

FOUNDATION APPRENTICESHIPS

INFORMATION FOR SCHOOLS

2019-20



ABOUT FOUNDATION APPRENTICESHIPS

Foundation Apprenticeships combine school, college and practical work experience with Employers. Students do them while they are at school along with their other school courses, so they don't have to miss out on other subjects. They are a great way to close the gap between the classroom and the workplace, and to find out more about the world of work.

They are for:

- S5 and S6 students who want to improve their career prospects (and students in S4 if the school/college agrees)
- Those who are planning to stay on at school but want to gain an extra qualification

They are a great way to:

- Gain a qualification at the same level as a higher and which employers and universities recognise
- Get work experience
- Gain fast-track entry to a Modern Apprenticeship
- Boost CVs or college/university applications

Working with employers

We work with a growing network of over 900 employers including First Scotland East, Mitsubishi Electric, Edinburgh Airport and Barclays. This means that our school students can find the best fit for their interests and aspirations.

Where it leads

A Foundation Apprenticeship gives students lots of options: it's up to them where they go next.

A Modern Apprenticeship: on completing the Foundation Apprenticeship, students will have achieved core units of the Modern Apprenticeship in the same subject, meaning it will take them less time to complete a Modern Apprenticeship

Further Education: they can continue their studies at college, with a HNC. A Foundation Apprenticeship is considered as an entry requirement into a HNC course at West Lothian College

University: Foundation Apprenticeships are recognised as equivalent to Highers by all Scottish universities. Students will already have quality experience in the industry, which will make their UCAS stand out from the crowd

Straight to a job: students can use their qualification and work experience to find a job in industry.

Applications

All applications should be made online through the West Lothian College website. If any students express an interest in a particular course, they should be encouraged to submit an application. The college FA team may be able to come out to schools to support the application process, please let us know if you wish for support in this area.

If they meet the entry requirements and space remains on the course, they will be invited in to college for an interview. All correspondence will be sent by email and any students enquiring about progress should be encouraged to check their junk mail, log in to their mycollege account on our website, or contact the college admissions team. Details of the interviews and what is involved are on the college website.

Please note for in school delivery models, applicants do not need to be a pupil at the school the course is held at and any transport between schools will be arranged prior to the course start date.

Start Date & Induction

All FAs will start their courses in June in line with the commencement of the 2019-20 school timetables. It is expected that classes will run for a period of two weeks prior to the schools breaking up. In addition to this, an induction will be held at West Lothian College within the first week of classes. The date and arrangements for the induction will be communicated with students and schools once finalised.

Frameworks

This document provides a brief overview of the courses on offer, including their entry requirements. Further information can be found within the schools prospectus (copies have been delivered to each school and a digital version is available on our website) – schools are encouraged to share the prospectus with any young person looking for further information.

Detailed information on the units involved in each framework and the progression possibilities can be found within OneDrive here: <https://bit.ly/2X21n48>

IN SCHOOL DELIVERY

The in school delivery model is new for 2019-20 and we feel it is important to clearly set out the role we will take, and our expectations in return.

West Lothian College will:

- Provide the course lecturer
- Provide all course materials
- Provide a list of successful candidates
- Organise employer engagement activities outlined below
- Organise the Safe Arrivals Procedure

West Lothian College expect:

- A warm welcome for our lecturers
- Provision of requested ICT where available – the college can and will support in any cases where required equipment is not available
- A room suitable for teaching and numbers
- Access to staff rooms and rest areas
- Guidance for lecturers around what to do on breaks (tea/coffee etc)
- Classes to run to the times arranged, and students to be given a comfort break

Students attending a FA taught within a local school will attend college on various occasions throughout their course. This will ensure students are given access to any specialist resources they may require, and also allow them the college experience enjoyed by students on other FAs and Schools College Partnership courses. Details of these dates will be communicated in advance to the school and relevant students the college.

Employer Engagement

Hands on work experience and interaction with employers is an integral part of the FA. As mentioned above, West Lothian College will organise all employer engagement throughout the course duration. Our employer engagement officer will be attending the schools to carry out one to ones with the FAs prior to assigning their placements. Students will be informed of their placement location and arrangements by the college.

In addition to the work placement element, students will also receive a minimum of three industry speakers/masterclasses, and three external trips per academic year. These trips are responsibility of the college to organise, however any schools with suggestions or links to relevant industries are encouraged to voice these.

BUSINESS SKILLS

Overview

This course allows students to develop skills and knowledge in the area of business management relevant to all sectors: public, private and charitable sector.

