

21/22

# FOUNDATION APPRENTICESHIPS

KICK START YOUR CAREER WHILE  
STILL AT SCHOOL

**DA** DUNDEE AND ANGUS  
**COLLEGE**

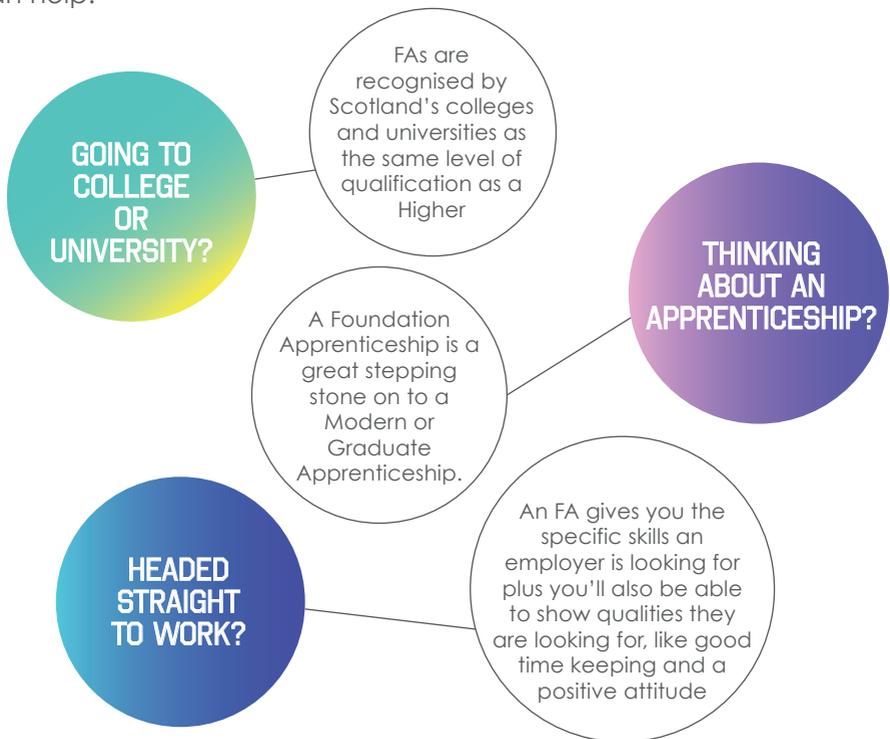
**PUPILS**

# WHAT IS A FOUNDATION APPRENTICESHIP?

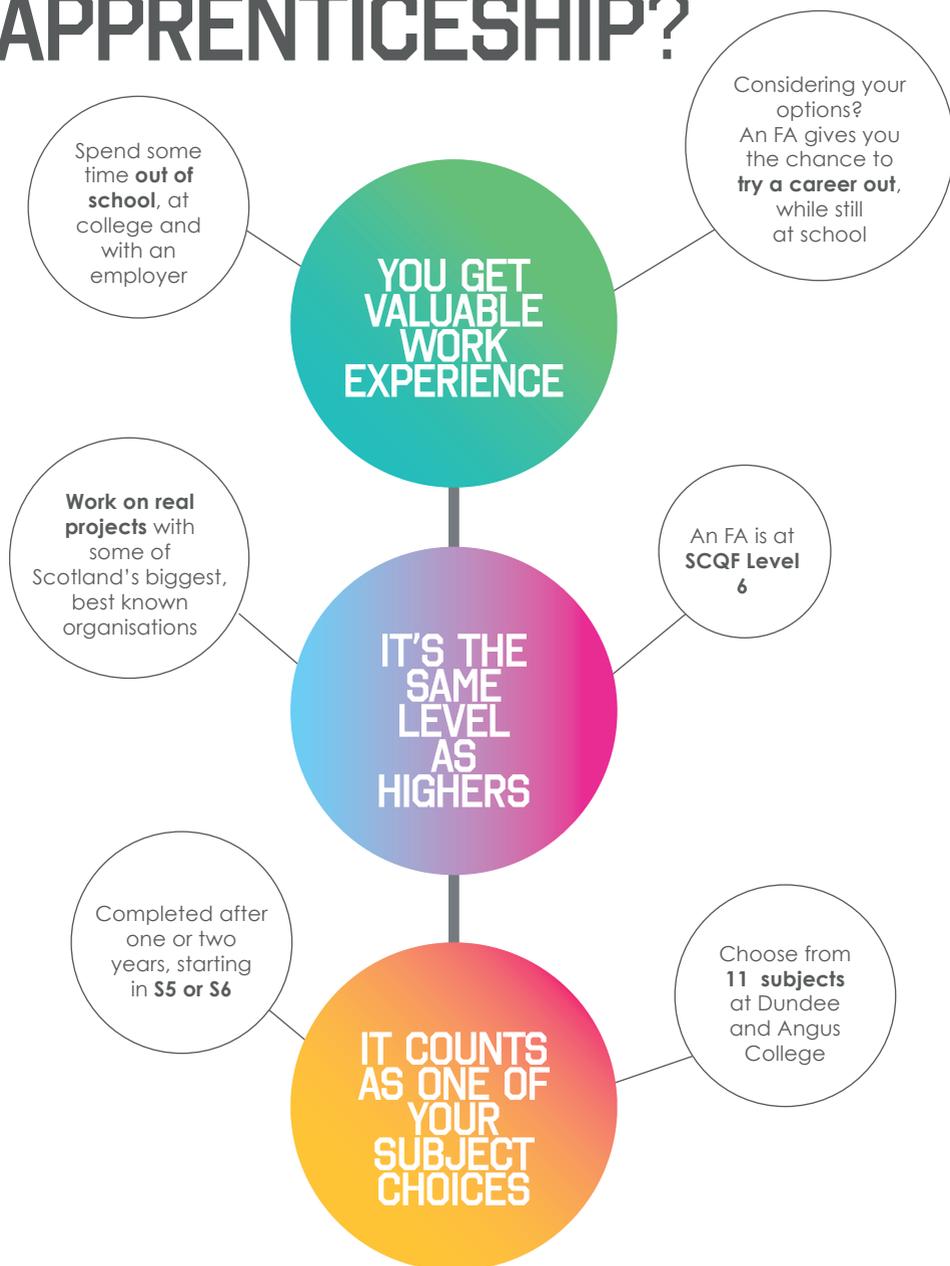
You can get a head start in your future career now with a Foundation Apprenticeship. An FA will give you **real-world experience** while you're **in fifth or sixth year**. It counts as one of your subject choices, is the **same level as a Higher** and gives you **valuable work experience**.

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. 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 2021

**Ends:** May 2023

**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

**Gardyne Campus:**

Mon, Tue, Wed 2-5pm & Thur 1-4pm

**Arbroath Campus:**

Tue & Fri 9am-4pm

# 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)

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**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

