

19/20

FOUNDATION APPRENTICESHIPS

KICK START YOUR CAREER WHILE
STILL AT SCHOOL



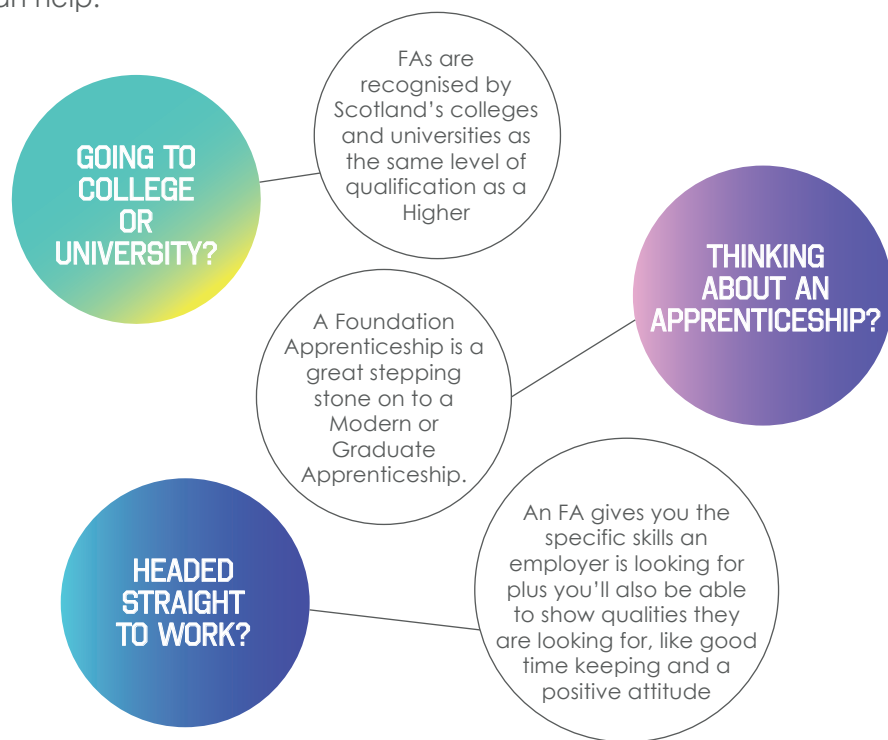
PUPILS

WHAT IS A FOUNDATION APPRENTICESHIP?

You can get a head start in your future career now with a Foundation Apprenticeship. An FA will give you **real-world experience** while you're **in fifth or sixth year**. It counts as one of your subject choices, is the **same level as a Higher** and gives you **valuable work experience**.

With this work-based learning opportunity you'll spend time between school, college and with an employer. You'll contribute to real-life projects in the work place which will complement what you'll be learning in the classroom and at college. And it all adds up to an industry-recognised qualification equivalent to 1-2 Highers.

Whether you want to go to **college or university**, do a further **apprenticeship** or go **straight into work**, a Foundation Apprenticeship can help.



WHY CHOOSE A FOUNDATION APPRENTICESHIP?



WHERE CAN A FOUNDATION APPRENTICESHIP TAKE YOU?

A Foundation Apprenticeship can lead to many different career paths including directly into college, employment, a Modern Apprenticeship, a Graduate Level Apprenticeship or University.

Want to go to college or university after leaving school?

Scottish colleges and universities view an FA as the equivalent of 1-2 Highers

Completing an FA **guarantees you a place on a relevant HNC** at Dundee and Angus College

**COLLEGE
OR
UNIVERSITY**

An FA can help your application and personal statement for college or university **stand out from the crowd**

The practical experience, work-readiness and new skills you will gain from an FA will **enhance your CV**

Get a **job**, get **paid** and get **qualified** with an MA

**STRAIGHT
INTO
WORK**

**A
MODERN
APPRENTICESHIP**

You can get **accelerated entry** onto a MA from an FA

WHAT SUBJECT AREAS DOES D&A COLLEGE OFFER FOUNDATION APPRENTICESHIPS IN?

Dundee and Angus College delivers Foundation Apprenticeships in a wide range of areas with **strong future job prospects**.

