

# apprenticeship FRAMEWORK

## Security Systems - non-statutory (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?

Please use this link to see if this is the latest issued version of this framework:

[afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR00456](http://afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR00456)

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# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH 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 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

## Alternatives for Essential Skill qualifications

**Foundation apprenticeships (Level 2):** Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics ; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

**Apprenticeships (Level 3):** Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

**Higher Apprenticeships (Levels 4-7):** Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

## **Employer Rights and Responsibilities (ERR)**

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

## **Additional Information**

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

**<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>**

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

# Security Systems - non-statutory (Wales)

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# Framework summary

## Security Systems - non-statutory

### Security Systems

#### Pathways for this framework at level 2 include:

##### Pathway 1: Security Systems

**Competence qualifications available to this pathway:**

C1 - Level 2 Certificate in Providing Electronic Security and Emergency Systems (QCF)

**Knowledge qualifications available to this pathway:**

K1 - Level 2 Certificate in Knowledge of Electronic Security and Emergency Systems (QCF)

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

## Security Systems - non-statutory

### Security Systems

#### Pathways for this framework at level 3 include:

##### Pathway 1: Security Systems

**Competence qualifications available to this pathway:**

C1 - Level 3 Diploma in Providing Electronic Security and Emergency Systems (QCF)

**Knowledge qualifications available to this pathway:**

K1 - Level 3 Diploma in Electronic Security and Emergency Systems (QCF)

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

# Framework information

## Information on the Publishing Authority for this framework:

### Skills for Security

The Apprenticeship sector for occupations in security.

Issue number: 1	<b>This framework includes:</b>
Framework ID: FR00456	Level 2 Level 3
Date this framework is to be reviewed by: 30/06/2013	<b>This framework is for use in: Wales</b>

## Short description

This Apprenticeship is designed to provide apprentices with the skills to work in the security systems sector, designing, installing, commissioning and maintaining electronic security systems such as Intruder Alarms, CCTV, Access Control, and Fire Detection and Alarm Systems.

The framework includes the Foundation Apprenticeship in Security Systems at Level 2 and the Apprenticeship in Security Systems at Level 3.

The Foundation Apprenticeship can be completed within 24 months and job opportunities include security systems installation engineers, security systems maintenance engineers, and security systems and maintenance engineers.

The Apprenticeship can be completed within 24 months and job opportunities include security systems installation and maintenance engineers, and security systems surveyors.

Apprentices will usually complete the Foundation Apprenticeship and subsequently progress to the Apprenticeship although it is possible for candidates with relevant experience to start their Apprenticeship programme at Level 3 in agreement with their employer and Apprenticeship programme provider.

# Contact information

## Proposer of this framework

This framework is published by Skills for Security on a non-statutory basis prior to the designation of issuing authorities for Wales.

### Developer of this framework

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### Issuing Authority's contact details

Issued by:  
Issuer contact name: N/A  
Issuer phone: N/A  
Issuer email:

# Purpose of this framework

## Summary of the purpose of the framework

The Security Systems sector designs, installs, commissions and maintains electronic security systems such as Intruder Alarms, CCTV, Access Control and Fire Detection and Alarm Systems, designed to assist in the protection of people, premises and property. The sector provides an important component in the fight against crime, antisocial behaviour and terrorism, reflecting and responding to technological advancements.

The occupational area covered by the Security Systems framework is defined as those training to become security systems installation and maintenance engineers, and security systems surveyors.

The structure of the Security Systems sector, whilst it does have some large national companies, is mainly made up of small to medium size companies operating regionally or locally and employing between 5 – 100 employees.

A key growth area is the use of CCTV for public surveillance. There are over 400 town and city centre systems covering over 1,000 UK cities with an estimated 1.5 million cameras in towns, cities, universities, shopping malls, hospitals, ports, airports, train and bus stations etc. All of these systems have to be installed, maintained and surveyed by Security Systems engineers.

Major national and international events e.g. the 2012 Olympics/Paralympics and the 2014 Commonwealth Games will place a huge demand on the sector to ensure that venues are adequately protected and there will be a requirement for technicians to design, install and maintain security systems including CCTV, Access Control to sites and premises and search equipment e.g. in airports and entrance to large events and venues.

In addition, large commercial organisations, hospital trusts, educational establishments, including an increasing number of schools, are installing surveillance equipment to address and reduce crime and anti-social behaviour.

