

23/24

FOUNDATION APPRENTICESHIPS

KICK START YOUR CAREER WHILE
STILL AT SCHOOL



PUPILS

WHAT IS A FOUNDATION APPRENTICESHIP?

You can get a head start in your career now with a Foundation Apprenticeship. An FA will give you work-based learning experience as well as an industry-recognised qualification at SCQF level 4, 5 or 6. With this opportunity you will spend time in college and time working on a real-life work based project, developing skills and knowledge to take you on the next step in your learning or career.

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?

FAs are recognised for further study and a Level 6 FA is recognised by Scottish colleges and universities as equivalent of 1-2 Highers

Completing a Level 6 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
SCQF Level 6



AUTOMOTIVE
SCQF Level 4



BUSINESS
SCQF Level 6



CONSTRUCTION
SCQF Level 4 & 5



CREATIVE AND
DIGITAL MEDIA
SCQF Level 6



EARLY LEARNING
AND CHILD CARE
SCQF Level 6



FOOD AND
DRINK
SCQF Level 6



HEALTH AND
SOCIAL CARE
SCQF Level 6



HOSPITALITY
SCQF Level 4 & 5



NETWORKING
AND CYBERSECURITY
SCQF Level 6



SOFTWARE & APPLICATION
DEVELOPMENT
SCQF Level 6

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.

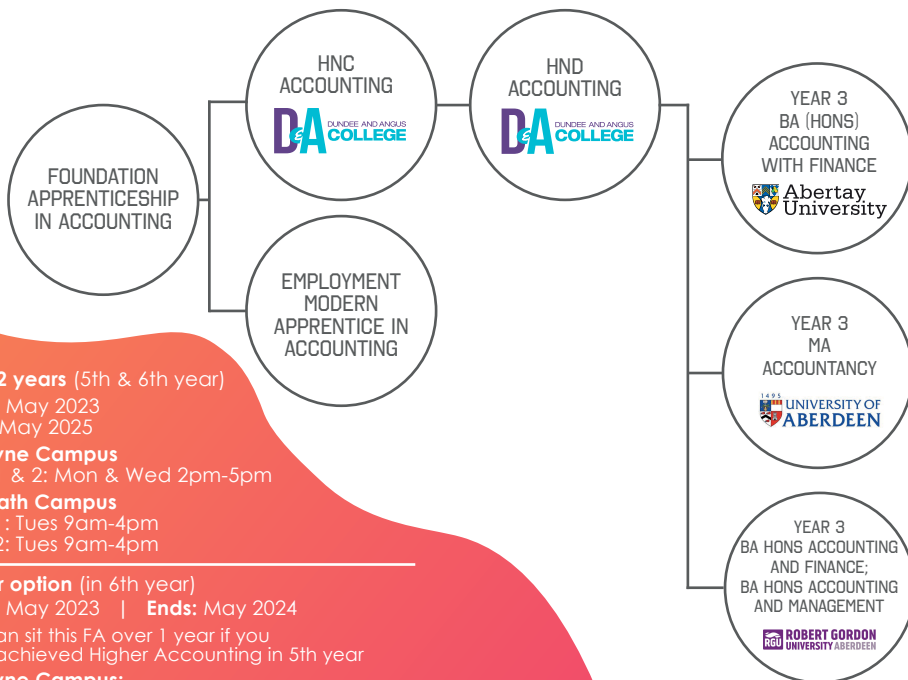
Many roles come with excellent salary and benefits packages, as well as the offer of training to progress your career. There are also excellent prospects of working in different locations as you develop your career.

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:

National 5 Mathematics is required. A good level of National 5 English and taking a Business subject would be an advantage.



Over 2 years (5th & 6th year)

Starts: May 2023

Ends: May 2025

Gardyne Campus

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

Arbroath Campus

Year 1: Tues 9am-4pm

Year 2: Tues 9am-4pm

1 year option (in 6th year)

Starts: May 2023 | **Ends:** May 2024

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

Gardyne Campus:

Mon, Tues, Wed 2-5 pm and Thurs 1.15pm-4.15 pm

Arbroath Campus:

Tues & Fri 9am-4pm & Fri 9am-4pm

AUTOMOTIVE

The Automotive Foundation Apprenticeship will teach you about the car and transport industry. You may want to choose this course if you are interested one day becoming a mechanic, an engineer, selling cars or parts, or just want to learn more about the industry. Automotive jobs involve using exciting new technology and are vital to Scotland. Automotive covers a range of jobs, like light motor vehicle technician, heavy motor vehicle technician, auto electrical technician, roadside assistance engineer, parts distribution operative. The automotive industry contributes greatly to the Scottish economy and offers a wide range of careers and development opportunities for all.