We currently offer FAs in:



ACCOUNTING



BUSINESS



CIVIL
ENGINEERING



CREATIVE AND
DIGITAL MEDIA



EARLY LEARNING
AND CHILD CARE



ENGINEERING



FOOD AND
DRINK



HEALTH AND
SOCIAL CARE



NETWORKING
AND CYBERSECURITY



SCIENCE AND
TECHNOLOGY



SOFTWARE & APPLICATION
DEVELOPMENT

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:



ACCOUNTING

If you're interested in a career in accountancy or finance, this Foundation Apprenticeship will give you the unique opportunity to get real workplace knowledge and experience plus an industry recognised qualification.

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, 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.

What will I learn?

As well as gaining a holistic overview of the accountancy sector, you'll learn about recording financial accounting information (and bookkeeping), preparing financial information, indirect tax, analysing accounting information, management accounting and professional ethics for accountants.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

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



Over 2 years (5th & 6th year)

Starts: May 2019

Ends: May 2021

Gardyne Campus

Year 1 & 2: Mon & Wed 2pm-5pm

Arbroath Campus

Year 1 & 2: Tues 9am-4pm

1 year option (in 6th year)

You can sit this FA over 1 year if you have achieved Higher Accounting in 5th year

BUSINESS

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 Foundation Apprenticeship is rooted in the highly respected profession of business administration. And, you'll get the opportunity to learn about other management and business priorities, such as: digital marketing, procurement, supply chain management and enterprise.

What will I learn?

Your NPA in Business Skills will cover the following topics:

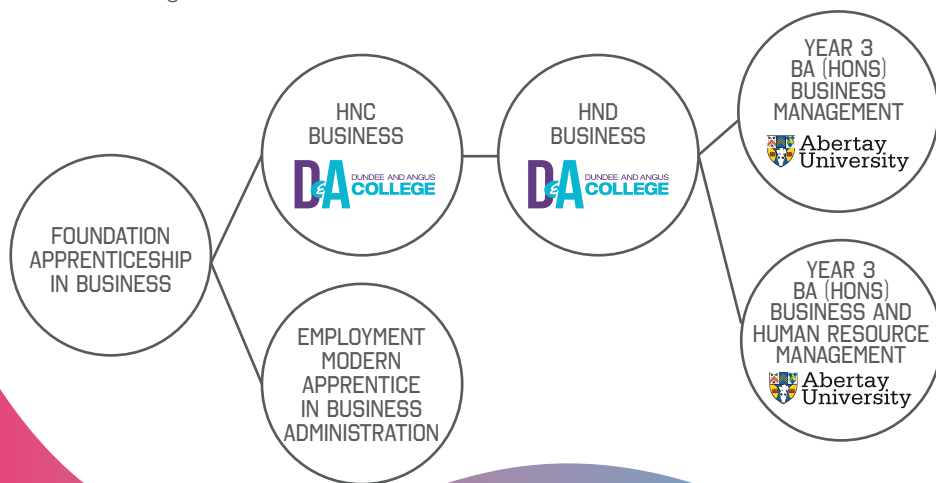
Understanding Business | Management of People and Finance | PC Passport: Working with IT Software – Word Processing and Presenting Information | PC Passport: Working with IT Software – Spreadsheet and Database | Contemporary Business Issues.

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

Entry requirements:

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



Over 2 years (5th & 6th year)

Starts: May 2019 **Ends:** May 2021

Gardyne Campus Year 1 & 2: Mon & Wed 2pm-5pm

Arbroath Campus Year 1 & 2: Tues 9am-4pm

1 year option (in 6th year)

You can sit this FA over 1 year if you have achieved Higher Business in 5th year

CIVIL ENGINEERING

Civil Engineers build and shape the world. It's 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 engineering technician, quantity surveyor, town planner, structural engineer, construction manager and land surveyor. The industry's workforce is ageing and there is a demand for new, young engineers to fill the skills gap.

What will I learn?

