



FOUNDATION APPRENTICESHIP PROSPECTUS



START HERE
GO
ANYWHERE



Fraser Wallace

Former Engineering Foundation Apprentice (2016-2018), won Foundation Apprentice of the Year and overall Scottish Apprentice of the Year 2018 at the annual Scottish Apprenticeship Awards (2018).

“

It feels amazing to have won these awards. Being nationally recognised for my achievements in the course and with GE Caledonian is incredible.

Fraser

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What is a Foundation Apprenticeship?

Foundation Apprenticeships are college courses designed for S5 and S6 pupils that combine school learning, college learning and work placement.

The duration of each course varies from 1 to 2 year programmes. A 1 year programme is open to S5 and S6 pupils, whereas you would start a 2 year programme in S5 and complete it at the end of S6.

A Foundation Apprenticeship counts as one of your school subjects and fits into your school timetable alongside your other National 5s/Highers. It is the equivalent level of a Higher (Level 6). During the course you will take

part in work a work placement, allowing you to spend time with local employers, gain exposure of the world of work, and understand employer expectations in your chosen industry.

A Foundation Apprenticeship also gives employers the chance to identify committed, skilled and motivated young people, that they can recruit to their company in the future.

Why was the Foundation Apprenticeship created?

The purpose of the Foundation Apprenticeship, developed by Skills Development Scotland (SDS), is to help Scotland's young people gain valuable work placement and have the opportunity for work-based learning while still attending school.

Employers have identified that young people would benefit from developing key employment skills and industry knowledge before they leave school, making them more desirable candidates for positions in their companies.

Benefits of a Foundation Apprenticeship

- Gain a college qualification, recognised by employers, while you are still at school
- Participate in work placement
- Opportunities to be seen by an employer
- Work on real projects with an employer and contribute to the business
- Experience to boost your application for college, university, Modern Apprenticeship, or a job
- Build skills that are specific to your future career
- Step into an exciting and growing industry that needs skilled people
- Receive student discounts from external companies and access to facilities such as the College gym

Skills Development Scotland pays for your travel to and from college and your work placement. You will incur no charges while studying one of the Foundation Apprenticeships. Travel is agreed and arranged by your school and Ayrshire College.

FOUNDATION APPRENTICESHIP

BUSINESS SKILLS

Duration: 1 Year Programme

Every type of business and organisation needs people with business administration and IT skills to help it run efficiently. This ranges from small specialist firms to large national companies and government organisations like local councils. If you invest in some good business and IT skills now, you could have a great future ahead!

What is the course about?

This course lets you find out what a career in business would really be like - and if it's right for you.

It includes:

- A National Progression Award (NPA) in Business Skills (SCQF Level 6)
- A Contemporary Business Issues unit
- Four units of an SVQ in Business and Administration (SCQF Level 6)

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
- Work placement

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
- Working with others
- Time management

These transferable skills are necessary for working in a range of other related jobs.

Please note this is a 1 year Foundation Apprenticeship.

What do I need?

For a place on this course, you'll need:

- National 5 Maths and English
- A keen interest in working in the business skills sector

Progression Routes

You may progress to:

- Higher National Certificate (HNC) at College
- University
- Modern Apprenticeship