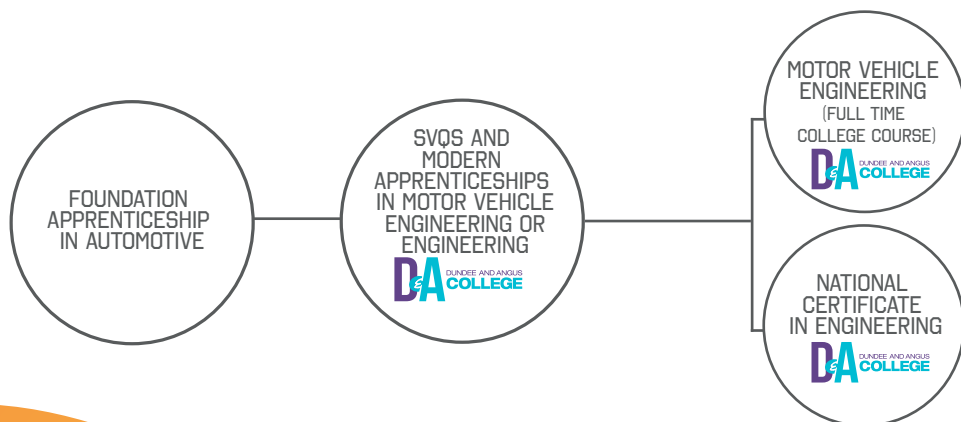
What will I learn?

The Automotive FA course has been designed to give you an introduction to the automotive industry and a progression route into further education or for moving directly into training or employment within the automotive industry. You will develop the practical skills, knowledge and understanding and employability skills needed within the automotive industry, and will develop valuable transferable employability skills. You will deliver a project as part of this course, working for a real life client.

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:

There are no entry requirements for this course however you should be ready for level 4 study.



Over one year (4th, 5th or 6th year)

Starts: May 2023 | **Ends:** May 2024

Arbroath Campus

Friday 9am to 1pm

Kingsway Campus

Mon & Wed 2-4pm OR Tues 2-4 and Thurs 1.15 to 3.15

BUSINESS

What will I learn?

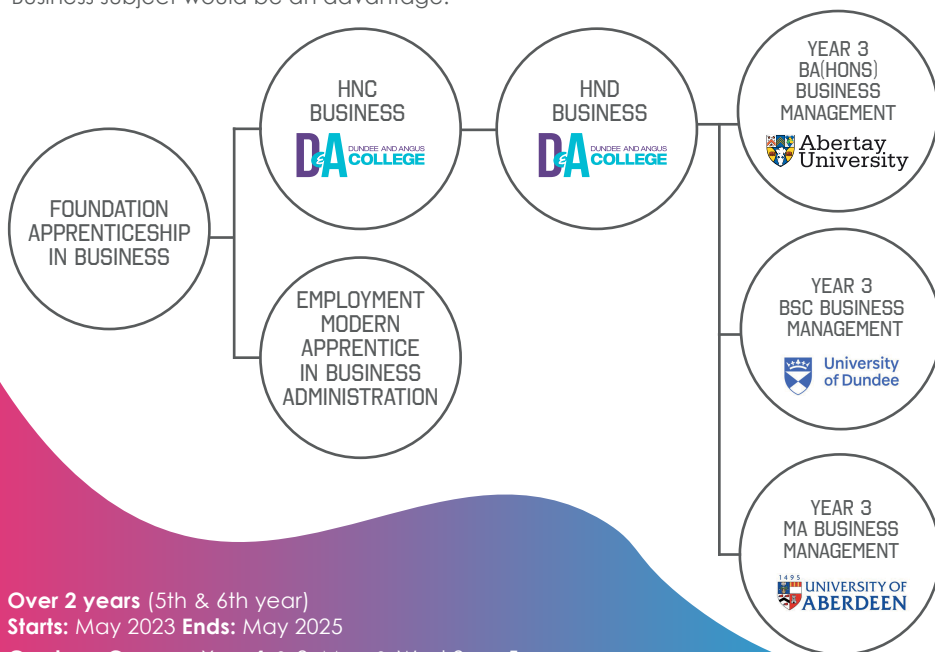
Your NPA in Business Skills will cover the following topics: Understanding Business | Management of People and Finance | PC Passport: Working with IT Software – Word Processing and Presenting Information | PC Passport: Working with IT Software – Spreadsheet and Database | Contemporary Business Issues.

