



FOUNDATION APPRENTICESHIPS

GET A

HEAD START

IN YOUR CAREER



FOUNDATION APPRENTICESHIPS
GET REAL, PRACTICAL WORK EXPERIENCE
AND A QUALIFICATION

WHAT IS A FOUNDATION APPRENTICESHIP?

Foundation Apprenticeships are courses designed to give S5 pupils a head-start in their career by gaining **skills, qualifications** and **experience** through a **flexible learning approach** and **work placements**.

Foundation Apprenticeships are taken **part-time over two years** as part of your **school timetable**, so you can combine them with other subject choices.

They include time at **college** plus **work experience with local employers**. You'll be working towards an **industry-recognised qualification** that is the same level of learning as a Higher, which opens up your options for whatever you want to do after school - go straight into work, onto a Modern or Graduate Apprenticeship or to college or university.



DUNDEE AND ANGUS COLLEGE WORK IN PARTNERSHIP WITH SKILLS DEVELOPMENT SCOTLAND TO DELIVER FOUNDATION APPRENTICESHIPS

Foundation Apprenticeships have been designed in collaboration with employers to develop the skills and knowledge that employers are looking for.

They cover a wide range of growth industry sectors and areas with strong future job prospects.

Dundee and Angus College is currently offering Foundation Apprenticeships in:

- **Accounting Skills**
- **Business Skills**
- **Civil Engineering**
- **Creative and Digital Media**
- **Engineering Technician**
- **Hardware System Support**
- **Social Services Children and Young People**
- **Social Services & Healthcare**
- **Scientific Technologies**
- **Software Development**

You can find more details about these courses on the following pages.

FOUNDATION APPRENTICESHIPS ARE CURRENTLY ACCEPTED AS ENTRY REQUIREMENTS FOR COURSES AT:

- **University of Aberdeen**
Exemptions may apply for medicine, law and dentistry
- **Abertay University**
Across all faculties as equivalent to one SQA Higher
- **University of Dundee**
Exemptions may apply for medicine, law and dentistry
- **University of Edinburgh**
Alongside Highers and Advanced Highers as entry requirements to certain degree programmes
- **Edinburgh Napier University**
Across all courses as equivalent to one SQA Higher
- **University of Glasgow**
All faculties except Veterinary Medicine, Medicine and Law
- **Glasgow Caledonian University**
Across all faculties as equivalent to one SQA Higher
- **Glasgow School of Art**
As equivalent to one SQA Higher
- **Heriot-Watt University**
Across all subjects as equivalent to one SQA Higher
- **University of the Highlands and Islands**
Across all faculties as equivalent to one SQA Higher
- **Open University**
Across all programmes
- **Queen Margaret University**
Across all faculties as equivalent to one SQA Higher
- **Robert Gordon University**
Across all faculties as equivalent to one SQA Higher
- **Scotland's Rural College (SRUC)**
Across all faculties, except where a specific subject is required
- **University of Stirling**
As equivalent to one SQA Higher at B
- **University of Strathclyde**
Across all faculties as equivalent to one SQA Higher at B, with the exception of law courses
- **University of West of Scotland**
Across all faculties as equivalent to one SQA Higher

Entry requirements vary between institutions and between individual courses. Therefore all learners, parent, schools and other partners are strongly advised to check with the individual institution and course concerned, when considering the value of the FA in supporting their chosen progression route.

HOW DO I FIND OUT MORE AND APPLY?

A Foundation Apprenticeship is a chance to try a career out before you leave school – so you can decide if it's right for you.

Visit:

www.dundeeandangus.ac.uk/school-zone

If you would like support from the college or further information to help you choose an FA please contact:

Julie McDonald

on **01241 432691** or email

j.mcdonald@dundeeandangus.ac.uk

You can also speak to your Guidance Teachers (Dundee schools) or Pupil Care & Support Teachers (Angus schools) to discuss applying for the FA that's right for you.