Due to the current security climate and the heightened threat from terrorism, coupled with the impact of major international events such as the 2012 Olympics/Paralympics, it is likely that the increasing demand for skilled Security Systems engineers will continue, even during the current economic downturn.

The Apprenticeship programme is an ideal way to lead into, or enhance a career as a Security Systems engineer. It is designed by employers, to deliver the technical skills and knowledge needed for the role, and also to develop the general skills and knowledge that are increasingly important in the world of work.



The primary potential roles for apprentice Security Systems engineers would be as a trainee;

- Security Systems installation engineer
- Security Systems maintenance engineer
- Security Systems installation and maintenance engineer
- Systems Systems Surveyor.

## **Aims and objectives of this framework (Wales)**

The aim of this framework is to develop skills, knowledge and understanding to work in the Electronic Security Systems sector.

The main objectives are;

- to contribute to the recruitment and retention of systems installation and maintenance engineers across the sector
- to have a positive impact on the fight against crime, antisocial behaviour and terrorism
- to reflect and respond to the technological advancements in Electronic Security System design, development and installation.

# Entry conditions for this framework

Security Systems Apprentices must be aged 16 or over for insurance purposes. There is also a requirement to undergo police vetting to work in the security industry, as per Inspectorate Body (NSI or SSAIB) regulations.

Candidates should have a practical aptitude and the ability to work at heights and in enclosed spaces. They should also have good colour vision to recognise colour coded wires. Willingness to work in a team is important and an ability to interact well with colleagues and customers - Apprentices may be required to work in a range of locations and environments.

Apprentices will usually complete the (Level 2) Foundation Apprenticeship and subsequently progress to the (Level 3) Apprenticeship although it is possible for candidates with relevant experience to start their Apprenticeship programme at Level 3 (at the employers discretion in consultation with the apprenticeship provider).

There are no formal qualification requirements for this framework. However, employers and providers will need to assure themselves that the potential apprentice has the capacity and capability to achieve the appropriate Apprenticeship level.

Legal Requirement;

The Specification of Apprenticeship Standards for Wales (SASW) requires apprentices to achieve (or have achieved) at least one of the English, Maths and (where relevant to the sector) ICT, qualification options listed within the 'Transferable Skills' section of this document.

## Level 2

Title for this framework at level 2

# Security Systems

### Pathways for this framework at level 2

Pathway 1: Security Systems

## Level 2, Pathway 1: Security Systems

### Description of this pathway

Foundation Apprenticeship in Security Systems

Legal Requirement:

The Specification of Apprenticeship Standards in Wales (SASW) states that an apprentice must attain a minimum of 37 credits on the Qualifications and Credit Framework (QCF). The Foundation Apprenticeship in Security Systems comprises 72 credits and exceeds this requirement.

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

See framework entry requirements

Job title(s)	Job role(s)
Security Systems installation engineer	Security Systems installation including security alarms and CCTV surveillance systems
Security Systems maintenance engineer	Security Systems maintenance including security alarm systems and CCTV surveillance systems
Security Systems installation and maintenance engineer	Security Systems installation and maintenance including security alarm systems and CCTV surveillance systems

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 2 Certificate in Providing Electronic Security and Emergency Systems (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	501/0032/4	City & Guilds	21	198	N/A

## Knowledge qualifications available to this pathway

K1 - Level 2 Certificate in Knowledge of Electronic Security and Emergency Systems (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/6209/8	City & Guilds	33	258-268	N/A

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1

### Legal Requirement:

The Specification of Apprenticeship Standards in Wales (SASW) states that an apprentice must attain a minimum of 37 credits on the Qualifications and Credit Framework (QCF) and that the separate Competence and Knowledge qualifications must carry at least 10 credits each. The Foundation Apprenticeship in Security Systems meets this requirement.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

## Progression routes into and from this pathway

Progression opportunities INTO the Security Systems Foundation Apprenticeship include:

- progression from secondary school education - including relevant work experience, achievement of GCSEs and/or key/ functional skills. NB. If key/functional skills have already been achieved and accredited, they can be carried forward under 'recognition of prior learning' (RPL) and will not need to be repeated within the Foundation Apprenticeship (subject to specified criteria - see 'Transferable Skills' section).

Progression opportunities FROM the Security Systems Foundation Apprenticeship include:

- progression to the Apprenticeship in Security Systems
- employment as an electrical installation and/ or maintenance engineer
- employment as a network engineer (design, installation and maintenance of computer systems)
- diversification into planning, systems design or sales
- diversification into electrical engineering, either through an Apprenticeship or employment route
- additional training courses – e.g. Electrical and Electronics, Access Control, Intruder and Fire Alarm courses.