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:

National 5 Mathematics is required. A good level of National 5 English and taking a Business subject would be an advantage.



Over 2 years (5th & 6th year)

Starts: May 2023 **Ends:** May 2025

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

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

1 year option (in 6th year)

Starts: May 2023 | **Ends:** May 2024

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

Gardyne Campus: Mon, Tues, Wed: 2pm-5 pm and Thurs: 1.15pm-4.15 pm

Arbroath Campus: Tues & Fri 9am-4pm & Fri 9am-4pm

CONSTRUCTION

There are two Foundation Apprenticeships in construction available: Construction Crafts and Technician at SCQF Level 4 and Construction Skills at SCQF Level 5. The construction industry offers a broad range of opportunities to all. Whether you're working on site or behind a drawing board, choosing construction means you will shape and build the world. Construction covers a huge range of jobs, like: Building services engineer Building surveyor Site manager Stonemason Carpenter Civil engineer. The industry's workforce is ageing and there is demand to fill the skills gap. If you're a practical thinker with a knack for technical processes, this industry could be your perfect match.

What will I learn?

Each level of the course involves completing a national progression award and a work-based challenge unit, where you will work on a project to deliver to a real-life client.

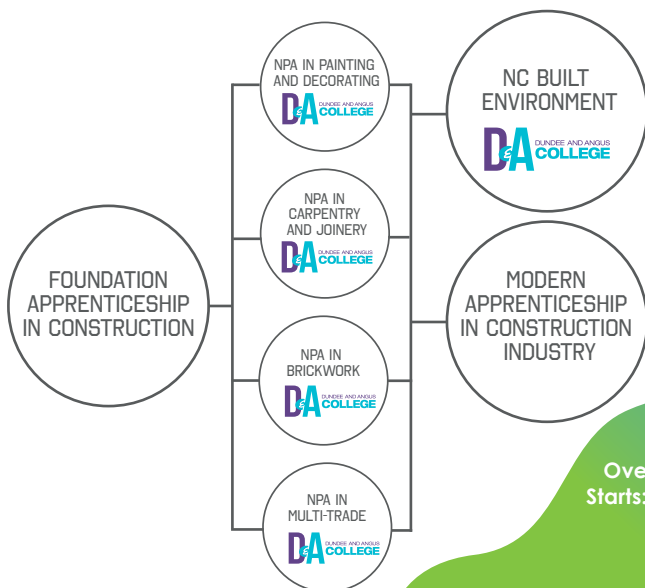
At level 4, you will cover practical construction crafts and learn a variety of skills in the trades-specific units. You will also learn skills and attitudes to enhance employability, not just in the construction industry, but in employment generally. You will learn about all trades the construction industry has to offer and will develop an understanding of how people in the construction industry work. The course both classroom and workshop activities.

At level 5, you will develop built environment design knowledge and understanding, and will have the opportunity to engage in practical construction craft units, learning skills you will apply in the project you will deliver as part of the course.

Both courses involve classroom and workshop activities.

Entry requirements:

There are no entry requirements for these courses, however you should be suitable for level 4 or level 5 study, depending on which Foundation Apprenticeship level you are choosing.



