

apprenticeship FRAMEWORK

Signmaking (Wales)

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

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Apprenticeship Certification
Wales

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Signmaking (Wales)

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Framework information

Information on the Issuing Authority for this framework:

[Cogent]

[The Apprenticeship sector for occupations in chemical manufacturing, nuclear science, oil and gas extraction (also includes process technology, bioscience, polymer and sign making).]

Issue number: [3]	This framework includes:
Framework ID: [FR04033]	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: [29/03/2019]	This framework is for use in: Wales

Short description

[The Signmaking Framework provides work based training for young people and adults to undertake key technical and operational roles in the Signmaking Industries.

There are two levels of Apprenticeship contained in this framework:

- The Foundation Apprenticeship in Signmaking (Level 2) (Usually takes 12 months to complete)
- The Apprenticeship in Signmaking (Level 3) (Usually takes 24 months to complete)

The framework contains details of vocational qualifications, knowledge based technical qualifications, Essential Skills Wales (Communication, Application of Number, Digital Literacy) and employee rights and responsibilities required for an apprenticeship in Signmaking.

Apprentices undertake training on-the-job at their workplace and off-the-job usually delivered by a local training provider or Further Education College.

Contact information

Proposer of this framework

March 2017.

This Apprenticeship Framework has been reviewed and found fit for purpose by the signmaking industry across Wales.]

Developer of this framework

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Who is making this revision [Ian Lockhart]

Your organisation [Cogent Skills]

Your email address: [ian.lockhart@cogentskills.com]

Revising a framework

Why this framework is being revised

[March 2017

This framework has been reviewed by the signmaking employers in Wales and was found to be fit for purpose.

The following revisions are being made to this framework:

- The removal of the requirements to achieve the wider Key Skills qualifications.
- Include the new Essential Skills Qualifications.

For apprenticeship starts after on, or after the 14 October 2016:

- To include the new range of proxy qualifications for Essential Skills.
- To remove the mandatory requirements to complete Employee Rights and Responsibilities (ERR).

Summary of changes made to this framework

- [The requirements to achieve the Wider Keys from both the level 2 and level 3 pathways have been removed.
- To include the new range of proxy qualifications for Essential Skills that are mentioned in the front of this document.
- Remove the mandatory requirements for Employee Rights and Responsibilities (ERR).

Please see the Employee Rights and Responsibilities (ERR) sections of this document.

Qualifications removed

[N/A]

Qualifications added

[N/A]

Qualifications that have been extended

[N/A]

Purpose of this framework

Summary of the purpose of the framework

This Apprenticeship deals with the design, production and installation of all sorts of signs, from those displayed on company entrances to the advertising hoardings you see around football pitches.

The signmaking process can involve many diverse skills – from graphic design through to electrical engineering – and incorporates materials like vinyl, perspex, plastic, metal and glass.

Various methods are used to produce lettering for signs, depending on the project – for example, computer-controlled routers for cutting out moulded glass fibre lettering. Screen-printing may also be used to produce posters, while traditional signwriting could involve designing by hand and painting with special brushes and enamel paint.

As an apprentice, you could be employed as a signmaker, sign installer, quality technician, or manufacturing technician.

You could learn a range of skills including how to design signs; prepare different types of surfaces; cut out and build plastics into letters and logos; use digital technologies and install signs at sites. The nature of the work will vary with the employer, but it could involve machining, joining, engraving, etching, hand decorating, spray-painting and screen-printing.

After undergoing the Foundation Apprenticeship or the Apprenticeship, skilled signmakers and technicians could find themselves working in a variety of roles within the signmaking industry

Job Roles

- Signmaker
- Fabricator/ Fitter
- Quality Control Technician
- Sign Installation Maintenance Engineer
- Sign Designer

There will be an ongoing need to attract new employers and training providers to provide Signmaking Apprenticeships as at present some employers carry out their own non regulated training in Wales.

