

apprenticeship FRAMEWORK

Production of Coatings

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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Production of Coatings

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Framework information

Information on the Issuing Authority for this framework:

[Proskills]

[The Apprenticeship sector for occupations in printing, mineral extraction and processing, health and safety and process and manufacturing of furniture, glass, ceramics, coatings and paper (also includes glazing, building products, wood and mining).]

Issue number: [4]	This framework includes:
Framework ID: [FR02247]	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: [31/07/2014]	This framework is for use in: Wales

Short description

[The Production of Coatings framework provides work based training for young people and adults to undertake key manufacturing, craft and technical roles in the Coatings industry.

There are two level of Apprenticeship contained in this framework:

- The Level 2 Foundation Apprenticeship in the Production of Coatings (usually takes 12-18 months to complete).
- The Level 3 Apprenticeship in Production and Laboratory Operations in Coatings (usually takes 18 -24 months to complete).

The framework contains details of the vocational qualifications, knowledge based technical qualifications, Essential Skills Wales (Communication and Application of Number), and employee rights and responsibilities that are required for an Apprenticeship in the Coatings industry.

Apprentices undertake training both on and off-the-job at their workplace and some training can also be undertaken away from the workplace, delivered by a local training provider or a further education college.

Contact information

Proposer of this framework

[This framework is published by Proskills UK on a non-statutory basis prior to the designation of Issuing Authorities for Wales]

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Revising a framework

Why this framework is being revised

[Updated contact details]

Summary of changes made to this framework

[(no information)]

Qualifications removed

[(no information)]

Qualifications added

[(no information)]

Qualifications that have been extended

[(no information)]

Purpose of this framework

Summary of the purpose of the framework

Manufacturing is a key sector in the Welsh economy. As part of this, the Coatings industry is of vital importance to other industries, either as an important part of the supply chain or as a supplier of end products, making a substantial contribution to the economy.

The Coatings Manufacturing industry is made up of 5 different sub-sectors:

1. Decorative
2. Industrial
3. Powder Coating
4. Printing Inks
5. Wall Coverings

As a result of downturns in the construction sector, the Coatings industry has experienced a sharp contraction with over 80% of Coatings companies reporting being affected by the economic situation. However, despite this, employers seem to be relatively optimistic about the future and are taking steps to combat reductions in customer orders by developing new products and entering new markets. Having skilled staff will be vital to Coatings' employers to make the most of new opportunities that arise.

Although there is likely to be a drop in the overall size of the Welsh workforce during the coming decade, industries like Coatings in Wales will still require additional workers in this period. There is predicted to be a fall in lower level occupations but a rise in the demand for higher skills as continuing automation of processes requires more highly skilled workers. Proskills will continue to work with employers across Wales to ensure that the right skills platform is in place and the right framework exists to support skills investment. This is in line with the aims and objectives set out in the "**Skills That Work for Wales**" strategy. For more information please read:

wales.gov.uk/docs/dcells/publications/081217stwfwstrategyandactionen.pdf

Training, in the form of Apprenticeships, has always been welcomed by employers in the Coatings industry as a mechanism to provide highly specialised, suitably skilled staff in the use of the advanced technologies associated with the Coatings industry.

The purpose of this framework is to ensure the presence of appropriate training for the Coatings industry to help them prepare their employees for the future and continue to improve their business productivity and competitiveness. The Apprenticeship Framework for Coatings is designed with a changing and more competitive world in mind – it is about providing the best possible preparation for achieving skilled occupational status within the industry for both young and older workers, in an ever changing and demanding

environment.

Recession will continue to have an impact on companies in the sector, as will competition, advancing technology, and changing working practices. These are all factors that companies in Wales have identified will have a significant impact on their businesses over the coming years. It will be vital to ensure the presence of appropriate training for the industry to help them prepare their employees for the future and continue to improve productivity and competitiveness.

Coatings employers have reported skills gaps in a third of employees in the Skilled Trade, Process, Plant and Machine Operatives occupational groups. These skills gaps contribute to decreased productivity, increased operating costs and difficulties in introducing new working practices. A 2009 survey, showed that companies are aware that their workforce is their most important resource and that, despite the current problems they are facing, they are still investing in training and skills development for the future.

Currently, the Coatings industry is 75% male, although the portion of females is increasing year on year. It is also overwhelmingly white with employees from black and minority ethnic groups accounting for only 4% of the workforce. The Coatings industry recognises that it is not making the most of the pool of talent that is available – this is untapped talent which could help to meet their skills gaps and shortages thereby contributing to increased productivity and competitiveness.

Another key challenge for the Coatings industry is that the current workforce is ageing, with a particular shortfall of employees aged 16-24.

