

Foundation Apprenticeships with Dumfries and Galloway Council

How To Guide for Schools

■ **55/6 subject choice***
*school and college options in a variety of subjects

■ **Equivalent to a Scottish Higher,
but no exam!**

■ **Valuable work experience
while still at school**

■ **Gain the skills and experience
employers need**

■ **Boost confidence**





WHAT IS A FOUNDATION APPRENTICESHIP (FA) AND HOW DO THEY WORK?

A Foundation Apprenticeship is a qualification that allows young people to learn new knowledge whilst developing new skills that are essential for the workplace. With a Level 6, FA students will gain a qualification equivalent to a Higher plus get hands-on experience in a real-life work environment. With a Level 4 and 5 skills are developed in school. FA's can be taken over 1 or 2 years as part of their senior phase at school.

Timetabling a Level 6 FA completed in 1 year

To complete a full Level 6 FA in 1 year, students must select this FA in 2 columns. One column for the NPA aspect and the other column for their work placement.

Timetabling a Level 6 FA completed in 2 years

When completing a FA over 2 years, during year 1 the student will select the FA in one column. This is for their NPA aspect of the course. In year 2, they will select the FA in one column for their work placement.

Timetabling a Level 4 and 5 FA completed in 1 year

All Level 4 and 5 FAs are completed over 1 year. As there is no work placement requirement, students select their FA in one column.





Schools are required to timetable the Creative and Digital Media on a Tuesday morning and a Thursday afternoon. This matches in with college academy and is the only FA that is offered centrally. All other FA's can fit into the school's timetable, but consideration must be given in case of time needed to travel to placements.

Students will study the knowledge aspect (the NPA Units) of their FA either in school or centrally/online with a training provider and will also work with an employer each week. Students will complete Work-Based units that will be assessed by an outside assessor. When NPA units and Work-Based units are complete, the Foundation Apprenticeship will have been achieved and certificated. There is no formal exam!

Level 4 and 5 FAs are delivered within school over one year, built more on project-based learning. Schools and teachers must engage with local employers to encourage site visits, employer visits into schools and demonstrations.

Positive impact on students – Positive destinations, case studies pupils/employers?

The 2023/24 number of students who started a Foundation Apprenticeship in June 2023 was:

 Creative and Digital Media	18
 Business Skills	3
 Food and Drink Technologies	5
 Hospitality level 4/5	13
Total	39 Students

From these 39 students, only 3 did not complete their Foundation Apprenticeship. One moved to another school where it wasn't offered and the other two left school.

From those students who finished and passes their Foundation Apprenticeship:

- 26 of the 36 went on to Higher or Further education,
- 9 remained in school
- 1 went into work to complete a Modern Apprenticeship (with one of our employers).



In 2023/24 we had a total number of students from:

School/Framework	CDM	Business Skills	Food and Drink	Hospitality
Annan Academy	1			
Moffat Academy				
Langholm Academy				
Lockerbie Academy				
Sanquhar Academy				
Wallace Hall Academy	1			
NWCC				
Dumfries Academy	2			
Dumfries High School	5			
St Joseph's College	8			
Dalbeattie High School	1			13
Castle Douglas/Dalry				
Kirkcudbright Academy				
Douglas Ewart HS				
Stranraer Academy		3	5	



HEAR WHAT THE STUDENTS SAID:

- “ I liked the freedom this course offered as it was my own responsibility to get to the Bridge and to my work experience. I also quite liked the creative freedom that was available” (CDM)
- “ Doing a Foundation Apprenticeship at Rephad Primary School has helped me develop my knowledge of business and given me skills I will need to progress my career in TV” (Business)
- “ I enjoyed the work placement at Alive Radio the most as it expanded my knowledge of the workplace and how industry works” (CDM)
- “ Some days in school and other days in the workplace was a good combination, I found the placement really interesting” (Food and Drink)
- “ What I enjoyed most about the course was the work placement as I feel I was able to learn new skills that will benefit me at university” (CDM)

HEAR WHAT OUR EMPLOYERS THOUGHT:

- “ We were delighted to host the students to assist the practical element of the SVQ. We weren’t sure what to expect, but were extremely impressed with the creativity, problem-solving abilities and professionalism shown by the students”. (Rowan Glen)
- As an employer, it is important that we support the local community and our schools, so we have enjoyed hosting the Foundation Apprentices”. (Lactalis UK and Ireland)
- “ It’s a breath of fresh air working with young people and to help nurture the talent they have. It’s been really rewarding to help Emily on her learning journey” (Queen of the South Football Club)
- “ It’s been great having a young person’s perspective on the industry and hearing things from their point of view. It is lovely to be able to support and inspire the next generation of creative people” (Creation Mill)
- “ This was the first time we had worked with Foundation Apprentices, but it was a positive experience, and we would be happy to have school students again” (The Butchery)

Where we are 2024/25 – New starts

Creative and Digital Media	9
Business Skills	12
Food and Drink Technologies	5
Hospitality level 4/5	27
Total	54 Students

School/Framework	CDM	Business Skills	Food and Drink	Hospitality
Annan Academy				
Moffat Academy				
Langholm Academy	1	2		
Lockerbie Academy	3	4		
Sanquhar Academy				
Wallace Hall Academy	2			
NWCC	1			7
Dumfries Academy		1		
Dumfries High School	2 (3)	2		
St Joseph's College				
Dalbeattie High School				20
Castle Douglas/Dalry				
Kirkcudbright Academy				
Douglas Ewart HS			1	
Stranraer Academy		3	4 (2)	

The numbers in red are the 5 students who are returning for their second year. Unlike other local authorities, we have 100% return rate for those completing their FA over 2 years.



What do Universities and Colleges say about Foundation Apprenticeships?

University of Edinburgh

"You can use a Foundation Apprenticeship in one of the accepted subjects to meet the grades listed in either our standard or minimum entry requirements.

Your Foundation Apprenticeship will take the place of one SQA Higher qualification and will be treated as equivalent to a grade A at Higher. Only one Foundation Apprenticeship will be considered on an application, alongside at least three SQA Highers. We will not consider a Higher and a Foundation Apprenticeship in the same subject separately".

University of Glasgow

Foundation Apprenticeships will be accepted as equivalent to one additional Higher subject at grade A for applicants to degree programmes in Arts, Languages, Social Sciences, Science, Life Sciences, Engineering and Accountancy.

University of Highlands and Islands

The University of the Highlands & Islands are recognising the Foundation Apprenticeship as equivalent to two Scottish Highers.

University of Stirling

Foundation Apprenticeships are fully accepted for all our undergraduate courses and are generally equivalent to a Higher A or B, depending on how relevant the Foundation Apprenticeship is to the degree applied for.

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 Dundee, University of Edinburgh, University of Glasgow, University of Strathclyde, University of Highlands & Islands, University of West of Scotland, The Open University, Queen Margaret University Edinburgh, Edinburgh Napier, Glasgow Caledonian University and University of Stirling.

What Foundation Apprenticeships are available with Dumfries and Galloway Council and their requirements?

Overall, there are 15 national FA Frameworks. However, there are 5 FAs on offer within D&G. Each Framework has its own requirements.



Business Skills - Level 6

Business Skills at Level 6 is an in-school delivery FA. To complete the NPA units, students must have achieved or working towards Higher Business Management and Higher Administration (UASPS must be completed and retained) as well as self-study PC Passport Word Processing and Presentation of Information.

By completing the FA in Business Skills, students can achieve Higher Business Management, Higher Administration, the overall FA as well as the NPA in Business Skills.

Employer Placements – Students will be required to complete a work placement with a local employer linked to the Framework. The placement must be for a minimum of one morning or afternoon per week from September to April. Depending on the student's timetable more hours on placement is possible. Students will cover SVQ work-based units that will be assessed by an external assessor. The local authority will link with the Assessors, Students and Employers.



Creative and Digital Media - Level 6

Creative and Digital Media at Level 6 is delivered using a mixture of online lessons and face to face classes at the Bridge. For more rural and remote schools, this is a fully online learning experience. There are no subject prerequisites but an interest in the Creative Industries is essential. The NPA units are based on the NPA for Creative and Digital Media with two mandatory units from the Diploma in Creative Digital Media at SCQF level 7.

Employer Placements - Students will be required to complete a work placement with a local employer linked to the Framework. The placement must be for a minimum of one

morning or afternoon per week from September to April. Depending on the student's timetable more hours on placement is possible. Students will cover SVQ work-based units that will be assessed by an external assessor. The local authority will link with the Assessors, Students and Employers.