ACCOUNTING

SKILLS

FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: May 2020

Days: Gardyne Campus Year 1: Mon & Wed 2-5pm. Year 2: (TBC)

Arbroath Campus Year 1: Wed 2-5pm , Fri 9-1pm. Year 2: (TBC)

Entry requirements:

A good level of English and Mathematics (National 5). Having taken a Business subject would be an advantage.

Course content:

Year 1:

NPA in Accountancy (knowledge) will include the following 5 units at SCQF Level 5/6:

- Preparing Management Accounting Information
- Analysing Account Information
- Preparing Financial Accounting Information
- Recording data in the ledger
- Professional Values for Accountancy

Activities in S5 include NPA in Accountancy delivered in College (30 credits), site visits to employers, short work experience placement and interview/career planning support

Year 2: Work placement & AAT units

The Level 3 SVQ in Accounting – Advanced Diploma in Accounting (part) will include:

- Advanced Bookkeeping (AAT)
- Final Accounts Preparation (AAT)
- Indirect Tax (AAT)

These units will be delivered parallel to the work experience placement through the achievement of the AAT units within the framework of the “Advanced Diploma in Accounting” Course (level 3).

Activities in S6 include delivery of 3 AAT units at College, extended work placement of 1 day per week undertaking real work projects (16-20 weeks), complete any outstanding NPA component in College, further interview / career planning support, final assessment/Exam of AAT units.

Progression opportunities:

- Level 3 Modern Apprenticeship in Accounting - this FA includes 3 units from the MA as the SVQ skills and competence element which would count as APL/RPL from the FA for these completed units
- HNC Accounting at Dundee and Angus College
- Professional Training e.g. AAT to progress into accountancy roles including accountancy technician, advanced accountancy technician and other related roles through to becoming a Chartered Accountant
- Entrance into University courses
- Direct Employment with an accountancy employer or in a related industry such as business and finance

BUSINESS

SKILLS

FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: May 2020

Days: Gardyne Campus Year 1: Mon & Wed 2-5pm. Year 2: (TBC)
Arbroath Campus Year 1: Wed 2-5pm , Fri 9-1pm. Year 2: (TBC)

Entry requirements:

A good level of English and Mathematics (National 5). Having taken a Business subject would be an advantage.

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

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, develop skills in personal reflection and enable connections to be made with knowledge previously gained. You will gain experience of working with older adults, employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice including respect for self and others and equality and diversity principles. Certificate of work readiness may also be offered on this Foundation Apprenticeship where appropriate.

Progression opportunities:

- Further study
- Progression to employment, non-apprenticeship route
- Modern Apprenticeship

CIVIL

ENGINEERING

FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: August 2018

Ends: April 2020

Days:

Delivered at Brechin High School

(For Brechin High School, Websters High School and Montrose Academy)

Year 1: 1/2 Day Tue 9am-1pm and Wed 2pm-4pm

Year 2: 1/2 Day Wed 9am-1pm and Tue 2pm-4pm

Delivered at Grove Academy

(For Grove Academy, Craigie High School and Morgan Academy)

Year 1: 1/2 Day Tue/Thur/Fri 2pm-4pm

Year 2: 1/2 Day Tue/Thur/Fri 2pm-4pm

Entry requirements:

The Civil Engineering programme is designed for pupils starting their S5 year currently working towards or completed National 5 Mathematics or Physics and capable of progression to SCQF Level 6 Mathematics. All applicants must have a good level of written and spoken English and demonstrate a real interest in Civil Engineering.

Course content:

Units include:

- National Certificate in Civil Engineering
- Maintain Professional Relationships and Practice in Built Environment Design
- Construction Skills Certification Scheme (CSCS) card.
- Bridge Design

Knowledge

Delivered in a number of ways, practical workshop and laboratory sessions as well as during project and industry challenge tasks. The course content for the Foundation Apprenticeship in Civil Engineering covers the following topics: Civil Engineering Technology, Sustainability and Environmental Building Science, Construction Site Surveying, Computer Aided Design, Site Work and Project, Measurement and Costing, Substructure, Health and Safety, Mathematics and Materials.