This Level 2 Apprenticeship has been designed to help fill the skills gaps and shortages caused by an ageing workforce, by attracting younger people into the Coatings Industry and providing them with the skills, knowledge and experience which employers are seeking to recruit and retain.

In addition, it provides a route to upskill the existing workforce to meet the future economical, environmental and technological changes. It is predicted that higher level management and technical skills will become more important to the industry in the future, as more and more of the elementary tasks become automated. It will become more important for people to be multi-skilled and to be able to work across several areas of the business.

Within the Coatings industry there are a range of technical jobs available. This Level 2 framework includes a range of job roles in a number of fields including Production Operative, Manufacturing Operative, Production Support, Laboratory Assistant, Quality Control and Maintenance.

For more information about the Coatings Industry, please visit www.advice-resources.co.uk.

This report outlines information on careers available, new emerging jobs, transferability of skills career paths and opportunities for progression. There is information on pay scales, how to enter the industry and what qualifications are available. The report also shows trends in the industry, where skills gaps lie, what influences recession has had and the future of the industry in terms of a green agenda and job requirements.

Aims and objectives of this framework (Wales)

The aim of the framework is to continue to meet the changing skills needs of employers in the Coatings Industry by attracting new recruits from a range of diverse backgrounds and upskilling the existing workforce to ensure that the workforce has the skills, knowledge and experience to help Welsh businesses to remain competitive and profitable.

The objectives of this framework are:

1. To contribute to the tackling of the intermediate skills gaps in Wales, by expanding our Coatings Apprenticeship numbers to create a modern class of technicians. They will have transferable skills, gained as a result of both academic study and practical on-the-job experience.
2. To attract new recruits into the Coatings Industry from a range of diverse backgrounds to address current skills gaps in the industry and to increase the number of previously unrepresented groups (women, ethnic minorities and those with a disability) It also aims to meet the specific challenges of an ageing workforce.
3. To provide opportunities for existing staff in the Coatings industry to upskill to equip them with the necessary skills and knowledge to face the many challenges facing the industry and that they can respond effectively to the changes in developing new products, new markets, technological advances and legal and environmental requirements.
4. To provide quality, sector specific skills development for those who wish to attain the highest possible standards within their chosen occupational area and work to their greatest potential.
5. To provide career progression into employment at higher levels within the Coatings industry or, for those who wish to pursue additional learning in a Further or Higher Education arena.

Entry conditions for this framework

The selection process for all Coatings employers is likely to include an interview to ensure that potential Apprentices have selected the right framework to meet both their needs and those of the employer. This process provides an opportunity for employers and Apprentice applicants to consider, discuss and assess an individual's prior learning and experience. An employer can then identify where this may be suitable as an appropriate foundation for undertaking the selected Apprenticeship and the individual's potential to successfully complete the framework. Where appropriate, they can also use this initial interview process as a way of tailoring the programme to meet individual learning and support needs.

Apprenticeship applicants are welcomed from a range of diverse backgrounds and it is anticipated that they may have a range of differing experiences, achievements and/or qualifications. The demonstration of relevant, transferable prior learning will form an important part of any employer's Apprentice selection process. There is a possibility that much of the evidence presented for previous achievements and/or qualifications can be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfers, where this is possible.

Examples of requirements that will be considered as a suitable basis for entry to the framework include:

- Previous work experience or employment, supported by a portfolio of evidence or
- Voluntary or community based work or
- Proof of completion of non-accredited courses or
- Achievement of Awards, Certificates or Diplomas in a related industry such as Manufacturing, Engineering, Construction or Creative industries or
- Achievement of a 14-19 Diploma in Manufacturing & Product Design or Construction & the Built Environment or Creative and Media or
- Welsh Baccalaureate - Foundation, Intermediate or Advanced Diploma or
- GCSEs in English, Maths and Science
- Literacy and numeracy skills are highly desirable, and this Apprenticeship framework does facilitate the development of these skills and learning support can be tailored to provide Apprentices with the individual assistance they require. Employers are especially interested in applicants who can demonstrate a positive, "can do" attitude with a willingness to work hard and develop new skills and knowledge.
- Work in the Coatings industry varies greatly according to the employer's business. Some processes are automated and others are carried out by hand. Many Coatings manufacturing

jobs require manual skills, lifting and handling heavy equipment (although many factories do have lifting devices) and spending long periods standing; so physical fitness is important.

- Apprentices will work in a factory based environment and the range of job roles available is
- very varied and ranges from those requiring more traditional manual skills to ones which are controlled and monitored by sophisticated technology systems and involve both basic and complex manufacturing processes. Overtime, shift work and weekend working may be required by some employers.

