

apprenticeship FRAMEWORK

Health (Dental Nursing)

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

Issue date: 21 December 2018

Published By

Skills for Health

Apprenticeship Certification
Wales

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

Document Status:
Issued

Health (Dental Nursing)

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Framework information

Information on the Issuing Authority for this framework:

Skills for Health

The Apprenticeship sector for occupations in health care.

Issue number: 16	This framework includes:
Framework ID: FR04400	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: 31/12/2020	This framework is for use in: Wales

Short description

This framework aims to provide the skills and knowledge required to become competent to work as a Dental Nurse.

The role of a Dental Nurse is regulated by the General Dental Council and an individual can apply to join the register upon satisfactory completion of a registerable qualification. The City & Guilds Level 3 Diploma in Dental Nursing and the NCFE CACHE Level 3 Diploma in the Principles and Practice of Dental Nursing are registerable qualifications.

Dental Nurses provide 'chair-side support' for the clinical team including Dentists, Dental Therapists, Hygienists, Clinical Dental Technicians and others.

Apprentices gain the new skills and learning they need to carry out these jobs as well as preparing them for future employment and career progression.

Contact information

Proposer of this framework

The proposer of this framework is Skills for Health. Where the proposal for the Apprenticeship framework comes from a third party/ies they are provided with information on the requirements for SASW compliance and additional guidance on the development of Apprenticeship frameworks in the Health sector. This guidance is also available by contacting qualifications@skillsforhealth.org.uk

Skills for Health worked with stakeholders to develop qualifications and apprenticeship frameworks to ensure that they met both employer and SASW requirements. Employers and other stakeholders involved came from the NHS, Independent sector, qualifications regulators, Awarding Organisations and training providers. The role of Dental Nurse is statutorily regulated and the Apprenticeship meets the requirements for registration with the General Dental Council.

Developer of this framework

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Revising a framework

Why this framework is being revised

To extend the review date of the framework until 31st December 2020. No other changes have been made to the framework.

This framework is operational from 1st January 2019.

Summary of changes made to this framework

To extend the review date of the framework until 31st December 2020.

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

Definition:

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience along with essential and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. On completion of the Apprenticeship, an apprentice will be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the health sector.

About this framework:

Skills for Health is committed to engaging with Welsh employers, professional bodies and other stakeholders in the development of Apprenticeship frameworks. Engagement and consultation is through meetings including face to face and teleconferences and e-consultation. Consultation ensured that employer views are reflected in this framework on the minimum duration, the on and off the job learning time, the inclusion of Essential Skills Wales in IT and the use of a qualification to meet the requirements for ERR and Wider Key Skills Wales. Apprentices will learn new skills and knowledge whilst carrying out real work as part of the healthcare team.

As the Framework includes the City & Guilds Level 3 Diploma in Dental Nursing and the NCFE CACHE Level 3 Diploma in the Principles and Practice of Dental Nursing, it provides a competence based training route to qualifying as a Dental Nurse, supporting patient care and delivery of dental care.

Workforce Information:

There are about 2,400 Dental Nurses in Wales. All practising Dental Nurses must be registered with the General Dental Council (GDC), on an approved training programme or on a waiting list for such a programme. The route to registration is through obtaining an approved qualification.

An increasing number of Dental Nurses are being trained each year. The Health (Dental Nursing) Framework at Level 3 provides a positive route for attracting staff into the dental sector and providing quality assured training to achieve the qualified standard required by the General Dental Council (GDC).

Further information about Dental Nursing Registration can be found at <http://www.gdc-uk.org>

The Role of the Dental Nurse

The role of a Dental Nurse is varied. Primarily a dental nurse provides chairside support for the clinical team. The team includes dentists, hygienists, therapists, clinical dental technicians

and others. Some Dental Nurses undertake additional and extended duties within their scope of practice and clinical competence eg taking impressions, applying fluoride, taking radiographs and providing oral health education. Dental Nurses can also now see patients as part of a preventative programme without the prescription of a Dentist.

