

apprenticeship FRAMEWORK

Maritime Occupations

Issued by
Skills for Justice (fire and rescue
services etc)

apprenticeship
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Maritime Occupations

Information on the Issuing Authority for this framework:

Skills for Justice (fire and rescue services etc)

The Apprenticeship sector for occupations in fire and rescue services, policing and law enforcement, custodial care, courts service, prosecution service, forensic science (also includes Maritime, Legal Services, Youth Justice, Probation/Offender Management, Community Justice).

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Framework ID: FR00303	Level 2
Date this framework is to be reviewed by: 31/12/2015	This framework is for use in: England

Short description

The Maritime sector offers a wide range of opportunities for those who are seeking a career that is closely associated with the sea, rivers and waterways. This framework will provide an intermediate level apprenticeship route which will enable new entrants to work safely and effectively on board a vessel and undertake a number of job roles depending on the pathway chosen. These will include assisting the deck and/ or bridge team, assisting in the engine room, hauling fishing gear and stowing the catch, loading cargo and/or helping with management of passengers. It covers the essential competencies and underpinning knowledge which lead to a Level Two Maritime Studies Certificate

Contact information

Proposer of this framework

British Tugowners Association, Company of Watermen and Lightermen, Passenger Boat Association and Sea Fish Industry Authority. The members of these organisations have an aging workforce and are seeking ways of attracting good quality new entrants, who will make a career in the sector. The structure that an apprenticeship framework provides will enable these sectors to meet those needs.

Developer of this framework

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Purpose of this framework

Summary of the purpose of the framework

The framework will provide a structured programme of learning and practical experience with an emphasis on safety. It will provide the opportunity to undertake a variety of job roles depending on the pathway chosen. These could include assisting on the bridge or in the engine room of a vessel, hauling and storing the fishing catch, helping to load/unload cargo or passengers. The sector has an aging workforce, which means that there are an increasing number of opportunities for new entrants. However it must be recognised that the workplace environment can be unpredictable and dangerous as well as exciting. This framework, for the first time, provides a clearly signposted route into the Maritime sector, which leads to a recognised Level 2 qualification that will open up a range of further progression opportunities.

Aims and objectives of this framework (England)

To attract and retain more new young entrants, by:

1. offering clear pathways to acquiring the skills and underpinning knowledge necessary to safely undertake a number of job roles on board a vessel
2. leading to the achievement of a recognised Level 2 qualification that is valued by employers
3. providing enhanced opportunities for progression both upwards and across the sector

It will meet identified demand for the various pathways as follows:

- Rivers and Inland Waterways - 40 apprentices per year. This is now likely to increase significantly because of extra demand for qualified boatmasters arising from work for the planned Thames sewerage tunnel
- Seafishing - 50 apprentices per year
- Tugs - 20 apprentices per year

This information has been provided by industry representative organisations and takes account of historical recruitment patterns.

A well attended SQS consultation meeting held in January 2010 also confirmed support for a maritime wide apprenticeship. It is anticipated that, once this framework is in place, the numbers will increase. Other pathways will be added when demand has been established.

The development of apprenticeship pathways for parts of the sector, where none previously existed, supports the Government's strategy set out in 'Skills for Sustainable Growth'

Entry conditions for this framework

Apprentices should be self motivated, keen to learn and able to communicate effectively. In addition they need to be:

- Physically and medically fit to undertake the normal range of activities in a demanding and hazardous occupation. This includes passing the Maritime and Coastguard Agency (MCA) approved medical fitness test evidenced by document [ENG1 or ML5]. This is a regulatory requirement for all seafarers in the UK
- Prepared to work long hours
- Willing to readily respond to orders

Whilst there are no minimum academic entry requirements an interest in science and maths would be useful for those wishing to pursue an engineering pathway.

Level 2

Title for this framework at level 2

Intermediate Level Apprenticeship for Maritime Occupations

Pathways for this framework at level 2

- Pathway 1: Rivers and Inland Waterways.
- Pathway 2: Sea Fishing
- Pathway 3: Tugs

Level 2, Pathway 1: Rivers and Inland Waterways.