Level 2

Title for this framework at level 2

Foundation Apprenticeship in the Production of Coatings

Pathways for the framework at level 2:

Pathway 1: Production Operative

Level 2, Pathway 1: Production Operative

Description of this pathway

Production Operative

(Total Credit Value = 66)

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

Apprentices should be aware that they may be required to work in a factory based environment. Overtime, shift and weekend working may be required by some employers.

Job title(s)	Job role(s)
Process Technician	Formulates production batches against standard colour library and/or for specialist production runs to meet specific customer requirements.
Production Operative	Preparation of materials prior to manufacture and operation of equipment/plant. Some basic quality control.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 Certificate in the Production of Coatings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8567/0	GQA	30	200-536	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Certificate in Coatings Technology

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/8511/6	GQA	21	158-236	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.

COMPETENCE: The qualification comprises of 3 mandatory units and 12 optional units. To achieve the qualification a minimum of **30 credits** must be achieved in total, 14 credits from the 3 mandatory units, a minimum 4 credits from Optional Units Group 1, minimum 4 credits from Optional Group 2 and a minimum 8 credits from Optional Unit Group 3. Achievement of any additional optional units will be recognised and recorded on the certificate.

KNOWLEDGE: A minimum of **21 credits** must be achieved in total, 12 credits from the 3 mandatory units and a minimum 9 credits from the 8 optional units. Apprentices undertaking this qualification must also achieve an additional 3 credits by undertaking unit F/602/3940 on Employment Rights and Responsibilities. Achievement of any additional optional units will be recognised and recorded on the certificate.]

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:

There are no pre-defined routes of entry into the Production of Coatings Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Coatings sector careers are widely available and all provide a good basis for entry to this pathway.

The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Coatings industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Coatings manufacturing sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Coatings industry. The

principal learning from these qualifications has been incorporated into the Welsh Bacalaureate and could form a suitable route.

Some entry level jobs in the Coatings industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help a potential Apprentice's chances of success. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Coatings industry, or a related discipline, is also a valuable foundation for entry into this pathway.

This pathway, like many Coatings industry jobs, can require manual skills and involve working with your hands, handling heavy equipment, and spending extended periods standing. The majority of job roles are undertaken in a factory environment. The work also relies heavily on teamwork and good communication skills. These are valued very highly by Coatings employers.

PROGRESSION FROM THIS PATHWAY INCLUDE:

- Continuing to develop your technical skills and experience in the Production of Coatings and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Coatings industry - "horizontal progression"
- Undertaking the Level 2 Diploma in the Production of Surface Coatings
- Progressing into higher level jobs within the Coatings industry such as Experienced Production Operative, Colour Technician, Production Quality Controller, Maintenance Engineering roles or Team Leader/Supervisor.
- Undertaking a Level 3 Advanced Apprenticeship in Production and Laboratory Operations in Coatings.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design or Construction and the Built Environment.
- Undertaking Assessor and Verifier qualifications.
- Progressing into higher level jobs within the Coatings industry such as Experienced Production Operative, Colour Technician, Production Quality Controller, Maintenance

Engineering roles or Team Leader/Supervisor.

Take a closer look at your career options and progression opportunities in the Coatings Industry by visiting: www.prospect4u.co.uk/

]

UCAS points for this pathway:

[Framework Developer to complete with relevant info]

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

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

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. 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.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation

and industry.

As part of this framework, ERR is required to be formally delivered and assessed. This will be demonstrated by the successful completion of a mandatory QCF unit, included within the Knowledge Qualification of this framework - The Level 2 Certificate in Coatings Technology 500/8511/6

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

It should be noted that existing Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their employer and Provider and can be used as a mode of assessment. The completed ERR workbook can be used as supporting evidence at the certification stage. A copy of a suitable ERR workbook for Coatings Industry Occupations is available to download from:

www.proskills.co.uk/qualifications/apprenticeships

Successful achievement of ERR will automatically be demonstrated and evidenced at certification by the Apprentice's achievement of the Knowledge qualification, supported by documentary evidence which could be in the form of a completed ERR workbook.

Time spent on ERR contributes towards meeting the minimum on and off the job learning hours required for completion of this pathway.

Level 3

Title for this framework at level 3

Apprenticeship in Production and Laboratory Operations in Coatings

Pathways for the framework at level 3:

Pathway 1: Production Operations

Pathway 2: Laboratory Operations

Level 3, Pathway 1: Production Operations

Description of this pathway

Production Operations

(Total Credit Value = 97)

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

For the Level 3 Production Operations pathway it is strongly recommended that candidates have achieved good grades, and/or can demonstrate a high degree of competence in English, Maths and a Science.

