been added into Pathway TWO of the framework:

- 1st4sport Level 3 Certificate in Achieving Excellence in Sports Performance 601/4158/X
- Pearson Edexcel Level 3 Certificate in Achieving Excellence in Sports Performance 601/3794/0
- 1st4sport Level 3 Certificate in Understanding Sports Performance 601/4176/1
- Pearson BTEC Level 3 Certificate in Understanding Sports Performance 601/3793/9]

## Qualifications that have been extended

[N/A]

# Purpose of this framework

## Summary of the purpose of the framework

[The purpose of this Sporting Excellence framework is to provide a pathway for the development of elite young athletes across Wales in their chosen sport. This framework qualifies apprentices to achieve two Level 3 qualifications. This apprenticeship provides progression opportunities for athletes interested in entering an alternative career in the Active Leisure, Learning and Well-Being sector.]

## Aims and objectives of this framework (Wales)

[The Welsh Government invests in elite sport to enable our very best athletes to reach their full potential. Public investment supports athletes at different levels in the performance pathway. Wales' most talented athletes across all the summer Olympic and Paralympic sports and the best performing winter sports are supported by UK Sport's World Class Performance Programme (WCPP). The primary focus of the public investment in this Programme is to deliver sporting success at elite level, for example, at the Commonwealth Games (Glasgow 2014), the 2016 Rio de Janeiro Olympics along with other international sports competitions.

Sport Wales' vision is to unite a proud sporting nation and to increase physical activity and improve standards of performance. Through their elite sport strategy 2010-16, Sport Wales identifies an overall aspiration for Wales to not only excel at sport but also to be world renowned as a successful sporting nation. The strategy identifies a range of challenging targets which reflect the current levels of potential and achievement within Welsh sports. Through the strategy, Sport Wales state that they will prioritise their investment and services to those athletes and sports which have recognised talent to deliver against objectives. Sport Wales will aim to invest £22 million in total to deliver pertinent objectives.

A number of young athletes within the talent pool of individual sports will need to balance their sporting aspirations along side their academic development and education - and in that respect the Apprenticeship in Sporting Excellence (ASE) programme provides a valuable option for that important 16 – 19 age group. ASE is endorsed through the National Governing Bodies (NGBs) of each sport to ensure that the framework is aligned to their talent pathway. This framework is expected to make a real and tangible impact on sports' performance over the medium to long term.

Public funding is also provided to support the Elite Cymru scheme. Elite Cymru is aimed at providing the most highly promising athletes in non Olympic and paralympic sports with the support they need to achieve their potential including financial, medical and sports science support.

In the past, sports committed to the development, education and training of elite performers have not had access to a dedicated apprenticeship framework designed specifically to meet the needs of their young and talented athletes. Public funds to support that development, education and training have been accessed by ad hoc arrangements which have not provided

for the structured development of the young performers.

Since the start of the framework in 2003, AASE (in England) has achieved 85% success rates (10-11), a 33% increase in starts compared to the national average and completions/ achievements rates are up by 30% in the last 12 months. There are now twenty five sports engaged on the programme and 30 current and alumni apprentices competed for Team GB at the London 2012 Games. This emphasises the success and support from NGBs for this framework.

The aim of this apprenticeship is to meet the needs of young people 'who have the realistic potential to achieve excellence in their sport and are seeking to perform at the highest level in that sport as their main career goal'. The framework is notionally designed and targeted for 16-19 year old athletes but older athletes may be considered.

This framework will contribute towards:

- Meeting the generic skills priorities for the sector this includes communication, team working, customer services and employability skills addressing sport sector specific skills gaps
- Developing National Governing Bodies talent pathways which are aligned with and complement other public investment
- An increase in the number of international world class athletes winning medals at Olympic/ Paralympic/ Commonwealth Games and European Championships/ International competitions/ gaining professional contracts
- An increase in the size of the talent pool within sports - more inclusive, economically, ethnically
- Developing athletes with a better understanding of what it takes to perform at the highest level (there should be a notable step change through gaining access to high quality facilities, expertise, equipment etc)
- Young people will also gain expertise in nutrition, physiology and goal setting
- A way to improve life skills and a progression route to alternative sports employment

How will the framework achieve the above objectives?