# Employee rights and responsibilities

Employee Rights and Responsibilities must be covered and assessed as part of the Security Systems Foundation Apprenticeship. It is expected that the national outcomes/standards for Employee Rights and Responsibilities will be covered through employer and/or training provider inductions. Apprentices are required to complete Skills for Security's ERR workbook (available from the Skills for Security website at [www.skillsforsecurity.org.uk/index.php/training/2/g27](http://www.skillsforsecurity.org.uk/index.php/training/2/g27) or by contacting Customer Relations on 08450 750111 or [info@skillsforsecurity.org.uk](mailto:info@skillsforsecurity.org.uk)) and training providers will be expected to verify that all the outcomes have been covered and assessed. Submission of the completed sign off sheet in the workbook as evidence of achievement must be provided before Skills for Security will issue a completion certificate.

The course of training in ERR must be designed so that the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers;
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme;
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry;
- has an informed view of the types of career pathways that are open to them;
- knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
- knows where and how to get information and advice on their industry, occupation, training and career;
- can describe and work within their organisation's principles and codes of practice;
- recognises and can form a view on issues of public concern that affect their organisation and industry.

Time spent on ERR will contribute towards meeting the minimum 280 GLH per year

requirement (Wales). (Please see section on Guided Learning Hours on-the-job/off-the-job).

## Level 3

Title for this framework at level 3

# Security Systems

### Pathways for this framework at level 3

Pathway 1: Security Systems

## Level 3, Pathway 1: Security Systems

### Description of this pathway

Apprenticeship in Security Systems

Legal Requirement:

The Specification of Apprenticeship Standards in Wales (SASW) states that an apprentice must attain a minimum of 37 credits on the Qualifications and Credit Framework (QCF). The Apprenticeship in Security Systems comprises 103 credits and exceeds this requirement.

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

See framework entry requirements

Job title(s)	Job role(s)
Security Systems Surveyor	Surveying, preparing quotations, planning jobs, sales negotiation
Security Systems installation and maintenance engineer	Security Systems installation and maintenance, fault finding, auditing and commissioning (including security alarms and CCTV surveillance systems)

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 Diploma in Providing Electronic Security and Emergency Systems (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	501/0837/2	City & Guilds	47	328	

## Knowledge qualifications available to this pathway

K1 - Level 3 Diploma in Electronic Security and Emergency Systems (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/9798/2	City & Guilds	38	261-269	

## Combined qualifications available to this pathway

N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

### Legal Requirement:

The Specification of Apprenticeship Standards in Wales (SASW) states that an apprentice must attain a minimum of 37 credits on the Qualifications and Credit Framework (QCF) and that the separate competence and knowledge qualifications must carry at least 10 credits each on the QCF. The Apprenticeship in Security Systems meets this requirement.

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

## Progression routes into and from this pathway

Progression routes INTO the Security Systems Apprenticeship include;

- Direct entry from job role as a Security Systems engineer (subject to sufficient experience)
- Progression from the Security Systems Foundation Apprenticeship
- Progression from Electrotechnical Apprenticeship or employment routes

Progression opportunities FROM the Security Systems Apprenticeship include:

- Maintain full time employment as Security Systems installation and/or maintenance engineers
- Undertake further training to enhance their Security Systems competence in other related technologies e.g. ICT software design
- Study for supervisory and management qualifications that will enable them to take up more senior positions within the sector such as team leaders, installation managers or systems surveyors
- Progress to higher level courses of study such as degrees in electronic engineering
- Diversify into planning, design or sales
- Progress to higher level courses of study e.g.
  - BSc or B Eng in electronics or electrical engineering
  - subsequent progression to a higher level degree such as an MSc
  - Post graduate courses in Security Sector management. Whilst these usually require a first degree, an appropriate period of time working in the industry may be viewed as an appropriate alternative entry requirement. This qualification provides students with training and development in management within the context of Security Systems.

These could in turn lead to career opportunities in the engineering, design and construction industries.



## UCAS points for this pathway:

*(no information)*

# Employee rights and responsibilities

Employee Rights and Responsibilities must be covered and assessed as part of the Security Systems Apprenticeship.

It is expected that the national outcomes/standards for Employee Rights and Responsibilities (ERR) will be covered through employer and/or training provider inductions, either when commencing the (Level 2) Foundation Apprenticeship, or (if direct entry to Level 3) the Apprenticeship, or if an apprentice changes employer during their Apprenticeship program.