As part of your National Certificate, your mandatory topics will include:

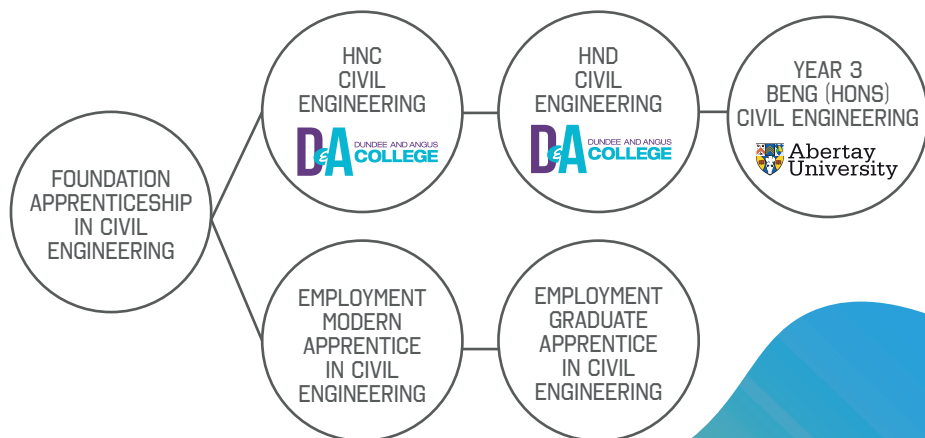
Civil Engineering Materials | Civil Engineering Project | Computer Aided Drafting: An Introduction | Construction Site Surveying: An Introduction | Health and Safety in the Construction Industry | Mechanics for Construction: An Introduction | Construction Engineering Mathematics

Your SVQ will be assessed as part of your work placement. You'll achieve one of the following: develop and maintain working relationships and personal development in construction or maintain professional relationships and practice in built environmental design.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

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.



Over 2 years (5th & 6th year)

Starts: May 2019 **Ends:** May 2021

Delivered at Brechin High School

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

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

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

CREATIVE AND DIGITAL MEDIA

There's a career for you in Scotland's thriving creative industry – whatever your interests. It's one of Scotland's most diverse sectors with a wide range of roles such as Creative Technologist, App developer, Data Analyst, Copy Writer, Games Artist or Digital Marketer

What will I learn?

As part of your National Progression Award, your topics will include:

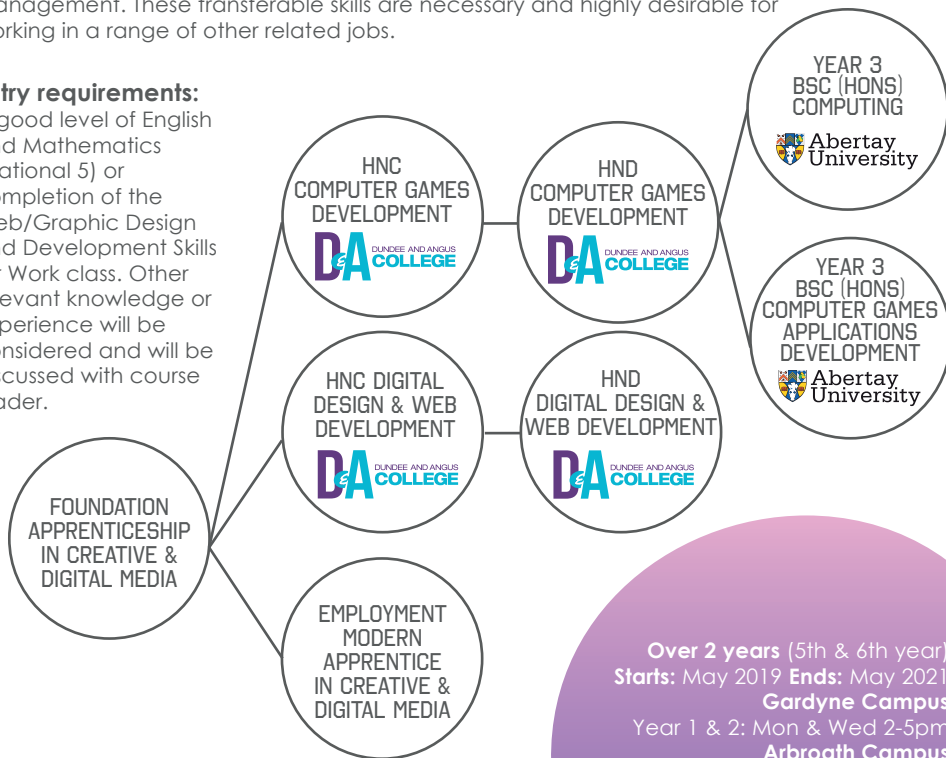
Creative Industries: An Introduction – Scotland | Creative Industries: Understanding a Creative Brief | Media: Understanding the Creative Process | Storytelling for the Creative Industries

For your Diploma units, you'll be assessed as part of your work placement. You'll learn how to work effectively with others in the Creative Industries, ensure your own actions reduce risks to health and safety, communicate using digital marketing/sales channels and use digital and social media in marketing campaigns.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

A good level of English and Mathematics (National 5) 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.