**Gardyne Campus:** Mon, Tues, Wed 2-5pm and Thurs 1-4pm

**Arbroath Campus:** Tue & Fri 9-4pm

# 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?

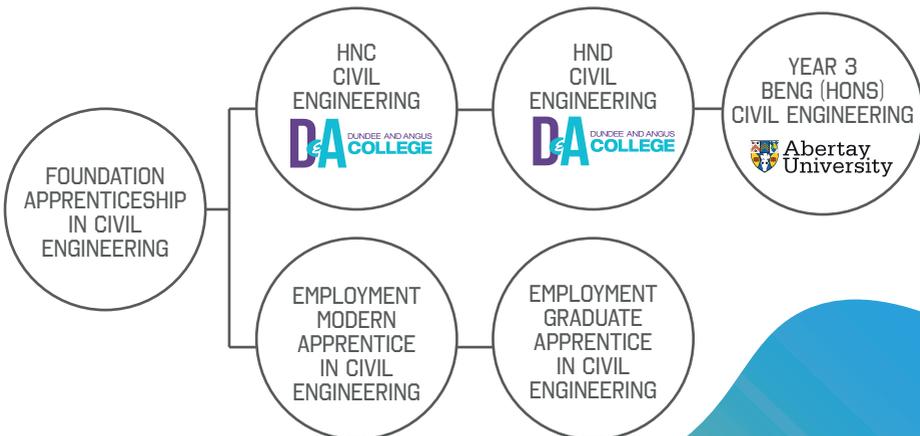
As part of your National Certificate, your mandatory topics will include:  
Civil Engineering Materials | Civil Engineering Project | Computer Aided Drafting: An Introduction | Construction Site Surveying: An Introduction | Health and Safety in the Construction Industry | Mechanics for Construction: 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:

National 5 Mathematics is required, must be capable of progression to Higher Mathematics. Working towards or completed Physics. 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 2021 **Ends:** April 2023

**Delivered at Arbroath Campus**

Year 1: Tue 9am-4pm

Year 2: Friday 9-4pm

**Delivered at Grove Academy**

Year 1 & 2: Tues 2-3.40pm | Thurs and Fri 1.10-2.50pm

# 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:

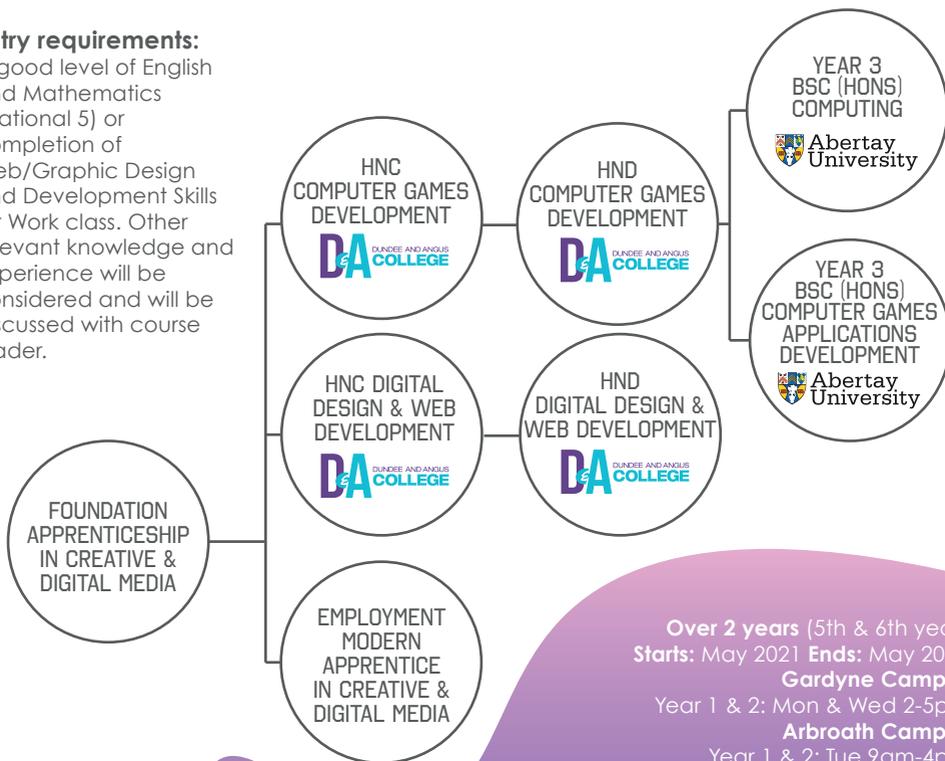
- Creative Industries: An Introduction – Scotland
- Creative Industries: Understanding a Creative Brief
- Media: Understanding the Creative Process
- Storytelling for the Creative Industries