Apprentices are required to complete Skills for Security's ERR workbook (available from the Skills for Security website at [www.skillsforsecurity.org.uk/index.php/training/2/g27](http://www.skillsforsecurity.org.uk/index.php/training/2/g27) or by contacting Customer Relations on 08450 750111 or [info@skillsforsecurity.org.uk](mailto:info@skillsforsecurity.org.uk)) and training providers will be expected to verify that all the outcomes have been covered and assessed. Submission of the completed sign off sheet in the workbook as evidence of achievement must be provided before Skills for Security will issue a completion certificate.

The course of training in ERR must be designed so that the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers;
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme;
- knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;
- understands the role played by their occupation within their organisation and industry;
- has an informed view of the types of career pathways that are open to them;
- knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities;
- knows where and how to get information and advice on their industry, occupation, training and career;
- can describe and work within their organisation's principles and codes of practice;

- recognises and can form a view on issues of public concern that affect their organisation and industry.

Time spent on ERR will contribute towards meeting the minimum 280 GLH per year requirement (Wales). (Please see section on Guided Learning Hours on-the-job/off-the-job)

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

## How equality and diversity will be met

The Security Systems Foundation Apprenticeship and Apprenticeship are open to all who have the necessary attributes to succeed. Providers and employers must have equal opportunity policies which are operated effectively and comply with current diversity legislation.

Employers, who are ultimately responsible for the recruitment of apprentices, are encouraged to take into account imbalances in the representation of groups within the Apprenticeship. The current breakdown of gender and ethnicity for apprentices for this framework (based on registrations) is:

### Level 2

- Males 99%
- Females 1%
- Ethnicity 15%

### Level 3

- Males 100%
- Females 0%
- Ethnicity 50%

There is currently a clear gender imbalance in this sector although unfounded social perceptions about the suitability of technical roles within the industry for women provides the only barrier to entry and progression for this under-represented group. To assist in addressing this issue Skills for Security ensures that all its Apprenticeship publicity include images which make it clear to the reader that there are good careers for women in the sector. Additionally, in support of this ethos Skills for Security has been involved with a number of initiatives to encourage widening diversity across the security industry as a whole. These include:

- being involved with the Pathways to Work initiative targeted at Jobcentre Plus priority clients (which include women and people with disabilities) to enable them to get back into work
- working with SEEDA (South East England Development Agency) on the '40-70 Tomorrow's Workforce' initiative to encourage older workers into the security sector
- contributing to training a group of young people from BME groups to encourage them to engage positively with the community by undertaking Community Warden duties through the London Borough of Tower Hamlets
- presenting at the 'Women into Non-Traditional Occupations' seminar aimed at encouraging women to consider security as an occupation
- 'Women into Security' with Jobcentre Plus

Skills for Security will continue to become involved with projects, such as those detailed above,

that aim to promote the industry to the groups of the population that do not traditionally see it as a career choice.

# On and off the job training (Wales)

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

### Legal Requirement:

The Specification of Apprenticeship Standards for Wales (SASW) states that an apprentice taking either a Foundation Level Apprenticeship or Apprenticeship must contain 280 Guided Learning Hours (GLH) for the first and each subsequent 12 months of the Apprenticeship framework. Should an apprentice complete a framework after the first 12 months but partway through a subsequent 12 month period they must receive a proportionate amount of GLH for this period. For example, if an apprentice completes the framework in 18 months they must receive the minimum GLH for the first 12 months and then 50% of the minimum GLH for the remaining 6 month period.

A minimum of 100 GLH (or 30% of GLH whichever is the greater) delivered off-the-job must be received to complete the Foundation Level Apprenticeship framework.

### Definition:

On-the-job = Time spent learning in the workplace.

Off-the-job = Time spent away from the area of work. This could be time spent with a training provider or Further Education College or completing key/essential skills.

## FOUNDATION LEVEL APPRENTICESHIP

Using the Level 2 Certificate in Providing Electronic Security and Emergency Systems (198 GLH) and the Level 2 Certificate in the Knowledge of Electronic Security and Emergency Systems (258 GLH) the total amount of Guided Learning Hours, including both the on-the-job and off-the-job guided learning, that an apprentice must receive to complete the Foundation Level Apprenticeship is 636 GLH over 24 months, of which a minimum of 318 GLH must take place in the first 12 months.