START HERE

SCQF LEVEL 4
NATIONAL 4

SCQF LEVEL 5
NATIONAL 5

SCQF LEVEL 6
HIGHER

SCQF LEVEL 7
HNC

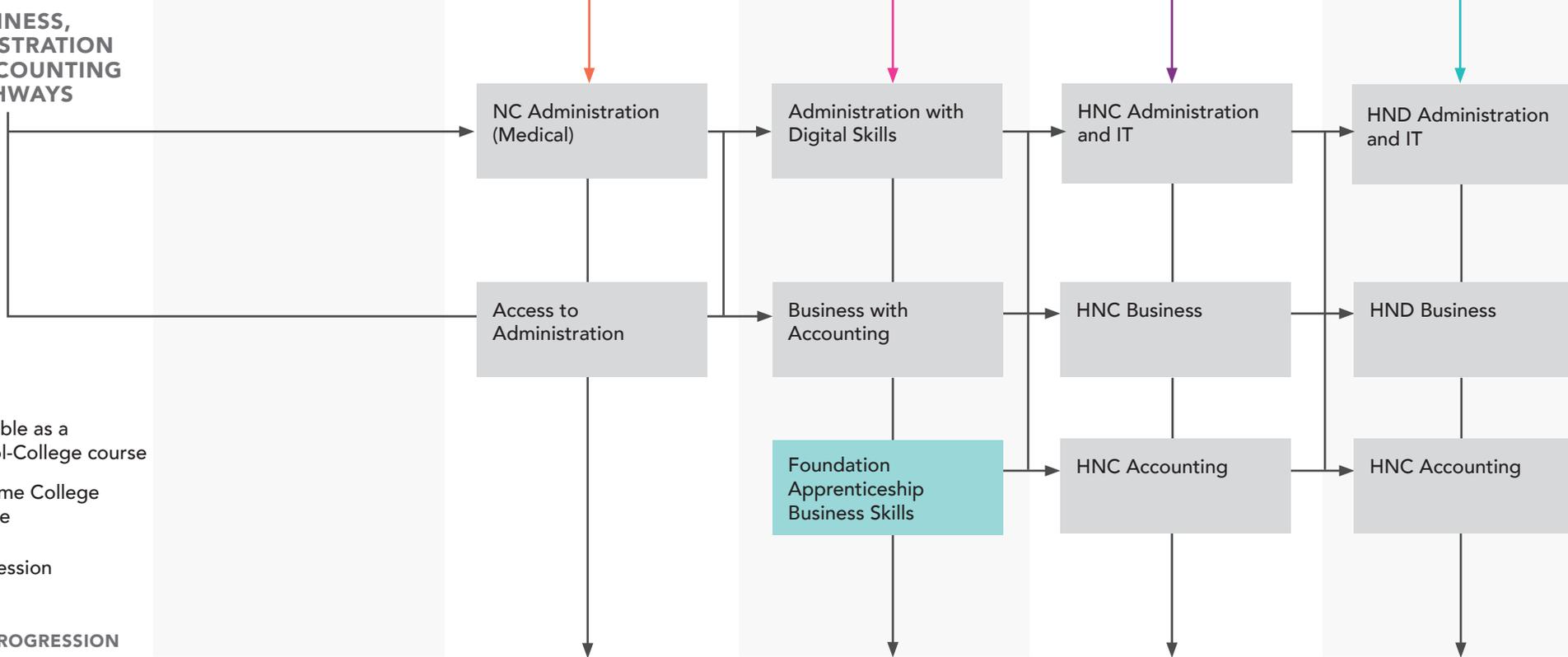
SCQF LEVEL 8
HND

BUSINESS, ADMINISTRATION AND ACCOUNTING PATHWAYS

- Available as a School-College course
- Full-time College Course
- Progression

POSSIBLE PROGRESSION

GO ANYWHERE



- Further College course
- Modern Apprenticeship
- Examples of Employment: Customer Service and Administration support roles in a range of organisations
- Medical Secretary or Administration support role in a clinic, GP Surgery or Hospital

- HNC Qualification in Business, Accounting or Administration and IT
- Modern Apprenticeship
- Examples of Employment: Customer Service and Administration support roles in a range of organisations

- HND Qualification
- University
- Examples of Employment: HR Assistant, Marketing Advisor, Business Advisor, Customer Services Officer, Local Government role, Administration Support role or start own business
- Bookkeeper or role within accounts department

- University
- Examples of Employment: HR Assistant, Marketing Advisor, Business Advisor, Customer Services Officer, Local Government role, Administration Support role or start own business
- Bookkeeper or role within accounts department

CIVIL ENGINEERING

Duration: 2 Year Programme

Civil engineers design and build the world around us – from roads and railways, to tunnels and bridges, cinemas, shopping malls and the tallest skyscrapers on the planet. In fact, without civil engineers, we'd probably still be living in caves! Civil engineering really does change the world and offers an exciting and well paid career.