Cogent Skills has recently undertaken a number of projects with employers, training providers and the trade body (British Sign & Graphical Association) to increase the number of apprentices and people taking regulated qualifications in the signmaking industry.

Aims and objectives of this framework (Wales)

Aim:

To provide a trained workforce for the signmaking industry that will enable them to compete in the domestic and international markets.

The objectives of this framework are:

1. To provide the skilled signmakers to meet future demand forecasted by the signmaking industry.
2. To provide a structured training framework that will provide the skills needed to the signmaking industry.
3. To provide a development framework for existing staff in the signmaking industry to up-skill their current vocational skills and knowledge that will enable them to meet the future challenges of new technologies and changing production processes.
4. To provide progression opportunities for apprentices both within the signmaking industry and employment in other sectors as well as for those wishing to engage in further study in Further or Higher Education.
5. To attract new talent into the signmaking industry from a range of backgrounds, in order to meet industry requirements.

Entry conditions for this framework

Apprenticeship applicants will be expected to attend an interview with the employer/ training provider to assess their suitability for entry on to the framework. The interview provides an opportunity to talk directly to the applicant and discuss an individual's previous learning and experience. From this interview the employer will be able to decide whether a candidate is suitable using some of the following guidance.

Foundation Apprenticeship

The Signmaking Foundation Apprenticeship is open to all people aged 16 or over. Due to the competition for places the following skills and attributes relevant to working within the signmaking industry may be considered as part of the application process:

- motivation to succeed within industry
- an awareness of the demands of the Apprenticeship
- willingness to comply with employer/training provider terms and conditions of employment
- the ability to apply learning in the workplace
- willingness to work with due regard to Health and Safety of self and others
- effective communication with a range of people.

The following examples of evidence can be used to support some of the above statements:

- previous work experience or employment or
- voluntary or community based work or
- achievement of GCSEs (A*-E) or equivalent qualifications in Maths, English, Design & Technology and Science or
- achievement of the Welsh Baccalaureate (Foundation/ Intermediate Diploma) Principal Learning in Engineering or Manufacturing & Product Design or
- achievement of Awards, Certificates or Diplomas in a related industry such as Science or Engineering or
- proof of completion of non-accredited courses.

Apprenticeship

The Signmaking Apprenticeship is open to all people aged 16 or over. Due to the competition for places the following skills and attributes relevant to working within the signmaking industry may be considered as part of the application process;

- motivation to succeed within industry
- an awareness of the demands of the Apprenticeship
- willingness to comply with employer/training provider terms and conditions of employment
- the ability to apply learning in the workplace
- willingness to work with due regard to Health and Safety of self and others

- effective communication with a range of people.

The following examples of evidence can be used to support some of the above statements:

- progression from a Signmaking Foundation Apprenticeship or a Foundation Apprenticeship in a related discipline or
- previous work experience or employment or
- voluntary or community based work or
- achievement of GCSEs (A*-C) or equivalent qualifications in Maths, English, Design & Technology and Science or
- achievement of the Welsh Baccaulaureate (Intermediate/ Advanced Diploma) Principal Learning in Engineering or Manufacturing & Product Design or
- achievement of Awards, Certificates or Diplomas in a related industry such as Science or Engineering or
- proof of completion of non-accredited courses.

All Foundation Apprenticeship/ Apprenticeship applicants should be aware of the varied working conditions within the Signmaking Industries, that may include:

- working at heights
- shiftwork (including nights and weekends)
- 365 day operations
- working outdoors
- wearing specialist safety equipment.

