

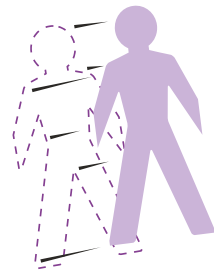
FOUNDATION APPRENTICESHIPS

apprenticeships.scot/foundation

STAND OUT FROM THE CROWD

 @NLC_Apprentices

For more information call our
Foundation Apprenticeship Team
on 01236 812232



WHAT IS A FOUNDATION APPRENTICESHIP?

Foundation Apprenticeships enable high school pupils to gain an industry recognised qualification whilst gaining invaluable work experience. This will help students build the skills and knowledge of their chosen field of study.

Foundation Apprenticeships are a two year course starting in S5 and will be part of the student's timetabled subjects. In the classroom they cover the theory behind each role, then they'll get the opportunity to put the theory into practice in the workplace during their placement. This exposure to the world of work will give pupils a jump start in their career.

The hands-on experience will lead to an industry-recognised qualification, set at SCQF Level 6 (the same level of learning as a higher) and based on existing industry-recognised qualifications including Scottish Vocational Qualifications (SVQs) and National Certificates (NCs).

After successful completion of the Foundation Apprenticeship course you are guaranteed an interview on the NLC Modern Apprenticeship course for your specific subject where there are vacancies available. Terms & Condition Apply

THERE ARE 12 FRAMEWORKS AVAILABLE:

- Accountancy
- Business Skills
- Civil Engineering
- Creative & Digital Media
- Engineering
- Financial Services
- Food & Drink Technologies
- IT Hardware System & Support
- IT Software Development
- Scientific Technologies (Laboratory Skills)
- Social Services Children & Young People
- Social Services & Healthcare

Application Process

Foundation Apprenticeships are offered as part of the school curriculum. To apply you must choose it as one of your subjects in school at the end of 4th year. This information is then provided to the Foundation Apprenticeship team. If you meet the entry requirements you will be invited to an informal interview. If successful you will receive a letter confirming you have been given a place on the course.

Attendance

- Year 1** Pupils will have 3 double periods per week, days & times of attendance will depend on the column they have chosen their Foundation Apprenticeship within their timetable.
- Year 2** Pupils will have 1 double period per week (classroom based) and 2 afternoons per week work experience with a local employer, days & times of attendance will depend on the column they have chosen their Foundation Apprenticeship within their timetable.

Transport

Transport to the Foundation Apprenticeship class and work experience is arranged by The Foundation Apprenticeship Team, journey details are confirmed with pupils.

AFTER THE FOUNDATION APPRENTICESHIP

There are several options you can choose once you have completed the Foundation Apprenticeship.

These include the following:

- Modern Apprenticeship
- Graduate Apprenticeship
- Higher National Certificate/Diploma
- Higher Education Studies at University

ACCOUNTANCY



The Foundation Apprenticeship in Accountancy is for senior phase pupils and is delivered over S5 and S6.

The Foundation Apprenticeship (FA) in Accountancy aims to give pupils the opportunity to develop the skills and knowledge to enter into a career in Accountancy. The programme is designed to provide participants with theory, practice and related work experience. Participation will see pupils completing a National Progression Award (NPA) in Accountancy at SCQF level 6 and three units of the AAT or ACCA Advanced Diploma in Accounting at SCQF level 6, gaining a minimum credit value of 64 SCQF credits at SCQF level 6. The FA in Accountancy will take two years to complete.

In Scotland, around 86,000 people are employed in the financial services industry. You could be working in jobs like: actuary, management accountant, insurance broker, insurance risk surveyor, economist, and investment analyst and investment banker. Many roles come with excellent salary and benefits packages, as well as the offer of training to progress your career further. There are also excellent prospects of working in different locations as you develop your career.

Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- Maths is recommended

NPA Units:

- Preparing Management Accounting Information
- Analysing Accounting Information
- Preparing Financial Accounting Information
- Recording Data in the Ledger
- Professional Ethics for Accountants

SVQ Units

- Work Placement Unit
- Advanced Bookkeeping
- Final Accounts Preparation
- Indirect Tax



BUSINESS SKILLS



The Foundation Apprenticeship in Business Skills is for senior phase pupils and is delivered over S5 and S6.