If you can see yourself creating and managing life-changing structures, enjoy problem-solving and are curious to know how things work, you've got it in you to make a great civil engineer!

There's a real demand for civil engineers in Scotland and superb opportunities to work abroad also. This course can give you a head start on a career in civil engineering – even while you're still at school.



What is the course about?

This course lets you find out what a career in civil engineering would really be like - and if it's right for you.

It includes:

- A National Certificate (NC) in Civil Engineering
- At least one unit from the SVQ3 in Civil Engineering

You'll learn the key steps involved in a major construction project, including:

- Producing construction drawings by hand and using computer-aided design
- Choosing and testing the right civil engineering materials
- Carrying out land surveys on construction sites to help prepare site plans
- Preparing a building site for civil engineering work to begin
- Constructing a substructure (foundations), skeleton frame of a building, structural steelworks, concrete frame construction and walls

You'll also look at health and safety in the construction industry, mechanics and maths relevant to construction/engineering.

Your work placement will take place over two weeks during the summer holidays at the end of S5 going into S6. Other employer engagement may consist of site visits, an industry challenge or employer mentoring.

What do I need?

For a place on this course, you'll need:

- To have, or be working towards, a National 5 qualification in maths
- To be capable of working at SCQF Level 6 (Higher Level)

Progression Routes

You'll now have a solid basis for moving onto a Modern Apprenticeship, university or an HNC in a range of construction or civil engineering careers specialisms such as:

- Construction management
- Architectural technology
- Quantity surveying
- Building surveying



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SCQF LEVEL 4
NATIONAL 4

SCQF LEVEL 5
NATIONAL 5

SCQF LEVEL 6
HIGHER

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HNC

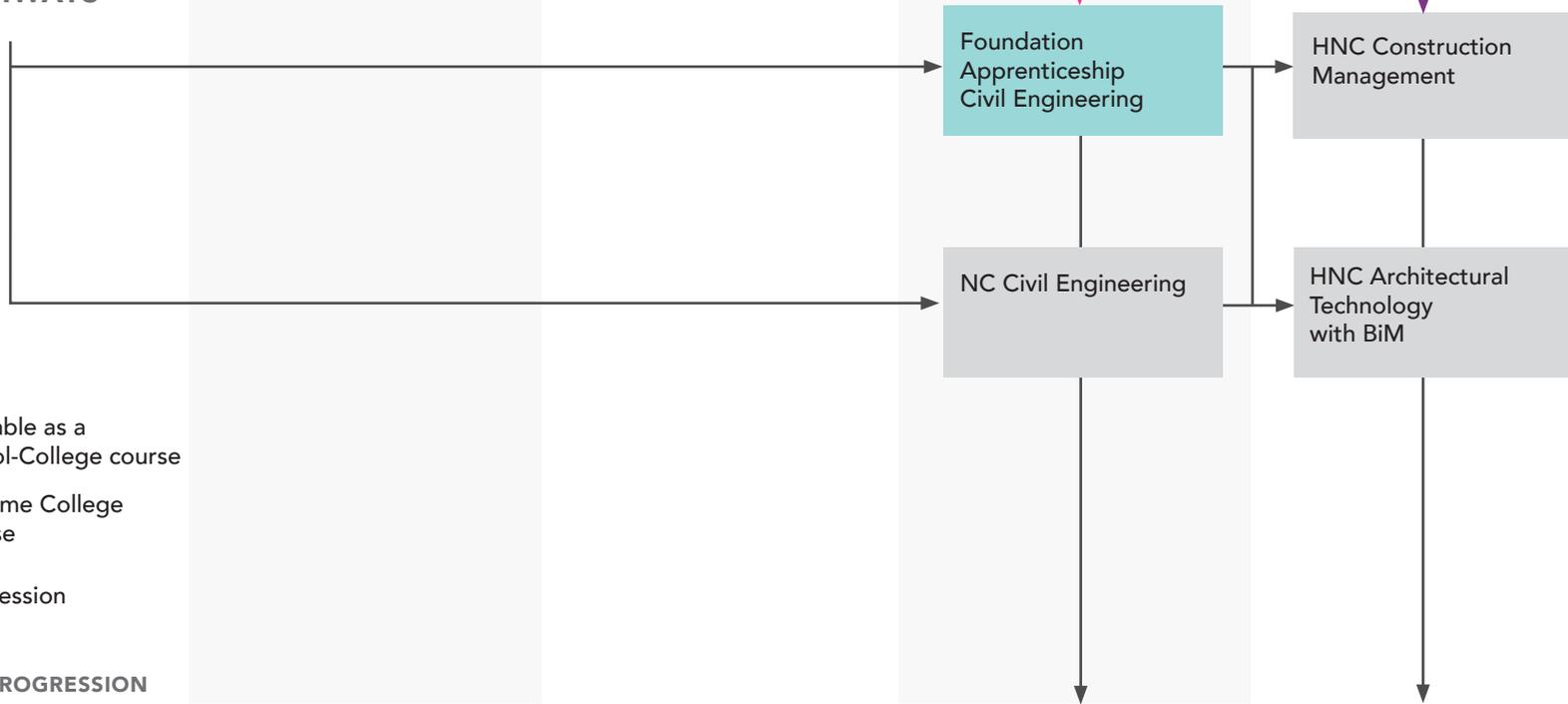
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CONSTRUCTION PATHWAYS