Job title(s)	Job role(s)
Senior Production Operative	Production Operatives are responsible for the setup of the production equipment, selection of materials and on-going production of the finished product. In some production units the roles of Production Operatives and Quality Controllers are combined.
Quality Controller	Quality Controllers will test the product at various stages of production to ensure it complies with customer specifications and internal and external quality standards. In some production units the roles of Production Operatives and Quality Controllers are combined.
Quality Assurance Manager	Ensure quality of product against company specification, regulatory compliance & external standards. Sample/test materials & run performance trials. Evaluate faults & take corrective action. May also resolve customer complaints & give technical advice to others.
Production Manager	As a Production Manager you will oversee the production operations under your control, organising staff and other resources to ensure maximum production and efficiency. You will also responsible for budgeting, planning and continuous improvement within your area of operations.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 Diploma in the Production of Coatings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/1496/9	GQA	59	233-562	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Certificate in Coatings Technology (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/8548/7	GQA	23	118-378	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.

COMPETENCE: Apprentices must achieve a minimum of **59 Credits** - 15 credits from Mandatory units plus 10 credits from Group A, a minimum of 30 credits from Group B and a minimum of 4 credits from Group C.

KNOWLEDGE: A minimum of **23 credits** must be achieved in total, 8 credits from the 1 mandatory unit and a minimum 15 credits from the 22 optional units. In addition to the above requirements, Apprentices undertaking this qualification must also achieve an additional 3 credits by undertaking unit F/602/3940 on Employment Rights and Responsibilities. Achievement of any additional optional units will be recognised and recorded on the certificate.

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:

There are no pre-defined routes of entry into the Production of Coatings Apprenticeship however, Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Coatings sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Coatings sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Level 2 Foundation Apprenticeship in Production of Coatings would be considered suitable for progression to an Apprenticeship at Level 3.

A Foundation, Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Coatings manufacturing sector. In addition, the Construction and Built Environment Diploma also provides an excellent start for individuals interested in a career in the Coatings industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route.

Some career pathways in the Coatings industry can be offered without formal qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help a potential Apprentice's chances of success. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Coatings industry, or a related discipline, is also a valuable foundation for entry into this pathway.

This pathway, like many Coatings industry jobs, can require manual skills and involve working with your hands, handling heavy equipment, and spending extended periods standing. The majority of job roles are undertaken in a factory environment. The work also relies heavily on teamwork and good communication skills. These are valued very highly by Coatings employers.

PROGRESSION FROM THIS PATHWAY INCLUDE:

- Continuing to develop your technical skills and experience in Production Operations and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Coatings industry - "horizontal progression" For example, into specific laboratory, maintenance or quality based functions.
- Undertaking the Level 4 Certificate in Coatings Technology.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design or Construction and the Built Environment.
- Progressing into higher level jobs within the Coatings industry such as Senior Production Operative, Laboratory/Colour Technician, Production Quality Controller, Maintenance Engineering roles or Supervisor, Team Leader, Shift or Department Manager.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Science or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Coatings Industry by visiting:

www.prospect4u.co.uk/

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

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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

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

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. 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.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. This will be demonstrated by the successful completion of a mandatory QCF unit, included within the Knowledge Qualification of this framework - The Level 3 Certificate in Coatings Technology 500/8548/7

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries
Unit Ref: F/602/3940
Credit Value: 3
GLH: 18

It should be noted that existing Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

Successful achievement of all 9 ERR national standards will automatically be demonstrated and evidenced at certification by the Apprentice's achievement of the Knowledge qualification, supported by documentary evidence which could be in the form of a completed ERR workbook and/or completion of a company induction programme. A copy of a suitable ERR workbook for Coatings Industry Occupations is available to download from: [www.proskills.co.uk /qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Time spent on ERR contributes towards meeting the minimum on and off the job learning hours required for completion of this pathway.

Level 3, Pathway 2: Laboratory Operations

Description of this pathway

Laboratory Operations

(Total Credit Value = 115)

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

For the Level 3 Production Operations pathway it is strongly recommended that candidates have achieved good grades, and/or can demonstrate a high degree of competence in English, Maths and a Science.

Job title(s)	Job role(s)
Laboratory Technician	Ensure that the formulation of the coating has the correct properties and the overall quality and durability of the product for its eventual purpose. In many laboratories the roles of Colour Matchers and technicians are interchangeable to meet customer expectations and production demands.
Quality Controller	Quality Controllers will test the product at various stages of production to ensure it complies with customer specifications and internal and external quality standards.
Product Development / Technical Manager	Undertake research and development on existing and new materials and make high level recommendations to the production teams and senior management on scientific issues, new technologies, formulation, raw materials and new product development.
Colour Matcher	Formulate new colours within the laboratory to meet customer requirements & test production batches against original standards & samples to ensure consistency & quality of finished product. In many labs the roles of Colour Matchers and Technicians are interchangeable.
Senior Chemist	Overall responsibility for all lab operations, effective use of lab resources & the H & S, Sustainability & Environmental procedures within the lab. Make recommendations to Production teams and Senior Managers on scientific issues, new technologies, formulation, raw materials & NPD.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 Diploma in the Production of Coatings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/1496/9	GQA	77	233-562	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Certificate in Coatings Technology (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	500/8548/7	GQA	23	118-378	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.

