

MODERN APPRENTICESHIP (MA) ELIGIBILITY CRITERIA

EMPLOYMENT

- The apprentice must be employed under an employment contract relevant to the apprenticeship.
- The employer's main premises must be located in Scotland.
- The apprentice must fulfil the requirements of the legal right to work in the UK.
- The apprentice must be in full-time / part-time employment.
- The apprentice must be managed by an appropriately experienced staff member daily.
- The apprentice must be subject to the same policies and procedures as any other employee.
- The employer must pay the appropriate national minimum wage rate.

APPRENTICE

- Must reside in Scotland.
- Must have reached the Scottish statutory minimum school leaving age
 - If the apprentice turns 16 between the 1st of March and 30th September they can leave school after 31st of May that year.
 - If the apprentice turns 16 between 1st of October and the end of February they can leave at the start of the Christmas holidays in that school year.
- Must be employed within the appropriate job role/occupation.
- Not be in receipt of any other education, training, college, university, or enterprise programme funded by any UK or Scottish Government department including SDS and SAAS

EXCLUSIONS

An apprentice is not eligible to begin or continue a MA if at any time they are:

- subject to an employment restriction on their stay in Great Britain.
- subject to any funding restriction on their stay in Great Britain that would apply to MAs.
- Zero hour contracts.
- Sessional workers.
- Self-employed.
- Agency staff.

DEMONSTRABLE NEED

- Must have a demonstrable need to develop significant new knowledge and skills to fulfil their job role.
- The framework must be the most suitable award related to the MA's job role.

FRAMEWORK RESTRICTIONS

HOSPITALITY

- Apprentices will only be eligible to undertake one pathway within any three year period.

BUSINESS AND ADMINISTRATION, DIGITAL APPLICATIONS AND DIGITAL MARKETING

- Apprentices will only be eligible to undertake one of the above frameworks within any three year period, unless it is at a higher SCQF level.

CUSTOMER SERVICES

- Apprentices working in retail or hospitality sectors are not eligible for the Customer Service award.