- Available as a School-College course
- Full-time College Course
- Progression

POSSIBLE PROGRESSION

GO ANYWHERE



- HNC Qualification
- Modern Apprenticeship
- Examples of employment: Civil Engineering Technician, Construction Technician, Quantity Surveying, Building Surveying, Construction Management, Architectural Technology, Land Surveying, Health and Safety

- HND Qualification
- University
- Examples of employment: Senior Level Technician in Civil Engineering or Construction, Quantity Surveying, Building Surveying, Construction Management, Architectural Technology, Health and Safety, Land Surveying

FOUNDATION APPRENTICESHIP

ENGINEERING

Duration: 2 Year Programme

Engineering is all about working out new and better ways of doing things - and then making them happen. Engineers have an impact on every aspect of modern living - from spacecraft and submarines, to fast cars and fashion, to medicine and make-up.

If you've got a logical and inquisitive mind, enjoy problem-solving and are curious to know how things work, you've got it in you to make a great engineer!

Engineers enjoy exciting career opportunities and right now they're in extremely high demand, with thousands of new engineers needed every year in Scotland alone. This course can give you a head start on a career in engineering – even while you're still at school.



What is the course about?

This course lets you find out what a career in engineering would really be like – and if it's right for you. You'll do a mixture of theory, practical skills and work-related experience.

It includes:

- A National Certificate (NC) in an engineering discipline
- Five units from the SVQ2 in Performing Engineering Operations (PEO)

Year 1 - In S5 you'll work towards your identified (PEO) Level 2 units (SCQF Level 5) and some units from an engineering related NC (SCQF Level 6). You'll also look at engineering roles in the workplace and the skills you'll need. Your work placement will take place over two weeks during the summer holidays at the end of S5 going into S6. Other employer engagement may consist of site visits, an industry challenge or employer mentoring.

Year 2 - You'll complete your PEO units and the rest of the units you need for your chosen NC programme.

What do I need?

For a place on this course, you'll need:

- To have, or be working towards, National 5 Maths
- A commitment to consistent and full attendance

Progression Routes

You'll now have a solid basis for moving onto a Modern Apprenticeship, other employment or an HNC/D College course in a related subject, or university.