Over one year (4th, 5th or 6th year)
Starts: May 2023 | **Ends:** May 2024
Arbroath Campus
Friday 9am to 1pm
Kingsway Campus

Mon & Wed 2-4pm OR Tues 2-4 and Thurs 1.15 to 3.15

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:

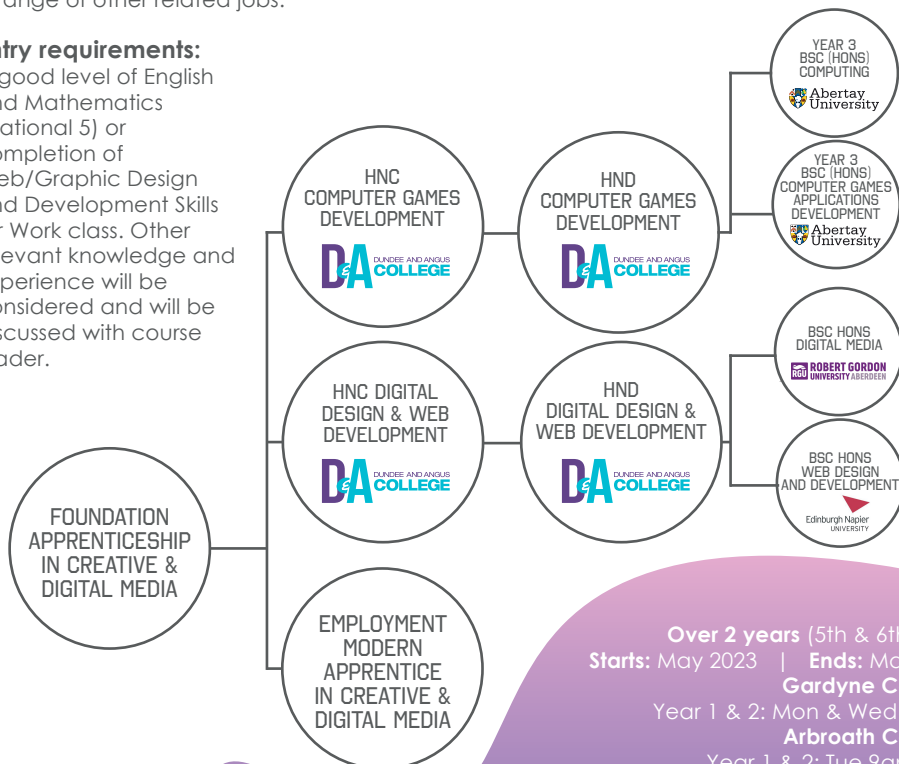
- Creative Industries: An Introduction – Scotland
- Creative Industries: Understanding a Creative Brief
- Media: Understanding the Creative Process
- Storytelling for the Creative Industries

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 Web/Graphic Design and Development Skills for Work class. Other relevant knowledge and experience will be considered and will be discussed with course leader.



Over 2 years (5th & 6th year)

Starts: May 2023 | **Ends:** May 2025

Gardyne Campus

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

Arbroath Campus

Year 1 & 2: Tue 9am-4pm

1 year option (6th year)

Starts: May 2023 | **Ends:** May 2024

Gardyne Campus Mon, Tues, Wed 2-5 pm and Thurs 1.15pm-4.15 pm

Arbroath Campus Tues & Fri 9am-4pm & Fri 9am-4pm

EARLY LEARNING AND CHILD CARE

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:

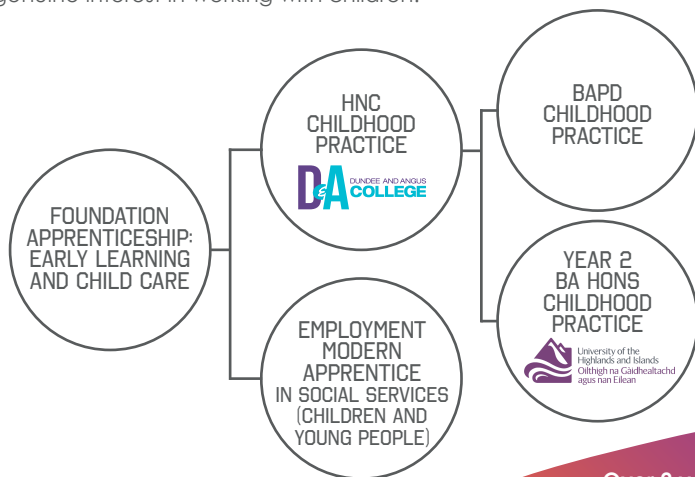
- Safeguarding of Children and Young People
- Play for Children and Young People
- Communication with Children and Young People
- Development of Children and Young People
- Promote the Wellbeing and Safety of Children and Young People

To achieve your SVQ units, you'll be assessed as part of your work placement. You'll learn how to communicate effectively, 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). You must also demonstrate a genuine interest in working with children.



