

# Foundation Apprenticeship in Accountancy



## Recommended entry

S4 and S5 pupils should have achieved/on track to achieve a National 5 in a Business related subject with a pass in National 5 Maths and a Higher in one other subject. All pupils will be expected to attend an interview.

## About the course

This 2 year course provides an excellent opportunity for S4 & S5 pupils to achieve a **Higher** qualification, that combines school based learning with a substantial period of work experience in the Accountancy sector.

## Course overview

This course will help you discover what a career in the accountancy sector would be like, and if it's right for you, while you're still at school. It is a unique opportunity to work towards a qualification widely recognised by universities and the accountancy sector.

The course is available to S4 and S5 students across all six East Lothian secondary schools and will be delivered at one of the High schools on a Tuesday and Thursday afternoon from 1.30pm to 5pm. Transport to and from the designated School and placement locations will be provided.

### Year 1

Students will be provided with the knowledge and expertise for a career in accountancy, whilst gaining a holistic overview and learning about: Recording financial accounting information and bookkeeping, indirect tax, analysing accounting information, management accounting and much more.

### Year 2

Students will spend most of their Tuesday and Thursday afternoons at their allocated work placement. During this time, they will work with experienced accounting employees to gain a valuable insight into what a career in this field would be like. Pupils will build specialist accountancy skills required to excel within this industry. The professional qualification element is provided in conjunction with AAT (The Association of Accounting Technicians) and ACCA (The Association of Chartered Certified Accountants) both UK and globally recognised accountancy associations.

Most of the work based element will take place in year 2 of the course in order to pass the skills based SVQ units. *It should be noted that students are expected to be on placement during certain school holidays which will be confirmed in due course.*

## Assessment

- Throughout the two-year course, students are expected to pass a range of internal assessments relevant to the course subject; however there are no external exams.
- As the course follows a two-year programme, there is no partial award or credit at the end of year 1. For this reason, students must be committed to completing the course in its entirety.

## Progression

On completion of this course, students will be in a position to:

- Greatly improve their chances of gaining entry to a variety of undergraduate accountancy related courses both in Further and Higher education.  
*\*pupils are advised to check entry requirements with individual universities.*
- Apply for entry level positions in the accountancy industry via Modern/Graduate Apprenticeship programmes as well as going directly into employment within this sector.

# Foundation Apprenticeship in Business Skills



## Recommended entry

S4 and S5 pupils should have achieved/on track to achieve National 5 in a Business related subject with a pass in National 5 Maths and a Higher in one other subject. All pupils will be expected to attend an interview.

## About the course

This 2 year course provides an excellent opportunity for S4 & S5 pupils to achieve a **Higher** qualification that combines school based learning with a substantial period of work experience in the Business and Administration sector.

## Course overview

This course will help you discover what a career in the business sector would be like, and if it's right for you, while you're still at school. It is a unique opportunity to work towards a qualification widely recognised by universities and the business sector.

The course is available to S4 and S5 students across all six East Lothian secondary schools and will be delivered at one of the High schools on a Tuesday and Thursday afternoon 1.30pm to 5pm. Transport to and from the designated school and placement locations will be provided.

### Year 1

Students will be provided with the opportunity to learn and understand management and business priorities across the industry such as: Working with IT software, managing people and finance, contemporary business issues alongside being able to plan, manage and improve their own performance within the business and administration sector.

### Year 2

Students will spend most of their Tuesday and Thursday afternoons at their allocated work placement. During this time, pupils will gain the necessary skills and experience to address the skills gaps within the business industry. Individuals will have developed a highly transferable set of knowledge, skills and behaviours that can be applied to a variety of sectors, including: the public, private and charitable sector. Pupils will work with experienced employees to gain valuable insight into what a career in this field would be like. Most of the work based element will take place in year 2 of the course in order to pass the skills based SVQ units. *It should be noted that students are expected to be on placement during certain school holidays which will be confirmed in due course.*

## Assessment

- Throughout the two-year course, students are expected to pass a range of internal assessments relevant to the course subject however there are no external exams.
- As the course follows a two-year programme, there is no partial award or credit at the end of year 1. For this reason, students must be committed to completing the course in its entirety.

## Progression

On completion of this course, students will be in a position to:

- Greatly improve their chances of gaining entry to a variety of undergraduate business, administration and financial related courses both in Further and Higher education.  
*\*pupils are advised to check entry requirements with individual universities.*
- Apply for entry level positions in the business and administration sector via Modern/Graduate Apprenticeship programmes as well as going directly into employment within this sector.

# Foundation Apprenticeship in Financial Services



## Recommended entry

S4 and S5 pupils should have achieved/sitting National 5 in a Business related subject with a pass in National 5 maths and a Higher in one other subject. All pupils will be expected to attend an interview.