Students will cover subjects helping them to:

- Understand business
- Manage people and finance
- Plan how to manage and improve own performance in a business environment
- Communicate in a business environment
- Design and produce documents in a business environment
- Support other people to work in a business environment

Duration: 1 or 2 years | SCQF Level: 6

When & where

Armadale Academy – Business Skills

West Calder High School – Business Skills (with Hospitality Management)

- Tuesday and Thursday 1:30pm-4:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday pm attendance

Inveralmond Community High School – Business Skills (with Sports Management)

- Thursday 1:30pm-4:30pm & Friday 09:30am-12:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday pm attendance

**The above examples represent the two year model. The one year model will see students in class two half days and on placement one full day*

Entry requirements

- National 5 maths and English and preferably a business subject
- Be capable of working at level 6 (Higher)

Progression

Education: Modern Apprenticeship in business administration, HND business year 1, HND accounting year 1 at West Lothian College, progression to degree-level study within similar subject areas.

Employment: qualification and experience for relevant work and good insight into other business-related subjects, such as digital marketing, procurement, supply chain management and enterprise.

CREATIVE & DIGITAL MEDIA

Overview

This course is for anyone interested in working in games or app development, social media, advertising, TV, film and the creative arts.

Students will cover the following:

- Creative industries: an introduction – Scotland; storytelling for the creative industries; creative industries: understanding a creative brief; media: understanding the creative process; and media project
- Working effectively with others in the creative industries; use digital and social media in marketing
- Campaigns; ensure actions reduce risks to health and safety; communicating using digital marketing/sales channels; and media project
- Potential for games programming or software development

Duration: 1 or 2 years | SCQF Level: 6

When & where

St Margaret's Academy

- Tuesday and Thursday 1:30pm-4:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday pm attendance

**The above examples represent the two year model. The one year model will see students in class two half days and on placement one full day*

Entry requirements

- Achieved National 5/level 5 in English or communication, and core skills IT
- Achieved National 4/level 4 in maths or numeracy
- Be capable of working at level 6 (Higher)

Progression

Education: Modern Apprenticeship in creative and digital media at SCQF level 7, HNC media and communication or HNC digital design and web development at West Lothian college; and progression to degree-level study within similar subject areas.

Employment: games artist, movie art director, copywriter, script editor, commissioning editor, set builder, props creator, development executive, data analyst, broadcast engineer, camera operator, sound technician, app developer, creative technologist, account manager and more.

FOOD & DRINK TECHNOLOGIES

Overview

This course gives the background, knowledge and experience to develop a career in food science, nutrition or in food and drink product development.

Students will gain industry experience and cover topics such as:

- Fundamentals of food science
- Food production
- Commercial and social drivers
- Sustainability
- REHIS food hygiene: elementary
- REHIS elementary health and safety certificate

Duration: 1 or 2 years | SCQF Level: 6

When & where

St Kentigern's Academy

- Tuesday and Thursday 1:30pm-4:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday afternoon attendance

**The above examples represent the two year model. The one year model will see students in class two half days and on placement one full day*

Entry requirements

- Achieved or working towards National 5 at time of application
- Be capable of working at level 6 (Higher)

Progression

Education: Modern Apprenticeship, progression to a related HNC, progression to degree-level study within the sector.

Employment: product development manager, diagnostics technician, brand executive, nutritionist, food scientist, sales executive, food engineer and food safety manager.

FOUNDATION APPRENTICESHIP: SOCIAL SERVICES (CHILDREN & YOUNG PEOPLE)

Overview

This course is ideal for anyone who sees themselves working with children and young people in a caring or education setting. It will give students the skills and knowledge to develop their career. This course closes the gap between the classroom and the workplace, and allows students to find out more about the world of work.

The course will help students develop the skills and knowledge to work towards an SVQ 2 and to enter a career in children's social services. It will also help students gain the core units of the Modern Apprenticeship (MA) at SVQ level 2 in social services children and young people, which means they'll have fewer units to complete if they go on to the MA course.

Duration: 2 years | SCQF Level: 6

When & Where

We will be running two classes for this course, with one being held at the college and another held at Broxburn Family and Community Development Centre

- Tuesday and Thursday 1:30pm-4:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday pm commitment

Entry requirements

- Three National 5 qualifications, one to be English
- Be capable of working at level 6 (Higher)

Where this course leads

Education: Modern Apprenticeship (fast-track); SVQ 3 as a practitioner or similar; progression to an HNC in childhood practice/healthcare; progression to degree-level study within childcare or social services, such as primary education.

Employment: work within a childcare/social services role or similar, for example in a nursery or playscheme.

FOUNDATION APPRENTICESHIP: IT SOFTWARE DEVELOPMENT

Overview

If students are interested in a career in software development, cyber security, or developing computer games, they can learn the skills that employers are looking for in the computing industry on this IT software development course. They'll close the gap between the classroom and the workplace, and find out more about the world of work.

The course includes SQA units and industry experience. Some of the units covered are:

- Computing applications: development
- Computing: authoring a website
- Software design and development

Duration: 1 or 2 years | SCQF Level: 6

When & Where

West Lothian College

- Tuesday and Thursday 1:30pm-4:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday pm commitment

**The above examples represent the two year model. The one year model will see students in class two half days and on placement one full day*

Entry requirements

- Achieved National 5s
- Be capable of working at level 6 (Higher)

Where this course leads

Education: Modern Apprenticeship, HNC in Software Development or related field, university course in various computing subjects.