Level 2

Title for this framework at level 2

Foundation Apprenticeship in Signmaking

Pathways for the framework at level 2:

Pathway 1: Signmaker/Installer

Level 2, Signmaker/Installer

Description of this pathway

Signmaking (Signmaker/ Installer)

Total minimum credit value for this pathway: 56 Credits

- 38 Credits for the combined qualification Competence/Knowledge
- 18 Credits for Essential Skills Communication, Application of numbers and Digital Literacy

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

None

Job title(s)	Job role(s)
Signmaker/Installer	Design, make and/ or install signage to meet the customer's requirements

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

1N/A

Combined qualifications available to this pathway

B1 – Level 2 NVQ Diploma in Signmaking (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/0080/6	PAA\VQSET	38	270	N/A

Relationship between competence and knowledge qualifications

Level 2 NVQ Diploma in Signmaking (QCF) - 38 Credits (minimum)

Candidates must achieve 19 credits from Mandatory Group, a minimum of 13 credits from Optional Group 1 and a minimum of 6 credits from Optional Group 2. Minimum knowledge requirement = 27 credits.

[C] = Competence [K] = Knowledge

Mandatory Group – total credit 19

- Maintain the work environment to meet health, safety and environmental requirements [C - 1 Credit, K - 6 Credits]
- Develop and maintain effective working relationships [C - 1 Credit, K - 2 Credits]
- Provide information about sign products [C - 1 Credit, K - 4 Credits]
- Maintain the quality of sign production [C - 1 Credit, K - 3 Credits]

Optional Group 1 – minimum credit 13

- Prepare for sign operations [C - 2 Credits, K - 4 Credits]
- Prevent damage during transportation and storage of sign products [C - 1 Credit, K - 6 Credits]
- Finish and complete signage operations [C - 4 Credits, K - 5 Credits]

Optional Group 2 – minimum credit 6

- Carry out wide format digital printing operations [C - 3 Credits, K - 3 Credits]
- Carry out shaping operations [C - 3 Credits, K - 3 Credits]
- Carry out joining operations [C - 3 Credits, K - 3 Credits]
- Carry out engraving operations [C - 3 Credits, K - 3 Credits]
- Carry out etching operations [C - 3 Credits, K - 3 Credits]
- Carry out hand finishing operations [C - 6 Credits, K - 4 Credits]
- Carry out spray paint operations [C - 6 Credits, K - 4 Credits]
- Carry out screen print operations [C - 3 Credits, K - 3 Credits]
- Carry out forming operations [C - 3 Credits, K - 3 Credits]
- Carry out self adhesive operations [C - 3 Credits, K - 3 Credits]
- Manipulate the sign layout and produce graphical image for road traffic signs [C - 3 Credits, K - 3 Credits]
- Create a sign layout and produce a graphical image for commercial signs [C - 4 Credits, K - 8 Credits]
- Determine and carry out maintenance of sign products [C - 4 Credits, K - 6 Credits]
- Carry out the installation operation for commercial signage operations [C - 3 Credits, K - 9 Credits]
- Carry out basic installation operations for road traffic signage operations [C - 4 Credits, K - 6 Credits]

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**

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **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 Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Progression routes into and from this pathway

Progression into this pathway

There are no pre-defined routes of entry into the Signmaking Foundation Apprenticeship, however, new entrants to the industry may be looking to progress from the following areas:

- Work based qualifications such as NVQs/ SVQs or vocationally related qualifications in a subject related to Signmaking. (Examples may include: BTEC's, City & Guilds, PAA/VQ-SET Diplomas/ Certificates/ Awards)
- GCSEs in Science, Maths, Design & Technology or Engineering also provide a strong platform for progression on to the framework.
- Welsh Baccalaureate (Foundation/ Intermediate Diploma) Principal Learning in Engineering or Manufacturing & Product Design also provide an excellent opportunity for progression in to signmaking.
- Previous experience in the signmaking industry or a related discipline can also be an appropriate route of entry.