COMPETENCE: Apprentices must achieve a minimum of **77 Credits** - 15 credits from Mandatory units, 23 credits from Group A, a minimum of 35 credits from Group B and a minimum of 4 credits from Group C.

KNOWLEDGE: A minimum of **23 credits** must be achieved in total, 8 credits from the 1 mandatory unit and a minimum 15 credits from the 22 optional units. In addition to the above requirements, Apprentices undertaking this qualification must also achieve an additional 3 credits by undertaking unit F/602/3940 on Employment Rights and Responsibilities. Achievement of any additional optional units will be recognised and recorded on the certificate.

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:

There are no pre-defined routes of entry into the Production of Coatings Apprenticeship however, Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Coatings sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Coatings sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Level 2 Foundation Apprenticeship in Production of Coatings would be considered suitable for progression to an Apprenticeship at Level 3.

A Foundation, Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Coatings manufacturing sector. In addition, the Construction and Built Environment Diploma also provides an excellent start for individuals interested in a career in the Coatings industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route.

Some career pathways in the Coatings industry can be offered without formal qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help a potential Apprentice's chances of success. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Coatings industry, or a related discipline, is also a valuable foundation for entry into this pathway.

This pathway, like many Coatings industry jobs, can require manual skills and involve working with your hands, handling heavy equipment, and spending extended periods standing. The majority of job roles are undertaken in a factory environment. The work also relies heavily on teamwork and good communication skills. These are valued very highly by Coatings employers.

PROGRESSION FROM THIS PATHWAY INCLUDE:

- Continuing to develop your technical skills and experience in Production Operations and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Coatings industry - "horizontal progression" For example, into specific laboratory, maintenance or quality based functions.
- Undertaking the Level 4 Certificate in Coatings Technology.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design or Construction and the Built Environment.
- Progressing into higher level jobs within the Coatings industry such as Senior Production Operative, Laboratory/Colour Technician, Production Quality Controller, Maintenance Engineering roles or Supervisor, Team Leader, Shift or Department Manager.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Science or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Coatings Industry by visiting:

www.prospect4u.co.uk/

UCAS points for this pathway:

(no information)

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

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

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. 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.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. This will be demonstrated by the successful completion of a mandatory QCF unit, included within the Knowledge Qualification of this framework - The Level 3 Certificate in Coatings Technology 500/8548/7

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

It should be noted that existing Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their employer and Provider and can be used as a mode of assessment. The completed ERR workbook can be used as supporting evidence at the certification stage. A copy of a suitable ERR workbook for Coatings Industry Occupations is available to download from:

www.proskills.co.uk/qualifications/apprenticeships

Successful achievement of ERR will automatically be demonstrated and evidenced at certification by the Apprentice's achievement of the Knowledge qualification, supported by documentary evidence which could be in the form of a completed ERR workbook.

Time spent on ERR contributes towards meeting the minimum on and off the job learning hours required for completion of this pathway.

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

How equality and diversity will be met

OVERVIEW

As the Coatings sector continues to adopt more advanced technologies and product designs, and process controls continue to improve, the need for raising skill levels across the sector will prove necessary to maintain and improve competitiveness. Although there is likely to be a drop in the overall size of the workforce in the process manufacturing sector in the coming decade, industries in the Proskills footprint in Wales will still require over 2,500 extra people in the years up to 2017. There will be a greater demand for individuals with higher level skills.

This Coatings Apprenticeship aims to promote diversity, opportunity and inclusion by offering high-quality learning opportunities. The delivery of the Apprenticeship framework must be in environments that are free from prejudice and discrimination where all learners can contribute fully and feel that their contribution to the industry is valued. There must be no discriminatory practices in the selection and recruitment of Apprentices to this programme. It is available to all people, regardless of gender, ethnic origin, religion/belief, sexual orientation or disability, who meet the stated selection criteria.

ISSUES

Over three quarters of the Coatings industry employees are male and it is 95% white. The number of female employees is increasing gradually year on year but the industry is aware that it is not currently attracting, in sufficient numbers, females, applicants from black and minority ethnic groups or those with a difficulty or disability in sufficient numbers. The industry recognises that it is not making the most of this pool of untapped talent, which could help the Coatings industry to meet their skills gaps and shortages. Another key challenge for the Coatings industry is that its current workforce is ageing, with a particular shortfall of employees aged 16-24.