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 2021 **Ends:** May 2023  
**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/Tue/Wed 2-5pm & Thur 1-4pm  
**Arbroath Campus** Tue & Fri 9-4pm

# 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:

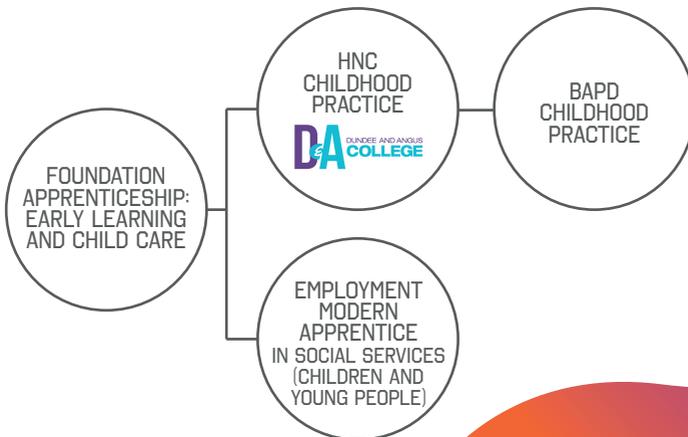
- Safeguarding of Children and Young People
- Play for Children and Young People
- Communication with Children and Young People
- Development of Children and Young People
- Promote the Wellbeing and Safety of Children and Young People

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 2021 **Ends:** May 2023

**Gardyne Campus**

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

**Arbroath Campus**

Year 1 & 2: Tue 9am-4pm

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**1 year option** (6th year)

**Gardyne Campus**

Mon/Tue/Wed 2-5pm & Thurs 1-4pm

**Arbroath Campus**

Tue & Fri 9-4pm

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# ENGINEERING

## 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:

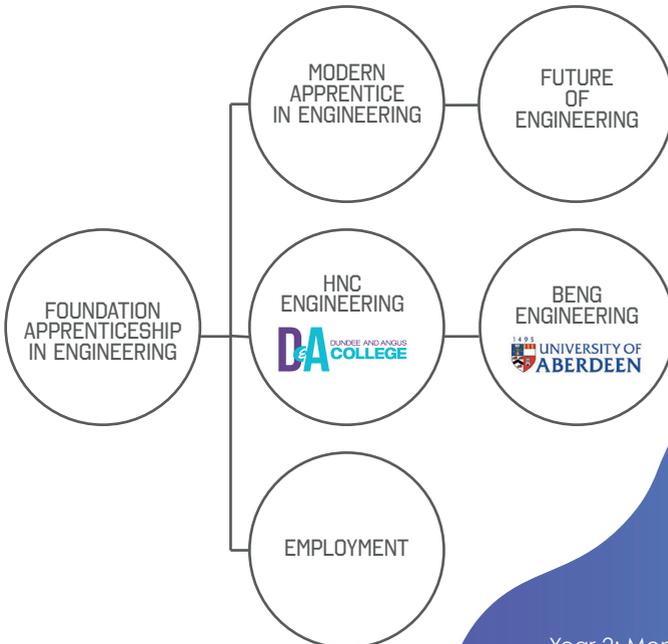
- Engineering Systems
- Mechanical Engineering
- Electrical Engineering
- Fabrication and Welding Engineering
- Manufacturing Engineering

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:

National 5 Mathematics is required, must be capable of progression to Higher Mathematics. Working towards or completed Physics. 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 2021

