



University of the
Highlands and Islands
Lews Castle College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaisde a' Chaisteil

**Foundation
Apprenticeships
at
Lews Castle College UHI
2018 - 2020**

Contents

	Page No.
Introduction	3
Business Skills	4
Creative and Digital Media	6
Engineering	8
Software Development	10
Social Services - Children and Young People	12
Social Services and Healthcare	14

Introduction

Introduction to Foundation Apprenticeships

Foundation Apprenticeships (FAs) are work-based learning qualifications for secondary school pupils. They were introduced in Scotland in 2014 - 15 and are levelled at SCQF 6, being equivalent to Highers.

How do they work?

Foundation Apprenticeships enable pupils in S5 to S6 to complete elements of a Modern Apprenticeship while still at school. Depending on the subject they choose, pupils will study towards a Foundation Apprenticeship alongside their other subjects. The FAs will be taught through blended learning. Pupils will spend part of the school week being taught by college staff, or with a local employer. The majority of the work placement being on S6. As well as working towards industry-recognised qualifications, pupils will develop skills, gain experience and develop capability through school, college and work environments.

Why choose this qualification?

Foundation Apprenticeships are designed to provide earlier exposure to the world of work, equipping young people with the skills, knowledge and experience they need to go on to further or higher education, accelerated entry into a Modern Apprenticeship or employment.

Linked to the key growth sectors of the Scottish economy, young people will be able to get industry experience to kick-start a successful career in their chosen field.

For more information, speak to your school guidance teacher, contact the College or view the SDS website.

Scottish Credit and Qualification Framework (SCQF):

SCQF level	Qualification		
Levels 7 - 12	Advanced Higher, HNC, HND, Degree, Honours degree, Masters, Doctorate		
Level 6	Highers	Foundation Apprenticeship	National Progression Awards
Level 5	National 5	SVQ 2	
Level 1 - 4	National Awards levels 1 - 4		

Delivery: Pupils will study the award through blended learning following industry working hours as required. May include Friday afternoons.

The Foundation Apprenticeship

An FA Business Skills helps you discover what a career in business would be like, and if it is right for you - while you are still at school. You will try different business administration roles, shadow experienced staff, or do a special project. You will build the practical skills and experience you need to do the job well.

What are the benefits?

- Achieve the foundation apprenticeship while still at school;
- Gain a qualification recognised by employers;
- Visit local employers throughout the course;
- Substantial work experience;
- Opportunities to be seen by an employer;
- Experience to boost your CV or application for college, university or a job;
- Step into an exciting and growing industry that needs skilled people.

What qualifications will I gain?

You will be assessed throughout your FA Business Skills. At the end, you will achieve a Foundation Apprenticeship (Group Award) in Business Services at SCQF Level 6, which includes:

- Four units from the SVQ in Business and Administration at SCQF Level 6;
- A unit in Contemporary Business Issues at SCQF Level 6;
- A National Progression Award in Business with Information Technology at SCQF Level 6;
- A Work Placement Unit at SCQF Level 6.



What are the entry requirements?

The Foundation Apprenticeship is open to candidates intending to leave school at the end of S6.

Candidates must have at least 3 National 5 qualifications (A - C) and your guidance tutor should think you are also capable of working at Level 6 (Higher) over S5 and S6.

Candidates must have achieved or be working towards National 5 English.

Course content

Year 1 (NPA in Business Skills)

Units include:

- Understanding Business;
- Management of People and Finance;
- PC Passport: Working with IT Software - Word Processing and Presenting Information;
- PC Passport: Working with IT Software - Spreadsheet and Database;
- Contemporary Business Issues;
- Work Placement.

You will also start work experience and take part in employer visits.

Year 2 (work placement)

The work placement component in S6 will provide you with the opportunity to have significant input to a long term engagement with a business issue, this may include tasks such as:

- Producing business documents;
- Contributing to the organisation of events;
- Developing and delivering presentations;
- Providing reception services;
- Using and maintaining office equipment;
- Taking responsibility for logistics e.g. Travel and accommodation;
- Providing administrative support for meetings;
- Using a variety of software packages;
- Presenting business documents and managing projects;
- Applying problem-solving skills to resolve challenging or complex complaints.