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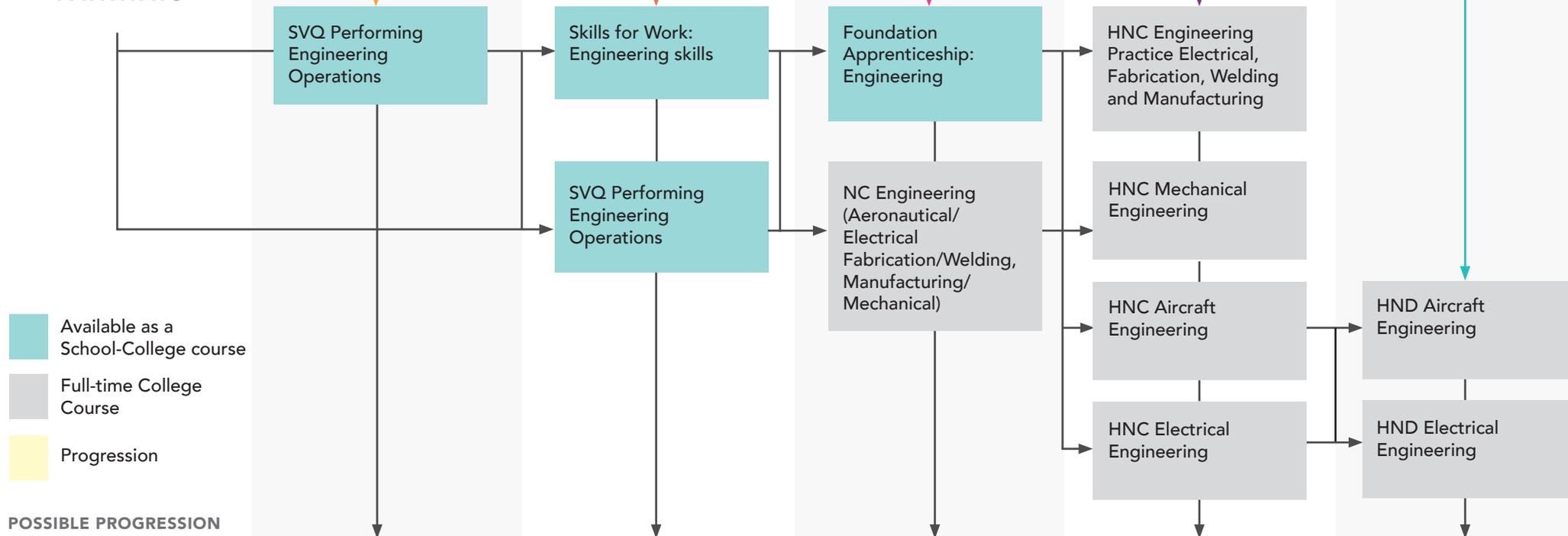
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SCQF LEVEL 6 HIGHER

SCQF LEVEL 7 HNC

SCQF LEVEL 8 HND

ENGINEERING PATHWAYS



POSSIBLE PROGRESSION

GO ANYWHERE

- Further College course
- Level 5 PEO course, or a Level 6 NC if you have the qualifications to do so. You may be able to gain semi-skilled employment

- Further College course
- Foundation Apprenticeship or an NC
- Modern Apprenticeship within the engineering sector

- Further College course
- Modern Apprenticeship within the engineering sector

- HND Qualification
- University
- Engineering Academy
- Examples of employment: Fabricator/Welder/ Electrical or Mechanical Technician/ CNC or Conventional Machinist/CAD Technician or Aerospace-related industry

- University
- Examples of employment: Fabricator/ Welder/Electrical or Mechanical Technician/CNC or Conventional Machinist/CAD Technician or Aerospace-related industry

SCIENTIFIC TECHNOLOGIES

(LABORATORY SKILLS)

Duration: 1 Year Programme

The science laboratory is a unique learning environment that enables and combines "learning through doing". Some of the world's most amazing discoveries have been made by people working in laboratories.

A Foundation Apprenticeship in Scientific Technologies offers you the opportunity to enhance your understanding of putting theory into practice, improve your reasoning skills, and develop practical skills in laboratory work.

If you can see yourself working in the sciences, particularly in a laboratory, this course is for you.



What is the course about?

This course lets you find out what a career in scientific technologies would really be like - and if it's right for you.