Food and Drink Technologies - Level 6

Food and Drink Technologies at Level 6 is an in-school delivery FA. To deliver this, schools MUST have SQA approval. The NPA units are based on the NPA for Food Manufacture with the addition of REHIS Elementary Food Hygiene (school can deliver) and REHIS Elementary Health and Safety Certificate (outside assessors will provide training and exam paper).

Employer Placements - Students will be required to complete a work placement with a local employer linked to the Framework. The placement must be for a minimum of one morning or afternoon per week from September to April. Depending on the student's timetable more hours on placement is possible. Students will cover SVQ work-based units that will be assessed by an external assessor. The local authority will link with the Assessors, Students and Employers.



Hospitality - Level 4 and 5

Hospitality at level 4 and 5 is an in-school delivery FA available for S4-S6 students. Schools MUST have SQA approval. The theory and practical elements of this FA will allow students to plan, prepare and carry out a work-based skills challenge. There is also a clear focus on Meta-Skills.

Employer Placements – As this FA is at Level 4 and 5, no work placement is required but the course encourages schools to work with local hospitality employers in a number of ways. This adds value and will enrich the student experience.



Social Services Healthcare – Level 6

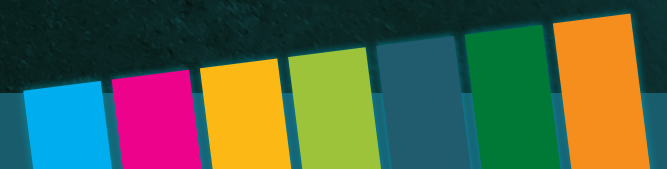
Social Services Healthcare at level 6 is delivered in school with a local training provider for the first year, with the expectation a member of staff will be trained to deliver it from year 2. To ensure the pathway has good foundations, the training provider will deliver level 4 and 5 Employability Care course for S3 and/or S4 with progression on to the FA. When progressing on to the FA, the NPA is based on the NPA on Social Services Healthcare.

Employer Placement - Students will be required to complete a work placement with a local employer linked to the Framework. The placement must be for a minimum of one morning or afternoon per week from September to April. Depending on the student's timetable more hours on placement would be possible. Students will cover SVQ work-based units that will be assessed by our local Care training provider. The local authority will be the link between employer, assessor and students.





10 steps to successful Foundation Apprenticeship introduction



STEP 1 – Know your students and the needs and your Local Labour Market

All students in your school will complete a “Planning for Your Future” form. This information is then inputted into Seemis. This should inform and guide the school’s curricular offer. By providing subjects and opportunities that students want, they are more likely to stay on at school and reach a positive destination. Schools should be aware of local employers

in their catchment area and beyond. The DYW coordinator and/or the Work Experience coordinator will know who the school already have links with. The Principal Teacher for Foundation Apprenticeships will help contact new and existing employers.

When deciding what FA’s to add to the Senior Phase Option Form, it is important to know there are employers willing to be involved in the work-based learning process.

STEP 2 - Staffing audit against what FAs are available

FA framework	Staffing Required	Current Delivery Model	Notes
CDM	Expressive Arts with ITC	Central at the Bridge and Online	<ul style="list-style-type: none">Can be delivered in school by interested staff or supported centrally
Food and Drink	Home Economics	In school	<ul style="list-style-type: none">Planning for area Hubs with lead schools servicing localities
Business Skills	Business or Administration staff	In school	<ul style="list-style-type: none">Planning for area Hubs with lead schools servicing localities
Social Services Health Care	Home Economics, any staff with an interest or experience in care/carer	College Delivery	<ul style="list-style-type: none">CTC local company will deliver for one yearSupport staff and guide schools in the future
Social Services Children and Young People	Any staff with an interest or experience in care/ carer or primary staff with an interest	College Delivery	<ul style="list-style-type: none">Private company Step-Up from June 2025 will continue with delivery in schools.Planning of area Hubs.

STEP 3 – Employers and placements

Usually, employers are very keen to be involved in the Foundation Apprenticeship programme and see the benefit. However, the biggest hurdle is convincing the employers they are the right fit for the programme. For most employers, they will not have heard or only know little about the FA qualification. Time must be spent with them looking at the Work Placement units and discussing what will be expected from them and the students alike. The PT will introduce the external assessor to the employer and the student. This allows for a positive working relationship and experience for everyone involved.

There is no financial cost to the employer, the biggest resource the employer will give is their time. Time spent with the student(s) showing and training them in their area of expertise.