**Ends:** May 2023

**Kingsway Campus:**

Year 1: Mon & Wed 2-5pm

Year 2: Mon, Tues & Wed 2-5pm | Thurs 1-4pm

**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.

## 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

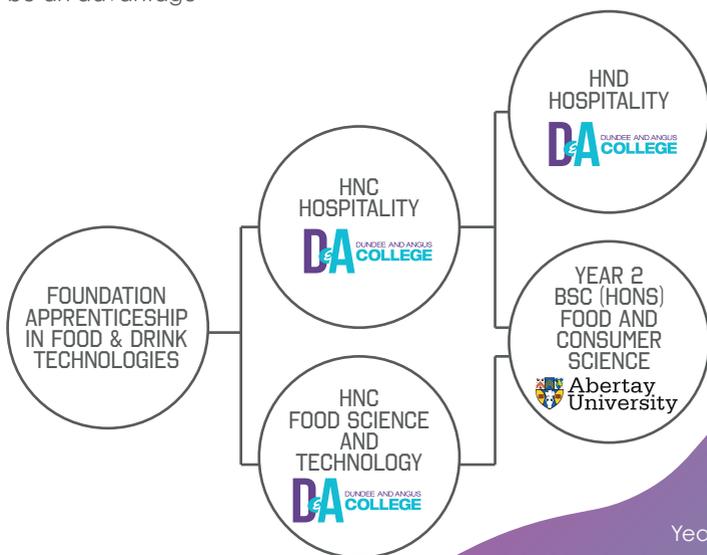
Food Manufacturing: Sustainability | Elementary Food Hygiene | Elementary Health and Safety.

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 2021  
Ends: April 2023

**Kingsway Campus**  
Year 1 & 2: Mon - Wed 2-5pm  
**Arbroath Campus**  
Year 1 & 2: Tue 9am-4pm

1 year option (in 6th year)  
**Kingsway Campus** Mon, Tues, Wed 2-5pm and Thurs 1-4pm  
**Arbroath Campus** Tue & 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?

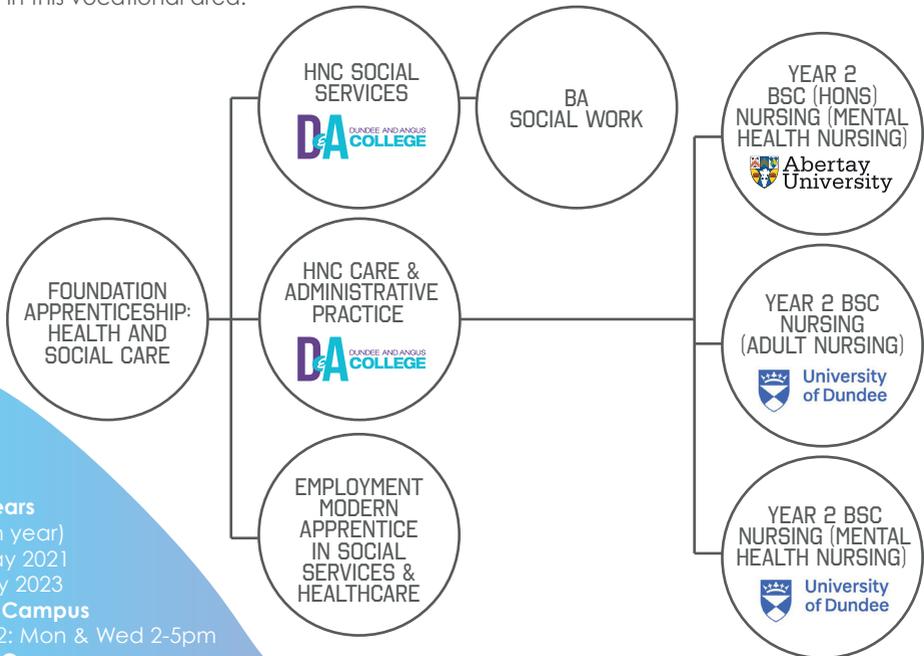
For your National Progression Award, your topics will be: Social Services in Scotland | Safeguarding People | Communication in Care Relationships | Safe Practice and Wellbeing in Social Services | Human Development and Social Influences.