Employment: roles such as IT software developer (including apps and games), web developer, database administrator, cyber security.

FOUNDATION APPRENTICESHIP: ENGINEERING

Overview

This course is for students who want to develop their skills and knowledge with a view to a career in engineering, the advanced manufacturing sector and engineering-related industries. This course will close the gap between the classroom and the workplace, and allow students to find out more about the world of work.

The course covers theory, practice and includes work experience. Subjects include:

- Engineering systems
- Mechanical engineering
- Electrical engineering
- Fabrication and welding engineering
- Manufacturing engineering

Duration: 2 years | SCQF Level: 6

When & Where

West Lothian College

- Tuesday and Thursday 1:30pm-4:30pm
- 4 week placement to be carried out during school holidays
- Some Friday pm commitment

Entry requirements

- Achieved National 5, preferably in English, maths, craft design and technology and/or science
- Be capable of working at level 6 (Higher)

Where this course leads

Education: Modern Apprenticeship (fast-track); HNC or HND in engineering, or related subject; progression to university to study an engineering-related subject.

Employment: engineering role, for example in aerospace engineering, electrical engineering, mechanical engineering, fabrication and welding.

FOUNDATION APPRENTICESHIP: CIVIL ENGINEERING

Overview

This course is for anyone wanting to learn about materials and testing, structural mechanics, health and safety, civil engineering technology and mathematics. It's designed to give students a firm grounding in civil engineering subjects in order to gain an understanding and experience of the civil engineering world. This course closes the gap between the classroom and the workplace, and allows students to find out more about the world of work.

The course covers a range of subjects including:

- Civil engineering materials
- Civil engineering project
- Computer-aided drafting: an introduction
- Construction site surveying: an introduction

Duration: 1 or 2 years | SCQF Level: 6

What & Where

West Lothian College

- Tuesday and Thursday 1:30pm-4:30pm
- 4 week placement to be carried out during school holidays
- Some Friday pm commitment

**The above examples represent the two year model. The one year model will see students in class two full days and on placement in their holidays*

Entry requirements

- National 5 qualifications in: English, maths, craft design and technology and/or science
- Be capable of working at level 6 (Higher)

Where this course leads

Education: Modern Apprenticeship, HNC in civil engineering or related field, progression to university to study quantity surveying, building surveying, construction management, civil engineering or related course.

Employment: civil engineering-related work such as civil engineer, civil engineering technician, quantity surveyor, town planner, structural engineer, construction manager and land surveyor.

FOUNDATION APPRENTICESHIP: SOCIAL SERVICES & HEALTHCARE

Overview

This course is for anyone thinking about a career in healthcare and social services. It gives students the chance to learn skills and gain practical experience valued by employers. This course will close the gap between the classroom and the workplace, and allow students to find out more about the world of work.

The first year of the course covers:

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

Duration: 1 or 2 years | SCQF Level: 6

When & Where

We will be running two classes for this course, with one being held at the college and another held at Linlithgow Academy

- Tuesday and Thursday 1:30pm-4:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday pm commitment

**The above examples represent the two year model. The one year model will see students in class two half days and on placement one full day*

Entry requirements

- Four National 5s (including English)
- Be capable of working at level 6 (Higher)

Where this course leads

Education: Modern Apprenticeship (fast-track); SVQ 3 in social care/similar; progression to HNC in social care or healthcare; and to degree-level study in health care/social services such as nursing.

Employment: within healthcare or social services in areas such as occupational therapy, nursing or healthcare support.

FOUNDATION APPRENTICESHIP: SCIENTIFIC TECHNOLOGIES

Overview

This course is for anyone looking for the knowledge and skills to enter further study or employment within life sciences. This course will close the gap between the classroom and the workplace, and allow students to find out more about the world of work.

This course covers principles of scientific technologies including:

- Laboratory safety
- Mathematics for science
- Fundamental chemistry: introduction
- Experimental procedures: science

Duration: 1 or 2 years | SCQF Level: 6

When & Where

The James Young High School

- Tuesday and Thursday 1:30pm-4:30pm (year 1)
- Placement one day per week (year 2)
- Some Friday pm commitment

**The above examples represent the two year model. The one year model will see students in class two half days and on placement one full day*

Entry requirements

- Four National 5s (one must be in a science-related subject)
- Be capable of working at level 6 (Higher)

Where this course leads

Education: Modern Apprenticeship; progression to an HNC in a related field; progression to degree-level study in a relevant area.

Employment: laboratory assistant or technician, clinical researcher, biomedical scientist, biotechnologist, biochemist, marine biologist and geoscientist.



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