Progression from this pathway

Following completion of this Foundation Apprenticeship there are several options open to the successful candidate who wishes to continue their development in order to progress their career. There are opportunities to continue to undertake further vocational training or academic qualifications. These may include (but are not exclusive to) the following:

- Apprenticeship in Signmaking or a related discipline
- Welsh Baccalaureate (Intermediate/ Advanced Diploma) Principal Learning in Engineering or Manufacturing & Product Design
- Develop their career in coaching through undertaking Assessor and Verifier Awards
- Qualifications in a related area, including (but not limited to) Health & Safety, Training & Development, Business Improvement Techniques and Supervisory Management.
- Cogent Gold Standard qualifications contained within the Gold Standard frameworks (www.cogentskills.com)

Successful completion of the Foundation Apprenticeship could lead to one of the following job roles:

... Signmaking (Wales)
..... level 2
..... Pathway 1

Job Roles:

- Quality Control Inspector
- Signmaker
- Sign Installer
- Fabricator/ Fitter

For a more in-depth look at careers within the Cogent Industries, please look at our careers pathway website www.cogentskills.com

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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 no longer compulsory. Cogent recommend that all apprentices undertake Employee Rights and Responsibilities (ERR) as part of their induction.

It is important that all employees understand and can demonstrate an understanding of their rights & responsibilities as an employee.

The Cogent Employee's Rights and Responsibilities (ERR) Workbook and Assessment Document has been designed to assist employers and training providers and should be used to deliver this mandatory element of the Apprenticeship Framework.

The content is as follows: -

1. Statutory rights and responsibilities under Employment Law.
2. Procedures and documentation that affect the relationship between employee and employer.
3. Sources of information and advice on employment rights and responsibilities.
4. The role played by an Apprentice's occupation in the organisation and industry.
5. Career pathways open to an Apprentice.
6. The types of representative bodies relevant to the industry and organisation and their main roles and responsibilities.
7. Where and how to get advice on the industry, occupation, training and careers.
8. Organisational principles and codes of practice.
9. Issues of public concern that affect the organisation and industry.

To obtain a copy of the workbook and assessment document, please contact ian.lockhart@cogentskills.com

Claims for Apprenticeship Completion Certificates in Wales are managed through an online system called Apprenticeship Certificates Wales (ACW). <http://acwcerts.co.uk/>. This will specify the evidence required for claiming a completion certificate.]

Level 3

Title for this framework at level 3

Apprenticeship in Signmaking

Pathways for the framework at level 3:

Pathway 1: Signmaker/Technician

Level 3, Signmaker/Technician

Description of this pathway

Signmaking (Signmaker/ Technician)

Total minimum credit value for this pathway: 110 Credits:

- 37 Credits for Competence
- 55 Credits for Knowledge
- 18 Credits for Essential Skills Communication, Application of numbers and Digital Literacy

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

None

Job title(s)	Job role(s)
Signmaker/Technician	Design, make and/or install complex signage to meet the customer's requirements

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Signmaking (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0081/8	PAA\VQSET	37	245	N/A

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Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Signmaking (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1150/6	PAA\VQSET	55	450	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 will provide the underpinning knowledge and understanding for C1

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**

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **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 Digital Literacy (ICT) achievement above the minimum SASW requirement? **YES** **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

Progression into this pathway

There are no pre-defined routes of entry into the Signmaking Apprenticeship, however, new entrants to the industry may be looking to progress from the following areas:

- Progression from a Foundation Apprenticeship in Signmaking or a Foundation Apprenticeship in a related area.
- Work based qualifications such as NVQs/ SVQs or vocationally related qualifications in a subject related to Signmaking. (Examples may include: BTEC's, City & Guilds, PAA/VQ-SET Diplomas/ Certificates/ Awards)
- GCSEs in Science, Maths, Design & Technology or Engineering also provide a strong platform for progression on to the framework.
- Welsh Baccalaureate (Intermediate/ Advanced Diploma) Principal Learning in Engineering or Manufacturing & Product Design also provide an excellent opportunity for progression in to signmaking.
- Previous experience in the signmaking industry or a related discipline can also be an appropriate route of entry.