The Foundation Apprenticeship (FA) in Business Skills aims to give pupils the opportunity to develop the skills and knowledge to enter into a career in Business. The programme is designed to provide participants with theory, practice and related work experience. Participation will see pupils completing a National Progression Award (NPA) in Business Skills at SCQF level 6 and four units of an SVQ in Business Administration at SCQF level 6, gaining a minimum credit value of 51 SCQF credits at SCQF level 6. The FA in Business Skills will take two years to complete.

As a business administrator or budding manager, you'll have a highly transferable set of knowledge and skills that can be applied in all sectors. This includes small and large businesses, from the public sector, private sector and charitable sector. Your role may involve working independently or as part of a team and will involve developing, maintaining and improving administrative services.

A qualification in Business Skills could lead to jobs like: administrative assistant, purchasing manager, management consultant, company secretary, human resources officer, local government officer, receptionist and project manager.



Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- English or Maths is recommended

NPA Units:

- 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

SVQ Units

- 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

CIVIL ENGINEERING



The Foundation Apprenticeship in Civil Engineering is for senior phase pupils and is delivered over S5 and S6.

The Foundation Apprenticeship (FA) in Civil Engineering aims to give pupils the opportunity to develop the skills and knowledge to enter into a career in a wide range of industries building and shaping the world. The programme is designed to provide participants with theory, practice and related work experience. Participation will see pupils gaining a minimum credit value of 84 SCQF credits at SCQF level 6. The FA in Engineering will take two years to complete.

Civil Engineer is involved in everything you see around us – from the roads and railways, to the schools, offices, hospitals and water supply. Civil engineering covers a huge range of jobs, like: civil engineer, civil engineering technician, quantity surveyor, town planner, structural engineer, construction manager and land surveyor.



Entry requirements:

- Achieved 3 National 5's & working towards higher level at the start of 5th year.
- Maths, Science, Technology and Engineering is recommended

NPA Units:

- Civil Engineering Materials
- Civil Engineering Projects
- Civil Engineering Site Works
- Computer Aided Drafting: An Introduction
- Construction site surveying: An Introduction
- Health & Safety in the Construction Industry
- Mathematics: Craft 1
- Mechanics for Construction: An Introduction
- Mathematics for Construction Technicians
- Or Construction Engineering Mathematics

SVQ Units

- Develop and Maintain Working Relationships and Personal Development in Construction
- Maintain Professional Relationships an Practice in Built Environment Design

CREATIVE & DIGITAL MEDIA



The Foundation Apprenticeship in Creative Digital Media is for senior phase pupils and is delivered over S5 and S6.

The Foundation Apprenticeship (FA) in Creative & Digital Media aims to give pupils the opportunity to develop the skills and knowledge to enter into a career in media. The programme is designed to provide participants with theory, practice and related work experience. Participation will see pupils completing a National Progression Award (NPA) in Creative Digital Media at SCQF level 6 and four units of an SVQ in Business Administration at SCQF level 6, gaining a minimum credit value of 64 SCQF credits at SCQF level 6. The FA in Creative Digital Media will take two years to complete.

There's a career for you in Scotland's thriving creative industry – whatever your interests. It's one of Scotland's most diverse sectors, covering architecture, TV, radio, film, fashion and textiles, cultural heritage, design, journalism, publishing, music, visual arts, gaming and more.

You could become a broadcast journalist, TV or film producer, lighting technician, dance teacher, actor, fashion designer, graphic designer or photographer.



Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- English is recommended

NPA Units:

- Creative Industries: An Introduction – Scotland
- Creative Industries: Understanding a Creative Brief
- Media: Understanding the Creative Process
- Storytelling for the Creative Industries

SVQ Units

- Work effectively with others in the Creative Industries
- Ensure your own actions reduce risks to health and safety
- Communicate using digital marketing/sales channels
- Use digital and social media in marketing campaigns

ENGINEERING



The Foundation Apprenticeship in Engineering is for senior phase pupils and is delivered over S5 and S6.

The Foundation Apprenticeship (FA) in Engineering aims to give pupils the opportunity to develop the skills and knowledge to enter into a career in Engineering and the advanced manufacturing sector and other Engineering related industries. The programme is designed to provide participants with theory, practice and related work experience. Participation will see pupils gaining a minimum credit value of 50 SCQF credits at SCQF level 6. The FA in Engineering will take two years to complete.