Description of this pathway

Rivers and Inland Waterways (Boatmaster Tier 1, Level 2)

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is 62. This is achieved through the completion of the combined knowledge and competence and transferable skills qualifications.

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

General entry requirements apply.

Job title(s)	Job role(s)
Crew member	Assisting with: steering and lookout; mooring; management of passengers and cargo; operating and maintaining deck gear

Qualifications

Competence qualifications available to this pathway

C1 - n/a					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	n/a	n/a			N/A

Knowledge qualifications available to this pathway

K1 - n/a					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	n/a	n/a			N/A

Combined qualifications available to this pathway

B1 - Level Two Certificate in Maritime Studies (Rivers and Inland Waterways pathway)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/1777/4	SQA	47	424	N/A

Notes on competence and knowledge qualifications (if any)

The qualification contains units comprising a mixture of learning outcomes, some of which relate to underpinning knowledge, whilst others cover competence. Each learning outcome is separately assessed and it is therefore possible to determine the number of credits for each component. The qualification for this pathway contains 34 knowledge based credits and 13 competence based credits, making a total of 47. In addition there are 15 credits for functional or key skills making a grand total of 62 credits for this pathway

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification (with enhanced functional content)	E	5
Key Skills qualification in Literacy achieved either before September 2013 as part of the Apprenticeship, or... *	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	C	N/A
A' Level or AS Level qualification in English Language**	E	N/A
A' Level or AS Level qualification in English Literature**	E	N/A
A' Level or AS Level qualification in English Language and Literature**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	C	N/A
A' Level or AS Level qualification in Mathematics**	E	N/A
A' Level or AS Level qualification in Pure Mathematics**	E	N/A
A' Level or AS Level qualification in Further Mathematics**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or... *	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	C	N/A
A' Level or AS Level qualification in ICT**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included in this pathway because employers see it as relevant to effective job performance for the roles at this level.

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- level 2 Maritime Studies Introductory Award (which will also give credit towards the Maritime Studies Certificate)
- the Diploma in Travel and Tourism with 'Passenger Shipping' as ASL
- previous time spent in the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

An advanced apprenticeship:

- an Advanced Level Maritime Apprenticeship with a choice of pathways is currently under

development and should be available from September 2011

Into jobs:

- become Master of a domestic vessel holding a Tier 1 Level 2 Boatmaster License

Continuing professional development:

- qualify for specialist endorsements for specific operations. These include: carrying cargos of dangerous goods; carrying oil and chemical bulk cargos; carrying up to 250 passengers; carrying more than 250 passengers; towing and pushing; dredging; operating fast craft carrying passengers; Ro Ro operations

Delivery and assessment of employee rights and responsibilities

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health and Safety legislation, 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 skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice*
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. Most of the ERR related learning is accredited through the following units that are contained within the Level 2 Certificate in Maritime Studies:

- 'maritime employment, environmental and health and safety practice'
- 'maritime sector overview'

These units **must** be completed as the assessment requirements of the awarding organisation will ensure that the necessary documentary evidence is available.

Topics marked with an* are not fully covered by the units mentioned above and the learning provider will be required to produce supporting evidence including the use of the Training Record Book to show that the apprentice has covered these areas and met the SASE requirement.

Level 2, Pathway 2: Sea Fishing

Description of this pathway

Sea Fishing (deck hand)

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is 50. This is achieved through the completion of the combined knowledge and competence and transferable skills qualifications

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

In addition to the general entry requirements, apprentices following this pathway must be prepared to work long hours, and possibly to live away from home on board a vessel for periods, often under difficult conditions

Job title(s)	Job role(s)
Deck Hand	Assisting with: steering, lookout and safe navigation; operating and maintaining deck and specialist machinery; mooring and anchoring; deploying and hauling fishing gear; handling and stowing the catch; care and control of the fishroom; cooking for the crew

Qualifications

Competence qualifications available to this pathway

C1 - N/A					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	N/A	N/A	N/A		N/A