Progression from this pathway

Following completion of this Apprenticeship there are several options open to the successful candidate who wishes to continue their development in order to progress their career. There are opportunities to continue to undertake further vocational training or academic qualifications. These may include (but are not exclusive to) the following:

- Foundation Degree in Art & Design or a related discipline
- Welsh Baccalaureate (Intermediate/ Advanced Diploma) Principal Learning in Engineering or Manufacturing & Product Design
- Develop their career in coaching through undertaking Assessor and Verifier Awards
- Qualifications in a related area, including (but not limited to) Health & Safety, Training & Development, Business Improvement Techniques and Supervisory Management.
- Cogent Gold Standard qualifications contained within the Gold Standard frameworks (www.cogentskills.com)

Successful completion of the Apprenticeship could lead to one of the following job roles:

Job Roles:

- Quality Control Inspector

- Signmaker
- Sign Installation Maintenance Technician
- Sign Designer

For a more in-depth look at careers within the Cogent Industries, please look at our careers pathway website www.cogentskills.com

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

This Employee Rights and Responsibilities (ERR) is no longer compulsory. Cogent recommend that all apprentices undertake Employee Rights and Responsibilities (ERR) as part of their induction.

It is important that all employees understand and can demonstrate an understanding of their rights & responsibilities as an employee.

The Cogent Employee's Rights and Responsibilities (ERR) Workbook and Assessment Document has been designed to assist employers and training providers and should be used to deliver this mandatory element of the Apprenticeship Framework.

The content is as follows: -

1. Statutory rights and responsibilities under Employment Law.
2. Procedures and documentation that affect the relationship between employee and employer.
3. Sources of information and advice on employment rights and responsibilities.
4. The role played by an Apprentice's occupation in the organisation and industry.
5. Career pathways open to an Apprentice.
6. The types of representative bodies relevant to the industry and organisation and their main roles and responsibilities.
7. Where and how to get advice on the industry, occupation, training and careers.
8. Organisational principles and codes of practice.
9. Issues of public concern that affect the organisation and industry.

To obtain a copy of the workbook and assessment document, please contact
ian.lockhart@cogentskills.com

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The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Signmaking Foundation Apprenticeship/ Apprenticeship aims to promote diversity, opportunity and inclusion by offering high-quality learning opportunities.

The delivery of the Apprenticeship Framework must be in environments free from prejudice and discrimination where all learners can contribute fully and freely and feel valued.

There must be no overt or covert discriminatory practices in selection and recruitment of Apprentices to the programme, which is available to all people, regardless of gender, ethnic origin, religion/belief, sexual orientation or disability who meet the stated selection criteria.

Issues in Wales

Gender: there is an under-representation of women within the sector.

Ethnicity: representation of ethnic minority groups is low.

Age: there is an ageing workforce in the signmaking industry.

Barriers

The Signmaking Industry is dominated by SME's where there is often a high turnover of staff responding to market conditions. Whilst the modern signmaking industry is efficient, clean and has a good safety record, there is still a misconception the work is dirty and dangerous. Careers advice regarding entry in to the industry is often poor.

Actions

Cogent have introduced a series of industry specific case studies and Careers Pathways on the Cogent Careers web site (www.sciencecareerspathways.com) to encourage people from all backgrounds to enter the Signmaking Industry.

Cogent regularly support regional/ national careers fairs/ skills events in Wales to promote apprenticeships, providing an ideal opportunity to address issues faced by women and ethnic minorities.

Cogent are also working with representative and trade groups such as the British Sign and Graphical Association (BSGA) and the United

Kingdom Resource Centre, engaging with their Women in Science and Engineering Work programmes. |

On and off the job training

Summary of on- and off-the-job training

For both Foundation Apprenticeships and Apprenticeships 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 competence 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 numbers of 'on-the-job' hours for this framework can be verified for apprenticeship certification.