The “Skills That Work For Wales” strategy identifies that there is further work to be done to address the needs of young people not in education, employment or training, people with complex needs (such as offenders and ex-offenders) and adults who are unemployed or economically inactive. Modern Apprenticeships continue to be the Welsh Assembly Government’s preferred work based learning route and employers who do not appreciate the business benefits of diversity are missing out on a large pool of talented recruits.

BARRIERS

The reasons for the imbalances in the current makeup of the Coatings industry workforce are largely down to its historical poor image and a misconception that jobs in process industries are dirty and dangerous. The wide range of challenging and varied career opportunities within the Coatings industry are not widely known. It is not currently a career of choice for many first time job seekers or for those considering a career change. This is especially so in the case of females and young people.

ACTIONS

Entry to a career in the Coatings industry is non-exclusive and there are no significant barriers to

entry and progression in any of its occupational pathways. As a way of addressing the issue of attracting young people into the industry, Proskills has developed a number of Schools into Industry Programmes. These are industry-backed programmes designed to educate and engage young people in the world of process manufacturing and to raise awareness of the exciting and challenging career opportunities available within these industries.

MakeIT! Coatings is one of the industry-based project and competition for schools which is currently under development. It is mapped to content in the national curriculum and Diplomas. It aims to familiarise student's products and investigating different aspects of the industry, from the manufacture of different types of coatings to their many industrial, domestic and leisure uses. For more information on Proskills Schools into Industry programmes please visit: www.proskills.co.uk/schools-competitions

Many smaller Coatings employers are making the most of their ageing workforce by developing "buddy systems" whereby older, more experienced members of staff are directly linked with a younger member of staff. This is helping the industry to build and develop a new level of expertise which will help them to address future skills shortages and help employers retain younger staff members by offering them a challenging career with clear progression opportunities.

Proskills regularly attend regional and national careers fairs and skills events to promote Apprenticeships. This provides an ideal opportunity to actively address equality and diversity issues within their industries.

Coatings Industry Apprenticeships, at both Level 2 and 3, are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the industry. Coatings employers are keen to attract new, enthusiastic employees into the industry and are happy to consider those who have not worked in the sector before. A current marketing plan is in place to increase the number of Coatings Apprentices in 2011/12.

The Foundation Level 2 and Level 3 Coatings Apprenticeship are also suitable for those already working in the industry and offer an opportunity for individuals to develop and expand their skills and knowledge, facilitate and encourage their progression within the industry and to contribute to workforce retention and succession planning.]

On and off the job training

Summary of on- and off-the-job training

LEGAL REQUIREMENT

The Specification of Apprenticeship Standards for Wales (SASW) states that an Apprenticeship framework must specify the minimum number of on-the-job training hours and the minimum number of off-the-job training hours an Apprentice must receive to complete the framework and how these are to be evidenced.

An Apprenticeship framework must specify that on-and off-the-job training must either have been received:

a. Whilst working under an Apprenticeship Agreement;

or

b. During a qualifying period ending on the date of application for an Apprenticeship Certificate. A qualifying period of five years is recommended, but to meet the needs of their sector, frameworks may set a shorter or longer timescale than five years as the qualifying period.

Within Wales no distinction is made between whether the on-the-job or off-the-job training hours relate to the competencies qualification or the technical knowledge qualification: what is important is that a framework gives both the prospective apprentice and the employer an accurate indication of the nature of the learning commitment required to complete the framework and become competent.

All On and Off The Job training should:

- Be planned, reviewed and evaluated jointly between the Apprentice and a tutor, teacher, workplace supervisor or manager and, where relevant, the Apprentice's coach or mentor.
- Allow the Apprentice access to support from a tutor, teacher, mentor or manager, as and when required by the Apprentice.
- Be completed while working under an Apprenticeship Agreement and delivered during contracted working hours.

- Be delivered through one or more of the following methods: individual and group teaching, distance learning, e-learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers and guided study.
- Be systematically and formally recorded. For example, in a log book or diary, completed attendance records or on an electronic/online recording system, witness testimonies or video recordings.

The minimum recommended total learning hours (includes both on and off the job) per year for each pathway in the Production of Coatings framework are as follows:

Please note that this total includes both On and Off The Job learning and that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to take account of prior learning, existing qualifications and an individual's experience.