It includes:

- A National Progression Award (NPA) in Applied Sciences at SCQF Level 6
- Three units of an SCQF Level 6 in Laboratory and Associated Technical Activities (Industrial Science)
- A substantial work placement

Example of course units include:

NPA

- Laboratory Safety
- Mathematics for Science
- Fundamental Chemistry
- Experimental Procedures in Science

SVQ

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

What do I need?

For a place on this course, you'll need: a pass at National 5 in Chemistry (C or above), Maths and English.

Progression Routes

You may progress to (depending on other school qualifications):

- Modern Apprenticeship
- Higher National Certificate (HNC) at College
- University

START HERE

SCQF LEVEL 4
NATIONAL 4

SCQF LEVEL 5
NATIONAL 5

SCQF LEVEL 6
HIGHER

SCQF LEVEL 7
HNC

SCQF LEVEL 8
HND

SCIENCE PATHWAYS

- Available as a School-College course
- Full-time College Course
- Progression

POSSIBLE PROGRESSION

GO ANYWHERE

Introduction to Science (Biomedical Sciences and Nursing)

NC Biomedical Sciences including Science for Nursing

HNC Applied Sciences

Access to Life Sciences (SWAP) OR Access to Science, Technology, Engineering and Maths (SWAP)

Foundation Apprenticeship Scientific Technologies (Laboratory Skills)

Higher (Human) Biology OR Higher Chemistry

Advanced Higher Biology OR Advanced Higher Chemistry

- Another College course
- Modern Apprenticeship

- HNC Qualification
- Examples of Employment: Apprentice Technician

- HND Qualification
- Modern Apprenticeship
- Examples of Employment: Apprentice Technician

- University
- Examples of Employment: Hospital Laboratories, Paramedics, Microbiologist, Haematologist Industrial Laboratories

FOUNDATION APPRENTICESHIP

SOCIAL SERVICES

CHILDREN AND YOUNG PEOPLE

Duration: 2 Year Programme
(1 Year Programme available for South Ayrshire pupils only)

You can work with children and young people in a range of careers from Early Years Practitioner to a Social Worker. Early year's provision has changed significantly over the years. Today effective early childhood education experiences are recognised as playing a key role in future life chances and achievement for children and young people.

Social Service workers provide support and help to people who need it, helping them to live full and valued lives in the community. In particular, they help make sure children have the best start in life, so they grow up to be happy, healthy and secure.

This course will help you gain the knowledge and understanding you'll need to work successfully in childcare. It will also develop your knowledge, practical skills and qualities for working with children and young people. If you are interested in pursuing a career working with children and young people this Foundation Apprenticeship will provide you with your first steps into the industry.



What is the course about?

This course lets you find out what a career in social services and early years would really be like - and if it's right for you.

It includes:

- National Progression Award (NPA) in Social Services: Children and Young People (SCQF Level 6)
- Scottish Vocational Qualification (SVQ) Social Services: Children and Young People (SCQF Level 6)

NPA

The NPA will give you the knowledge you need for the SVQ, along with the practical skills required for delivering early learning and childcare opportunities for children.

Units include:

- Safeguarding Children and Young People
- Play for Children and Young People
- Communication with Children and Young People
- Development of Children and Young People
- Promoting Wellbeing of Children and Young People

SVQ

You'll have the opportunity to undertake 6 units to achieve the full SVQ Level 2 Social Services (Children and Young People).

You must complete:

- Support Effective Communication
- Support the Health & Safety of Yourself and Individuals
- Develop Your Own Knowledge and Practice
- Support the Safeguarding of Children
- Support the Development of Children and Young People
- Support Childrens' Learning Through Play

What do I need?

Qualifications

For a place on this course, you'll need:

- To have, or be working towards, at least 4 National 5 qualifications including English or Literacy
- To be capable of working at SCQF Level 6 (Higher Level)
- To be able to complete all the necessary hours in a work placement

Skills

Working in a social services setting means you also need to be able to:

- Communicate with children and families, as well as with staff
- Work with others
- Problem-solve

Values

A commitment to appropriate values is very important. If you're interested in a career in social services you can use the interactive resource, "A Question of Care: a career for you". Here, you'll answer a series of questions and receive a detailed personal profile at the end. A commitment to appropriate values is necessary and you can demonstrate this partly through responses in this resource.