Knowledge qualifications available to this pathway

K1 - N/A					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	N/A	N/A			N/A

Combined qualifications available to this pathway

B1 - Level Two Certificate in Maritime Studies (Sea Fishing pathway)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/1777/4	SQA	40	365	N/A

Notes on competence and knowledge qualifications (if any)

The units that comprise the combined qualification contain a mixture of learning outcomes, some of which cover underpinning knowledge, whilst others relate to competence. The assessment criteria will ensure that each learning outcome is separately assessed. An analysis of the credit values against learning outcomes shows that the qualification for this pathway comprises 26 knowledge based credits and 14 competence based credits with a further one of each if an optional unit is taken. This gives a total of 40 credits or 42 with the optional unit. In addition there are a further 10 credits for functional or key skills making a grand total of 50 (or 52 with the optional unit) for the sea fishing pathway. ICT is not included in this pathway because the industry does not regard it as contributing to effective job performance at this level.

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification (with enhanced functional content)	E	5
Key Skills qualification in Literacy achieved either before September 2013 as part of the Apprenticeship, or... *	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	C	N/A
A' Level or AS Level qualification in English Language**	E	N/A
A' Level or AS Level qualification in English Literature**	E	N/A
A' Level or AS Level qualification in English Language and Literature**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	C	N/A
A' Level or AS Level qualification in Mathematics**	E	N/A
A' Level or AS Level qualification in Pure Mathematics**	E	N/A
A' Level or AS Level qualification in Further Mathematics**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is not included in this pathway because the job roles do not require ICT skills and the fishing industry does regard them as contributing to more effective job performance

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- level 2 Maritime Studies Introductory Award (which will also give credit towards the Maritime Studies Certificate)
- previous time spent in the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

An advanced level apprenticeship:

- an Advanced Maritime Apprenticeship with a choice of pathways is currently under development and should be available from September 2011

Into Jobs:

- inshore Skipper in charge of smaller vessels under 16.5m that go to sea to catch fish.
- full details of careers progression routes in the Fishing industry can be seen on the following link: www.seafish.org/sea/training.asp?p=ef

Delivery and assessment of employee rights and responsibilities

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010* and Health and Safety legislation, 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 skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice*
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. Most of the ERR related learning is accredited through the following units contained within the Level 2 Certificate in Maritime Studies:

- 'maritime employment, environmental and health and safety practice'
- 'maritime sector overview'

These units **must** be completed as the assessment requirements of the awarding organisation will ensure that the necessary documentary evidence is available.

Topics marked with an* are not fully covered by the units mentioned above and the learning provider will be required to produce supporting evidence including the use of the Training Record Book to show that the apprentice has covered these areas and met the SASE requirement

Level 2, Pathway 3: Tugs

Description of this pathway

Tugs (tug hand).

The total number of credits that an apprentice must attain on the Qualifications and Credit Framework (QCF) for this pathway is 65. This is achieved through the completion of the combined knowledge and competence and transferable skills qualifications

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

All general entry requirements apply plus the willingness to spend periods away from home on board a vessel if required

Job title(s)	Job role(s)
Tug Hand	Assisting with: steering; lookout and safe navigation; operating and maintaining deck and specialist machinery; mooring and anchoring; engine and machinery maintenance; cooking for the crew

Qualifications

Competence qualifications available to this pathway

C1 - N/A					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	N/A	N/A	N/A		N/A

Knowledge qualifications available to this pathway

K1 - N/A					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	N/A	N/A	N/A	N/A	N/A

Combined qualifications available to this pathway

B1 - Level Two Certificate in Maritime Studies (Tugs pathway)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/1777/4	SQA	50	452	N/A

Notes on competence and knowledge qualifications (if any)

The units that comprise the combined qualification contain a mixture of learning outcomes, some of which cover underpinning knowledge, whilst others relate to competence. The assessment criteria will ensure that each learning outcome is separately assessed. An analysis of the credit values against learning outcomes shows that the qualification for this pathway comprises 35 knowledge based credits and 15 competence based credits with a further one of each if an optional unit is taken. This gives a total of 50 credits or 52 with the optional unit. In addition there are 15 credits for functional or key skills, making a grand total of 65 credits (or 67 credits with the optional unit) for the tugs pathway

