

Foundation Apprenticeship



Get Your Future on track

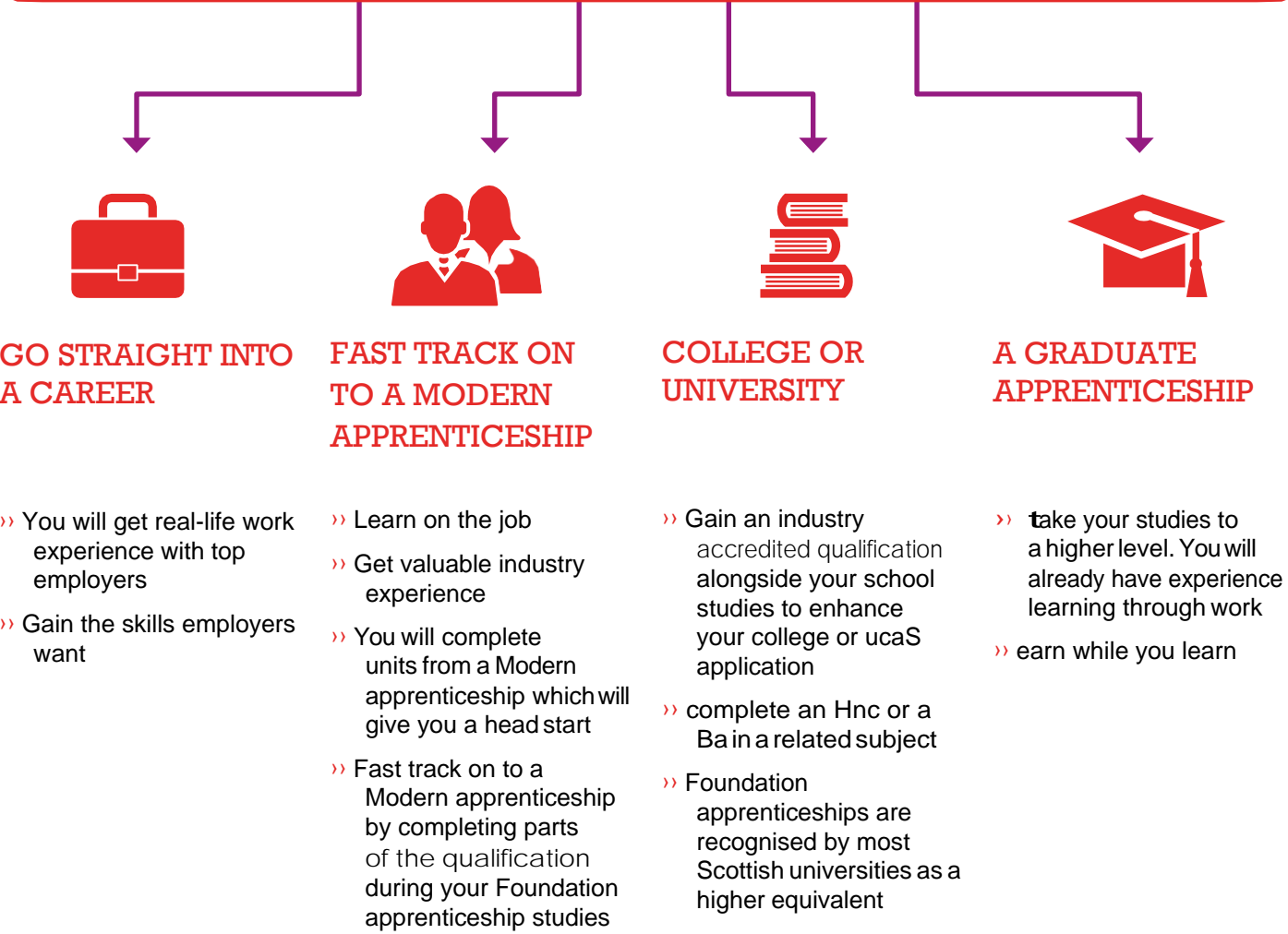


Business Skills
2020-2022

Aim High

Get A Head Start

A Foundation Apprenticeship prepares you for the world of work and gives you more choices when you leave school:



Foundation apprenticeships allow pupils to gain valuable real-world work experience and gain an additional industry recognised qualification whilst still at school.