Progression Routes

Successful completion of this Foundation Apprenticeship includes Scottish Social Services Council registration eligibility for a support worker in day care of children services. Most jobs in day care of children services are at practitioner level and certification for these roles is at SVQ 3, but some employers use SVQ 2 as entry to SVQ 3.

You'll have a solid basis for moving onto a Modern Apprenticeship in Social Services (Children and Young People). This will qualify you as a support worker and practitioner in a range of services across the sector, such as day care services or out of school care as a nursery assistant, play leader or nursery officer. Additionally, you can progress to HNC Level at college or apply for university.

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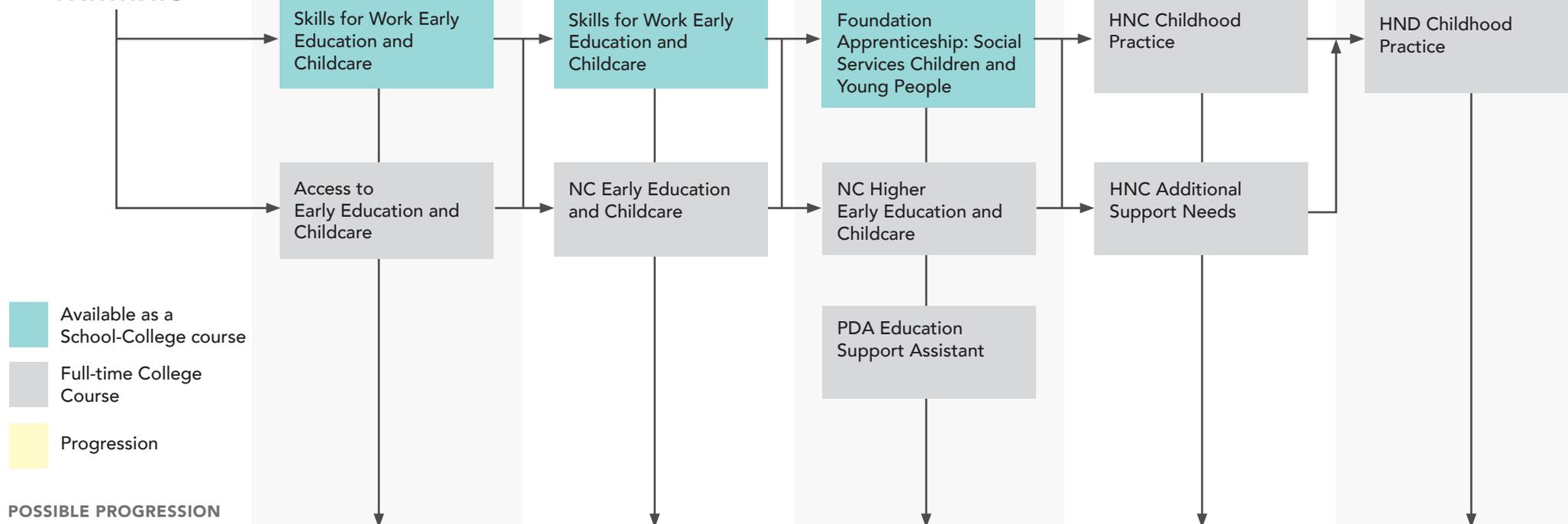
SCQF LEVEL 5 NATIONAL 5