This allows local employers to develop skills within the future workforce and ensures local, regional and national publicity for their business. Dumfries and Galloway Council are committed to promoting all employers involved when advertising the FA programme.

STEP 4 - How to approach employers, what the employers get out of it. Advertising for them.

Every secondary school will have a DYW Coordinator, they should have contact names and addresses for most local employers the school engages with. This is a good starting point, if they have worked with the school before they are keen to work with young people. However, if this is not the case and there are limited employer contacts, the PT from the local authority and the central DYW Team can help provide contact details.

- When approaching a local employer, it has been found that giving a light summary of what you are asking for is ideal, but the point of the initial email or phone call is to see if both parties can meet. Setting up the first face to face meeting is essential. Local employers are busy and by making the time to go to their workplace and meet them personally helps to show our commitment. The local authority’s PT can make the initial contact and carry out the first meeting on the school’s behalf.
- During meetings with the employer, it is good practice to show them a copy of the whole framework – give them the big picture and then narrow down to the work-based learning units. Give examples of how other have tackled the work-based learning units. It’s all about giving the employer confidence that they can provide a great placement for a young person.
- More than one meeting may be needed before the employer is able to agree to be involved. Flexibility is the key, we need local employers to be involved. Most employers will need time to think about taking on a student and usually want to speak to other employees who will be involved.
- If they agree, a WorkIt Database “New Placement Request” must be completed. The local authority PT can complete this stage in the process or the school’s Work Experience Coordinator. This allows the authority to work with employers regarding Health and Safety policies and procedures. When all steps have been carried out by the authority, the placement will have been booked. Letters to parents and students can then be processed.

All employers so far, have all had a very successful experience with our Foundation Apprenticeship students and have been happy to be involved again, employers like have young people within their teams and realise by working with young people and schools they are able to showcase their business and sector to the next generation of employees.

STEP 5 – Local authority engagement and support

The local authority PT is a link to be used by schools, employers and students. When looking to offer a new FA, the PT can help with contacting and meeting potential employers as well as deal with the WorkIt Database procedures.

- For student involvement, the PT must have an initial meeting with every student who selects to complete a Level 6 FA.
- Schools must provide a list of names and what FA they have selected to do. These initial meetings are usually carried out on Teams or over the phone in April/May. This allows the PT to ensure all candidates are on the right course and they have a clear understanding of what to expect. This step in the process is a stipulation from SDS.
- At the beginning of the term the PT will visit schools, as students must complete and sign: Learner Registration Forms, Equality Monitoring Forms and Learning Plans. Before any placement can start, there are Work Experience Parental Agreement forms to be signed and Employer Declaration Agreement paperwork. This process will be carried out by the PT. These completed forms are essential for SDS.
- Every 3 months, students, employers and teaching staff will need to complete a Learning Review for each student. These forms and deadline dates will be provided by the PT, who will liaise with employers, staff and students to ensure the SDS deadline is met.

Throughout the year the PT will liaise with the external assessors, students and employers to organise visits, online assessment meeting dates and deadline for work-based learning units.

STEP 6 – Options/pathway promotion and community awareness

Throughout the session 2023/2024, the Creative and Digital Media FA students were involved in a campaign to promote FAs. This involved speaking to SDS Careers Advisors, Deputy Head Teachers as well as parents and pupils at school career fairs. This really increased the awareness of the FAs on offer in Dumfries and Galloway. DG Life also featured 3 different articles on the FA programme throughout the region.



These meetings and events will be undertaken, again this year, but with a greater focus on speaking to more young people and their parents about the opportunities within the FA frameworks. The PT will offer drop-in sessions for Pupil Support teachers as well as Curriculum depute head teachers to further the knowledge and understanding of the Foundation Apprenticeship frameworks and how they offer a more enriched curriculum for senior phase.

2024 saw new branding for Dumfries and Galloway Council FAs distributed to all schools. This includes physical posters and leaflets, as well as online versions. Schools should have these physical copies on display and give leaflets to senior students. Pupils and parents should be alerted to the online versions of the materials. Careers advisors are another source of information for pupils and parents about FAs. Promotion within individual schools is essential.

STEP 7 - Preparation of courses – Understanding standards event, SQA approval, planning transport and create solutions

As Hospitality Level 4 and 5 and Food and Drink Technology are new courses within the “usual” school programme, SQA approval must be sought before teaching these courses can begin. The usual SQA approval process should be completed. School that already teach Higher Business Management and Higher Administration should already have the SQA approval for the Business Skills FA, but schools should double check.