Dental Nurses can be employed in general practice, hospitals or the community dental services and can also train as a Dental Nurse in the armed forces.

Aims and objectives of this framework (Wales)

The apprenticeship framework will contribute towards developing a health sector with a skilled, flexible and effective workforce whilst maintaining high quality and safe care for patients.

Through completion of this apprenticeship learners will gain:

- Broad base training in the chosen occupational area
- Work experience that leads to competency in the work place
- Transferable Skills

Employers have endorsed the apprenticeship programme as it gives the broad base training in the skills for the occupational area through the completion of qualifications which are based on National Occupational Standards. This programme leads to better productivity, retention and a qualified workforce which aids the employer. Job role and outline can be viewed later in this document (see section 'Jobs').

The apprenticeship programme ensures that learners are supported in the application of their learning directly into the workplace. Learners receive a minimum guaranteed amount of on and off the job training and will acquire transferable skills to support further progression.

Entry conditions for this framework

There are no specific qualifications required for entry to this apprenticeship framework. However, Higher Education Institutions and training providers may have entry requirements for studying the combined qualifications listed in the framework. Potential Apprentices will need to be able to evidence that they are able to meet the academic requirements for the programme of study.

Apprentices should:

- Show enthusiasm to work in Dental Nursing
- Have basic literacy, numeracy and communication skills on which the apprenticeship will build
- Have a suitable level of physical fitness to perform some aspects of the job roles
- Be willing to undergo a Disclosure and Barring Services (DBS) check (this is needed as apprentices are likely to work with children, young people or vulnerable adults)
- Be flexible as there may be a requirement to work rotas

Individual health sector employers may have additional employment entry requirements e.g. a current driving licence would also be an advantage (and may be necessary for some roles).

Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience. Employers may use a separate interview or application process to assess an individual's suitability for employment with the sector.

(See individual pathways for entry conditions at each level)

Level 3

Title for this framework at level 3

Apprenticeship in Health (Dental Nursing)

Pathways for the framework at level 3:

Pathway 1: Apprenticeship in Health (Dental Nursing)

Level 3, Pathway 1: Apprenticeship in Health (Dental Nursing)

Description of this pathway

Health (Dental Nursing). Total minimum 67 credits.

- Combined qualification minimum 48 credits
- Essential Skills qualifications in Communication and Application of Numbers 12 credits
- ERR/ PLTS qualification 7 credits

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

Applicants to this Apprenticeship will be from different age groups, with differing backgrounds and experience.

As a guide, applicants may enter via a range of routes including from:

- work
- work experience
- school
- college
- training and/or experience which may include a portfolio showing what they have done

Applicants may have already achieved a range of qualifications eg:

- Essential Skills Wales
- Foundation Apprenticeship
- GCSEs
- GCEs
- Welsh Baccalaureate
- Welsh Baccalaureate with Principal Learning
- Other level 2 qualifications

Personal Attributes

Employers look for health sector apprentices who are:

- Caring
- Conscientious
- Discreet
- Respectful
- Personable

They also expect them to:

- Be able to work in a team
- Carry out their duties meticulously

Job title(s)	Job role(s)
Dental Nurse	Provide chair-side support to the dental team and support to the patient. Once trained Dental Nurses can progress into other career pathways such as: Dental Therapists and Hygienists, Oral Health Promotion, Dental Practice Management or related healthcare roles, such as Nursing and Radiography.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Diploma in Dental Nursing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/2434/9	City & Guilds	48	292	N/A

B2 – Level 3 Diploma in the Principles & Practice of Dental Nursing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	601/2251/1	NCFE CACHE	49	366	N/A

Relationship between competence and knowledge qualifications

On completing a combined qualification the total number of credits which an apprentice will attain will be a minimum of 48 which exceeds the statutory required minimum of 37 credits.

Credit Assignment in Mandatory Units

The SASW minimum requirement of 10 credits of assessed knowledge and 10 credits of assessed competence is met in this framework through the achievement of the mandatory units. The learner will achieve in excess of the minimum requirement in undertaking the full qualification.