- > It counts as one of your subject choices.
- > You will develop the skills employers are looking for and build your confidence too.
- > Pupil travel to training provider/work placement is funded.

HOW DOES IT WORK?

Foundation apprenticeships are studied over two years. Pupils attend their training provider two afternoons per week and undertake a work placement with an employer. It's an opportunity to try out a career and see if it's right for you while you are still at school. Some delivery models may vary depending on the requirements of the specific Skill area

Foundation Apprenticeship:

School + Training Provider + Work Experience = **WORK READY**

Foundation Apprenticeship Business Skills

Who is it for?

the Foundation apprenticeship in Business Skills is a two year course open to you in S5-6. You can take a Foundation apprenticeship as one of your senior subject choices. You'll get the chance to learn in a real workplace and develop the new skills your future employers need, giving you a competitive edge while you're still at school. You will need to be ready for working and studying at ScQF Level 6 (Higher equivalent) but in a vocational setting. the requirements of the course are set out below. attainment will be measured by ongoing assessment and throughout an employer work placement.

How does it work?

1. You'll get time out of the classroom and complete an extended work placement with a top local employer interested in hiring young people.
2. Your Foundation apprenticeship course will combine hands-on learning with essential knowledge, which you'll get the chance to apply on your work placement.
3. It fits alongside your other subjects in your senior timetable.

What are the benefits?

1. It's the same level of learning as a Higher (ScQF6). the difference is that you are assessed as you go along, so there's no final exam.
2. the time you spend on your placement will give you technical workplace knowledge, plus confidence, communication and teamwork skills.
3. You can use your Foundation apprenticeship to get into a Modern apprenticeship, Graduate apprenticeship, or straight to work. It also counts as one of your entry qualifications into all colleges and universities across Scotland.

What's the qualification?

You'll gain a Foundation apprenticeship in Business Skills, which is the same level of learning as an SQa Higher (ScQF level 6).

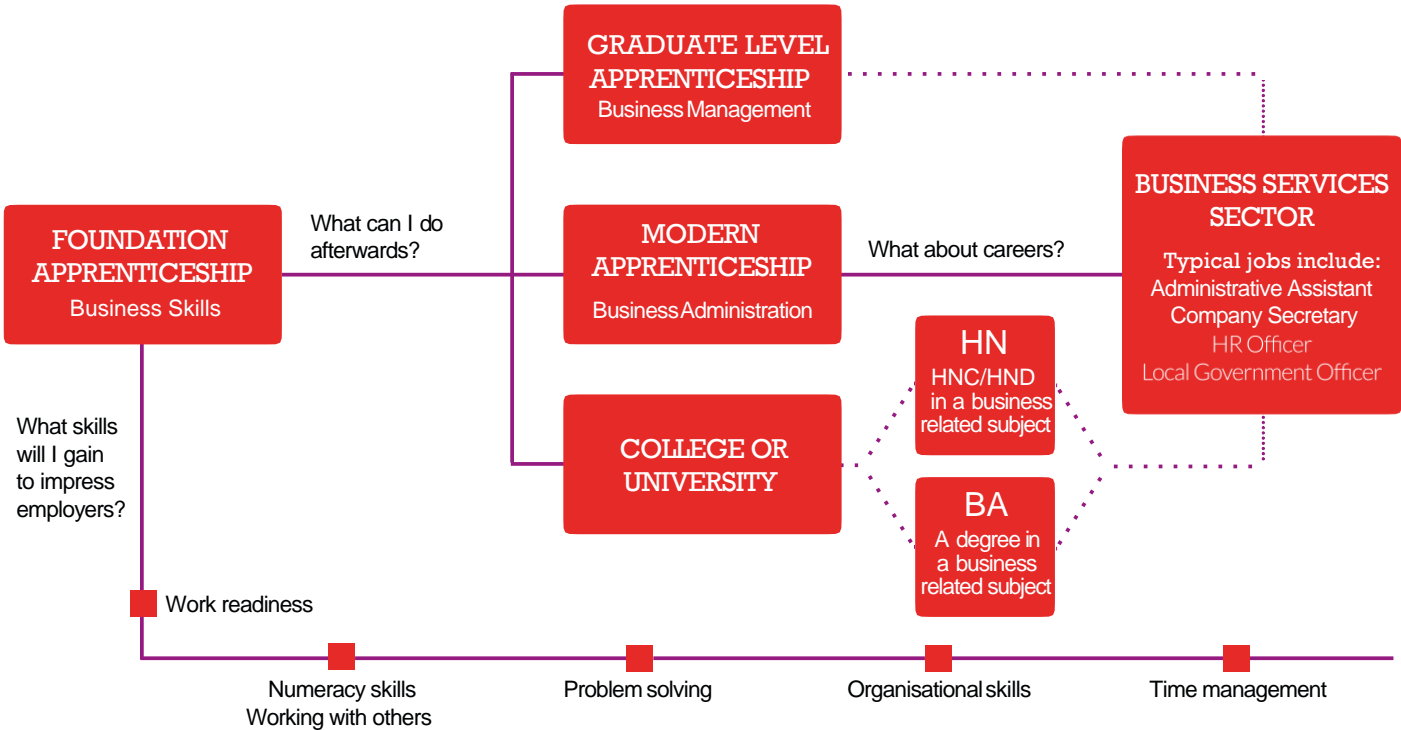
this includes:

- A National Progression Award (NPA) in Business Skills at ScQF level 6
- A Contemporary Business Issues unit
- Core units of an SVQ in Business and Administration at ScQF level 6

Where could it take me?

Your Foundation apprenticeship gives you lots of options: it's up to you where you go next.

- A Modern Apprenticeship: On completing your Foundation apprenticeship, you'll have achieved core units of the Modern apprenticeship in Business administration.
- Further Education: Continue your studies at college, with an SVQ 4 in Business & Administration or another cross-sector area such as Management, business related Hncs and HnDs. Your workplace experience will support your college application.
- University: Foundation Apprenticeships are recognised as equivalent to SQa Highers by most Scottish universities for most of their courses. You'll already have quality experience in the industry – this will make your ucaS stand out from the crowd.
- Straight to a job: Use your qualification and work experience to find a job in business. Your Foundation apprenticeship in Business Skills will also give you a good insight into other business-related subjects, such as digital marketing, procurement, supply chain management and enterprise.



What will I learn?

Your NPA in Business Skills will cover the following topics:

- 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
- You'll complete the units of your SVQ in Business and administration mainly in the workplace, as part of your placement. You'll learn how to:
- Plan, manage and improve your own performance in a business environment
- Communicate in a business environment
- Support other people to work in a business environment
- Design and produce documents in a business environment

Your Foundation apprenticeship will also help you to develop core skills valued by employers, particularly:

- Communication,
- Problem Solving,
- Time management, and
- Working with Others

these transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry Requirement

- Achieved or working towards National 5 Mathematics and English
- The ability to work towards a SCQF Level 6 (Higher) qualification
- An interest in developing greater awareness of the industry or considering a career in the Business sector

Where will the qualification be delivered?

the Business Skills Foundation apprenticeship will be

delivered in Midlothian at a suitable training location. Midlothian council (cLL) will cover the cost of all travel to and from the delivery venues and your work placement.

Who will deliver the course?

the course will be delivered by Midlothian council (cLL) assessors who have many years' experience of delivering qualifications in this subject area. cLL are an SQA accredited centre.

How will the course be delivered?

The first year of the course will be classroom based in order to develop knowledge needed for the world of work and in doing so, working towards the National Progression award. there will also be an element of work experience in the first year. The second year will mainly be delivered in the workplace and will enable workplace competence to be developed. the course will be delivered on tuesday and thursday afternoons.

How long is the course?

the course is delivered over two academic Years – so you will be committing to studying through S5 and S6

How many places are available?

20

How can I apply?

talk to your Guidance teacher, SDS careers adviser in school or e-mail cLL on:

Midlothian.Foundationapprenticeship@Midlothian.gov.uk

Further Information

You can find out more about Foundation Apprenticeships at www.apprenticeships.scot or on @apprenticeship_scot You can hear from Foundation apprentices and employers on Youtube by searching for 'apprenticeships.scot'

For more information please visit: www.midlothian.gov.uk/cll
Email: midlothian.foundationapprenticeship@midlothian.gov.uk



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