## About the course

This two-year course provides an excellent opportunity for S4 & S5 students to achieve a **Higher** level qualification, that combines school based learning with a substantial period of

## Course overview

This course will help you discover what a career in the financial service industry would be like, and if it's right for you, while you're still at school. It is a unique opportunity to work towards a qualification widely recognised by universities and the financial industry. With this course you could start your career in banking, and progress to being a customer service adviser or move on to management. You could take on a wide range of insurance roles, like broker, underwriter, claims handler, loss adjuster or risk surveyor. The course is available to S4 and S5 students across all six East Lothian secondary schools. It is delivered at Ross High School on a Tuesday and Thursday afternoon from 1.30pm to 5pm. Transport to and from Ross High School and placement locations will be provided.

### Year 1

Students will study fundamental financial related concepts whilst enhancing their knowledge around the relevant theory which will enable them to work successfully within the finance sector.

### Year 2

Students will spend most of their Tuesday and Thursday afternoons at their allocated work based experience placement. During this time, they will experience roles in the sectors and work with experienced employees to gain valuable insight into what a career in this field would be like. Most of the work based element will take place in year 2 of the course in order to pass the skills based SVQ units. *It should be noted that students are expected to be on placement during certain school holidays which will be confirmed in due course.*

## Assessment

- Throughout the two-year course, students are expected to pass a range of internal assessments relevant to the course subject; however there are no external exams.
- As the course follows a two-year programme, there is no partial award or credit at the end of year 1. For this reason, students must be committed to completing the course in its entirety.

## Progression

On completion of this course, students will be in a position to:

- Greatly improve their chance of gaining entry to a variety of undergraduate finance related courses both in Further and Higher education.  
*\*pupils are advised to check entry requirements with individual universities.*
- Apply for entry level positions in the financial industry via Modern/Graduate Apprenticeship programmes as well as going directly into employment within this sector.

# Foundation Apprenticeship in Scientific Technologies



## About the course

This course provides an excellent opportunity for students to achieve a **Higher** level qualification that combines school-based learning with a substantial element of work experience in a research facility.

Point of entry	Course duration	Entry requirements
S4	2 years	Clear evidence generated throughout S3 of having the potential to achieve 4 Higher passes at grade B (or above) in S5. Evidence should focus on two sciences and maths.
S5	2 years	Grade C (or above) in at least one N5 science <i>plus</i> a pass in N5 maths.
S6	1 year	Direct entry into year 2 of the programme <i>may</i> be possible (please check with your P.T. Science). Students would be expected to have passed Higher Chemistry and N5 maths.

## Course overview

This course will help you discover what a career in the science industry would be like, and if it's right for you, while you're still at school. It is a unique opportunity to work towards a qualification widely recognised by universities and the science industry.

The course is being offered to students across all six East Lothian secondary schools. It is delivered at Dunbar Grammar school on a Tuesday and Thursday afternoon from 1.30pm to 5pm. Return transport from your school to the research facility will be provided free of charge during the placement periods.

### Year 1

Students will study a selection of N5 and Higher chemistry concepts whilst gaining confidence in a range of Advanced Higher chemistry experimental techniques. There are currently three research facilities offering their labs and research scientists - Charles River Laboratories, The Scottish Rural College and Edinburgh University. Students will have four opportunities to work at their allocated placement throughout year 1. It should be noted that one of these placements will take place during the October break.

### Year 2

Students will spend most of their Tuesday and Thursday afternoons at their allocated research facility. During this time, they will record and gather evidence of their lab work in order to pass three skills based SVQ units. Please note that students are expected to be on placement during their February break. A maths-based unit will be taught at Dunbar Grammar during this year.

## Assessment

Throughout the two-year course, students are expected to pass a range of internal assessments such as UASP tests, lab report submissions and skills-based assessments. There are no external exams.

As the course follows a two-year programme, there is no partial award or credit at the end of year 1. For this reason, students must be committed to completing the course in its entirety.

## Progression

On completion of this course, students will be in a position to:

- Greatly improve their chances of gaining entry to a variety of undergraduate science courses both in Further and Higher education.  
*\*pupils are advised to check entry requirements with individual universities.*
- Apply for entry level positions in the science industry via modern/graduate apprenticeship programmes as well as going directly into employment within this sector.



## Recommended entry

S4 and S5 pupils studying National 5 English progressing onto Higher. Study in an adult care or healthcare related subject is an advantage. All pupils will be expected to attend an interview.

## About the course

This 2 year course provides an excellent opportunity for S4 & S5 pupils to achieve a **Higher** qualification that combines school based learning with a substantial period of work experience in the social services and healthcare sector.

## Course overview

This course will help you discover what a career in the social service and healthcare sector would be like, and if it's right for you, while you're still at school. It is a unique opportunity to work towards a qualification widely recognised by universities and the social services and healthcare sector.

The course is available to S4 and S5 students across all six East Lothian secondary schools and will be delivered at one of the High schools on a Tuesday and Thursday afternoon from 1.30pm to 5pm. Transport to and from the designated School and placement locations will be provided.