You will participate in job shadowing enabling interaction with services users to further develop skills in communication and gain an understanding of the client group. In addition, you will develop skills in personal reflection and enable connections to be made with knowledge previously gained.

You will gain experience of working with others, employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice including respect for self and others and equality and diversity principles.

Candidates will carry out 150 hours work experience. On successful completion of all the components of the Foundation Apprenticeship, you will achieve a Joint Qualification Certificate for the FA in Business Skills and also receive certification for the NPA in Business Skills and part of the SVQ in Business Administration at SCQF Level 6.

Progression/Job Opportunities

A pupil completing the Foundation Apprenticeship in Business Skills will have achieved a large proportion of the requirements for a Modern Apprenticeship in Business Admin Level 3. Progression routes from the Business Admin Modern Apprenticeship (BAMA) framework could include:

- A Modern Apprenticeship in Business Administration;
- A Graduate Level Apprenticeship;
- Business related HNCs (SCQF Level 7);
- Business related HNDs (SCQF Level 8) with progression to an Honours Degree.

The Foundation Apprenticeship in Business Skills will also give a good insight into other Business-related subjects, which the graduating Foundation Apprentice could pursue, either through a Modern Apprenticeship or academic/vocational studies in:

- Digital Marketing;
- Procurement;
- Supply Chain Management;
- Enterprise.

Foundation Apprenticeships provide the foundation elements of a Modern Apprenticeship and young people will not have to repeat the parts they have already completed, reducing the time it takes to complete the training.

In addition:

- Pupils interested in studying this FA will each be interviewed by College staff;
- Pupils must have excellent attendance;
- Pupils should have a keen interest in working in the sector.

Delivery: Pupils will study the award through blended learning following industry working hours as required. May include Friday afternoons.

The Foundation Apprenticeship

An FA in Creative and Digital Media helps you discover what a career in the creative industries would be like, and if it is right for you – while you are still at school. You will try out creative roles, shadow experienced professionals, or do a special project. You will build the practical skills and experience you need to do the job well.

What are the benefits?

- Achieve the foundation apprenticeship while still at school;
- Gain a qualification recognised by employers;
- Visit local employers throughout the course;
- Relevant work experience;
- Opportunities to be seen by an employer;
- Experience to boost your CV or application for college, university or a job;
- Step into an exciting and growing industry that needs skilled people.

What qualifications will I gain?

You will be assessed throughout your FA in Creative and Digital Media. At the end, you will achieve a Foundation Apprenticeship (Group Award) in Creative and Digital Media at SCQF Level 6, which includes:

- A National Progression Award in Creative and Digital Media at SCQF Level 6;
- Four work-based units from the Diploma in Creative Digital Media at SCQF Level 7 • A media project unit at SCQF Level 6.

What are the entry requirements?

The Foundation Apprenticeship is open to candidates intending to leave school at the end of S6.



Candidates must have 3 National 5 qualifications (A – C) preferably to include 2 of the following: Maths, Computer Science, Art & Design). Your guidance tutor should think you are also capable of working at Level 6 (Higher) over S5 and S6.

Course content

Year 1 you will complete the following units at college along with a work placement:

- An Introduction to Creative Industries in Scotland;
- Understanding a Creative Client Brief;
- Understanding the Creative Media Process;
- Storytelling for the Creative Industries.

You will also start work experience and take part in employer visits.

Year 2 will mainly be delivered in the workplace where you will develop work-ready skills and complete the following units:

- Work effectively with others in the Creative Industries;
- Ensure Your Own Actions Reduce Risks to Health and Safety;
- Communicating Digital Marketing/Sales Channels;
- Digital and Social Media in Marketing Campaigns;
- A media project for the industry.

Candidates will carry out 220 hours work experience and 120 hours on the media project.

Candidates must have achieved or be working towards 2 of the following: a Science subject, Maths, Computer Science or Art & Design.

On successful completion of all the components of the Foundation Apprenticeship, you will achieve a Joint Scottish Credit Qualification Framework Scottish Qualifications Authority Qualification Certificate for the FA in Creative and Digital Media and also receive certification for the NPA in Creative and Digital Media and part of Diploma in Creative Digital Media.