- NGBs must endorse the framework ensuring they access the right talent pool and is aligned to their existing talent systems
- The framework will allow young people the opportunity to develop the skills and knowledge needed to perform at the highest level, whilst providing opportunities for candidates to broaden expertise into other technical/occupational areas within the Active Leisure, Learning and Well-Being Sector
- The apprentice's knowledge about career pathways, information sources and the names of relevant professional bodies will be enhanced as part of the Diploma/ Certificate and ERR component parts of the framework
- Address the issue of generic skills priorities as all of these skills from communication, dedication, time management and team working, are essential part of the framework elements and apprentices will be required to learn, use and practice. These skills both via obtaining functional skills qualifications as well as via studying for both their competence and knowledge element of the programme]



# Entry conditions for this framework

## NOTE TO ALL INTERESTED PARTIES

**THERE ARE SPECIFIC ENTRY REQUIREMENTS FOR YOUNG PEOPLE WHO ARE DEEMED APPROPRIATE TO ACCESS THIS FRAMEWORK. THIS FRAMEWORK IS NOT AVAILABLE TO ALL COLLEGES OR PROVIDERS.**

Entry onto this framework is restricted and interested private providers, FE colleges or NGBs of sport should contact SkillsActive before considering involvement in the delivery of this programme.

SkillsActive are working closely with NGBs, UK Sport, Sport Wales and The Welsh Government to determine eligibility, and are also working with Awarding Organisations to develop a mechanism for interested parties to move towards Approved Centre status and contracting arrangements.

The framework has been designed to meet the needs of young people 'who have the realistic potential to achieve excellence in their sport and are seeking to perform at the highest level as their main career goal'. National Governing Bodies will work in collaboration with SkillsActive and Sport Wales to develop sport- specific entry requirements to ensure that the most talented athletes are selected. These documents are available from SkillsActive on request.

There are three categories of involvement identified with regards to recruiting apprentices to this programme:

- contracted apprentices at professional clubs
- employed athletes identified as potential high performers by their respective NGB
- employed talented young people in the 'academy environment' not yet offered full time terms

Apart from being selected and recommended by their respective NGBs, SkillsActive would recommend that apprentices should have gained a minimum of 5 GCSEs A\* to C, however not meeting this criteria does not exclude talented athletes from the programme. This framework recognises that apprentices may be able to achieve occupational competence but may need additional support with their knowledge competence.]

# Level 3

Title for this framework at level 3

## Sporting Excellence

Pathways for the framework at level 3:

Pathway 1: Sporting Excellence Pathway One

Pathway 2: Sporting Excellence Pathway Two

# Level 3, Pathway 1: Sporting Excellence Pathway One

## Description of this pathway

Sporting Excellence Pathway One

Apprentices on this pathway will achieve a minimum of 136 credits in total.

- 64 credits for competence - Level 3 NVQ Diploma in Diploma in Achieving Excellence in Sports Performance
- 60 credits for knowledge - Level 3 Subsidiary Diploma in Sport
- 12 credits for Essential Skills Wales

## Entry requirements for this pathway in addition to the framework entry requirements

There are no further entry requirements in addition to those specified in the framework entry requirements.

SkillsActive would suggest that this pathway may be more suitable for apprentices in Professional Sports.

Job title(s)	Job role(s)
Athlete (Funded)	Athlete trains and competes to win titles/ championships. Athletes are funded through UK Sport- Lottery Funded programmes and Welsh Government initiatives.
Professional/Semi Professional Athlete	Athlete is paid to train and competes to win titles/ championships whilst representing mission of their employer
Support Officer in High Performance Environments	A supporting role within an NGB talent programme/club environment. Areas of support include nutrition / physiology / strength and conditioning
Sports Coach	Coaches bring out ability by identifying needs and planning and implementing suitable training programmes.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 Diploma in Sporting Excellence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	603/3337/6	1 <sup>st</sup> 4sport		780	n/a
C1b	603/3338/8	Pearson		780	n/a

## Knowledge qualifications available to this pathway

### K1 – Level 3 National Diploma in Sporting Excellence and Performance

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	603/4923/2	Pearson Education Ltd		720	N/A

### K2– Level 3 National Extended Diploma in Sporting Excellence and Performance

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	603/4924/4	Pearson Education Ltd		1080	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

[K1 - K4 provide underpinning knowledge and understanding for C1.