Over 2 years (5th & 6th year)

Starts: May 2023 | **Ends:** May 2025

Gardyne Campus

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

Arbroath Campus

Year 1 & 2: Tue 9am-4pm

1 year option (6th year)

Starts: May 2023 | **Ends:** May 2024

Gardyne Campus

Mon, Tues, Wed 2-5 pm and Thurs 1.15pm-4.15 pm

Arbroath Campus

Tues & Fri 9am-4pm & 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.

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 2023 | **Ends:** April 2025

Kingsway Campus

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

Arbroath Campus

Year 1 & 2: Tue 9am-4pm

1 year option (in 6th year)

Starts: May 2023 | **Ends:** May 2024

Kingsway Campus Mon, Tues, Wed 2-5 pm and Thurs 1.15pm-4.15 pm

Arbroath Campus Tues & Fri 9am-4pm & Fri 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.

What will I learn?

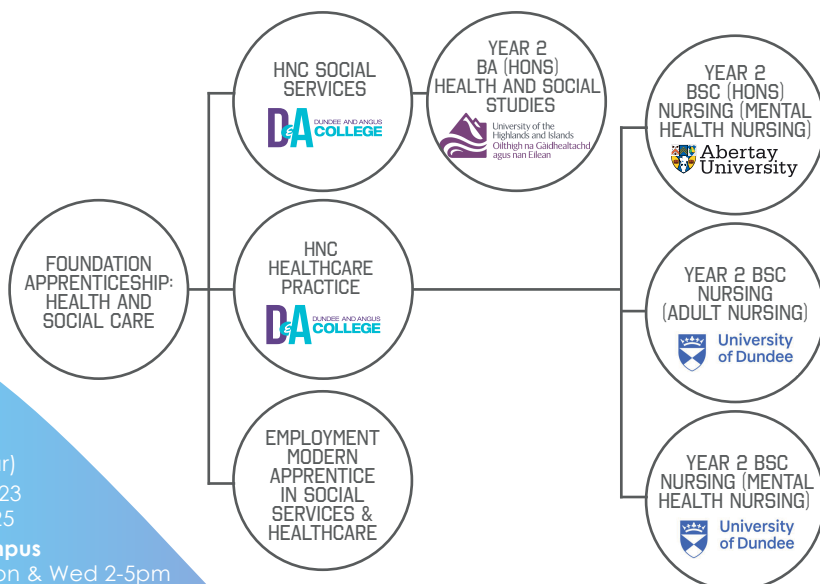
For your National Progression Award, your topics will be: Social Services in Scotland | Safeguarding People | Communication in Care Relationships | Safe Practice and Wellbeing in Social Services | Human Development and Social Influences.

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 2023

Ends: May 2025

Gardyne Campus

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

Arbroath Campus

Year 1 & 2: Tue 9am-4pm

1 year option (6th year)

Starts: May 2023 | **Ends:** May 2024

Gardyne Campus Mon, Tues, Wed 2-5 pm and Thurs 1.15pm-4.15 pm

Arbroath Campus Tues & Fri 9am-4pm & Fri 9am-4pm

HOSPITALITY

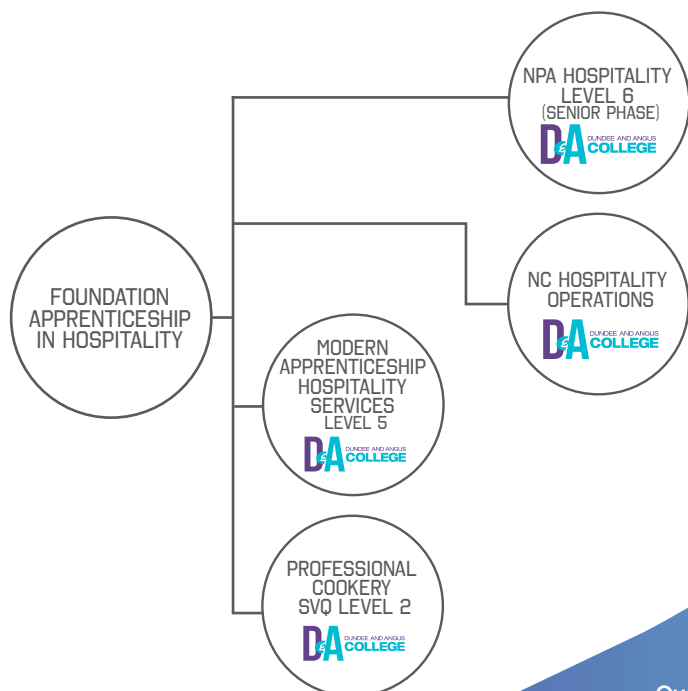
Hospitality is an exciting and flexible industry offering a wealth of career opportunities in hotels, restaurants, cafes, pubs and bars and many other venues across Scotland. The sector offers a wide range of careers and jobs available to anyone with the right attitude including chefs, housekeepers, hotel and catering managers, bar staff, food service staff, baristas. If you enjoy working with people and would like to work in an exciting and varied job this could be the career for you.