In S5, you will study one day per week to develop understanding of the values and principles that underpin programming before applying to practice whilst on work placement. The NC course structure will develop the skills of investigating, analysing, evaluating and presenting information, as well as developing knowledge and understanding.

Activities in S6 will include extended work placement of 1 day per week undertaking real work projects (36 weeks), complete final NC component, further interview / career planning support and final assessment of SVQ units.

Progression opportunities:

A Foundation Apprenticeship can provide accelerated entry to a Modern Apprenticeship programme or to employment.

- Modern Apprenticeship in Civil Engineering or other construction technician area (SVQ level 3)
- HNC Civil Engineering
- HND Civil Engineering
- BEng Civil Engineering

CREATIVE & DIGITAL MEDIA FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: May 2020

Days:

Gardyne Campus Year 1: Mon & Wed 2-5pm. Year 2: (TBC)

Arbroath Campus Year 1: Wed 2-4pm , Fri 9-1pm. Year 2: (TBC)

Entry requirements:

Minimum of five National 5 passes or completion of the Web/Graphic Design and Development Skills for Work class. Other relevant knowledge or experience will be considered and will be discussed with course leader.

Course content:

Year 1 units: NPA Creative & Digital Media

- Creative Industries: An introduction to Scotland
- Creative Industries: Understanding a Creative brief
- Media: Understanding the creative process
- Storytelling for the Creative Industries

In S5, you will be introduced to a range of employers who will give an insight into the industry setting and the types of projects that may be involved within this sector.

Year 2 units: Diploma in Creative & Digital Media

- Work effectively with others in the Creative industries
- Ensure your own actions reduce risks to health and safety
- Communicating using Digital Marketing/sales channels
- Use Digital and Social Media in Marketing campaigns
- Media project (industry challenge project)

In S6, you will undertake a work experience placement in a relevant setting with a local employer. You will gain experience of working within a creative environment where you will see a wide range of roles including digital marketing, media and project management. You will also undertake a media project with this employer to gain the relevant skills needed for working with live clients. You will gain employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice including ensuring dignity and privacy, respect for self and others and equality and diversity principles.

Progression opportunities

- Modern Apprenticeship in Creative & Digital, Digital Marketing or Digital Applications
- Further study in areas of Digital Design and Web Development, Business and Marketing, or another relevant HNC/HND
- Possible employment across a range of digital and creative sectors

ENGINEERING TECHNICIAN FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: April 2020

Days:

Kingsway Campus Year 1: Mon & Wed 2-5pm. Year 2: (TBC)

Arbroath Campus Year 1: Tue 2-5pm , Fri 9-1pm. Year 2: (TBC)

Entry requirements:

This programme is designed for pupils starting their S5 year that have completed National 5 Mathematics and Physics and can demonstrate their ability to work at Level 6 Mathematics and beyond. All applicants must have a good level of written and spoken English and demonstrate a real interest in engineering

Course content

Skills

Delivered in a number of ways, practical workshop and laboratory sessions as well as during project and industry challenge tasks. Both the core and essential skills will be delivered within the NC Mechanical Engineering Level 6 and SVQ Level 2 Performing Engineering Operations units.

Knowledge

Gained in the academic qualification (NC Level 6) within the classroom and laboratory settings and vocationally within workshop training and practice sessions, project work and work experience as they work towards their group of SVQ 2 Performing Engineering Operations Units.

Competence

Will be developed in workshop training, practice along with working on projects, industry challenge and work placement opportunities, assessed and observed within these scenarios and evidenced against the SVQ Level 2 Performing Engineering Operations Unit requirements.