Over 2 years (5th & 6th year)
Starts: May 2019 **Ends:** May 2021
Gardyne Campus
Year 1 & 2: Mon & Wed 2-5pm
Arbroath Campus
Year 1 & 2: Tue 9am-4pm

1 year option (6th year)
Gardyne Campus
Mon/Tues/Wed/Thurs 2-5pm
Arbroath Campus
Tue & Fri 9-4pm

EARLY LEARNING AND CHILD CARE

Every child deserves the best start in life to grow up happy, healthy and confident. You can help make sure this happens. With this Foundation Apprenticeship, you'll be prepared for a wide range of different childcare roles. Look after young children as a nanny, nursery worker or childminder. Organise fun activities which help young people build their self esteem as a playworker. Give children and their families vital support as a social worker.

In Scotland, over 203,000 people work in social services. The number of jobs are still growing, and there are great opportunities for progression, too.

What will I learn?

For your National Progression Award, your topics will be:

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

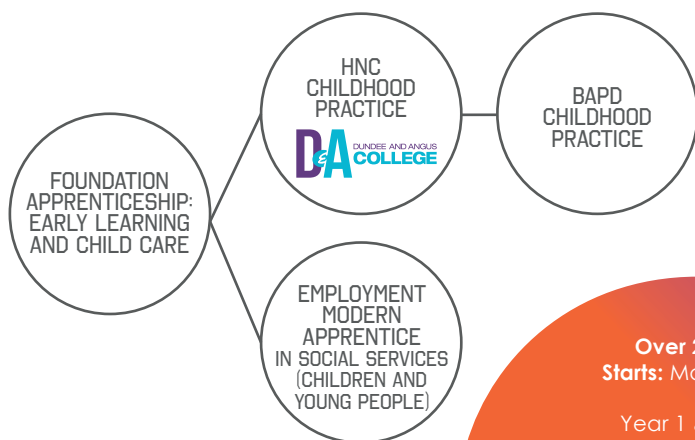
To achieve your SVQ units, you'll be assessed as part of your work placement. You'll learn how to support effective communication, support the health and safety of yourself and individuals, develop your own knowledge and practice and support the safeguarding of children.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

A good level of English and Mathematics (National 5).

Must demonstrate a genuine interest in working with children.



Over 2 years (5th & 6th year)
Starts: May 2019 **Ends:** May 2021
Gardyne Campus
Year 1 & 2: Mon & Wed 2-5pm
Arbroath Campus
Year 1 & 2: Tue 9am-4pm

1 year option (6th year)
Gardyne Campus
Mon, Tues, Wed, Thurs 2-5pm
Arbroath Campus
Tue & Fri 9-4pm

ENGINEERING

Engineers bring ideas to life. They design, create, test and improve all sorts of products and processes. From James Watt's steam engine to Andy Scott's Kelpies, Scotland is great at engineering. It's an industry offering careers in a range of sectors including space, aviation, transport, medicine, technology and fashion. You could become an aerospace engineer, chemical engineer, electrical engineer, mechanical engineer or naval architect. You won't always be sitting at a desk and could be working in a laboratory, at sea, underground or a recording studio. And, there's a huge demand for new engineers. Companies are projected to need 182,000 people with engineering skills each year to 2022 in the UK. There's never been a better time to start your engineering career.

What will I learn?

The topics you learn as part of your National Certificate will depend on the area of engineering you choose to study. These include:

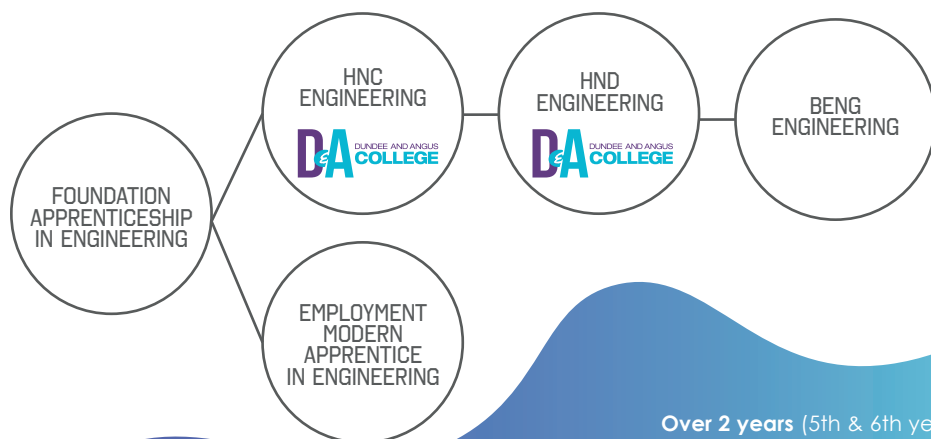
Engineering Systems | Mechanical Engineering | Aeronautical Engineering | Electrical Engineering | Fabrication and Welding Engineering | Manufacturing Engineering | Measurement and Control Engineering

To achieve your SVQ units, you'll be assessed as part of your work placement. You'll learn how to comply with statutory regulations and organisational safety requirements, use and interpret engineering data and documentation and work efficiently and effectively in engineering.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

This programme is designed for pupils starting their S5 year working towards 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.



Over 2 years (5th & 6th year)
Starts: May 2019 **Ends:** May 2021

Gardyne Campus

Year 1: Mon & Wed 2pm-5pm | Year 2: 2 days in placement

Arbroath Campus

Year 1: Tues 9am-4pm | Year 2: Tues & Fri 9am-4pm

FOOD AND DRINK

For anyone looking to pursue a career as a scientist, technologist or engineer, the Food and Drink sector offers a great range of challenging and rewarding opportunities which include speedy pathways to promotion. As a food scientist, a food technologist or product designer, you could help create the products of the future. And, there's a growing demand for engineering roles like agricultural engineer, electrical engineer and mechanical engineer within the industry.

There continues to be significant career opportunities across all occupations within the Food and Drink sector, the biggest in Scotland. We'll always need food, so there will always be jobs! The sector will need 19,000 bright and highly trained new recruits by 2024 to meet skills needs, and by working towards the Foundation Apprenticeship in Food and Drink Technologies, you can be part of it.

What will I learn?

Your National Progression Award (NPA) will cover topics like:

Food Manufacturing: Fundamentals of Food Science | Food Manufacturing: Food

Production | Food Manufacturing: Commercial and Social Drivers

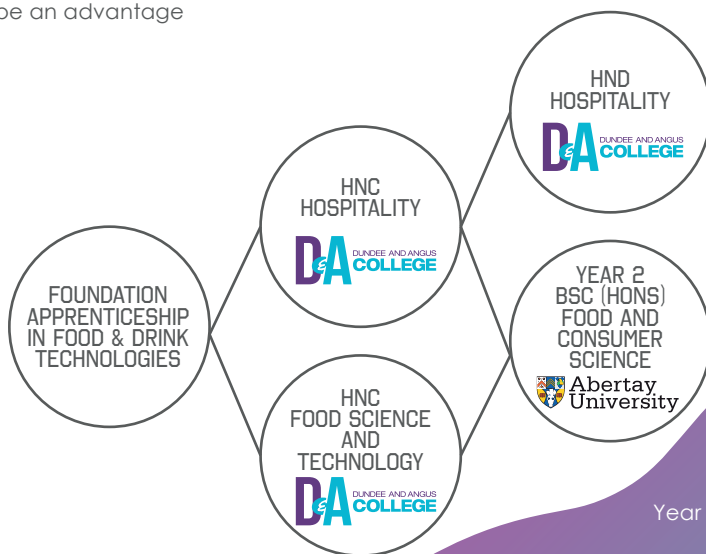
Food Manufacturing: Sustainability | Elementary Food Hygiene | Elementary Health and Safety.