Level 2 Foundation Apprenticeship

- Production of Coatings Pathway - 612 LH

Level 3 Apprenticeship

- Production Operations Pathway - 663* LH (* see note below)
- Laboratory Operations Pathway - 663* LH (* see note below)

*** Note: LEVEL 3 PATHWAYS:** *In addition to the recommended minimum total of On and Off The Job Learning Hours stated above, it is very likely that most Apprentices will need to spend a considerable amount of extra time undertaking research and self-directed learning activities. It is estimated that at least an **additional 200 learning hours** is required in order for Apprentices to acquire the levels of competency and knowledge required to successfully achieve certification for this Level 3 Apprenticeship.*

Off-the-job training

OFF THE JOB TRAINING HOURS

OFF THE JOB training is defined as time for learning activities which take place outside of normal work duties. Off-the-job training may include any activity where an Apprentice receives any form of instruction, tuition, assessment or progress reviews. For example, (but not exclusively) private study, coaching, mentoring, e-learning, distance learning or classroom training may count as off-the-job training.

An Apprenticeship framework may specify that 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 an Apprenticeship Certificate is to be applied for.

OFF THE JOB LEARNING HOURS (LH) FOR PRODUCTION OF COATINGS - LEVEL 2 PATHWAY

- Production of Coatings - a recommended minimum of 372 LH Off The Job.

OFF THE JOB LEARNING HOURS (LH) FOR PRODUCTION OF COATINGS - LEVEL 3 PATHWAYS

- Production Operations - a recommended minimum of 370 LH Off The Job.
- Laboratory Operations - a recommended minimum of 370 LH Off The Job.

How this requirement will be met

OFF THE JOB training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the individual Apprentice. As such, the stated minimum requirement of hours for off the job learning may be reduced accordingly. However, the minimum hours required in total for off the job training for this framework must still be able to be verified as part of the certification process.

PREVIOUS ATTAINMENT

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning need can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. For example, Principal Learning qualifications. For learners that have previously achieved the relevant qualifications, they must have attained these within 3 years of applying for either the Foundation or Apprenticeship Certificate. This is to ensure the currency of their previous attainment.

PREVIOUS EXPERIENCE

If a learner enters an Apprenticeship Agreement with previous work-related experience, this prior learning needs to be recognised but, in order to count towards an Apprenticeship certification, it does need to be recorded using the correct procedures. Please contact the appropriate Awarding Body for details of their "Recognition of Prior Learning" procedures. For more information on QCF Guidance on Claiming Credit please visit:

www.qcda.gov.uk/resources/4374.aspx

For learners with prior uncertificated learning experience, the off the job learning must have been attained within 3 years of applying for either the Foundation or Apprenticeship Certificate. Alternatively, they should have been continuously employed in the relevant jobrole in the

industry for 3 years duration.

The **OFF THE JOB** learning hours for the Level 2 Foundation framework could consist of the following:

The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to accommodate prior learning, qualifications and experience.

- Level 2 Certificate in Coatings Technology - knowledge qualification (158 - 236 LH)
- ERR - QCF unit included in the knowledge qualification (18 LH)
- Level 1 or Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 1 or Level 2 Communication)* (60 LH)
- Level 1 or Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 1 or Level 2 Application of Number)* (60 LH)
- Company training - this will include induction, ERR, Health & Safety and any relevant practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (30 LH)
- Mentoring (approx 1 hour per week for the duration of the framework). (40 LH)
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2 hrs quarterly, dependent on individual support needs) (6 LH)

**** NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.***

EVIDENCE FOR OFF THE JOB LEARNING HOURS (LH) - Level 2

- Copy of L2 Certificate in Coatings Technology
- Copies of required certificates for Essential Skills Wales Communication and Application of Number, or qualifying Key Skills
- Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved. **(Mandatory QCF unit included in the knowledge qualification)**

- Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job learning opportunities and/or activities have been met.
- Course attendance records for both on-site and offsite training/learning interventions (records may be held electronically)
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.
- Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment, off workstation instruction etc).

All **Off the Job** learning must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an electronic recording system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, the Provider and Assessor. It can also be checked by the External Verifier.

Evidence of the off the job learning hours **may** be requested when applying for an Apprenticeship Completion Certificate.

The **OFF THE JOB** learning for all the pathways in the Level 3 framework could consist of the following:

The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to accommodate prior learning, qualifications and experience.

- Level 3 Certificate in Coatings Technology (118 - 378 LH)
- ERR - QCF unit included in the knowledge qualification (18 LH)
- Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 2 Communication)* (60 LH)
- Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 2 Application of Number)* (60 LH)
- Company training - this will include induction, ERR, Health & Safety and any relevant

practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (45 LH)

- Mentoring (approx 1 hour per week for the duration of the framework) (60 LH)
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2hrs quarterly, dependent on individual support needs) (9 LH)

*** NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.**

EVIDENCE FOR OFF THE JOB LEARNING HOURS (LH) - Level 3

- Copy of Level 3 Certificate in Coatings Technology
- Copies of certificates for Essential Skills Wales Communication and Application of Number (or qualifying Key Skills certification)
- Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved. **(Mandatory QCF unit included in the knowledge qualification)**
- Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job learning opportunities and/or activities have been met.
- Course attendance records for both on-site and off site training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.
- Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment, off workstation instruction etc).

