

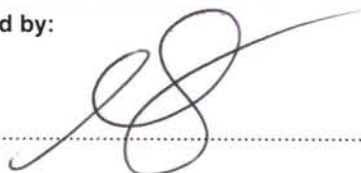
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Date:	04 September 2010
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Level 3

Advanced Apprenticeship Scheme and Foundation Degree (part-time) Programme Administration

Endorsement and Authorisation

Endorsed by:



M Nolan-McSweeney, Working Group Chair

Authorised by:



M Ruddy, Steering Group Chair

Accepted for issue by:



M McManus, National Standards Manager

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Issue record

Issue	Date	Comments
1	September 2010	New Standard

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 4 December 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L3/CTM/306 Competence Assurance – Assessment in The Line (AiTL)

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1 Purpose

The purpose of the document is to define the administrative processes to be followed in regard to the Advanced Apprenticeship (AA) Scheme and the Foundation Degree (FD) (part-time) programme.

The document sets out the processes to be followed:

- To select and recruit to the AA Scheme and FD [part-time] programme;
- To deliver the programme of training related to the AA Scheme and FD [part-time] programme, including information regarding achieved competences to the relevant Line Manager;
- To identify and appoint Apprentices to suitable positions;
- To arrange suitable workplacements for the FD [part-time] students.

2 Scope

This document applies to all personnel involved in the administration and competence assessment of Network Rail Apprentices and FD [part-time] students.

3 Roles and responsibilities

3.1 Human Resources

- Lead on the recruitment and selection of Apprentices;
- Manage transfer of Apprentices from 1st year to 2nd year;
- Monitor placement of Apprentices at the end of the scheme;
- Support line in the management of Apprentices as 'future talent'.

3.2 Network Rail Management Team – HMS Sultan

During Year 1:

- Liaison with Network Rail HR Recruitment team, including management of open days;
- Line management of year 1 Apprentices, and feedback to Line Managers on matters of performance, attendance, welfare management, discipline and grievance(s);
- Travel arrangements;
- Contract management of the training provider;
- Programme development in accordance with business requirements and in association with the training provider;
- Co-ordination of maintenance engagement visits to HMS Sultan;
- Co-ordination of Apprentice depot visits;
- Management of year 1 Graduation;
- Delivery of media exposure to the AA Scheme in accordance with the agreed recruitment campaign and business needs.

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For Years 2 and 3:

- Delivery of a rail technology training programme;
- Issue of technical training dates to line managers;
- AiTL - Issue statements of achievement post- course completion;
- Accommodation management whilst at HMS Sultan;
- Travel arrangements to / from HMS Sultan;
- NVQ co-ordination;
- Progress reporting against requirements of the program to the Line organisation, HR and external bodies (as appropriate), including post-course performance reports to the Line Manager;
- Liaison with awarding bodies (e.g. City & Guilds, BTEC) and maintenance of external funding (e.g. Learning and Skills Council / National Employer Service);
- Quarterly site visits to Apprentices and Line Managers.

3.3 Future Line Manager

During Year 1:

- Visit Apprentices at HMS Sultan;
- Management of the year 1 Apprentices depot visit;
- Order Personal Protective Equipment for Apprentices prior to starting in Depot [mid June].

For Years 2 and 3:

- Plan and manage 2nd and 3rd year work placement programme and submit plans to HMS Sultan;
- Management of Apprentice through to completion of the scheme;
- Management of Apprentice to Network Rail standards including discipline, grievance, performance and attendance;
- Advise team at HMS Sultan of any sick leave over 10 days or RIDDOR accidents;
- Advise team at HMS Sultan of any performance and disciplinary issues;
- Undertake 12-weekly reviews, monitoring progress against plan and copy to the team at HMS Sultan;
- Verify that the Apprentice's work based learning objective reports are signed of by the Line Manager / Supervisor / Engineer;
- Verify that the Apprentice's NVQ tasks are completed to the required timescales and signed by a technically competent witness.

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3.4 The training provider

- Deliver academic development in engineering to BTEC Level 3;
- Deliver vocational training in engineering to Performing Engineering Operations NVQ Level 2 [hand skills].