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)

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**Ends:** May 2023

**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 2-5pm & Thurs 1-4pm

**Arbroath Campus** Tue & Fri 9-4pm

# 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?

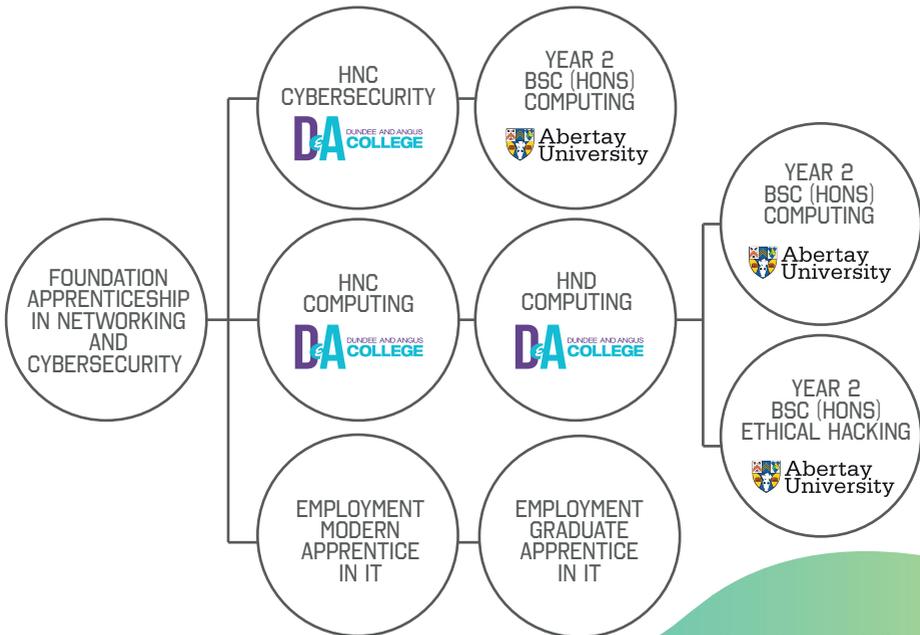
Your National Progression Award (NPA) will cover Security Fundamentals, Network Fundamentals and Server Administration Fundamentals.

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 2021 **Ends:** May 2023

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

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

**1 year option** (6th year)

**Gardyne Campus** Mon, Tue, Wed 2-5pm & Thur 1-4pm

**Arbroath Campus** Tue & Fri 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 career 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?

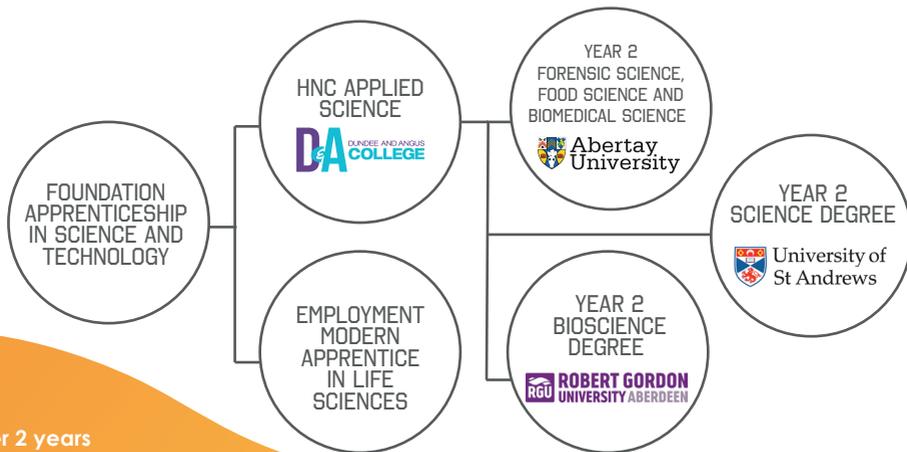
Your National Progression Award (NPA) will cover: Laboratory Safety, Mathematics for Science, Fundamental Chemistry: An Introduction and Experimental Procedures: Science