### Year 1

Students will gain a complete overview and learn about: Social services, safeguarding people, communication in care, human development, learning how to appropriately care for individuals dealing with mental health issues, addiction, disabilities and homelessness and social influences as well as learning the transferable skills to be able to correctly support those who need it most within this sector.

### Year 2

Students will spend most of their Tuesday and Thursday afternoons at their allocated work based experience placement. During this time, pupils will build specialist adult care and healthcare related skills and knowledge and put this into practice. They will work with experienced and trained social service and healthcare employees to gain a valuable insight into this career. Most of the work based element will take place in year 2 of the course in order to pass the skills based SVQ units. *It should be noted that students are expected to be on placement during certain school holidays which will be confirmed in due course.*

## Assessment

- Throughout the two-year course, students are expected to pass a range of internal assessments relevant to the course subject however there are no external exams.
- As the course follows a two-year programme, there is no partial award or credit at the end of year 1. For this reason, students must be committed to completing the course in its entirety.

## Progression

On completion of this course, students will be in a position to:

- Greatly improve their chances of gaining entry to a variety of undergraduate financial and business related courses both in Further and Higher education.  
*\*pupils are advised to check entry requirements with individual universities.*
- Apply for entry level positions in the social services and healthcare industry via Modern/Graduate Apprenticeship programmes as well as going directly into employment within this sector.

## Chinese Mandarin 中文 (simplified) National 4/5

### Recommended entry

Pupils will be required to have shown some development of skills in Chinese Mandarin 中文 by the end of S3.

### About the course

1 year Chinese Mandarin Course provided by Swire Mandarin. The course will be based at Knox Academy on a Tuesday and Thursday afternoon. There is no cost for this course.

### Course overview

National 4/5 Modern Language Courses develop literacy skills by giving learners opportunities to read, listen, talk and write in a modern language and to reflect on how this relates to English. The course enables learners to understand and use a modern language, to apply their knowledge of a modern language, and to develop planning, research and language skills, including grammatical knowledge. Learners will develop their knowledge of straightforward language in the contexts of society, learning, employability and culture.

### Assessment

- There are two mandatory units in Chinese Mandarin 中文 as well as the Added Value Assignment.
- Pupils will develop skills and be assessed in Reading and Listening through the Understanding Language unit. In the Using Language unit, pupils will have the opportunity to demonstrate their Talking and Writing skills in a modern language.
- The Added Value Assignment will allow pupils to apply the skills they develop as they progress through the course.
- Pupils are expected to plan and research a topic on which they will be assessed in Reading, Listening and Talking.
- All assessments will take place at appropriate points throughout the course.

### Key Contact

If you are interested in this course please speak with your Guidance Teacher.

The key contacts for the course are:

David Russell; [drussell@knox.elcschool.org.uk](mailto:drussell@knox.elcschool.org.uk)

Ann Robertson; [arobertson@eastlothian.gov.uk](mailto:arobertson@eastlothian.gov.uk)



## Foundation Apprenticeship in Social Services Children & Young People

### Recommended entry

S4 and S5 pupils studying N5 English progressing onto Higher. Study in a Childcare related subject is an advantage. All pupils will be expected to attend an interview.

### About the course

This 2 year course provides an excellent opportunity for S4 & S5 pupils to achieve a **Higher** level qualification that combines school based learning with a substantial period of work experience in social services and childcare sector.

### Course overview

This course will help you discover what a career in the social service and childcare sector would be like, and if it's right for you, while you're still at school. It is a unique opportunity to work towards a qualification widely recognised by universities and the Social Services Children and Young people sector. The course is available to S4 and S5 students across all six East Lothian secondary schools. It is delivered at Ross High School on a Tuesday and Thursday afternoon from 1.30pm to 5pm. Transport to and from Ross High School and placement locations will be provided.

#### Year 1

Students will be provided with the knowledge and expertise for a career in children's social services, whilst developing skills to provide support to individuals who need it most within the community and develop an understanding of how children develop and learn, play and child protection.

#### Year 2

Students will spend most of their Tuesday and Thursday afternoons at their allocated work based experience placement. During this time, they will experience roles in the sectors and work with experienced employees to gain valuable insight into what a career in this field would be like. Most of the work based element will take place in year 2 of the course in order to pass the skills based SVQ units. *It should be noted that students are expected to be on placement during certain school holidays which will be confirmed in due course.*

### Assessment

- Throughout the two-year course, students are expected to pass a range of internal assessments relevant to the course subject however there are no external exams.
- As the course follows a two-year programme, there is no partial award or credit at the end of year 1. For this reason, students must be committed to completing the course in its entirety.

### Progression

On completion of this course, students will be in a position to:

- Greatly improve their chances of gaining entry to a variety of undergraduate social services and childcare related courses both in Further and Higher education.
- Apply for entry level positions in the social services and childcare industry via Modern/Graduate Apprenticeship programmes as well as going directly into employment within this sector.