



For the future you want

# FOUNDATION APPRENTICESHIP

GET YOUR FUTURE ON TRACK



Accountancy

2019 - 2021

# GET A HEAD START!

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



## GO STRAIGHT INTO A CAREER

You will get real-life work experience with top employers  
Gain the skills employers want



## FAST TRACK ONTO A MODERN APPRENTICESHIP

Learn on the job  
Get valuable industry experience  
You will complete units from a Modern Apprenticeship which will give you a head start  
Fast track on to a Modern Apprenticeship by completing parts of the qualification during your Foundation Apprenticeship studies



## COLLEGE OR UNIVERSITY

Gain an industry accredited qualification alongside your school studies to enhance your college or UCAS application  
Do an HNC or a BA in a related subject  
Foundation Apprenticeships are recognised by 10 Scottish universities as a higher equivalent



## A GRADUATE APPRENTICESHIP

Take your studies to a higher level. You will already have experience learning through work  
Earn while you learn

- Foundation Apprenticeships allow pupils to gain valuable real-world work experience and gain an additional industry recognised qualification whilst still at school.
- It counts as one of your subject choices.
- You will develop the skills employers are looking for and build your confidence too.
- Pupil travel to college/work placement is funded.

## HOW DOES IT WORK?

Foundation Apprenticeships are studied over 2 years. Pupils attend college 2 afternoons per week and undertake a work placement with an employer. It's an opportunity to try out a career and see if it's right for you while you are still at school.

## FOUNDATION APPRENTICESHIP

School + College + Work Experience

=

WORK READY

# FOUNDATION APPRENTICESHIP

## ACCOUNTANCY

Accountants help individuals and organisations to keep track of their money, find new ways to grow their business and increase profitability.

The Foundation Apprenticeship in Accountancy is a great way to get hands-on experience in this fast paced, dynamic industry. You will have the unique chance to develop skills and knowledge across a range of accountancy topics at college, alongside a valuable work placement with an employer. It's an opportunity to gain an industry recognised qualification and try out a career while you are still at school.

### WHO IS THIS FOR?

The Foundation Apprenticeship in Accountancy is a 2 year course which is open to pupils entering 5th year. You must have the ability to study at SCQF level 6 (Higher equivalent) in a vocational setting, and meet the entry requirements of the course. Attainment will be measured by ongoing assessment in college and throughout an employer work placement.

### ENTRY REQUIREMENTS

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

### WHAT QUALIFICATIONS WILL I GAIN?

On successful completion of the course you will achieve a Joint Qualification Certificate for the Foundation Apprenticeship in Accountancy (GN7T 46). This is a group Award at SCQF level 6 which is comprised of:

- A National Progression Award (NPA) in Accountancy at SCQF level 6
- Three units of the SVQ AAT Advanced Diploma in Accounting at SCQF level 6
- A work placement unit
- Completion of these three units will enable you to gain the AAT level 3 / SCQF level 6 Advanced Certificate in Bookkeeping

### HOW DO I APPLY?

Talk to your guidance teacher, careers adviser in school or contact us: [Foundation.Apprenticeships@edinburghcollege.ac.uk](mailto:Foundation.Apprenticeships@edinburghcollege.ac.uk) / 0131 297 9623

### WHAT WILL I STUDY?

In year 1 (S5) you will complete the following units at college:

- Preparing Management Accounting Information
- Analysing Account Information
- Preparing Financial Accounting Information
- Recording Data in the Ledger

Year 2 (S6) will be mainly delivered in the workplace where you will develop work ready skills and complete the following units of the SVQ qualification:

- Advanced Bookkeeping
- Final Accounts Preparation
- Indirect Tax

### ATTENDANCE DATES/TIMES

#### Year 1

**Days:** Tues/Thurs afternoon **Campus:** Sighthill

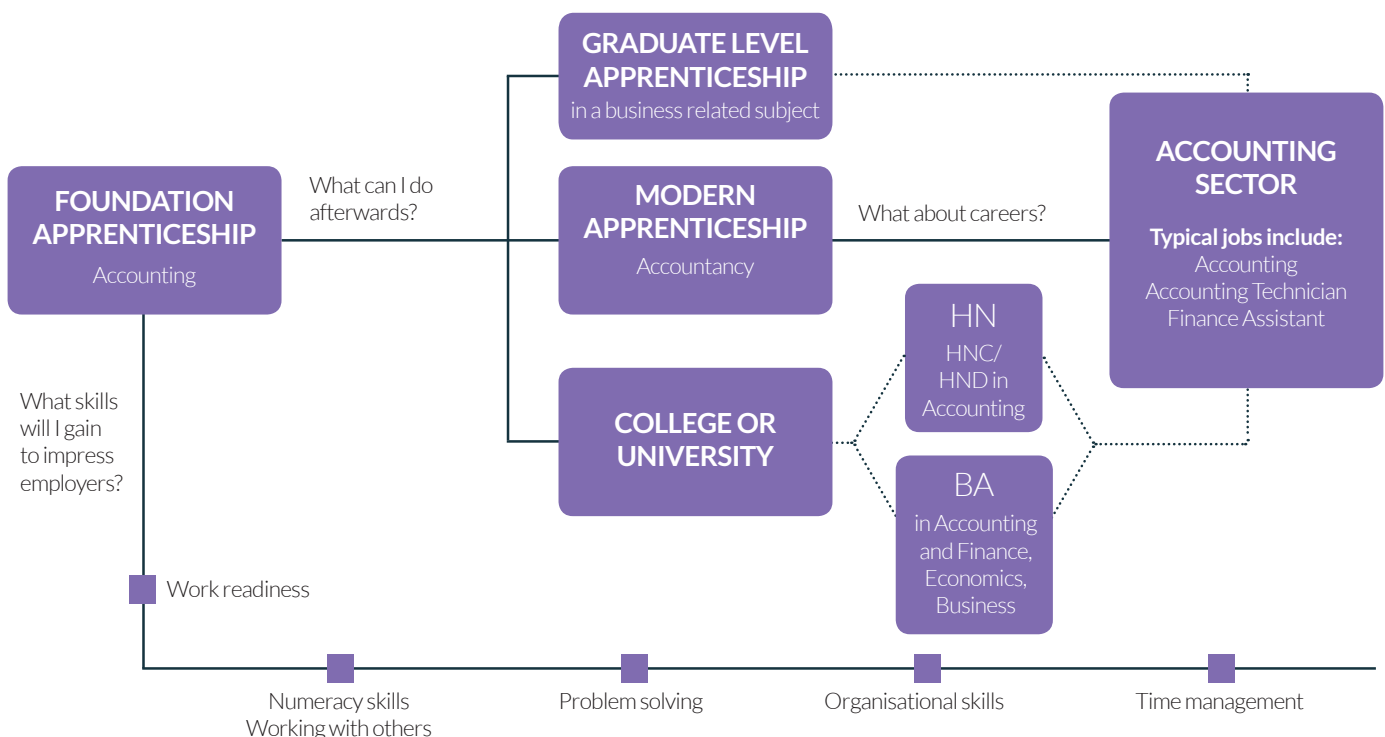
#### Year 2

You will typically spend around 10 hours per week attending college and completing a work placement with an employer. You will work with the college to decide what structure that takes and agree a timetable which fits with your school studies and the employer.

### WHERE COULD IT TAKE ME?

With a Foundation Apprenticeship in Accountancy, you could:

- Gain accelerated entry onto the level 3 Modern Apprenticeship in Accounting
- Go on to study at college or university
- Go straight into a job with an accountancy employer or in a related industry, such as business and finance





# Foundation Apprenticeship Accountancy

For more information please visit:

[www.edinburghcollege.ac.uk/fa](http://www.edinburghcollege.ac.uk/fa)

Email: [foundation.apprenticeships@edinburghcollege.ac.uk](mailto:foundation.apprenticeships@edinburghcollege.ac.uk)

Phone: 0131 669 4400



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Further information on Foundation Apprenticeships can be found at:

[www.apprenticeships.scot/become-an-apprentice/foundation-apprenticeships](http://www.apprenticeships.scot/become-an-apprentice/foundation-apprenticeships)



## For the future you want

Edinburgh College is a registered charity in Scotland.  
Charity number SCO21213

For up-to-date information on our course selection  
or to speak to an advisor please call 0131 669 4400.

Our course portfolio and campus allocation may be  
subject to alteration.

Foundation Apprenticeships are funded by Skills  
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