City & Guilds Level 3 Diploma in Dental Nursing

The list below sets out how the credit has been assigned across the mandatory units. All units in this qualification are mandatory.

First Aid Essentials

Credit assigned to knowledge: 0

Credit assigned to skills: 1

Total unit credit: 1

Reducing risks to health and safety in the dental setting

Credit assigned to knowledge: 1

Credit assigned to skills: 1

Total unit credit: 2

The role and responsibilities of a dental nurse

Credit assigned to knowledge: 3

Credit assigned to skills: 2

Total unit credit: 5

Prepare and maintain environments, instruments, and equipment for clinical dental procedures

Credit assigned to knowledge: 1

Credit assigned to skills: 1

Total unit credit: 2

Principles of infection control in the dental environment

Credit assigned to knowledge: 5

Credit assigned to skills: 0

Total unit credit: 5

Provide chairside support for the assessment of patients' oral health

Credit assigned to knowledge: 0

Credit assigned to skills: 2

Total unit credit: 2

Contribute to the production of dental images

Credit assigned to knowledge: 2

Credit assigned to skills: 1

Total unit credit: 3

Provide chairside support for the prevention and control of periodontal disease and caries and the restoration of cavities

Credit assigned to knowledge: 0

Credit assigned to skills: 2

Total unit credit: 2

Provide chairside support for the provision of fixed and removable prostheses

Credit assigned to knowledge: 0

Credit assigned to skills: 3

Total unit credit: 3

Provide chairside support for non-surgical endodontic treatment

Credit assigned to knowledge: 0

Credit assigned to skills: 2

Total unit credit: 2

Provide chairside support for the extraction of teeth and minor oral surgery

Credit assigned to knowledge: 0

Credit assigned to skills: 3

Total unit credit: 3

Provide information and support to patients on the protection of their oral health

Credit assigned to knowledge: 1

Credit assigned to skills: 3

Total unit credit: 4

Assessment of oral health and treatment planning

Credit assigned to knowledge: 5

Credit assigned to skills: 0

Total unit credit: 5

Management of oral health diseases and dental procedures

Credit assigned to knowledge: 5

Credit assigned to skills: 0

Total unit credit: 5

Dental radiography

Credit assigned to knowledge: 4

Credit assigned to skills: 0

Total unit credit: 4

Totals (for entire qualification)

Total Credit Assigned to Knowledge: 27

Total Credit Assigned to Skills: 21

Total Unit Credit: **48**

NCFE CACHE Level 3 Diploma in the Principles and Practice of Dental Nursing

The list below sets out how the credit has been assigned across the mandatory units. All units in this qualification are mandatory.

First Aid Essentials

Credit assigned to knowledge: 0

Credit assigned to skills: 1

Total unit credit: 1

Contribute to health and safety in the dental environment

Credit assigned to knowledge: 1

Credit assigned to skills: 1

Total unit credit: 2

Work within regulatory requirements in relation to the role of a dental nurse

Credit assigned to knowledge: 0

Credit assigned to skills: 1

Total unit credit: 1

Reflect and develop own practice as a dental nurse

Credit assigned to knowledge: 0

Credit assigned to skills: 2

Total unit credit: 2

Promote oral health for individuals

Credit assigned to knowledge: 1

Credit assigned to skills: 2

Total unit credit: 3

Prepare and maintain environments, instruments and equipment for clinical dental procedures

Credit assigned to knowledge: 1

Credit assigned to skills: 2

Total unit credit: 3

Provide support during the assessment of individuals' oral health

Credit assigned to knowledge: 0

Credit assigned to skills: 2

Total unit credit: 2

Contribute to the production of dental images

Credit assigned to knowledge: 0

Credit assigned to skills: 2

Total unit credit: 2

Provide support during the prevention and control of periodontal disease, caries and the restoration of cavities