Engineering is a challenging and rewarding career that offers a wide range of different opportunities. Engineering covers the research, design, development and manufacturing stage. This is one of Scotland's biggest growing sectors. Engineering sector employs 6% of the total UK workforces. 26% of those people have entered this field of work by completing an apprenticeship.



Entry requirements:

- Achieved 3 National 5's & working towards higher level at the start of 5th year.
- Maths is mandatory

NPA Core Units:

- Communication Core Skill Unit
- Mathematics: Technician 1
- Engineering: Applying Information Technology

NPA Optional Units:

- Engineering Materials
- Electrical Principles
- Mechanical Engineering
- Engineering Systems

SVQ Units

- Health & Safety
- Using data
- Working effectively

FINANCIAL SERVICES



The Foundation Apprenticeship in Financial Services is for senior phase pupils and is delivered over S5 and S6.

Students complete the National Progression Award (NPA) at SCQF level 6 in Financial Services and complete the 3 Mandatory Units of the SVQ level 6 Providing Financial Services. The Award provides knowledge and an introduction to the skills that will help pupils to complete the SVQ units. The Award has 36 SCQF credits at SCQF level 6 and the SVQ level 6 mandatory units have a total of 16 credits at SCQF level 6. These two parts, along with the associated work placement, form the Foundation Apprenticeship in Financial Services.

Working within the financial sector can be a fulfilling and rewarding career. This can be a fast past working environment that provides the opportunity for young professionals to progress within the sector. A field of study recommended to anyone with a keen interest in maths.



Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- Maths is recommended

NPA Units:

- Financial Services: An Introduction
- Financial Services: Personal Finance Awareness.
- Financial Services: The Regulatory Framework.
- Financial Services: Communication.
- Financial Services: Promoting Positive Customer Relationships
- Work Placement

SVQ Units

- Develop yourself to improve and maintain workplace competence in Financial services environment
- Develop productive working relationships in financial services environment
- Comply with regulations in the Financial Services environment

FOOD & DRINK TECHNOLOGIES



The Foundation Apprenticeship in Food & Drink Technologies is for senior phase pupils and is delivered over S5 and S6.

Students complete the National Progression Award (NPA) at SCQF level 6 in Food & Drink Technologies, gain awards in Health & Safety and Food Hygiene at SCQF level 5 and complete five units of an SVQ in Food and Drink Operations at SCQF level 6. The Award provides knowledge and an introduction to the skills that will help pupils to complete the SVQ units. The Award has 53SCQF credits at SCQF level 6. The FA in Food & Drink Technologies takes two years to complete.

The food and drink sector offers a range of challenging and rewarding careers, like: a food scientist or a food technologist. You could create the products of the future as a product designer. And, there's a growing demand for engineering roles like agricultural engineer, electrical engineer and mechanical engineer.



Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- English & Maths is recommended

NPA Units:

- Food Manufacturing: Fundamentals of Food Science
- Food Manufacturing: Food Production
- Food Manufacturing: Commercial and Social Drivers
- Food Manufacturing: Sustainability
- Elementary Food Hygiene
- Elementary Health and Safety

SVQ Units

- Develop a new product in a food business
- Improve food safety in manufacture
- Develop working relationships with colleagues
- Promote and support creative thinking in a food business

IT HARDWARE SYSTEMS & SUPPORT



The Foundation Apprenticeship in IT Hardware Systems & Support is for senior phase pupils and is delivered over S5 and S6.

Students complete the National Progression Award (NPA) at SCQF level 6 in Professional Computer Fundamentals at SCQF level 6 and five units of a Diploma for IT & Telecommunications Professionals at SCQF level 6. The Award provides knowledge and an introduction to the skills that will help pupils to complete the SVQ units. The Award has 59 SCQF credits at SCQF level 6. The FA in IT Hardware Systems & Support takes two years to complete.

ICT and digital technologies play a part in everything we do – from the way we work to how we spend our leisure time. A Foundation Apprenticeship in IT: Hardware and System Support could lead to jobs like: systems analyst, IT support technician, database administrator and network manager.

Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- English, Maths or Science is recommended

NPA Units:

- Security Fundamentals
- Network Fundamentals
- Server Administration Fundamentals

SVQ Units

- Personal Effectiveness
- Health and Safety in IT and Telecom
- IT and Telecom System Operation
- Testing IT and Telecom Systems
- Working with IT and Telecoms Hardware and Equipment



IT SOFTWARE DEVELOPMENT



The Foundation Apprenticeship in IT software development is for senior phase pupils and is delivered over S5 and S6.