## APPRENTICESHIP

Using the Level 3 Diploma in Providing Security and Emergency Systems (328 GLH) and the Level 3 Diploma in Electronic Security and Emergency Systems (261 GLH) the total amount of Guided Learning Hours, including both on-the-job and off-the-job guided learning, that an apprentice must receive to complete the Apprenticeship is 769 GLH over 24 months, of which a minimum of 385 GLH must take place in the first 12 months.

## Off-the-job training

For the Foundation Level Apprenticeship, a typical apprentice will need to complete a minimum of 438 GLH off-the-job over 24 months which exceeds the minimum requirement of 30% or 100 GLH off-the-job GLH per year.

For the Apprenticeship, a typical apprentice will need to complete a minimum of 441 GLH off-the-job over 24 months which exceeds the minimum requirement of 30% or 100 GLH off-the-job GLH per year.

## How this requirement will be met

### FOUNDATION LEVEL APPRENTICESHIP

Off-the-job learning will comprise;

- A minimum of 258 GLH using the Level 2 Certificate in Knowledge of Electronic Security and Emergency Systems
- 45 GLH Level 1 Essential Skills Wales Application of Number
- 45 GLH Level 1 Essential Skills Wales Communication
- 45 GLH Level 1 Essential Skills Wales Information and Communication Technology (ICT)
- 45 GLH for ERR and Induction (to reflect the % time for induction and ERR delivered/completed off-the-job)

### APPRENTICESHIP

Off-the-job learning will comprise;

- A minimum of 261 GLH using the Level 3 Diploma in Electronic Security and Emergency Systems
- 45 GLH Level 2 Essential Skills Wales Application of Number
- 45 GLH Level 2 Essential Skills Wales Communication
- 45 GLH Level 2 Essential Skills Wales Information and Communication Technology (ICT)
- 45 GLH for ERR and Induction (to reflect the % time for induction and ERR delivered/completed off-the-job)

GLH should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework;
- 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.
- be recorded e.g. in a log book or diary.

Evidence of off-the-job GLH

For the Foundation Apprenticeship;

- Level 2 Certificate in Knowledge of Electronic Security and Emergency Systems
- Level 1 Essential Skills Wales Certificates for Application of Number, Communication and ICT
- GLH log within ERR workbook.

For the Apprenticeship;

- Level 3 Diploma in Electronic Security and Emergency Systems
- Level 2 Essential Skills Wales Certificates for Application of Number, Communication and ICT
- GLH log within ERR workbook.

## On-the-job training

For the Foundation Level Apprenticeship an apprentice will need to complete:

- a minimum of 198 GLH on-the-job over 24 months using the Level 2 Certificate in Providing Electronic Security and Emergency Systems

For the Apprenticeship an apprentice will need to complete:

- a minimum of 328 GLH on-the-job per year using the Level 3 Diploma in Providing Electronic Security and Emergency Systems

## How this requirement will be met

On-the-job GLH should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework;
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor, manager or assessor;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor,



manager or assessor;

- 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;
- be recorded in a log book or diary.

Evidence for on-the-job GLH will include:

#### Foundation Apprenticeship

- Level 2 Certificate in Providing Electronic Security and Emergency Systems
- GLH log within ERR workbook.

#### Apprenticeship

- Level 3 Diploma in Providing Electronic Security and Emergency Systems
- GLH log within ERR workbook.

# Wider key skills assessment and recognition (Wales)

## Improving own learning and performance

Improving own learning and performance is not mandatory in this framework. Consultation shows that this Wider Key Skill is sufficiently covered in the the Knowledge and Competence Mandatory elements of this framework.

However providers and apprentices are encouraged to record where and when this Wider Key Skill is being used so that evidence can be gathered to allow apprentices to claim APL in the future.

## Working with others

Working with others is not mandatory. Consultation shows that this Wider Key Skill is sufficiently covered in the the Knowledge and Competence Mandatory elements of this framework.

However providers and apprentices are encouraged to record where and when this Wider Key Skill is being used so that evidence can be gathered to allow apprentices to claim APL in the future.

## Problem solving

Problem solving is not mandatory. Consultation shows that this Wider Key Skill is sufficiently covered in the the Knowledge and Competence Mandatory elements of this framework.

However providers and apprentices are encouraged to record where and when this Wider Key Skill is being used so that evidence can be gathered to allow apprentices to claim APL in the future.

# Additional employer requirements

Not applicable.

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apprenticeship  
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