What will I learn?

The course provides an introduction to the different commercial and non-commercial sectors of the hospitality industry and the types of provision they offer. You will learn about the organisational aims of hospitality establishments and the products and services they provide. You will also will develop vocational skills and knowledge and gain practical experience in menu planning, preparing, cooking and presenting a range of foods in a professional kitchen, serving food and drinks, undertaking reception duties and customer care, and planning, organising and running a small hospitality event. You will also develop meta-skills that are highly valued by employers, including self-management, social intelligence and innovation.

Entry requirements:

There are no entry requirements for this course however you should be suitable for level 4 or 5 study, depending on which Foundation Apprenticeship level you are choosing.



Over one year (4th, 5th or 6th year)
Starts: May 2023 | **Ends:** May 2024
Arbroath Campus
Friday 9am to 1pm

NETWORKING AND CYBERSECURITY

A Foundation Apprenticeship in Networking and Cybersecurity could lead to jobs like: cyber security analyst, IT support technician, security administrator and network manager.

What will I learn?

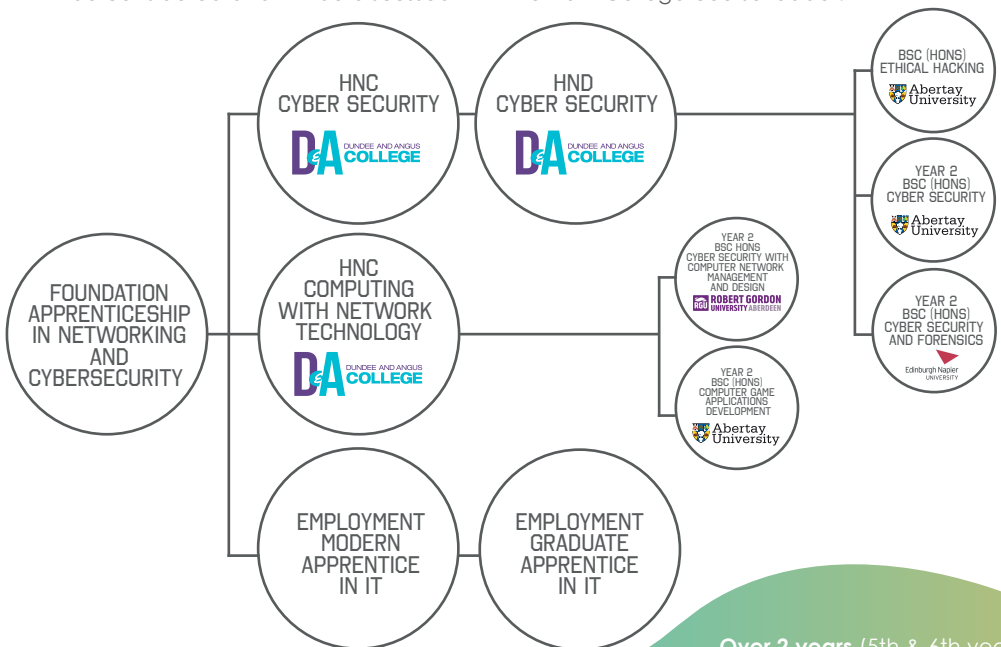
Your National Progression Award (NPA) will cover Security Fundamentals, Network Fundamentals and Server Administration Fundamentals.

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)

Starts: May 2023 | **Ends:** May 2025

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

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

1 year option (6th year)

Start: May 2023 | **End:** May 2024

Gardyne Campus Mon, Tues, Wed 2-5 pm and Thurs 1.15pm-4.15pm

Arbroath Campus Tues & Fri 9am-4pm & Fri 9am-4pm

SOFTWARE & APPLICATIONS DEVELOPMENT

What will I learn?