Students complete the National Progression Award (NPA) at SCQF level 6 in Software Development and five units of a Diploma for IT & Telecommunications Professionals at SCQF level 6. The Award provides knowledge and an introduction to the skills that will help pupils to complete the SVQ units. The Award has 59 SCQF credits at SCQF level 6. The FA in IT Software Development takes two years to complete.

Gaming, virtual reality, cyber security – the digital world is changing fast. You could help decide where it goes next. With this Foundation Apprenticeship, you'll be setting yourself up for roles that are in demand not just now, but in the future too. As a software or web developer, you can use your skills to create programmes, robotic systems, apps and websites. As a database administrator or network manager you'd design and build computer systems to hold vital information.



Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- English, Maths or Science is recommended

NPA Units:

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

SVQ Units

- Personal Effectiveness
- Health and Safety in IT and Telecom
- Investigating and Defining Customer Requirements for IT and Telecoms Systems
- Data Modelling

And one of the following:

- Event Driven Computer Programming
- Procedural Programming
- Object Oriented Computer Programming

SCIENTIFIC TECHNOLOGIES (LAB SKILLS)



The Foundation Apprenticeship in Scientific Technologies is for senior phase pupils and is delivered over S5 and S6.

Pupils complete the National Progression Award in Scientific Technologies at SCQF Level 6 and 3 Units of the Scottish Vocational Qualification (SCQF level 6) in Laboratory and Associated Technical Activities (Industrial Science). The National Progression Award provides the knowledge and an introduction to the skills that will help pupils to complete the SVQ units. These two parts form the Foundation Apprenticeship in Scientific Technologies. Pupils will get the chance to go out on placement with a science employer.

Gaining employment within scientific technologies sector provides the opportunity to work within a wide variety of areas such as stem cell research, bioinformatics, medical technologies, specialised bio manufacturing, drug discovery and development. This is a highly innovative field of study and rapidly expanding ensuring the need from employers to hire the next generation.

Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- Chemistry is recommended

NPA Units:

- Laboratory Safety
- Maths for science
- Fundamental Chemistry: An Introduction
- Experimental procedures: Science

SVQ Units

- Follow Health and Safety procedures for scientific or technical activities
- Carry out simple scientific or technical tests using manual equipment
- Prepare compounds and solutions for scientific or technical use



SOCIAL SERVICES (CHILDREN & YOUNG PEOPLE)



The Foundation Apprenticeship in Social Services (Children & Young People) is for senior phase pupils and is delivered over S5 and S6.

It is to give pupils the opportunity to develop the skills and knowledge to work towards a Scottish Vocational Qualification (SVQ) level 6 and so enter a career in children's social services.

This apprenticeship will appeal to those who have a keen interest in developing children and entering into a career within early years. There are many different career paths available including the potential to become a play leader, nursery officer or early year's practitioner.



Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.
- English is recommended

NPA Units:

- 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

SVQ Units

- Support effective communication
- Support Health & Safety of yourself and individuals
- Develop your own knowledge and practice
- Support the safeguarding of children

SOCIAL SERVICES & HEALTHCARE



The Foundation Apprenticeship in Social Services & Healthcare is for senior phase pupils and is delivered over S5 and S6.

It aims to give pupils the opportunity to develop the skills and knowledge to work towards an SVQ level 6 and so enter a career in adult social services. It will also help pupils to gain the core units of the MA at Scottish Vocational Qualification (SVQ) level 6 in Social Services and Healthcare, leaving them with fewer units to complete if they choose to start the Modern Apprenticeship programme.

A career within social services and healthcare would appeal to those who have a passion to help others. Examples of working within this sector would be working with vulnerable adults, elderly, people with physical or learning disabilities. This will prove invaluable service to help these people live a fulfilled life. There are many different career pathways you can take to progress within this field.

Entry requirements:

- Achieved 2 National 5's & working towards higher level at the start of 5th year.

NPA Units:

- Social Services in Scotland
- Safeguarding people
- Communication in care relationships
- Safe practice and wellbeing in social services
- Human Development and social influences

SVQ Units

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



