



Foundation Apprenticeships – Business Skills (2022-2023)

Who is it for?

The Foundation Apprenticeship in Business Skills is a one year course open to you in S5 and S6. You can take a Foundation Apprenticeship as one of your senior subject choices. You'll get the chance to learn in a real workplace and develop the new skills your future employers need, giving you a competitive edge while you're still at school.

You will need to be ready for working and studying at SCQF Level 6 (Higher equivalent) but in a vocational setting. The requirements of the course are set out below. Attainment will be measured by ongoing assessment and throughout an employer work placement.

Please note: This programme can be delivered over one or two Academic years – we have chosen a shorter one year option. As this programme is condensed into one year we expect a commitment from pupils to meet the tight timeframe. In order to be successful you will be asked to attend both classroom based sessions to equip you with essential knowledge of this Skill Sector. Alongside this we will find you a suitable employer to provide a work placement to give you practical experience of this sector. Due to the short timeframe we will ask you to commit to working past the normal school finish (up to 4.30) and also to complete work placements on Friday afternoons.

How does it work?

1. You'll get time out of the classroom and complete an extended work placement with a top local employer interested in hiring young people.
2. Your Foundation Apprenticeship course will combine hands-on learning with essential knowledge, which you'll get the chance to apply on your work placement.
3. It fits alongside your other subjects in your senior timetable.

What are the benefits?

1. It's the same level of learning as a Higher (SCQF6). The difference is that you are assessed as you go along, so there's no final exam.
2. The time you spend on your placement will give you technical workplace knowledge, plus confidence, communication and teamwork skills.
3. You can use your Foundation Apprenticeship to get into a Modern Apprenticeship, Graduate Apprenticeship, or straight to work. It also counts as one of your entry qualifications into all colleges and universities across Scotland.

What's the qualification?

You'll gain a Foundation Apprenticeship in Business Skills, which is the same level of learning as an SQA Higher (SCQF level 6). This includes:

- A National Progression Award (NPA) in Business Skills at SCQF level 6
- A Work Based Challenge unit at SCQF Level 6
- Core units of an SVQ in Business and Administration at SCQF level 6

What will I learn?

Your NPA in Business Skills will cover the following topics:

- Understanding Business
- Management of People and Finance
- Contemporary Business Issues
- PC Passport: Web Apps – Word Processing
- PC Passport: Web Apps – Spreadsheets

The Work Based Challenge unit will help you strengthen the meta-skills that are valued in the sector through the planning, delivery and evaluation of a project undertaken as team.

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,
- Time management, and
- Working with Others

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

Where could it take me?

Your Foundation Apprenticeship gives you lots of options: it's up to you where you go next.

- **A Modern Apprenticeship:** On completing your Foundation Apprenticeship, you'll have achieved core units of the Modern Apprenticeship in Business Administration.
- **Further Education:** Continue your studies at college, with an SVQ 4 in Business & Administration or another cross-sector area such as Management, business related HNCs and HNDs. Your workplace experience will support your college application.
- **University:** Foundation Apprenticeships are recognised as equivalent to SQA Highers by all Scottish universities for most of their courses. You'll already have quality experience in the industry – this will make your UCAS stand out from the crowd.
- **Straight to a job:** Use your qualification and work experience to find a job in business. Your Foundation Apprenticeship in Business Skills will also give you a good insight into other business-related subjects, such as digital marketing, procurement, supply chain management and enterprise.

Entry Requirement

- Achieved or working towards National 5 Mathematics (we will also consider Application of Mathematics on a case by case basis) and National 5 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

Where will the qualification be delivered?

The Business Skills Foundation Apprenticeship will be delivered at CLLE venues in Midlothian and is available to all Midlothian S5 and S6 pupils. Midlothian Council (CLLE) will cover the cost of all travel to and from the delivery venue and your work placement.

Who will deliver the course?

The course will be delivered by Midlothian Council (CLLE) Assessors who have many years' experience of delivering qualifications in this subject area. CLLE are an SQA Accredited Centre.

How will the course be delivered?

The programme will be a blended delivery of classroom based and work placement. The course will be delivered on Tuesday and Thursday afternoons plus additional commitment.

How long is the course?

The course delivered over one Academic Year

How many places are available?

10

How can I apply?

Talk to your Guidance teacher or SDS Careers Adviser in school

Further Information: You can find out more about Foundation Apprenticeships at www.apprenticeships.scot or on @apprenticeship_scot You can hear from Foundation Apprentices and employers on YouTube by searching for 'apprenticeships.scot:



Midlothian

Please note:

This information sheet is for guidance only and may be subject to change.