All **Off the Job** learning must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an electronic recording system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, the Provider and Assessor. It can also be checked by the External Verifier.

Evidence of the off the job learning hours **may** be requested when applying for an

Apprenticeship Completion Certificate.]

On-the-job training

ON THE JOB training includes workplace activity where skills, knowledge and competencies are being gained and applied in the course of an Apprentice's normal work duties.

For this Production of Coatings framework the annual minimum required amount of on the job learning hours is:

ON THE JOB LEARNING HOURS (LH) FOR PRODUCTION OF COATINGS - LEVEL 2 PATHWAY

- Production of Coatings - a recommended **minimum** of **240** LH On The Job.

ON THE JOB LEARNING HOURS (LH) FOR PRODUCTION OF COATINGS - LEVEL 3 PATHWAYS

- Production Operations - a recommended **minimum** of **293** LH

- Laboratory Operations - a recommended **minimum** of **293** LH

How this requirement will be met

ON THE JOB training may include any activity where an Apprentice receives any form of instruction, tuition, guidance, support or feedback whilst carrying out their day-to-day job role.

Typically, it consists of an Apprentice successfully meeting and demonstrating all of the skills and competencies contained in the competency qualification relevant to their chosen pathway and any time spent receiving regular, constructive on the job support, feedback and review on their job related performance.

On the job training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the individual Apprentice. As such, the stated minimum requirement of hours for on the job learning may be reduced accordingly. However, the minimum hours required in total for on the job training for this framework must still be able to be verified as part of the certification process and an Apprentice's occupational competence demonstrated and evidenced.

PREVIOUS ATTAINMENT

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning need can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. (Same as above for off the job) For learners that have previously achieved the relevant qualifications, they must have been certified within 3 years of applying for either the Foundation or Apprenticeship Certificate.

PREVIOUS EXPERIENCE

Apprentices who commence training under an Apprenticeship Agreement with an employer may bring a range of prior experience with them. When an Apprentice can claim 30% (or more) of the

total on the job training hours required for their chosen pathway then their learning programme should be tailored accordingly. Prior learning could have been acquired from previous education, employment or other vocational programmes.

Training Providers are encouraged to identify specific on the job training opportunities that customise and contextualise the Apprentice's prior learning to their new workplace and job role. This may include selecting appropriate additional units from QCF qualifications relevant to the workplace or Essential Skills at a higher level than that specified in the framework.

All of the job roles within the Level 2 and 3 Coatings Apprenticeship framework require a thorough level of technical skills, competence and knowledge and this will be gained through on the job, work based training, practice and experience and reinforced by regular feedback, review and support from an Apprentice's work based mentor or identified support network.

The **ON THE JOB** learning for the Level 2 Foundation framework could consist of the following:

- Level 2 Certificate in the Production of Coatings (200 - 536 LH)
- Regular on the job support, feedback, reviews, mentoring etc (40 LH)

EVIDENCE FOR ON THE JOB LEARNING - Level 2

- Copy of Level 2 Certificate in the Production of Coatings
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.
- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

The **ON THE JOB** learning for the Level 3 framework could consist of the following:

- Level 3 Diploma in the Production of Coatings (233 - 562 LH)
- Regular on the job support, feedback, reviews, mentoring etc (60 LH)

EVIDENCE FOR ON THE JOB LEARNING - Level 3

- Copy of certificate for the Level 3 Diploma in the Production of Coatings
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may

be held electronically).

- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.

- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

All **On the Job** learning hours must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an online system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, Provider and Assessor. It can also be checked by the External Verifier.

Evidence of the on the job learning hours **may** be requested when applying for an Apprenticeship Completion Certificate.

In order to facilitate the recording and evidencing of On The Job learning hours an organisation may choose to nominate an "Accountable Manager" (such as the company Training Manager, or someone who is part of the company management team) to take responsibility for regularly checking that an Apprentice has completed at least the recommended minimum number of On The Job learning hours.]

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

[There is currently no requirement for the Wider Key Skill of "**Improving own Learning and Performance**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 Foundation and Level 3 Apprenticeship framework.

For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences should all provide opportunities for Apprentices to improve their own learning and performance.

Working with others

[There is currently no requirement for the Wider Key Skill of "**Working with Others**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 Foundation and Level 3 Apprenticeship framework.

For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences should all provide opportunities for Apprentices to work with others.

Problem solving

[There is currently no requirement for the Wider Key Skill of "**Problem Solving**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 Foundation and Level 3

Apprenticeship framework.

For example, the achievement of the relevant competency and knowledge qualifications(including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences should all provide opportunities for Apprentices to problem solve.

apprenticeship **FRAMEWORK**

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