Credit assigned to knowledge: 1

Credit assigned to skills: 2

Total unit credit: 3

Provide support during the provision of fixed and removable prosthesis

Credit assigned to knowledge: 0

Credit assigned to skills: 5

Total unit credit: 5

Provide support during non-surgical endodontic treatment

Credit assigned to knowledge: 0

Credit assigned to skills: 2

Total unit credit: 2

Provide support during the extraction of teeth and minor oral surgery procedures

Credit assigned to knowledge: 0

Credit assigned to skills: 3

Total unit credit: 3

Principles of infection control in the dental environment

Credit assigned to knowledge: 4

Credit assigned to skills: 0

Total unit credit: 4

Dental anatomy and assessment of oral health

Credit assigned to knowledge: 4

Credit assigned to skills: 0

Total unit credit: 4

Principles and techniques of dental radiography

Credit assigned to knowledge: 4

Credit assigned to skills: 0

Total unit credit: 4

Principles of managing oral disease and dental procedures

Credit assigned to knowledge: 6

Credit assigned to skills: 0

Total unit credit: 6

Understand ethics and professionalism in dental nursing

Credit assigned to knowledge: 2

Credit assigned to skills: 0

Total unit credit: 2

Totals (for entire qualification)

Total Credit Assigned to Knowledge: 24

Total Credit Assigned to Skills: 25

Total Unit Credit: 49

Apprentices who have already achieved combined and/or competence and/or knowledge qualifications and units prior to entry to the Apprenticeship must select options which will equip them with new skills and learning.

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 INTO THIS PATHWAY

See Entry Conditions.

There are no proxies or relaxations for Essential Skills Wales and candidates must complete Communication and Application of Number at the level stated above.

Based on employer feedback gathered via a survey in 2013 there is no ICT requirement for this Framework because not all Dental Nurses currently need to access or use ICT in their role. However, health sector as a whole does use ICT and employers are therefore encouraged to deliver basic ICT skills to Apprentices in line with their usual practice for other support staff.

PROGRESSION FROM THIS PATHWAY.

There are a range of post registration courses available to Dental Nurses looking to progress in their career.

These may include further vocational qualifications, a range of higher education qualifications or other work-related education and training to support Continuing Professional Development.

NEBDN (National Examining Board for Dental Nurses) post-registration qualifications include:

- Certificate in Dental Sedation Nursing
- Certificate in Oral Health Education
- Certificate in Special Care Dental Nursing
- Certificate in Orthodontic Nursing
- Certificate in Dental Radiography

Dental Nurses may move into other dentistry associated roles such as Head Dental Nurse or Dental Nurse Team Leader, Dental Nurse Tutors, Dental Hygienists or Therapists.

They play a vital preventive and educational role, advising on oral and dental health.

Other opportunities include:

- Dental Technician
- Dental Health Educators/Oral Health Promotion Officers
- Dental Practice Managers and Receptionists
- Maxillofacial Prosthetists and Technologists

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- or within related healthcare roles such as Nursing and Radiography.

Further detailed information and advice on careers as a Dental Nurse within the health sector can be found at: <http://www.wales.nhs.uk/>

Apprentices who wish to progress into Higher Education are encouraged to complete GCSEs in English and Maths. GCSE qualifications are widely recognised across the Higher Education Sector and support progression into healthcare undergraduate programmes.

Foundation and Higher Apprenticeships are not currently available in Dental Nursing.

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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

Apprentices must complete one of the following qualifications:

- City & Guilds Level 3 Award in Employment and Personal Learning Skills in Health (qualification number 600/1854/9)
- NCFE CACHE Level 3 Award in Employment and Personal Learning Skills in Health (qualification number 600/7216/7)

Other Awarding Organisations may offer suitable alternative qualifications in future and the framework document will be updated when these are available.

These qualifications are nationally recognised and were developed specifically to deliver the ERR and Wider Key Skills Wales requirements of apprenticeships.