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification (with enhanced functional content)	E	5
Key Skills qualification in Literacy achieved either before September 2013 as part of the Apprenticeship, or... *	E	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	C	N/A
A' Level or AS Level qualification in English Language**	E	N/A
A' Level or AS Level qualification in English Literature**	E	N/A
A' Level or AS Level qualification in English Language and Literature**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	E	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	C	N/A
A' Level or AS Level qualification in Mathematics**	E	N/A
A' Level or AS Level qualification in Pure Mathematics**	E	N/A
A' Level or AS Level qualification in Further Mathematics**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	E	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or... *	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	E	N/A
A' Level or AS Level qualification in ICT**	E	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

ICT is included in this pathway because employers see it as relevant to effective job performance for the work roles at this level

Progression routes into and from this pathway

Progression routes into this apprenticeship:

- level 2 Maritime Studies Introductory Award (which also will give credit towards the Maritime Studies Certificate)
- the Diploma in Travel and Tourism with 'Passenger Shipping' as ASL
- previous time spent in the Sea Cadets or Sea Scouts

Progression routes from this apprenticeship:

An advanced level apprenticeship:

- an Advanced Maritime Apprenticeship with a choice of pathways is currently under development and should be available from September 2011

Into jobs:

- tug officer of the watch, (deck or engine) < 3,000 gt
- tug mate (< 3,000 gt)

Delivery and assessment of employee rights and responsibilities

This framework requires delivery of employee rights and responsibilities (ERR) to ensure the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010* and Health and Safety legislation, 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 skill, trade or occupation and their main roles and responsibilities
- knows where and how to go to get information and advice on their industry, occupation, training and career*
- can describe and work within their organisation's principles of conduct and codes of practice*
- recognises and can form a view on issues of public concern that affect their organisation and industry

Topics must be delivered as an integral part of the programme, with the majority of this delivery taking place in the induction phase. Most of the ERR related learning is accredited through the following units contained within the Level 2 Certificate in Maritime Studies:

- 'maritime employment, environmental and health and safety practice'
- 'maritime sector overview'

These units **must** be completed as the assessment requirements of the awarding organisation will ensure that the necessary documentary evidence is available.

Topics marked with an* are not fully covered by the units mentioned above and the learning provider will be required to produce supporting evidence including use of the Training Record Book to show that the apprentice has covered these areas and met the SASE requirement

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

How equality and diversity will be met

The Maritime Labour Convention 2006 (to which the UK is a signatory) requires all seafarers to be sufficiently physically fit to pass a medical specified by the MCA; this could include a colour blindness test. There are therefore some disabilities that will prevent a person from becoming a seafarer and given the dangerous and unpredictable nature of seagoing employment it is clear why these conditions are in place. There are however no other barriers to entry. The Maritime Skills Needs Analysis (2009) showed the maritime sector workforce has a much lower proportion of female workers than the whole of the UK workforce: 20% compared to 45%. There are also fewer BME workers in the maritime sector than the UK average: 3% compared to 9%. The whole sector is firmly committed to improving these ratios as are the Seafarers Trade Unions and all sides are working together to look at ways of doing this through the apprenticeship, web sites, blogs and careers information. This framework supports these efforts by highlighting the attractions of working on board a vessel, the minimal entry requirements and the range of occupations available. Publicity material emphasises under represented groups who have made a successful career in the sector.

Training providers and employers **MUST** comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to, and promotion within, the industry, using the 8 protected characteristics of

1. Age
2. Disability
3. Gender
4. Gender re-assignment
5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race
8. Religion and belief
9. Sexual orientation

The Maritime Skills Alliance will monitor take up and achievement of all Apprenticeships as part of its Apprenticeship Strategy and take steps to address any barriers to take up and achievement as part of its Sector Qualifications Strategy.