Progression/Job Opportunities

A Foundation Apprenticeship forms the skills, knowledge and competence, which can be built on to progress to employment via a Modern Apprenticeship or further study. Apprenticeships for the Creative Industries enable provision for career development. They are planned to articulate with Modern Apprenticeship frameworks for the industry to provide additional flexibility both in employment and in careers.

Opportunities include:

- Modern Apprenticeship in Creative and Digital Media at SCQF level 7 Apprentices progressing from the Foundation Apprenticeship to this Modern Apprenticeship will not be requested to retake the workbased units taken from the Diploma HNCs/HNDs in a variety of creative disciplines;
- BA Honours Degrees;
- Self-employment after a Modern Apprenticeship Freelancing is common with Creative Industries. An integral part of training is the development of knowledge and skills to network and market personal skills and achievements.

In addition:

- Pupils interested in studying this FA will each be interviewed by College staff;
- Pupils must have excellent attendance;
- Pupils should have a keen interest in working in the sector.

Delivery: Pupils will study the award through blended learning following industry working hours as required. May include Friday afternoons.

The Foundation Apprenticeship

An FA Engineering helps you discover what a career in engineering would be like, and if it is right for you - while you are still at school. You will try different job roles, shadow experienced staff, or do a special project. You will build the practical skills and experience you need to do the job well.

What are the benefits?

- Achieve the foundation apprenticeship while still at school;
- Gain a qualification recognised by employers;
- Visit local employers throughout the course;
- Substantial work experience;
- Opportunities to be seen by an employer;
- Experience to boost your CV or application for college, university or a job.

Step into an exciting and growing industry that needs skilled people.

What qualifications will I gain?

You will be assessed throughout your FA Engineering. At the end, you will achieve a Foundation Apprenticeship (Group Award) in Engineering at SCQF Level 6, which includes:

- Full National Certificate in an Engineering discipline at (SCQF Level 6);
- 5 Units (three Mandatory Units and any 2 optional Units) of the Performing Engineering Operations SVQ level 2 units.

What are the entry requirements?

The Foundation Apprenticeship is open to candidates intending to leave school at the end of S6.



Candidates must have at least 3 National 5 qualifications (A - C) preferably in English, Maths, Craft Design and Technology and/or Science. Your guidance tutor should think you are also capable of working at Level 6 (Higher) over S5 and S6.

Candidates must be working towards Higher Maths during S5 and S6.

Course content

Year 1

In year 1 pupils are expected to work towards their identified Performing Engineering Operations (PEO) level 2 units (SCQF level 5) and also a proportion of the core or restricted core units from an Engineering related National Certificate (NC) at SCQF level 6.

Year 2

In year 2 further studies will see participants complete any outstanding Performing Engineering Operations (PEO) units (SCQF Level 5) 5 units including 3 mandatory, and the remainder of any core/restricted core and optional units for the chosen National Certificate programme. The majority of work-related experience is also expected to be gained in year 2.

Work-related experience

A key component of the Foundation Apprenticeship is work-related experience. Pupils are expected to participate in real and relevant work experience with an employer. Work experience may also be gained through a well-designed and delivered Industry Challenge project. Work-related experience in the Foundation Apprenticeship is expected to be delivered across both years with the majority of employer-related activity in year 2. Work-related experience should form a minimum of 35% of the Foundation Apprenticeship programme.

Industry Challenge projects should account for no more than 60% of the work-related experience and pupils should have an opportunity to use their project-based skills and experience in workplace practice. Performing Engineering Operations SVQ practical units may also be considered as part of recognised work-related experience.

Candidates will carry out 300 hours work-related experience.

On successful completion of the components of the Foundation Apprenticeship in Engineering, pupils will achieve a Joint Qualification Certificate for the Foundation Apprenticeship in Engineering. They will also receive certification for each of the component parts (NC and SVQ Units).

Progression/Job Opportunities

- Engineering Modern Apprenticeship at SCQF level 6;
- Progression to a HNC/D in Engineering;
- Progression to degree level study within Engineering or related study.

Engineering is a challenging, exciting and rewarding career that presents a wealth of opportunities for Scotland's young people to enter a diverse and often unique field of work including research, design and development and manufacturing

The sector continues to expand and grow and the Scottish Government recognises the sector as one of the key economic priority areas for investment.