Those 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% or more hours towards the 'on-the-job' framework total through prior learning acquired from previous full-time education, employment or other vocational programme, 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 recognised body, or follow Essential Skills at a level higher than that specified in the framework, including one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualification, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship/ Apprenticeship Certificate or have been continuously employed in the industry for a minimum duration of 3 years.

Job roles within the Signmaking Industries require a thorough level of technical competence and knowledge which will be undertaken through work-based training, practice, experience and academic study.

'On-the-job' learning must be formally recorded, either in a diary, workbook, and portfolio or be verified by attendance records. This evidence needs to be checked and signed by the employer or mentor. These records of hours may need to be submitted to the Certifying Authority when applying for an apprenticeship completion certificate.

Below are the off-the-job and on-the- job training hours for the Foundation Apprenticeship in Signmaking/Installer and the Apprenticeship in Signmaking/Technician. The components of the framework undertaken will be decided by the employer, provider and the apprentice and will be based on the employer's requirements and the prior achievements and past experiences of the apprentice. There are two levels of Apprenticeship contained in this framework:

- The Foundation Apprenticeship in Signmaking (Level 2) (Usually takes 12 months to complete)
- The Apprenticeship in Signmaking (Level 3) (Usually takes 24 months to complete)

Total Training Hours for the Foundation Apprenticeship Pathway

Signmaker/ Installer Foundation Apprenticeship Pathway: 485 Training Hours
PAA/VQ-SET Level 2 NVQ Diploma in Signmaking (QCF) (270 Training Hours). This is a

combined qualification containing both knowledge and competence.

Other framework requirements covering Essential Skills Wales, and mentoring (215 Training Hours)

Total Training Hours for the Apprenticeship Pathway

Signmaker/ Technician Apprenticeship Pathway: 910 Training Hours

PAA/VQ-SET Level 3 NVQ Diploma in Signmaking (QCF) (245 Training Hours)

PAA/VQSET Level 3 Diploma in Signmaking (QCF) (450 Training Hours).

Other framework requirements covering Essential Skills Wales, and mentoring (215 Training Hours)

Minimum credits for each pathway:

- Signmaker/ Installer Foundation Apprenticeship Pathway: 56 Credits
- Signmaker/ Technician Apprenticeship Pathway: 110 Credits

Off-the-job training

[The amount of 'off-the-job' training hours required to complete both the Foundation Apprenticeship/ Apprenticeship includes 215 'off-the-job' Training Hours of additional time necessary to meet all of the framework requirements covering Essential Skills Wales and mentoring.

Foundation Apprenticeship

Below are the off-the-job training hours for the Signmaker/Installer pathway. The components of the framework undertaken will be decided by the employer, provider and apprentice and be based on the employer's requirements and the prior achievements and prior experience of the apprentice. .

Signmaker/ Installer Pathway: 428 'off-the-job' Training Hours

PAA/VQSET Level 2 NVQ Diploma in Signmaking (QCF) (213 'off-the-job' Training Hours) Additional framework requirements (215 'off-the-job' Training Hours)

Apprenticeship

Below are the 'off-the-job' Training Hours for the Signmaker/Technician. The components of the framework undertaken will be decided by the employer, provider and apprentice and be based on the employer's requirements and the prior achievements and prior experience of the apprentice. .

Signmaker/ Technician Pathway: 665 'off-the-job' Training Hours

PAA/VQ-SET Level 3 Diploma in Signmaking (QCF) (450 'off-the-job' Training Hours). Additional framework requirements (215 'off-the-job' Training Hours).

How this requirement will be met

Foundation Apprenticeship

Pathway – Signmaker/ Installer

Evidence:

Copy of a Combined Certificate for the knowledge qualification –

Level 2 NVQ Diploma in Signmaking (QCF) Copies of the required Certificates for Essential Skills Wales

Copy of a signed declaration from the training provider stating how the training hours for other types of 'off-the-job' training has been achieved.