For Social Services Healthcare the first year of the FA an external provider will have the approval to delivery the course, however after this first year, it will the responsibility of the school to gain approval and teach.

There is a clear expectation that all staff who are teaching any FA course will attend any SQA Understanding Standards events and go to CPD events. All FA courses can be selected for external verification.

For some students completing a FA, there may be a need to travel to classes and/or placement. It is hoped that schools will see the value of the FA courses and allow students time, on their timetable, to travel as well as have a block of time to for a productive and positive work placement. This should be a minimum of a double period. All efforts will be made to ensure

work placements are within the same town as the school, but this is not always possible.

STEP 8 - June launch courses –Paperwork, Planning placements and contacting employers.

At the change of timetable in June, pupils will already know if they have been accepted onto their FA course and the subject should appear on their timetable.

- Teaching of FA courses will start at the beginning of June.
- Within the month of June, the PT will be in touch with the school/subject teacher to arrange a date and time to come in to meet the students and start the SDS paperwork. There will be a discussion with the students regarding possible work placements. This allows time to approach local employers and complete the Work Experience procedures before September.
- Students can approach local employers themselves if they are already acquainted with them (e.g family business, family friends or current employer).
- The PT will organise the placements and complete the WorkIt database process.

STEP 9 - support learners and teachers

Throughout the year the PT for Foundation Apprenticeships will be in regular contact with teachers and students. It is essential that everyone involved feels listened to and able to ask questions. Good communication is vital for positive outcomes. The PT aims to offer support to teachers, pupils and employers at every step of the FA journey and a determined effort will be made to foster positive working relationships with all partners.

STEP 10 - MAY/JUNE - CELEBRATE SUCCESS

Schools can celebrate the success of FA students in their usual celebration of achievement.

Foundation Apprenticeship Dumfries and Galloway Council Timeline



AUGUST

- Numbers of FA students will be confirmed, after exam results.
- PT for FAs will contact potential employers and follow the WorkIt policies to ensure all employers are risk assessed.
- Work-Based Employers Agreement forms will be completed and signed by employer and student.
- WorkIt parental letters will be issued

SEPTEMBER

- Finish off getting any outstanding documentation completed.
- Students to visit employers and meet External Assessors.
- External Assessors will touch base with employers Confirm FA numbers with SDS.
- All documents will be uploaded to FIPS by our Administrative Officer.
- Placements start.
- PT for FAs will contact schools to review FA programme from previous year and discuss new frameworks.

OCTOBER

- Students will start weekly meetings with assessors.
- Start paperwork for Learners Reviews. Comments required from student, learning provider and employer along with marking passes in any NPA unit.
- Meetings with Pupil Support and SLTs to discuss new Frameworks, new employers and school requirements for next session.

NOVEMBER

- Learners Reviews completed and uploaded to FIPS by Administrative Officer.
- Complete outstanding meetings with schools regarding new Frameworks and school requirements.
- Foundation Apprenticeship Team will attend Careers Fairs/Employer Evenings.

DECEMBER

- With new Frameworks decided on within each school, option forms must reflect this.
- SQA Approval should be sought for any new courses being delivered.
- Foundation Apprenticeship Team will attend Careers Fairs/Employer Evenings.

JANUARY

- Option Forms given to students.
- Option Interviews. Those involved with Option Interviews should feel confident to discuss the Frameworks with interested and potential students.
- Foundation Apprenticeship Team will attend Careers Fairs/Employer Evenings.

FEBRUARY

- Start paperwork for second Learners Reviews. New comments required from student, learning provider and employer along with dating passes in any NPA units and Work-Based learning assessments.

MARCH

- Learners Reviews completed and uploaded to FIPS by Administrative Officer.
- Schools to pass on names and Frameworks of interested students.

APRIL

- Placements should be completed by the Easter Holidays with all Work-Based learning units completed.
- For units within the NPA part of the qualification, must be internally and/or externally verified. This should be a continuous process.

MAY

- Foundation Apprenticeship Applicants will be interviewed by the PT for FA.
- Schools will be informed who was accepted and who was not – and the reasoning behind this decision.

JUNE

- New timetable starts
- Foundation Apprenticeship course beginning.
- Individual Learning Plans and Equality Monitoring Forms will be completed by each student.
- Discussions will start about potential employers.

NOTES

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