Progression opportunities

- Further study
- Progression to employment, non-apprenticeship route
- Modern Apprenticeship

HARDWARE SYSTEM SUPPORT FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: April 2020

Days:

Gardyne Campus Year 1: Mon & Wed 2-5pm. Year 2: (TBC)

Arbroath Campus Year 1: Wed 2-4pm , Fri 9-1pm. Year 2: (TBC)

Entry requirements:

Minimum of five National 5 passes. Other relevant knowledge or experience will be considered and will be discussed with the course leader

Course content:

Year 1 units: NPA Professional Computer Fundamentals

- Security Fundamentals
- Network Fundamentals
- Server Administration Fundamentals

In S5, you will take part in an 'industry challenge' with a local employer. This will involve participating in a project set by a local digital/ICT company who will act as a client and mentor for an in class project. This will develop knowledge of the software development process and further develop your skills in communication and understanding of the industry.

Year 2 units: Diploma for IT & Telecommunications Professional (Skills & Demonstration of Competence)

- 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

In S6, you will undertake a work experience placement in a relevant digital/ICT setting with a local employer. You will gain experience of working within an ICT environment where you will see a wide range of roles including networking, server administration and cyber security. You will also gain employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice including ensuring dignity and privacy, respect for self and others and equality and diversity principles.

Progression opportunities:

- Modern Apprenticeship in IT & Telecommunications
- Further study in areas of Computing, Networking, Hardware Support, and Cyber Security
- Possible employment across a range of digital sectors

SOCIAL SERVICES CHILDREN AND YOUNG PEOPLE FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: April 2020

Days:

Gardyne Campus Year 1: Mon & Wed 2pm-5pm. Year 2: 2 days in placement (TBC)

Arbroath Campus Year 1: Wed 2-4pm, Fri 9am-1pm. Year 2: 2 days in placement

Entry requirements:

Minimum of 5 National 5 passes, one of which must be English, and successful interview. Must demonstrate a genuine interest in this vocational area.

Course content

Year 1 (S5) – NPA in Social Services (Children and Young People) at SCQF Level 6

Year 2 (S6) – SVQ Level 2 Social Services (Children and Young People) at SCQF Level 6 (part of)

In S5, you will attend college one day per week to develop understanding of the values and principles that underpin childcare before applying to practice whilst on work placement. The course structure will develop the skills of investigating, analysing, evaluating and presenting information, as well as developing knowledge and understanding.

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 2 Social Services (Children and Young People) at SCQF Level 6 (part of). You will gain an understanding of the National Care Standards which 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 also develop reflective practice skills as part of this process.

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 units SVQ you will gain employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice.

Progression opportunities:

- SVQs in Health and Social Care
- University (in conjunction with other qualifications)
- Modern Apprenticeship in Social Services (Children and Young People) at SCQF Level 7
- Employment: Support Work in a Childcare setting; - Out of School Care Assistant
- Further Study: National Certificate (NC) in Early Education and Childcare

SOCIAL SERVICES AND HEALTHCARE

FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: April 2020

Days:

Gardyne Campus Year 1: Mon & Wed 2pm-5pm. Year 2: 2 days in placement (TBC)

Arbroath Campus Year 1: Wed 2pm-4pm , Fri 9am-1pm. Year 2: 2 days in placement (TBC)

Entry requirements:

Minimum of 5 National 4 passes, one of which must be English and successful interview. Must demonstrate a genuine interest in this vocational area.

Course content

Year 1: NPA in Social Services and Healthcare

In S5, you will attend college one day per week to develop your understanding of the values and principles that underpin Social Services and Healthcare before applying to practice whilst on work placement. The course structure will develop skills of investigating, analysing, evaluating and presenting information, as well as developing knowledge and understanding.

Year 2: SVQ Level 2 in Social Services and Healthcare (part of)

In S6, you will undertake a work experience placement in a relevant health or social care setting with the local authority, or private sector employer. 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 experience placement through the achievement of the SVQ units. You will develop further care and employability skills whilst on work experience placement to enable you to generate the necessary evidence required for the SVQ 2 Social Services (Health and Social Care, part of) 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.