K1-K4 provide a varying level of underpinning knowledge to C1. K1-K4 also provide knowledge to support a wider secondary career option.

The National Governing Bodies in conjunction with the apprentices education provider should provide guidance regarding choice of size of qualification (K1-K4). ]

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**     **NO**

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.
--

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**     **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.
--

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**        **NO**

# Progression routes into and from this pathway

## PROGRESSION ROUTES INTO THIS FRAMEWORK

Apprentices coming into the programme will have had many years experience of playing their selected sport. The National Governing Body will still need to identify talented athletes through a sport specific selection criteria. The identification will be different for each National Governing Body.

It is widely recognised that by the age of 16, athletes will have already been identified as 'high performers'. It is important that potential apprentices have the ability to work at an advanced academic level.

## PROGRESSION ROUTES FROM THIS FRAMEWORK

On completion of this programme, apprentices may progress into the following areas:

- Professional or semi professional sports
- Full time athlete
- Sports Coach
- Support Officer in High Performance Environments

Apprentices can also progress into Further Education or Higher Education Courses studying courses for their secondary careers options:

- Foundation Degree in Sports Coaching/ Sports Science/ Sports Science with Sports Development and Management, Higher National Diploma in Sport and Exercise Science
- Undergraduate programmes: BSc Sport and Exercise Science/ Sport Management

Apprentices can also progress into a variety of job roles within the active leisure and learning sector on completion of this advanced programme as 'high performers'. It is important that potential apprentices have the ability to work at an advanced academic level. ]

## UCAS points for this pathway:

[N/A]



# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

Employee Rights and Responsibilities is mandatory for certification.

SkillsActive envisages delivery of employee rights and responsibilities being through the apprentice's induction programme and completion of the competence qualification.

Evidence of delivery and achievement of Employee Rights and Responsibilities (ERR) is a mandatory requirement for a framework completion certificate under the ASCL Act.

The evidence requirement to enable ERR certification is completion of a Sport Specific Employee Rights and Responsibilities Booklet which has been developed or endorsed by SkillsActive and covers all nine of the national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law
- Procedures and documentation in their organisation which recognise and protect their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities.
- The role played by this occupation within the organisation and industry
- Types of career pathways open to the apprentice
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

**Please note SkillsActive request that all providers send in the NGB specific ERR booklets/presentations and mapping documents to ensure they are approved and have covered all nine national outcomes before the delivery begins. This approval process is separate to the certification of ERR for the apprentice.**

**It is necessary that the apprentice signs and receives a completion certificate (this evidence sheet/certificate will be uploaded as part of the apprenticeship certification application process).**

# Level 3, Pathway 2: Sporting Excellence Pathway Two

## Description of this pathway

### Sporting Excellence Pathway Two

Apprentices on this pathway will achieve a minimum of 67 credits in total.

- 26 credits for competence - Level 3 Certificate in Achieving Excellence in Sports Performance
- 29 credits for knowledge - Level 3 Certificate in Understanding Sports Performance
- 12 credits for Essential Skills Wales

## Entry requirements for this pathway in addition to the framework entry requirements

There are no further entry requirements in addition to those specified in the framework entry requirements.

SkillsActive would suggest that this pathway may be more suitable for Olympic/Paralympic/Commonwealth Sports.

SkillsActive would recommend that other academic/ vocational qualifications should be completed outside of this apprenticeship framework to ensure that alternative career pathways remain an option should the ultimate performance outcome not be realised.