Example: How the 'off-the-job' learning requirement will be met using the Signmaker/ Installer Pathway

Level 2 NVQ Diploma in Signmaking (QCF) [270 Training Hours] **(213 Training Hours - 'off-the-job' learning)**

Level 1 Essential Skills Wales Maths (alternatively Key Skill Level 1 Application of Number)[45 Training Hours]*

Level 1 Essential Skills Wales English (alternatively Key Skill Level 1 Communication) [45 Training Hours]*

Level 1 Essential Skills Wales Digital Literacy (alternatively Key Skill Level 1 ICT) [45 Training Hours]*

Company Induction [40 Training Hours]

Mentoring for the duration of the framework [40 Training Hours]

Total [428 Training Hours]

* - Please refer to section on Transferable Skills for a list of exemptions or proxy qualifications.

Apprenticeship

Pathway – Signmaker/Technician

Evidence:

Copy of a Certificate for the knowledge qualification –

Level 3 Diploma in Signmaking (QCF) Copies of the required Certificates for Essential Skills Wales Copy of a signed declaration from the training provider stating how the training hours for other types of 'off-the-job' training has been achieved.

Example: How the 'off-the-job' learning requirement will be met using the Signmaker/ Technician Pathway

Level 3 Diploma in Signmaking (QCF) [450 Training Hours]

Level 2 Essential Skills Wales Maths (alternatively Key Skill Level 2 Application of Number) [45 Training Hours]*

Level 2 Essential Skills Wales English (alternatively Key Skill Level 2 Communication) [45 Training Hours]*

Level 2 Essential Skills Wales In Digital Literacy (alternatively Key Skill Level 2 ICT) [45 Training Hours]*

Company Induction [40 Training Hours]

Mentoring for the duration of the framework [40 Training Hours]

Total [665 Training Hours]

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, provided the total number of off-the-job hours for this framework can be verified for apprenticeship certification.

Previous attainment

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievement within the QCF or through recording of exceptions for certification learning outside of the QCF, for example Principal Learning qualifications. For an apprentice who has already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Foundation Apprenticeship/ Apprenticeship Certificate.

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 this apprenticeship.

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

Off-the-job training needs to:

- Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- Allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- Be delivered during contracted working hours;
- Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.

Off-the-job training must be formally recorded either in a diary, workbook, portfolio, or be verified by attendance records. The evidence needs to be checked and signed by the assessor and employer]

On-the-job training

[On-the-job' training is defined as skills, knowledge and competence gained within normal working duties. For this framework the training hours for 'on-the-job' training is as follows:

Foundation Apprenticeship

Signmaker/ Installer Pathway: 57 Training Hours

PAA\VQSET Level 2 NVQ Diploma in Signmaking (QCF) (57 'on-the-job' Training Hours)

Apprenticeship

Signmaker/ Technician Pathway: 245 Training Hours

PAA\VQSET Level 3 NVQ Diploma in Signmaking (QCF) (245 'on-the-job' Training Hours)

How this requirement will be met

Foundation Apprenticeship

Pathway – Signmaker/ Installer

Evidence:

Copy of a Certificate for the Signmaking qualification –

- Level 2 NVQ Diploma in Signmaking (QCF)

Copy of any certificates for any training courses attended

Copy of any completed assessor/ monitoring reports

Copy of any signed declaration from the training provider stating how the training hours for other types of 'on-the-job' training has been achieved.

Apprenticeship

Pathway – Signmaker/ Technician

Evidence:

Copy of a Certificate for the competence qualification –

- Level 3 NVQ Diploma in Signmaking (QCF)

Copy of any certificates for any training courses attended

Copy of any completed assessor/ monitoring reports

Copy of any signed declaration from the training provider stating how the training hours for other types of 'on-the-job' training has been achieved.]

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

[Not Required]

Working with others

[Not required]

Problem solving

[Not required]

apprenticeship FRAMEWORK

For more information visit-
www.acwcerts.co.uk/framework_library