On and off the job guided learning (England)

Total GLH for each pathway

Pathway 1: Rivers and Inland Waterways. Total GLH = 711

Pathway 2: Sea Fishing. Total GLH = 616

Pathway 3: Tugs. Total GLH = 749

Minimum off-the-job guided learning hours

Rivers and Inland Waterways pathway:

Total GLH for this pathway:

The total amount of Guided Learning Hours (GLH), which includes both on and off the job guided learning is 711 GLH . This will take the average apprentice approximately 24 months. This means that an apprentice must complete 355.5 GLH per year.

Minimum off the job GLH for this pathway:

an apprentice will need to complete a minimum of 611 GLH off the job (86% of the total GLH), over approximately 24 months for this pathway. This means that an apprentice must complete 305.5 off the job GLH per year.

Sea Fishing pathway:

Total GLH for this pathway:

The total amount of Guided Learning Hours (GLH), which includes both on and off the job guided learning is 616 GLH . This will take the average apprentice approximately 18 months. This means that an apprentice must complete 410.5 GLH during the first year and 205.5 GLH during the second year.

Minimum off the job GLH for this pathway:

an apprentice will need to complete a minimum of 496 GLH off the job (81% of the total GLH), over approximately 18 months for this pathway. This means that an apprentice must complete 331 off the job GLH during the first year and 165 off the job GLH during the second year..

Tugs pathway:

Total GLH for this pathway:

The total amount of Guided Learning Hours (GLH), which includes both on and off the job guided learning is 749 GLH. This will take the average apprentice approximately 24 months.

This means that an apprentice must complete 374.5 GLH per year.

Minimum off the job GLH for this pathway:

an apprentice will need to complete a minimum of 649 GLH off the job (87% of the total GLH), over approximately 24 months for this pathway. This means an apprentice must complete 324.5 off the job GLH per year.

How this requirement will be met

Rivers and Inland Waterways pathway:

The requirement for off the job guided learning is calculated as follows:

- 436GLH Level 2 Certificate in Maritime Studies
- 45GLH Level 1 Functional Skill in Maths (alternatively apprentices can complete Level 1 Key Skill in Application of Number providing they achieve before September 2013)
- 45GLH Level 1 Functional Skill in English (alternatively apprentices can complete Level 1 Key Skill in Communication providing they achieve before September 2013)
- 45GLH Level 1 Functional Skill in ICT (alternatively apprentices can complete Level 1 Key Skill in ICT providing they achieve before September 2013)
- 40GLH for induction

Sea Fishing pathway:

The requirement for off the job guided learning is calculated as follows:

- 366GLH Level 2 Certificate in Maritime Studies (+18GLH if optional unit taken)
- 45GLH Level 1 Functional Skill in Maths (alternatively apprentices can complete Level 1 Key Skill in Application of Number providing they achieve before September 2013)
- 45GLH Level 1 Functional Skill in English (alternatively apprentices can complete Level 1 Key Skill in Communication providing they achieve before September 2013)
- 40GLH for induction

Tugs pathway:

The requirement for off the job guided learning is calculated as follows:

- 474GLH Level 2 Certificate in Maritime Studies
- 45GLH Level 1 Functional Skill in Maths (alternatively apprentices can complete Level 1 Key Skill in Application of Number providing they achieve before September 2013)
- 45GLH Level 1 Functional Skill in English (alternatively apprentices can complete Level 1 Key Skill in Communication providing they achieve before September 2013)
- 45GLH Level 1 Functional Skill in ICT (alternatively apprentices can complete Level 1 Key Skill in ICT providing they achieve before September 2013)

- 40GLH for induction

Each approved learning provider centre or outreach facility for all pathways will maintain a register of attendance showing the time spent off the job by each apprentice whilst receiving guided learning. Providers will be responsible for providing evidence showing that the minimum off the job GLH has been met when applying for Apprenticeship certificates. Guided Learning Hours (GLH) should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice, either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers and guided study
- be recorded in the Training Record Book that will be supplied on enrolment to the apprenticeship

Evidence of off the job GLH:

- Level 2 Certificate in Maritime Studies including all the units relevant to the pathway followed
- Level 1 Key Skills Certificates for Communication, Application of number (and ICT when required for the pathway) or Level 1 Functional Skills Certificates for Maths, English (and ICT when required for the pathway)
- Completed Training Record Book

Minimum on-the-job guided learning hours

Rivers and Inland Waterways pathway:

For this pathway, an apprentice will need to complete a minimum of 100GLH on the job over approximately two years. This means that an apprentice must complete 50 GLH on the job per year

Sea Fishing pathway:

For this pathway, an apprentice will need to complete a minimum of 120GLH on the job over

approximately 18 months. This means that an apprentice must complete 80 GLH on the job in the first year and 40 GLH on the job in the second year

Tugs pathway:

For this pathway, an apprentice will need to complete a minimum of 100GLH on the job over approximately two years. This means that an apprentice must complete 50 GLH on the job per year

How this requirement will be met

On the job GLH should:

- achieve clear and specific outcomes which contribute directly to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework
- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, assessor, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, assessor, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods: individual and group coaching, mentoring, feedback and assessment, collaborative/networked learning with peers and project work

Evidence for on the job GLH for all pathways:

Each apprentice will be issued with a Training Record Book, which lists all the activities that must be undertaken in the work place, under supervision and guidance. When each task has been completed to a satisfactory standard it will be 'signed off' by the person overseeing the apprentice. It will include dates and time spent on particular activities. The completed book will be used to provide supporting evidence of proficiency to undertake certain activities and the time spent on them. It will also include evidence of PLTS and details of mentoring sessions.

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Personal learning and thinking skills (PLTS) have been mapped to the competence based qualification for this framework. The mapping is available on the MSA website:

www.maritimeskills.org

This mapping indicates the most likely places where PLTS can be demonstrated. However these skills should be demonstrated throughout the whole Apprenticeship. Apprentices must be introduced to PLTS during induction so that they learn to recognise when they are achieving these skills for themselves. Apprentices, line managers and providers must provide examples and evidence, including use of the apprentice's Training Record Book, to show where each of these skills have been demonstrated.

In addition learning methods will be used that facilitate the identification and use of PLTS.

Approved providers will provide evidence of an apprentice's achievement of PLTS through both a portfolio and the Training Record Book referred to above.

Providers will be required use the latest guidance on recognising and assessing personal learning and thinking skills (PLTS).

Creative thinking

Creative thinking involves:

- generating ideas and exploring possibilities
- asking questions to extend thinking
- connecting own and others' ideas and experiences in inventive ways
- questioning own and others' assumptions
- trying out alternatives or new solutions and following ideas through
- adapting ideas as circumstances change

Creative thinking has been mapped to the competence based qualification for this framework. This shows that creative thinking skills at levels 1 and 2 are contained within the following units that comprise the Level 2 Maritime Studies Qualification

- Maritime fire prevention and fire actions
- Vessel construction and stability
- Maintain your own work practice

- Vessel watchkeeping
- Vessel repair and maintenance
- Assemble, operate and maintain Fishing gear

Independent enquiry

Independent enquiry involves:

- identifying questions to answer and problems to resolve
- planning and carrying out research, appreciating the consequences of decisions
- exploring issues, events or problems from different perspectives
- analysing and evaluating information, judging its relevance and value
- considering the influence of circumstances, beliefs and feelings on decisions and events
- supporting conclusions, using reasoned arguments and evidence

Independent enquiry has been mapped to the competence based qualification for this framework. This shows that independent enquiry skills at levels 1 and 2 are contained within the following units that comprise the Level 2 Maritime Studies Qualification

- Maritime sector overview
- Maritime employment, environmental and health and safety Practice
- Maritime fire prevention and fire actions
- Emergency first aid in responses to maritime accidents or medical emergencies
- Vessel construction and stability
- Securing a vessel for a passage
- Vessel navigation and tides
- Vessel watchkeeping
- Basic vessel engineering systems
- Maintaining vessel machinery for safe operation
- Assemble and operate fishing gear
- Receiving, handling and stowing the catch
- Maritime security

Reflective learning

Reflective learning involves:

- assessing yourself and others, identifying opportunities and achievements
- setting goals with success criteria for your personal development and work
- reviewing progress, acting on the outcomes
- inviting feedback and dealing positively with praise, setbacks and criticism
- evaluating experiences and learning to inform your future progress
- communicating your learning in relevant ways for different audiences

Reflective learning has been mapped to the qualification for this framework. This shows that reflective learning skills at levels 1 and 2 are contained in the following units that comprise the Level 2 Maritime Studies Qualification.