SCQF LEVEL 6 HIGHER

SCQF LEVEL 7 HNC

SCQF LEVEL 8 HND

EARLY EDUCATION AND CHILDCARE PATHWAYS



- Available as a School-College course
- Full-time College Course
- Progression

POSSIBLE PROGRESSION

GO ANYWHERE

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| <ul style="list-style-type: none"> • Further College course • Examples of employment: Support Assistant roles within a range of Early Learning & Childcare and Health & Social Care settings | <ul style="list-style-type: none"> • Further College course • Examples of employment: Support Assistant roles within a range of Early Learning & Childcare and Health & Social Care settings | <ul style="list-style-type: none"> • Modern Apprenticeship • Examples of employment: Education Support Assistant, Early Years Support Worker | <ul style="list-style-type: none"> • University • Examples of employment: Learning Support Assistant, Early Years Practitioner, Youth Worker, Senior Early Years Practitioner, Childminder | <ul style="list-style-type: none"> • University • Examples of employment: Early Years Practitioner, Senior Early Years Practitioner, Early Years Manager, Depute Head of Centre, Head of Centre, Youth Worker |
|--|--|--|--|---|

Work Placement

The College will aim to organise a local employer for your work placement, however some travel may be involved. All employers involved will be vetted to ensure they are suitable and meet the course requirements.

How do Foundation Apprenticeships

measure against Highers?

Insight Tariff chart

Framework	Insight Tariff Points	SCQF Credit Points
Civil Engineering	560	84
Engineering	Minimum criteria of 580 applied	Min 87, depends on NC chosen
Children and Young People	407	61*
Business Skills	340	51
Scientific Technologies	340	51
Comparator with Higher Grades	Insight Tariff Points	24 SCQF Credit Points for a Higher
Higher at Grade A	204	24
Higher at Grade B	182	24
Higher at Grade C	160	24
Higher at Grade D	149	24

* Please note Ayrshire College offers the complete SVQ 2 making the SCQF Credit Points between 79-87.

How to Apply

Applications open online in January of each year.

Go to the Ayrshire College website:
www1.ayrshire.ac.uk/schools

If you're interested, speak to your guidance teacher or your school careers adviser in the first instance.

Alternatively, if you'd like to speak to someone at Ayrshire College please contact **Kirsty Taylor** on:
01294 559000 ext. 5387 or kirsty.taylor@ayrshire.ac.uk

Interview

Applicants that meet the entry requirements will be interviewed by College staff.

You may be asked to complete an aptitude test or participate in group activities. You will be told about this in advance.

If you are offered a place on the course you will be asked to provide a reference from your guidance teacher confirming you are capable of working towards Level 6.

Progression Pathways from a Foundation Apprenticeship

There are multiple routes you can take after you complete a Foundation Apprenticeship.

The course is designed to enable you to progress naturally on to a Modern Apprenticeship. On occasion as an accelerated entry into the second year of the programme.

You can progress into a full-time qualification at college in an area of your interest. Most often you will be able to enter at Higher National Certificate (HNC) Level 7.

Universities list the Foundation Apprenticeships they accept as entry criteria onto a course. They are recognised as qualifications that are equivalent to a Higher.

A Foundation Apprenticeship may also help you progress straight into a job when you leave school. Employers have expressed their desire for young people to leave school with industry relevant qualifications and work placement.

Contact us

Kirsty Taylor

Foundation Apprenticeships and Employer Engagement Lead
School-College Partnership Team
Email: kirsty.taylor@ayrshire.ac.uk
Tel: 01294 559000ext: 5387



Visit our schools zone on the website for more information and to apply for the course:

www.ayrshire.ac.uk

“

As South Ayrshire Council increases its early years provision, we need to ensure that we have a skilled workforce. The Foundation Apprenticeship can play a big part in this and provides an excellent opportunity for young people to develop their skills and knowledge and begin their journey to a rewarding career in early years.

”

Douglas Hutchison, Depute Chief Executive and Director - People, South Ayrshire Council

“

We are excited to support Foundation Apprenticeships as a route into future employment at McTaggart Group. We recognise the benefits of this qualification in providing young people with the knowledge and skills desirable to our industry.

”

McTaggart Construction

“

The group of Foundation Apprentices on work placement with us were fantastic. Their enthusiasm and drive over the two weeks was evident from the start. The level of skill they started the placement with was tremendous. For us, being able to interact with the Foundation Apprentices is valuable. It offers us the opportunity to spot talent and create a pipeline into our Modern Apprenticeship programme.

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Stephen McNab, Apprentice Leader, GE Caledonian