



For the future you want

FOUNDATION APPRENTICESHIP

GET YOUR FUTURE ON TRACK



Business Skills

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

BUSINESS SKILLS

Business skills are at the heart of all organisations. A Foundation Apprenticeship (FA) in Business Skills is a great way to discover what a career in business would be like, and if it's right for you – while you are still at school. You will get a chance to try different business administration roles, shadow experienced staff, or do a special project. You will build the practical skills and experience you need to do the job well.

WHO IS THIS FOR?

The Foundation Apprenticeship in Business Skills 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 Business Sector

WHAT QUALIFICATIONS WILL I GAIN?

On successful completion of the course you will achieve a Joint Qualification Certificate for the Foundation Apprenticeship in Business Skills (GL8J 46). This is a group Award at SCQF level 6 which is comprised of:

- National Progression Award (NPA) in Business with Information Technology SCQF level 6
- 4 units from the SVQ3 in Business and Administration (SCQF level 6)
- A unit in Contemporary Business Issues
- A Work Placement Unit (SCQF level 6)

HOW DO I APPLY?

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

WHAT WILL I STUDY?

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

- 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

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

- How to manage own performance in a business environment
- Communicating in a business environment
- Supporting other people to work in a business environment
- Designing and producing documents in a business environment

ATTENDANCE DATES/TIMES

Year 1

Days Tues/Thurs afternoon

Campus Sighthill

Duration 2 years

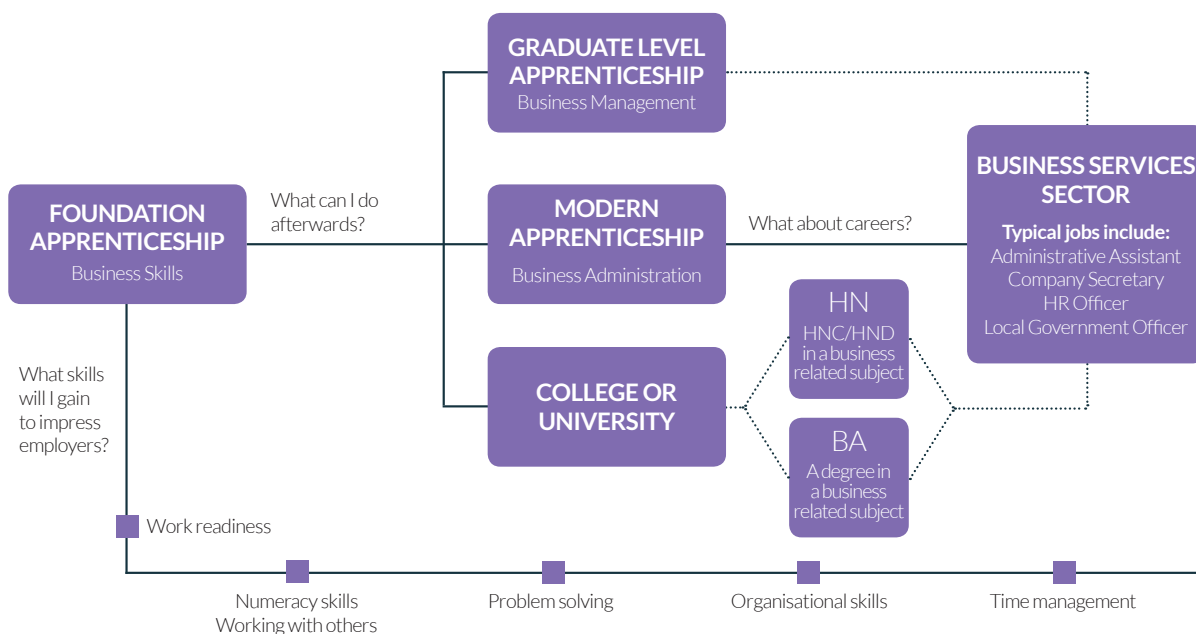
Year 2

You will be required to complete approximately 150 hours work placement with an employer throughout S6. You will liaise with the college to decide what structure that takes, and agree a timetable which fits with your school studies.

WHERE COULD IT TAKE ME?

With a Foundation Apprenticeship in Business Skills, you could:

- Go straight into a job in the business services sector
- Gain accelerated entry onto the Modern Apprenticeship in Business Administration at SCQF level 6
- Study HNC Business SCQF level 7 and HND Business Management SCQF level 8 at College
- Study BA degree in a business related subject at university





Foundation Apprenticeship Business Skills

For more information please visit:

www.edinburghcollege.ac.uk/fa

Email: 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



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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