- Emergency first aid in responses to maritime accidents or medical emergencies
- Vessel ropework, anchoring and mooring operations
- Vessel construction and stability
- Maintain your own work practice
- Assemble, operate and maintain fishing gear
- Survival in the water during maritime emergencies

Team working

Team working involves:

- collaborating with others to work towards common goals
- reaching agreements, managing discussions to achieve results
- adapting behaviour to suit different roles and situations, including leadership roles
- showing fairness and consideration to others
- taking responsibility, showing confidence in yourself and your contribution
- providing constructive support and feedback to others.

Team working has been mapped to the competence based qualification for this framework. This shows that team working skills at levels 1 and 2 are contained within the following units that comprise the Level 2 Maritime Studies Qualification:

- Survival in the water during maritime emergencies
- Carry out work in line with maritime health and safety requirements
- Vessel ropework, anchoring and mooring operations
- Vessel construction and stability
- Assemble, operate and maintain fishing gear
- Maritime Security

Self management

Self management involves:

- seeking out challenges or new responsibilities and showing flexibility when priorities change
- working towards goals, showing initiative, commitment and perseverance
- organising time and resources, prioritising actions
- anticipating, taking and managing risks
- dealing with competing pressures, including personal and work-related demands

- responding positively to change, seeking advice and support when needed
- managing your emotions and building and maintaining relationships

Self management has been mapped to the competence based qualification for this framework. This shows that self management skills at levels 1 and 2 are contained within the following units that comprise the Level 2 Maritime Studies Qualification:

- Maritime employment environmental and safety practice
- Maritime fire prevention and fire actions
- Carry out work on line with maritime health and safety requirements
- Vessel ropework, anchoring and mooring operations
- Vessel construction and stability
- Securing a vessel for a passage
- Maintain your own work practice
- Basic vessel engineering systems
- Vessel repair and maintenance
- Assemble and operate fishing gear
- Receiving, handling and stowing the catch on a fishing vessel
- Assist with cooking on a vessel (optional unit)

Effective participation

Effective participation involves:

- discussing issues of concern, seeking resolution where needed
- presenting a persuasive case for action
- proposing practical ways forward, breaking these down into manageable steps
- identifying improvements that would benefit others as well yourself
- trying to influence others, negotiating and balancing diverse views to reach workable solutions
- acting as an advocate for views and beliefs that may differ from your own.

Effective participation has been mapped to the competence based qualification for this framework. . This shows that effective participation skills at levels 1 and 2 are contained within the following units that comprise the Level 2 Maritime Studies Qualification:

- Maritime employment, environmental and health and safety practices
- Emergency first aid in response to maritime accidents or medical emergencies
- Maintain your own work practice
- Maritime security

Additional employer requirements

In order to meet international seafarer regulation requirements, apprentices will need to achieve Maritime and Coastguard Agency (MCA) Certification for the following courses. These are all included in the Level 2 Maritime Studies Certificate, but must be delivered at an MCA approved centre to achieve the necessary recognition, although this will not affect the apprenticeship completion certificate. The courses are:

- Personal Survival techniques (STCW)
- Basic Fire fighting and fire prevention (STCW)
- Basic First Aid
- Personal Safety and Social Responsibility (STCW)

For apprentices working in the fishing industry on vessels less than 16.5 metres, the following 'Seafish' approved courses must be completed:

- Basic Sea Survival (non STCW)
- Maritime Fire Prevention and Fire Actions (non STCW)
- Personal Health and Safety (non STCW)

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.apprenticeshipframeworksonline.semta.org.uk