Sectors include:

- Metals (including Metal Products and Wholesale Metals);
- Mechanical equipment;
- Electrical equipment;
- Rubber tyres (manufacture and repair);
- Other Transport equipment (other than aerospace, automotive and marine);
- Electronics;
- Marine – boat building and shipbuilding and repair;
- Aerospace;
- Automotive;
- Oil and Gas;
- Renewable.

In addition:

- Pupils interested in studying this FA will each be interviewed by College staff;
- Pupils must have excellent attendance;
- Pupils should have a keen interest in working in the sector.

Delivery: Pupils will study the award through blended learning following industry working hours as required. May include Friday afternoons.

The Foundation Apprenticeship

An FA Software Development helps you discover what a career in Information Technology would be like, and if it is right for you - while you are still at school. You will try different job roles, shadow experienced staff, or do a special project. You will build the practical skills and experience you need to do the job well.

What are the benefits?

- Achieve the foundation apprenticeship while still at school;
- Gain a qualification recognised by employers;
- Visit local employers throughout the course;
- Substantial work experience;
- Opportunities to be seen by an employer;
- Experience to boost your CV or application for college, university or a job;
- Step into an exciting and growing industry that needs skilled people.

What qualifications will I gain?

You will be assessed throughout your FA Software Development. At the end, you will achieve a Foundation Apprenticeship (Group Award) in Software Development at SCQF Level 6, which includes:

- An NPA in Software Development at SCQF Level 6;
- SVQ units for IT and Telecommunications Professionals at SCQF Level 6.

What are the entry requirements?

The Foundation Apprenticeship is open to candidates intending to leave school at the end of S6.



Candidates must have at least 3 National 5 qualifications (A - C) preferably in Computing, English, Maths, Technology, Design and Science.

Your guidance tutor should think you are also capable of working at Level 6 (Higher) over S5 and S6.

Pupils would benefit from studying subjects such as Higher Computing and Maths during S5 and S6. The award suits pupils with a mathematical or analytical mind with good reasoning and problem solving skills.

Course content

Year 1

In their first year, students will work on units that, by the end of the academic year will give them the award of NPA in Software Development. The units include:

- Computing Applications: Development;
- Computing: Authoring a Website;
- Software Design and Development.

Year 2

You will also undertake work-based learning, mostly in year 2 (6th year of school) during which you will attend an extended work experience with an industry partner equivalent to a day a week.

During that time you will develop essential skills for the workplace and be assessed on your performance in each of the following areas:

- Personal Effectiveness;
- Health and Safety in IT and Telecom;
- Investigating and Defining Customer Requirements for IT & Telecoms Systems 2;
- Data Modelling 1;
Plus an additional optional unit e.g.
- Procedural Programming 2.

The Foundation Apprenticeship in Software Development is designed to provide S5 and S6 pupils opportunities to develop skills and knowledge for entry into a career in the IT sector. It also contributes directly to achievement of the Modern Apprenticeship in IT and Telecoms by attainment of the core units of the MA qualification.

On successful completion of the components of the Foundation Apprenticeship, pupils will achieve a Joint Qualification Certificate for the Foundation Apprenticeship in Software Development. They will also receive certification for each of the component parts (NPA and SVQ Units).

Progression/Job Opportunities

- Modern Apprenticeship at SCQF level 6;
- Progression to a HNC/D in Computing;
- Progression to degree level study or related study.

The IT industry covers a wide range of job roles such as:

- IT Technical Support;
- Software Developer (including Apps and Games);
- Web Developer;
- Database Administrator;
- Information (including Cyber) Security.

Scotland is highly dependent on its IT & Telecoms workforce – it underpins the economy and is integral to information, business and consumer services, health and leisure and modern day social networking. Across all industries in Scotland, the combination of its highly skilled IT & Telecoms professionals, technology-savvy business leaders and competent IT users enable organisations' effective participation in the global digital economy.

In addition:

- Pupils interested in studying this FA will each be interviewed by College staff;
- Pupils must have excellent attendance;
- Pupils should have a keen interest in working in the sector.

Delivery: Pupils will study the award through blended learning following industry working hours as required. May include Friday afternoons.