Your learning will be hands-on, reflecting the practical nature of food manufacturing and the SVQ units will be assessed when you are in a work placement. During this time, you'll learn how to develop a new product in a food business, improve food safety in manufacture, develop working relationships with colleagues and promote and support creative thinking in a food business.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

A good level of English (National 5). Taking a Science or Food Technology subject would be an advantage



Over 2 years

(5th & 6th year)

Starts: May 2019

Ends: May 2021

Kingsway Campus

Year 1 & 2: Mon - Wed 2-5pm

Arbroath Campus

Year 1 & 2: Tue 9am-4pm

HEALTH AND SOCIAL CARE

People are at the heart of healthcare and social services. If you have a passion for improving lives and helping others, a career in this rewarding field could be for you. An FA in Social Services and Healthcare helps you prepare for a career in a care setting eg, with older adults, people with mental health problems, homeless people, people with addiction issues, care experienced and looked after children and young people. Over 161,000 people are currently employed by NHS Scotland. The number of jobs are still growing, and there are great opportunities for progression, too.

What will I learn?

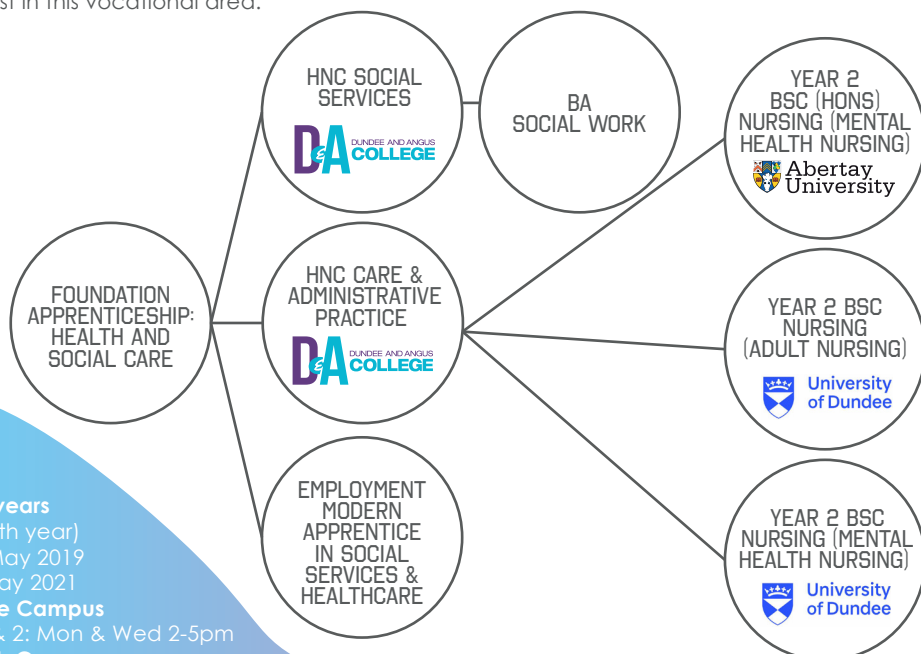
For your National Progression Award, your topics will be: Social Services in Scotland | Safeguarding People | Communication in Care Relationships | Safe Practice and Wellbeing in Social Services | Human Development and Social Influences.

To achieve your SVQ units, you'll be assessed as part of your work placement. You'll learn how to support effective communication, support the health and safety of yourself and individuals, develop your own knowledge and support the safeguarding of individuals.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

A good level of English and Mathematics (National 5). Must demonstrate a genuine interest in this vocational area.



Over 2 years

(5th & 6th year)

Starts: May 2019

Ends: May 2021

Gardyne Campus

Year 1 & 2: Mon & Wed 2-5pm

Arbroath Campus

Year 1 & 2: Tue 9am-4pm

1 year option (6th year)

Gardyne Campus: Mon/Tues/Wed/Thurs 2-5pm | **Arbroath Campus:** Tue & Fri 9-4pm

NETWORKING AND CYBERSECURITY

In Scotland, over 90,000 people work in digital technology roles, and salaries are growing almost twice as fast as the average. The current average full-time salary for digital technology roles is £37,500, which is over 30% higher than the Scottish average of £28,000. So, there's never been a better time to start your ICT career. A Foundation Apprenticeship in IT: Hardware and System Support could lead to jobs like: cyber security analyst, IT support technician, security administrator and network manager.

What will I learn?