4 Requirements

4.1 Advanced Apprenticeship Scheme

4.1.1 Demand planning

Commencing in September each year, the Human Resource (HR) team shall work with the Infrastructure Maintenance delivery organisation to identify the number and skill type of Apprentices that will be required within each delivery unit's locations for the next year's intake.

NOTE 1: Demand for Apprentices is to be based on them being required to fill substantive posts at the end of the 3rd year of their Apprenticeship.

NOTE 2: To assist in determining the demand, line managers should consider:

- The demographic profile of their teams [profiling tool available from HR];
- The level of turnover of the direct workforce;
- The changing profile of likely workload;
- Organisational structure;
- Local economic trends;
- Delivery unit budgets.

By December each year, the agreed final bids shall be confirmed by the Route Infrastructure Maintenance Director (RIMD), via the Lead HR Manager.

NOTE 3: The training provider requires the confirmation of discipline distribution and numbers by February of the recruitment year in order to facilitate the correct planning of instructors and resources, whilst recognising that final functional distribution details cannot be confirmed until August of the recruitment year.

NOTE 4: Competence matrices for maintenance are being developed and should be used to inform future demand planning, with a Steering Group that defines the recruitment strategy.

4.1.2 Recruitment and selection

Apprentices are recruited to the need(s) identified in 4.1.1., and shall be selected for specific depots and specific disciplines.

Recruitment of Apprentices shall be undertaken by a specialist team within Human Resources based in Birmingham.

NOTE 5: The following structure should be applied:

- Applications are received via the bespoke website:
<http://careers.networkrail.co.uk/apprentices.aspx>
- **First sift** - minimum qualifications and answers to motivation questions.
- **Second sift** - online situational judgement test, where candidates are given scenarios and have to choose the best option from a multiple choice selection. These tests have been specifically developed for Network Rail.

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- **Third sift** - Candidates that meet the benchmark are invited to a selection day, together with their parents etc. The structure of the selection day should be as follows.
 - presentation on Network Rail;
 - presentation on the Advanced Apprenticeship Scheme [parents depart after this presentation];
 - selection tests;
 - demonstrate proof of identity;
 - demonstrate educational achievement.

Candidates should also be briefed that those who have lived overseas in the past 5 years should start the process of obtaining references required for Security Clearance. References from previous employees or educational establishments both overseas and in the UK should be provided, where appropriate, as well as testimonials from persons holding responsible employment in the aforementioned country (lawyers, doctors etc). Criminal record checks should also be provided from the overseas country and are obtainable via the relevant embassy based in the UK.

- **Fourth sift** - interview local line manager, who has the **final** decision on recruitment of individuals. Any outstanding proof of identification or educational attainment that was not provided at the assessment centre should be provided at this stage.
- **Pre-employment consultation / checks** – medical, references and security check for Ministry of Defence. At this stage a final sift is implemented whereby educational qualifications are checked in detail (which is not possible in the time sensitive environment of the Assessment Centre). This should be completed by an administrator with a sound knowledge of educational qualification structures across the UK and wider for overseas Apprentices. Those that do not meet the qualification requirements should then fall out of the recruitment process.

Candidates who are successful shall be invited to HMS Sultan by the Resourcing team for an open day, together with their parents where they shall have the opportunity to visit both the accommodation and training facilities.

4.1.3 Year 1

4.1.3.1 Development

Year 1 of the Advanced Apprenticeship Scheme shall focus on the following:

- Health and safety;
- Personal development;
- Life skills development;
- Underpinning academic development;
- Skill of hand and basic engineering practical development;
- Preparing for the depot learning experience.

NOTE 6: The first year does **not** concentrate on railway technology, but on developing the individual, inculcating the Network Rail values of Pride, Determination, Respect and Teamwork, and giving the apprentices the skills and understanding of first principles in engineering, which they can apply in years 2 and 3, en-route to achieving competence in their chosen discipline.

NOTE 7: Appendix A provides a summary of the Year 1 Engineering Qualifications [based on the 2009 take].