The Foundation Apprenticeship

An FA Social Services - Children and Young People helps you discover what a career working with young people would be like, and if it is right for you - while you are still at school. You will try different job roles, shadow experienced staff, or do a special project. You will build the practical skills and experience you need to do the job well.

What are the benefits?

- Achieve the foundation apprenticeship while still at school;
- Gain a qualification recognised by employers;
- Visit local employers throughout the course;
- Substantial work experience;
- Opportunities to be seen by an employer;
- Experience to boost your CV or application for college, university or a job;
- Step into an exciting and growing industry that needs skilled people.

What qualifications will I gain?

You will be assessed throughout your FA Social Services - Children and Young People. At the end, you will achieve a Foundation Apprenticeship (Group Award) in Social Services Children and Young People at SCQF Level 6, which includes:

- Four units from the SVQ in Social Services (Children and Young People) at SCQF Level 6;
- A National Progression Award in Social Services (Children and Young People) at SCQF Level 6.



What are the entry requirements?

The Foundation Apprenticeship is open to candidates intending to leave school at the end of S6.

Candidates must have at least 3 National 5 qualifications (A – C) and your guidance tutor should think you are also capable of working at Level 6 (Higher) over S5 and S6.

Candidates must have National 5 English. Candidates will be required to undergo a Protection of Vulnerable Groups (PVG) check as they are working with vulnerable individuals.

Course content

Year 1 (NPA in Social Services (Children and Young People) at SCQF Level 6)

Units include:

- Safeguarding of Children and Young People;
- Play for Children and Young People;
- Communication with Children and Young People;
- Development of Children and Young People;
- Promote the wellbeing and safety of Children and Young People.

Year 2 (SVQ in Social Services (Children and Young People) at SCQF Level 6 (part of))

You will also undertake work-based learning, mostly in year 2 (6th year of school) during which you will gain the mandatory units of the SVQ Level 2 qualification.

- Support effective communication;
- Support the health and safety of yourself and individuals;
- Develop your own knowledge and practice;
- Support the safeguarding of Children and Young People;

In S6, you will undertake a work experience placement in a relevant play work and childcare setting with the local authority, or private sector employer. In addition to the completion of the mandatory SVQ units you will gain employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice.

Vocational skills will be developed, demonstrated and competence will be assessed whilst on work placement through the achievement of the SVQ units within the framework. You will develop further care and employability skills whilst on work placement to enable you to generate the necessary evidence required for the SVQ in Social Services Children and Young People) at SCQF Level 6 (part of).

This will give you an understanding of the National Care Standards that underpin childcare practice. You will have the opportunity to relate all of your theoretical knowledge gained in S5 to practice undertaken whilst in S6 and develop reflective practice skills as part of this process.

Candidates will carry out 370 hours work experience.

Progression/Job Opportunities

- Modern Apprenticeship SVQ 3 in Social Services and Healthcare (Children and Young People);
- Progression to a HNC/D in childhood practice;
- Progression to degree level study within childcare or social care and Nursing;
- Possible Employment Destinations;
- Early Years Assistant;
- Residential Childcare Worker;
- Teaching.

In addition:

- Pupils interested in studying this FA will each be interviewed by College staff;
- Pupils must have excellent attendance;
- Pupils should have a keen interest in working in the sector.

Delivery: Pupils will study the award through blended learning following industry working hours as required. May include Friday afternoons.

The Foundation Apprenticeship

An FA Social Services and Healthcare helps you discover what a career in care would be like, and if it is right for you - while you are still at school. You will try different job roles, shadow experienced staff, or do a special project. You will build the practical skills and experience you need to do the job well.

What are the benefits?

- Achieve the foundation apprenticeship while still at school;
- Gain a qualification recognised by employers;
- Visit local employers throughout the course;
- Substantial work experience;
- Opportunities to be seen by an employer;
- Experience to boost your CV or application for college, university or a job;
- Step into an exciting and growing industry that needs skilled people.

What qualifications will I gain?

You will be assessed throughout your FA Social Services and Healthcare. At the end, you will achieve a Foundation Apprenticeship (Group Award) in Social Services and Healthcare at SCQF Level 6, which includes:

- Four units from the SVQ in Social Services and Healthcare at SCQF Level 6;
- A National Progression Award in Social Services and Healthcare at SCQF Level 6.