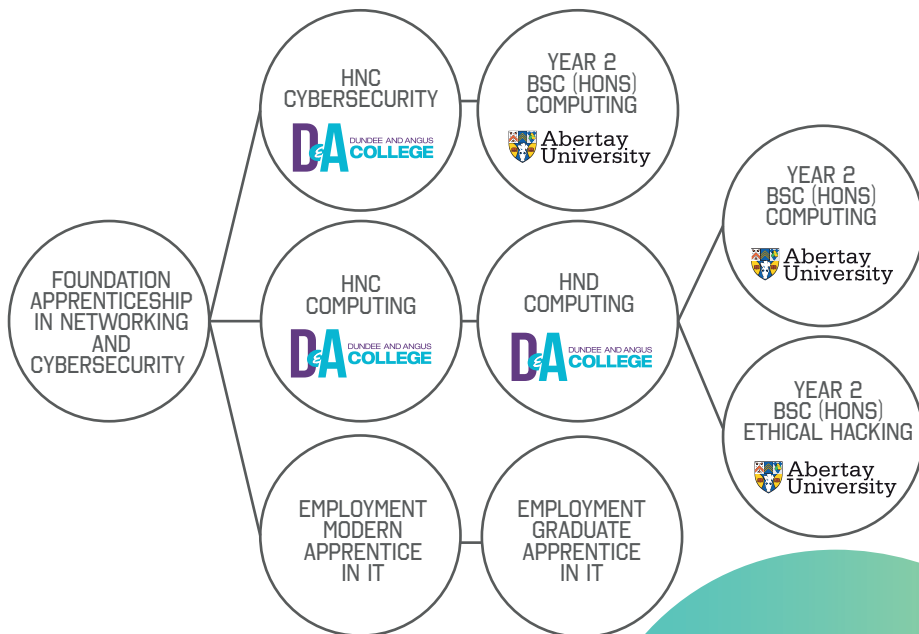
Your National Progression Award (NPA) will cover Security Fundamentals, Network Fundamentals and Server Administration Fundamentals.

In S6, you'll work in a hands-on, practical way as part of your work placement, towards achieving the five units of your Diploma: 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.

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

A good level of English and Maths (National 5). Other relevant knowledge or experience will be considered and will be discussed with the D&A College course leader.



Over 2 years (5th & 6th year)
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Year 1 & 2: Mon & Wed 2-5pm
Arbroath Campus
Year 1 & 2: Tues 9am-4pm

SCIENCE AND TECHNOLOGY

Scotland has a thriving life science and related science sector, which consists of just over 630 organisations. There are over 7,500 roles within life sciences related operations, like: biomedical scientist, biotechnologist, biochemist, laboratory technician, marine biologist and geoscientist. These roles span across industry, universities, schools, further education colleges and NHS.

With a Foundation Apprenticeship in Scientific Technologies, you'll be getting into a career with lots of opportunities. There is a great and growing demand for more young workers with Science, Technology, Engineering, and Maths (STEM) skills and qualifications. And, on average, those working in STEM careers earn 20% more than those working in other fields.

What will I learn?

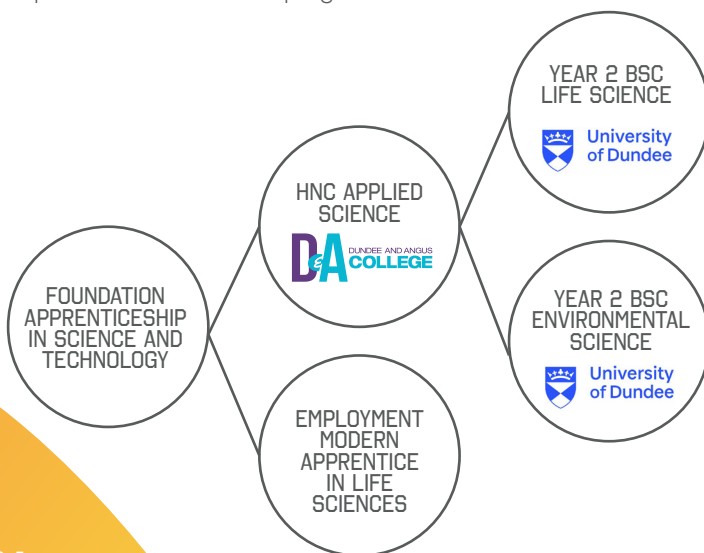
Your National Progression Award (NPA) will cover: Laboratory Safety, Mathematics for Science, Fundamental Chemistry: An Introduction and Experimental Procedures: Science

In S6, you'll be assessed in real life situations in the workplace. You'll learn how to: Follow health and safety procedures for scientific or technical activities, carry out scientific or technical tests using manual equipment and prepare compounds and solutions for scientific or technical use

Your Foundation Apprenticeship will also help you to develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

Entry requirements:

You will be required to have a Science and English qualification at National 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.