Job title(s)	Job role(s)
Athlete (Funded)	Athlete trains and competes to win titles/ championships. Athletes are funded through UK Sport- Lottery Funded programmes and Welsh Government initiatives.
Professional/ Semi Professional Athlete	Athlete is paid to train and competes full time to win titles/ championships whilst representing mission of their employer
Sports Coach	Coaches bring out ability by identifying needs and planning and implementing suitable training programmes
Support Officer in High Performance Environments	A supporting role within a talent programme/club environment. Areas of support include nutrition / physiology / strength and conditioning

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 Certificate in Achieving Excellence in Sports Performance

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/4158/X	1 <sup>st</sup> 4sport	26	180	N/A
C1b	601/3794/0	Pearson Education Ltd	26	180	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 3 Certificate in Understanding Sports Performance

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	601/4176/1	1 <sup>st</sup> 4sport	29	220	N/A
K1b	601/3793/9	Pearson Education Lrd	29	220	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides underpinning knowledge and understanding for C1.

Both K1 qualifications provide the same level of underpinning knowledge to C1 regardless of the choice of awarding organisation. K1 also provides knowledge to support a wider secondary career option for athletes.

Apprentices may undertake additional qualifications outside of this pathway. The athletes National Governing Body in conjunction with their education provider should ensure athletes receive suitable education/ sport balance.

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**        **NO**   

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**        **NO**   

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**        **NO**

# Progression routes into and from this pathway

## PROGRESSION ROUTES INTO THIS FRAMEWORK

Apprentices coming into the programme will have had many years experience of playing their selected sport. The National Governing Body will still need to identify talented athletes through a sport specific selection criteria. The identification will be different for each National Governing Body. It is widely recognised that by the age of 16, athletes will have already been identified as 'high performers'. It is important that potential apprentices have the ability to work at an advanced academic level.

## PROGRESSION ROUTES FROM THIS FRAMEWORK

On completion of this programme, apprentices may progress into the following areas:

- Professional or semi professional sports
- Full time athlete
- Sports Coach
- Support Officer in High Performance Environments

Apprentices can also progress into Further Education or Higher Education Courses studying courses for their secondary careers options:

- Foundation Degree in Sports Coaching/ Sports Science/ Sports Science with Sports Development and Management, Higher National Diploma in Sport and Exercise Science
- Undergraduate programmes: BSc Sport and Exercise Science/ Sport Management

Apprentices can also progress into a variety of job roles within the active leisure and learning sector on completion of this advanced programme as 'high performers'. It is important that potential apprentices have the ability to work at an advanced academic level.

## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

Employee Rights and Responsibilities is mandatory for certification. SkillsActive envisages delivery of employee rights and responsibilities being through the apprentice's induction programme and completion of the competence qualification.

Evidence of delivery and achievement of Employee Rights and Responsibilities (ERR) is a mandatory requirement for a framework completion certificate under the ASCL Act.

The evidence requirement to enable ERR certification is completion of a Sport Specific Employee Rights and Responsibilities Booklet which has been developed or endorsed by SkillsActive and covers all nine of the national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law Procedures and documentation in their organisation which recognise and protect their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities.
- The role played by this occupation within the organisation and industry Types of career pathways open to the apprentice
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

**Please note SkillsActive request that all providers send in the NGB specific ERR booklets/presentations and mapping documents to ensure they are approved and have covered all nine national outcomes before the delivery begins. This approval process is separate to the certification of ERR for the apprentice.**

**It is necessary that the apprentice signs and receives a completion certificate (this evidence sheet/certificate will be uploaded as part of the apprenticeship certification application process).**

# How equality and diversity will be met

[The Apprenticeship in Sporting Excellence aims to promote diversity, opportunity and inclusion by offering a high quality learning experience. The delivery of this programme must be in a setting free from prejudice and discrimination where all learners can contribute fully and freely and feel valued. The selection and recruitment of apprentices to the programme must be inclusive and available to all people regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation (protected characteristics in Equality Act 2010)

National Governing Bodies work with Sporting Equals to ensure that they are making a sustainable difference to the inclusion of all under-represented communities in sport and physical activity.