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 2021 **Ends:** April 2023

**Kingsway Campus** Year 1 & 2: Mon & Wed 2-5pm

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

## 1 year option (in 6th year)

**Kingsway Campus** Mon, Tues, Wed 2-5pm and Thurs 1-4pm

**Arbroath Campus** Tue & Fri 9am-4pm

# SOFTWARE & APPLICATIONS DEVELOPMENT

## What will I learn?

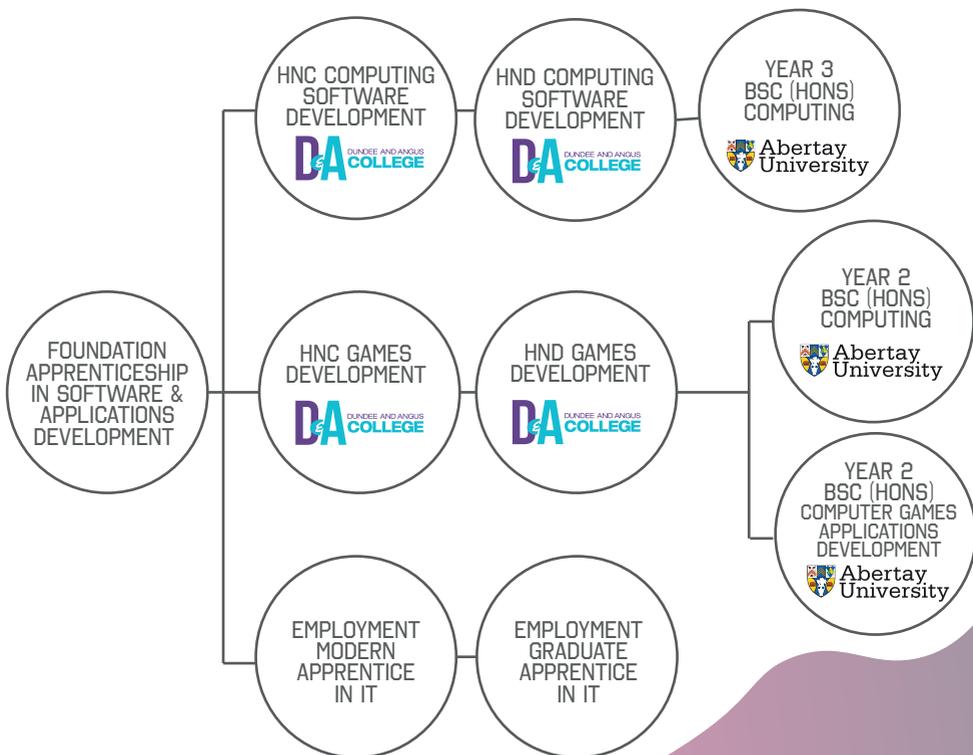
For your National Progression Award, your topics will be: Computing Applications: Development | Computing: Authoring a Website | Software Design and Development

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)

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Arbroath Campus Tue & 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 attends D&A College two days a week to build her confidence and learn technical skills for a career in IT, she is currently on work placement in MTC Media



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)

Dundee school pupils  
Heather Cooper and Jenna  
Gaffney were among the first in the  
area to take part in the FA scheme.

During their time on the Social Services and  
Healthcare programme they enjoyed developing skills  
required in the workplace and gaining practical  
hands-on experience which they wouldn't have been able  
to do at school.

Jenna was interested in a career in nursing, so doing an FA  
has given her the chance to try out a career whilst gaining a  
recognised qualification.

Angela Smith, Manager at Craigie House Care Home,  
advocates the benefits to employers from getting  
involved with apprenticeship programmes.

**“It's not just a way of bringing fresh ideas into your  
care home or your service it's also a way of  
actually shaping the training of the young  
people of the future.”**



Heather



Jenna

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](http://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 834847**

or **[atp@dundeeandangus.ac.uk](mailto:atp@dundeeandangus.ac.uk)**



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