From the range of units included within the qualification, learners must select and complete the unit '**Understand employment responsibilities and rights in health, social care or children and young people's settings**' to meet the ERR requirements of this apprenticeship framework.

In order to satisfy the evidence requirement for the apprenticeship, learners will have to provide a copy of the qualification certificate that clearly indicates completion of this particular unit.

This qualification may form part of the induction programme offered by employers.

ERR is designed so that the apprentice:

- Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment 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.

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

How equality and diversity will be met

There should be open recruitment to apprenticeship frameworks which is available to all who meet the stated selection criteria for the apprenticeship programme they are applying to. Skills for Health expects all partners involved in the delivery of the apprenticeship to comply with the Equality Act 2010 to ensure that applicants are not discriminated against, in terms of entry to and progression within the health sector, using the protected characteristics of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Gender
- Sexual orientation

See more at:

<http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/>

Employers/providers must be able to demonstrate that there are no overt or covert discriminatory practices in selection, recruitment and employment. All promotional, selection and training activities must be monitored and comply with legislation.

There is a gender imbalance within the health sector, which is a predominantly female workforce. Currently most dental nurses are women. All jobs are open to both males and females and are advertised accordingly. Male role models are positively promoted through marketing materials, photos and case studies. However, a perception that certain job roles are for women remains and this may prevent some males from applying to work in these job roles. Local apprenticeship programmes may be designed by employers to encourage a higher number of male applicants into these roles and into the workforce as a whole.

Skills for Health is not aware of any other imbalance in the take up of this particular framework eg by ethnic groups. For all health apprenticeships local recruitment is encouraged to reflect the local community.

It is recommended that employers/providers conduct an exit interview if the apprentice leaves the programme before completion. During the learner's exit interview, it is recommended that information on learners leaving the programme before completion is identified and used to support the learner and develop the provision where necessary

On and off the job training

Summary of on- and off-the-job training

To satisfy the requirements of this apprenticeship framework and pathway an apprentice will need to complete a total of 465 on and off-the-job training hours over 18 months.

Off-the-job training

For this apprenticeship framework and pathway an apprentice will need to complete a minimum of 173 off-the-job training hours.

How this requirement will be met

Off-the-job learning will comprise:

Level 2 Essential Skills Wales in Communication

Level 2 Essential Skills Wales in Application of Number

Level 3 Extended Award in Workskills for Apprenticeships / Level 3 Award in Employment and Personal Learning Skills in Health including the required ERR and Wider Key Skills units

Off-the-job training undertaken before the apprentice started their apprenticeship may count towards the off-the-job training required for the apprenticeship if it was undertaken in relation to an accredited qualification contained in the framework for which a completion certificate is to be applied for.

Evidence to support the application for an apprenticeship completion certificate for off-the-job training will include a copy of the qualification certificate for each of the above qualifications detailing the units completed.

On-the-job training

For this apprenticeship framework and pathway an apprentice will need to complete a minimum of 292 on-the-job training hours over 18 months.

How this requirement will be met

On-the-job learning will comprise:

- Level 3 Diploma in Dental Nursing or Level 3 Diploma in the Principles & Practice of Dental Nursing

Evidence to support the application for an apprenticeship completion certificate for on-the-job training will include a copy of the qualification certificate for the above qualification detailing the units completed.

It is expected that:

- On-the-job and off-the-job training hours are both planned, reviewed and evaluated jointly between the apprentice and a tutor, or teacher; their workplace supervisor or manager and, where relevant, the apprentice's coach or mentor.
- On-the-job and off-the-job training support via either a tutor, teacher, mentor or manager is made available when required by the apprentice.
- On-the-job and off-the-job training hours are delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback & assessment; collaborative/networked learning with peers; guided study.

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

Give examples - signpost to specific units in framework qualifications that would meet these requirements

Working with others

Give examples - signpost to specific units in framework qualifications that would meet these requirements

Problem solving

Give examples - signpost to specific units in framework qualifications that would meet these requirements

apprenticeship FRAMEWORK

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