Over 2 years

(5th & 6th year)

Starts: May 2019

Ends: April 2021

Kingsway Campus

Year 1 & 2: Mon & Wed 2-5pm

Arbroath Campus

Year 1 & 2: Tues 9am-4pm

SOFTWARE & APPLICATIONS DEVELOPMENT

In Scotland, over 90,000 people work in digital technology roles, and salaries are growing almost twice as fast as the average. 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 programs, robotic systems, apps and websites. As a database administrator or network manager you'd design and build computer systems to store and manipulate vital information.

What will I learn?

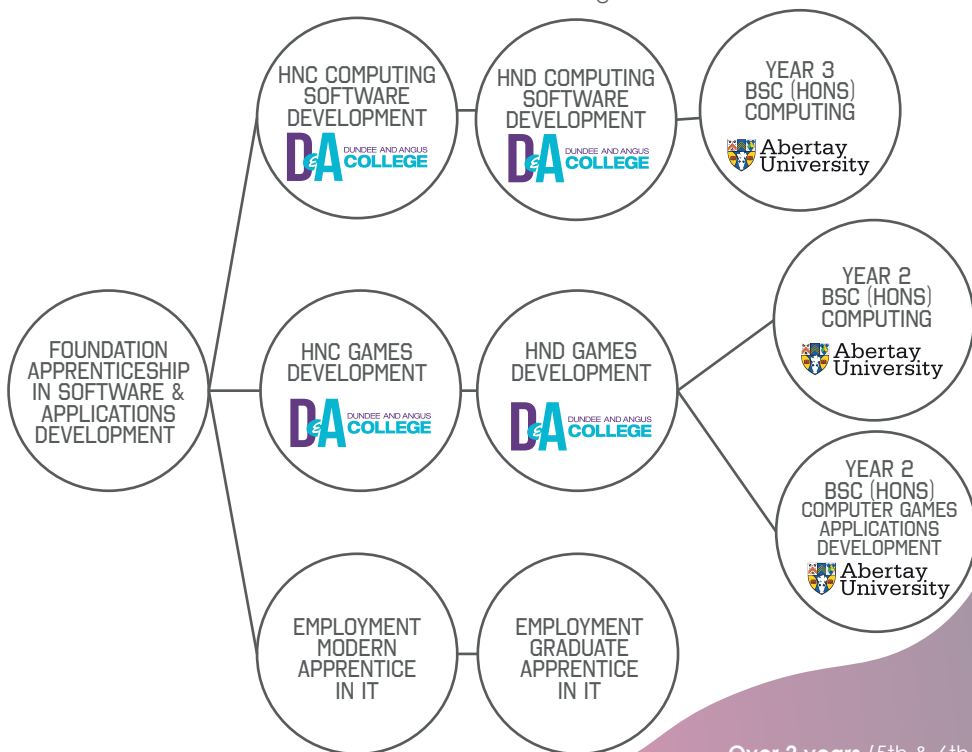
For your National Progression Award, your topics will be: Computing Applications: Development | Computing: Authoring a Website | Software Design and Development

In S6, you'll work in a hands-on, practical way as part of your work placement, towards achieving the five units of your Diploma: Data Modelling | Investigating and Defining Customer Requirements for IT and Telecoms Systems | Health and Safety in IT and Telecom | Personal Effectiveness

And one of the following: Event Driven Computer Programming, Procedural Programming or Object Oriented Computer Programming

Entry requirements:

A good level of English and Maths (National 5) or completion of the Web/Graphic design and development skills for work class. Other relevant knowledge or experience will be considered and discussed with the D&A College course leader



Over 2 years (5th & 6th year)

Starts: May 2019 Ends: May 2021

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Arbroath Campus Year 1&2: Tues 9am-4pm

You can visit
www.dundeeandangus.ac.uk
to find out more information on each
of our FA subjects. You can also find stories
featuring our past and current Foundation
Apprenticeship students to read and watch.

To apply speak to your
Guidance Teachers (Dundee schools)
or **Pupil Care & Support Teachers** (Angus schools).

If you would like further information from
D&A College you can contact our
Academic Partnerships Team
on **01382 834847**
or **apprenticeships@dundeeandangus.ac.uk**



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future