Progression opportunities:

- SVQs in Health and Social Care
- University (in conjunction with other qualifications)
- Modern Apprenticeship in Social Services (Children and Young People) at SCQF Level 7
- Employment: Support Work in a Childcare setting; - Out of School Care Assistant
- Further Study: Advanced Certificate in Health and Social Care or Access to Nursing

SCIENTIFIC TECHNOLOGIES LABORATORY SKILLS FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: April 2020

Days:

Kingsway Campus Year 1: Mon & Wed 2-5pm. Year 2: (TBC)

Entry requirements:

You will be required to have science qualifications at Level 5, demonstrate your ability to work at Level 6 and beyond and show that you have a genuine interest in participation in a work-based programme.

Course content:

Vocational skills will be developed, demonstrated and assessed whilst on work placement through the achievement of the SVQ units within the framework of the Scientific Technologies Foundation Apprenticeship. You will develop further employability skills whilst on work placement.

NPA Laboratory Science

Units Include

- **Mathematics for Science (level 5)**
Develops skills in statistics, algebra, and graphical work and how to apply these skills in an appropriate scientific context
- **Fundamental Chemistry: An Introduction (level 6)**
Introduction to the main concepts of chemistry
- **Laboratory Safety (level 5)**
Introduction to the health and safety aspects of laboratory techniques
- **Experimental Procedures: Science (level 6)**
Develops knowledge, understanding and practical skills across a range of scientific techniques

Year 1

In S5, you will attend college two ½ days per week to develop your understanding of the values and principles of Laboratory Science before applying to practice whilst on work placement.

Year 2

Work placement in an industry approved workplace building real life skills and attributes which are specialised to a chosen career.

Progression opportunities:

- Further study
- Progression to employment, non-apprenticeship route
- Modern Apprenticeship
- HNC

SOFTWARE DEVELOPMENT FOUNDATION APPRENTICESHIP

SCQF level: 6

Starts: May 2018

Ends: May 2020

Days:

Gardyne Campus Year 1: Mon & Wed 2-5pm. **Year 2:** (TBC)

Arbroath Campus Year 1: Wed 2-4pm , Fri 9-1pm. **Year 2:** (TBC)

Entry requirements:

Minimum of five National 5 passes or completion of the Web/Graphic design and development skills for work class. Other relevant knowledge or experience will be considered and will be discussed with course leader.

Course content:

Year 1 units: NPA Software Development

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

In S5, you will take part in an 'industry challenge' with a local employer. This will involve you participating in a project set by a local digital/ICT company who will act as a client for a software application that you will design and build.

This will develop knowledge of the software development process and further develop skills in communication and understanding of the industry.

Year 2 units: Diploma for IT & Telecommunications Professional (Skills & Demonstration of Competence)

- Personal Effectiveness 2
- Health & Safety in IT & Telecoms
- Event Driven Programming or Procedural Programming 2 or Object Oriented Programme
- Investigating and Defining Customer Requirements for IT & Telecom Systems
- Data Modelling

In S6, you will undertake a work experience placement in a relevant digital/ICT setting with a local employer. You will gain experience of working within a software development environment in which you will see a wide range of roles including software design, testing and maintenance. You will also gain employability skills of timekeeping, attendance, team working, communication and demonstrating value based practice including ensuring dignity and privacy, respect for self and others and equality and diversity principles.

Progression opportunities

- Modern Apprenticeship in IT & Telecommunications
- Further study in areas of Computing, Software Development, Interactive Media, and Games Development
- Possible employment across a range of digital sectors

Our Foundation Apprentices will work directly with employers, through visits and placements. Companies who we are currently working with or have worked with in the past are:

Angus Council, Dundee City Council, Aberdeen Council, Perth and Kinross Council, NHS Tayside, Robertson Construction, Civil Engineering Contractors Association (CECA), RM Condor, Whittaker Engineering, G.A. Engineering, Mackays, Thorntons, D.C. Thomson, Don & Low Ltd, Axis-Shield, GlaxoSmithKline, Elanco, James Hutton Institute, Henderson Loggie, Michelin, Albacom and Halliburton.



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