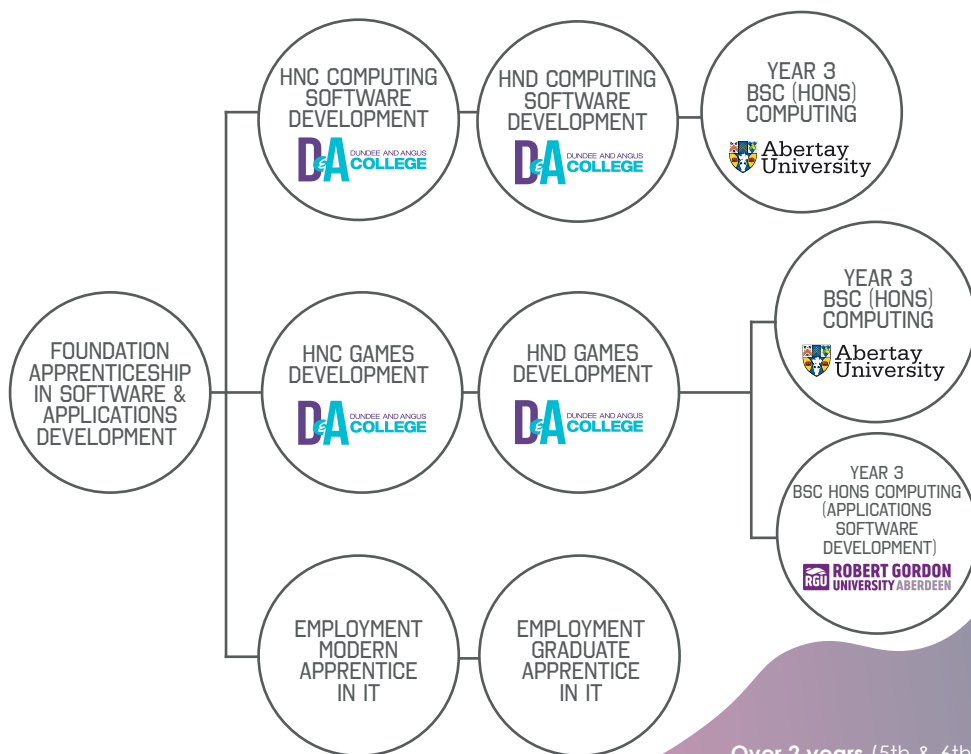
For your National Progression Award, your topics will be: Computing Applications: Development | Computing: Authoring a Website | Software Design and Development

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 2023 | **Ends:** May 2025

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

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

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Gardyne Campus Mon, Tues, Wed 2-5 pm and Thurs 1.15pm-4.15 pm

Arbroath Campus Tues & Fri 9am-4pm & Fri 9am-4pm

MEET DUNDEE AND ANGUS COLLEGE FOUNDATION APPRENTICES



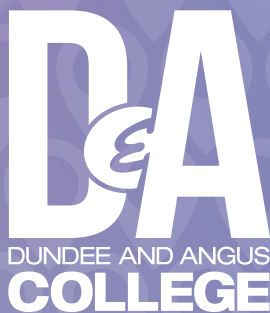
I've always been interested in software development, so the Foundation Apprenticeship seemed like a great opportunity – it also gave me the chance to experience new places and things.

16 year old **Eilidh Riach** from Arbroath High attended D&A College two days a week to build her confidence and learn technical skills for a career in IT



I enjoyed the opportunity to experience life at college and also what it would be like to be in a proper working environment. It really gave me a taster of my different options for when I left school and it helped me decide that working with children is something I would really like to do!

Anna Bergen from Brechin completed a two-year childcare course at our Arbroath Campus while still at school, she has now secured a post with Angus Council as a Modern Apprentice in Child Care (Early Years)



be in the
right place.

Please note: delivery of learning and work placements may be affected by COVID-19 restrictions, where remote and blended learning may be undertaken alongside or in place of classroom and workplace learning.

You can visit

www.dundeeandangus.ac.uk

to find out more information on the 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 834897**

or **apt@dundeeandangus.ac.uk**



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