## **ISSUES/BARRIERS**

- Not all sports offer this apprenticeship programme at present
- There is a clear performance entry criteria
- Some sports only offer the apprenticeship programme to one gender

Solutions around the above issues are the responsibility of the NGBs/ providers and their policies around transparency of criteria.]



# On and off the job training

## Summary of on- and off-the-job training

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or Recognition of Prior Learning (RPL) procedures. The amount of on the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of on the job hours for this framework can be verified for apprenticeship certification. Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim 5 per cent or more hours towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include customisation. Training providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW (Credit and Qualifications Framework Wales) recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

### Previous attainment

For apprentices who have already achieved the relevant qualifications, they must have been certificated no earlier than 6 months prior to the date the learner was registered on the programme. The number of training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice. The amount of off the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, providing the total number of off the job hours for this framework can be verified for apprenticeship certification.

### Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised. For further details please see QCF Guidance on Claiming Credit. To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF "Recognition of Prior Learning" procedures and the hours recorded may then count towards the off the job hours required to complete the apprenticeship.

For apprentices with prior uncertificated learning experience, the off the job learning must have been acquired within 2 years of application for the Foundation Apprenticeship Certificate or the apprentice must have been continuously employed in the relevant job role in the industry for a minimum duration of 3 years.

### Pathway One

Apprentices completing this framework have to achieve a total of 908 hours containing both on and off the job training hours. The framework is advised to be completed within 18- 24 months.

## **Pathway Two**

Apprentices completing this framework have to achieve a total of 485 hours containing both on and off the job training hours. The framework is advised to be completed within 12 months.]

### **Off-the-job training**

#### **Pathway One**

Off the job training is defined as time for learning activities away from normal work duties. For this framework the minimum amount of off the job training is 378 hours over the duration of this framework which is recommended to be completed within 18-24 months.

#### **Pathway Two**

Off the job training is defined as time for learning activities away from normal work duties. For this framework the minimum amount of off the job training is 275 hours over the duration of this framework which is recommended to be completed within 12-20 months.

#### **How this requirement will be met**

This requirement will be met by debriefing sessions, completion of training, nutrition, psychology logs etc, supervision, team sessions as well as the completion of the knowledge qualification and Essential Skills assessment. Here the apprentices are away from the pressure fo the 'workplace' but are supported and mentored by fellow workers.

The provider will be required to gather evidence of this achievement where it occurs outside of the formal certification of the qualification.]

### **On-the-job training**

#### **Pathway One**

On the job training is defined as skills, knowledge and competence gained within normal work duties. For this framework the minimum amount of on-the-job training is 530 hours over the duration of this framework which is recommended to be completed within 18-24 months.

#### **Pathway Two**

On the job training is defined as skills, knowledge and competence gained within normal work duties. For this framework the minimum amount of on-the-job training is 210 hours over the duration of this framework which is recommended to be completed within 12-20 months.

#### **How this requirement will be met**

This requirement will be met by apprentices delivering their daily roles including tactical and technical expereince, physical development and coaching development as well as time acquiring knowledge and skills to achieve the competence qualification set out in this framework.

The provider will be required to gather evidence of this achievement where it occurs outside of the formal certification of the qualification.]

# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]
-----------------------------

## Improving own learning and performance

[Improving own learning and performance is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of Improving own learning and performance is not required for the completion of this framework. However, SkillsActive would encourage Training Providers to consider the value added element of delivery within the framework.]

## Working with others

[Working with others is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of working with others is not required for the completion of this framework. However, SkillsActive would encourage Training Providers to consider the value added element of delivery within the framework.]

## Problem solving

[Problem solving is an essential skill within our sector and is covered in the competence qualification, therefore it was decided in consultation with the sector that separate certification of Problem solving is not required for the completion of this framework. However, SkillsActive would encourage Training Providers to consider the value added element of delivery within the framework.]

# apprenticeship FRAMEWORK

For more information visit-  
[www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)