What are the entry requirements?

The Foundation Apprenticeship is open to candidates intending to leave school at the end of S6.

Candidates must have at least 3 National 5 qualifications (A – C) and your guidance tutor should think you are also capable of working at Level 6 (Higher) over S5 and S6.

Candidates must have National 5 English. Candidates will be required to undergo a Protection of Vulnerable Groups (PVG) check as they are working with vulnerable individuals.

Course content

Year 1 (*NPA in Social Services and Healthcare*)

The National Progression Award in year one will include units in:

- Social Services in Scotland;
- Safeguarding People;
- Communication in Care Relationships;
- Safe Practice and Wellbeing in Social Services;
- Human Development and Social Influences.

You will also start work experience and take part in employer visits.

Year 2 (*SVQ in Social Services and Healthcare at SCQF Level 6 [part of]*)

In S6, you will undertake a work placement in a relevant health or social care setting with the local authority, or private sector employer. During this time you will gain the mandatory units of the SVQ Level 2 qualification:

- Support effective communication;
- Support the health and safety of yourself and individuals;
- Develop your own knowledge and practice;
- Support the safeguarding of individual.

In addition to the completion of (part of) the SVQ, you will gain employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice.

Vocational skills will be developed, demonstrated and competence will be assessed whilst on work placement through the achievement of the SVQ units.

You will develop further care and employability skills whilst on work placement to enable you to generate the necessary evidence required for the SVQ in Social Services and Health Care at SCQF Level 6.

You will also have the opportunity to relate all of your theoretical knowledge gained in S5 to practice undertaken whilst in S6 and develop reflective practice skills as part of this process.

Candidates will carry out 370 hours work experience.

Progression/Job Opportunities

- Modern Apprenticeship SVQ 3 in Social Care or similar;
- Progression to a HNC/D in social services;
- HNC care and administrative practice;
- Progression to degree level study within health care or social services such as Nursing;
- Possible Employment Destinations;

Employment within a health care or social services role or similar such as Occupational Therapy, Nursing or Health Care support worker.

In addition:

- Pupils interested in studying this FA will each be interviewed by College staff;
- Pupils must have excellent attendance;
- Pupils should have a keen interest in working in the sector.





Foundation Apprenticeship Recognition for University Admission

SDS (**Skills Development Scotland**) has successfully negotiated with a number of universities across Scotland to recognise the FA as part of their entry criteria at the same level as Scottish Highers.

SDS is continuing to work with individual universities on admissions across faculties for specified FAs to provide pupils, parents, teaching and careers staff with as much information as possible.

The Scottish universities currently recognising Foundation Apprenticeships as part of their entrance criteria include:

- Abertay University
- Robert Gordon University
- Heriot Watt University
- University of Aberdeen
- University of Edinburgh
- University of Glasgow
- University of Strathclyde
- University of the Highlands & Islands
- University of West of Scotland
- The Open University
- Queen Margaret University, Edinburgh
- Edinburgh Napier
- Glasgow Caledonian University
- University of Stirling
- Glasgow School of Art
- Scotland's Rural College

There is variation amongst universities around the equivalence to Highers that reflects individual institutions and the programs they offer so it is advisable to check with the individual universities on their entry requirements. It should also be noted that whilst **most** universities accept Foundation Apprenticeships as equivalent to **one Higher** there are some such as the University of Highlands and Islands that recognise it as equivalent to two Highers

Additionally, it should be noted that where specified subjects are required for entry to a degree programme (for example Maths and Physics for entry to Engineering), the Foundation Apprenticeship in Engineering will not replace that requirement but will count as one of the additional subjects making up the total complement of qualifications (and in the case quoted for Engineering, an Engineering Foundation Apprenticeship would positively enhance that application). There are a few exceptions noted by institutions (e.g. the FA will not be accepted at the University of Glasgow or Edinburgh for Law, Medicine and Veterinary Medicine at this point, but will be reviewed).

It is recommended prior to any application being made to check with individual institutions regarding their entry requirements.

For more information contact:

Sheila MacLennan
Assistant Principal
Lews Castle College UHI
Stornoway
Isle of Lewis
HS2 0XR

Telephone. 01851 770403

Email sheila.maclennan@uhi.ac.uk