



**“The Best Education Today For the People of Tomorrow”**

**Senior Phase – Foundation Apprenticeships  
Curriculum Guidance 2020 - 2021**



## The Foundation Apprenticeship in Accountancy

### Recommended Entry Requirements:

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

### Foundation Apprenticeships:

Foundation Apprenticeships are two year programmes for S4 and S5 pupils. They are a mix of classroom-based learning and work placements, allowing students to gain valuable work experience that will assist them in building their CV.

### 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, Colleges, and the Accounts and Finance sector. It is equivalent to a **Higher** qualification. The course is offered to S4 and S5 students across all six East Lothian secondary schools, and will be delivered on a Tuesday and Thursday afternoon (1.30pm-4/5pm). Transport to and from the learning location, as well as work placements, will be provided. The most cost-effective transport will be arranged, which may require some students to use public transport. We encourage students not to undertake extracurricular activities on the dates of the Foundation Apprenticeship due to unforeseen transport delays, such as traffic.

#### Year One:

Students will be provided with the knowledge and expertise for a career in Accountancy while gaining an overview and learning about: recording financial accounting information, bookkeeping, indirect tax, analysing accounting information, management accounting, and much more.

#### Year Two:

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 valuable insight into what a career in this field would be like. Pupils will gain 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.

**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; 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, Finance, and Business related courses (pupils are advised to check entry requirements with individual Colleges and Universities).
- Apply for entry level positions in the financial industry via Modern/Graduate Apprenticeship programmes.



For further information please visit the school website.





## The Foundation Apprenticeship in Business Skills

### Recommended Entry Requirements:

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

### Foundation Apprenticeships:

Foundation Apprenticeships are two year programmes for S4 and S5 pupils. They are a mix of classroom-based learning and work placements, allowing students to gain valuable work experience that will assist them in building their CV

### 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, Colleges, and the Business sector. It is equivalent to a **Higher** qualification. The course is offered to S4 and S5 students across all six East Lothian secondary schools, and will be delivered on a Tuesday and Thursday afternoon (1.30pm-4/5pm). Transport to and from the learning location, as well as work placements, will be provided. The most cost-effective transport will be arranged, which may require some students to use public transport. We encourage students not to undertake extracurricular activities on the dates of the Foundation Apprenticeship due to unforeseen transport delays, such as traffic.

#### Year One:

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, and contemporary business issues. Students will also be able to plan, manage, and improve their own performance within the business and administration sector. There will also be opportunities to take part in work placements here.

#### Year Two:

Students will spend some of their Tuesday and Thursday afternoons at their allocated work placement. During this time, pupils will gain the necessary skills and experiences to address the skill gaps within the business industry. Students 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. There will also be classroom-based learning during this time.

**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; 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 (pupils are advised to check entry requirements with individual Universities and Colleges).
- Apply for entry level positions in the business and administration sector via Modern/Graduate Apprenticeship programmes.



For further information please visit the school website.





## The Foundation Apprenticeship in Scientific Technologies

### Recommended Entry Requirements:

S5 pupils should have a C pass in at least one National 5 Science subject, along with a C pass in national 5 Maths. S4 pupils should be on track to achieve these results. S6 students may be eligible to gain direct entry into the second year of this programme.

### Foundation Apprenticeships:

Foundation Apprenticeships are two year programmes for S4 and S5 pupils. They are a mix of classroom-based learning and work placements, allowing students to gain valuable work experience that will assist them in building their CV.

### 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, Colleges, and the Science industry. It is equivalent to a **Higher** qualification.

The course is being offered to S4 and S5 students across all six East Lothian secondary schools. It is delivered on a Tuesday and a Thursday afternoon (1.30pm-4/5pm). Transport to and from the learning location, and research facilities, will be provided. The most cost-effective transport will be arranged, which may require some students to use public transport. We encourage students not to undertake extracurricular activities on the dates of the Foundation Apprenticeship due to unforeseen transport delays, such as traffic.

#### Year One:

Students will study fundamental chemistry concepts whilst gaining confidence in a wide range of chemical and biological experimental techniques. There are several research facilities offering their labs and research scientists; Charles River Laboratories, The Scottish Rural College, Edinburgh University, Royal Dick Vet School, Scottish Centre for Regenerative Medicine, Pure Malt, and the Roslin Institute.

#### Year Two:

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.

**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; 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. The exception to this is the Direct Entry course for S6 students, which can be completed in one year.

### 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 (students are encouraged to check entry requirements with individual Universities and Colleges).
- Apply for entry level positions in the Science industry via Modern/Graduate Apprenticeship programmes.



For further information please visit the school website.





## The Foundation Apprenticeship in Social Services and Healthcare

### **Recommended Entry Requirements:**

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

### **Foundation Apprenticeships:**

Foundation Apprenticeships are two year programmes for S4 and S5 pupils. They are a mix of classroom-based learning and work placements, allowing students to gain valuable work experience that will assist them in building their CV.

### **Course Overview:**

This course will help you discover what a career in the Social Services 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, Colleges, and the Social Services and Healthcare sector. It is equivalent to a **Higher** qualification.

The course is offered to S4 and S5 students across all six East Lothian secondary schools and will be delivered on a Tuesday and Thursday afternoon (1.30pm-4/5pm). Transport to and from the learning location, and work placements, will be provided. The most cost-effective transport will be arranged, which may require some students to use public transport. We encourage students not to undertake extracurricular activities on the dates of the Foundation Apprenticeship due to unforeseen transport delays, such as traffic.

#### Year One:

Students will gain a complete overview and learn about: social services, safeguarding people, communication in care, human development, addiction, disabilities, and social influences, amongst others. They will also learn the transferable skills to be able to correctly support those who need it most within this sector.

#### Year Two:

Students will spend most of their Tuesday and Thursday afternoons at their allocated work based 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 elements will take place in year 2 of the course in order to pass the skills-based SVQ units.

**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; 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 healthcare related courses (pupils are advised to check entry requirements with individual Universities and Colleges).
- Apply for entry level positions in the Healthcare industry via Modern/Graduate Apprenticeship programmes.



For further information please visit the school website.





## The Foundation Apprenticeship in Social Services Children and Young People

### **Recommended Entry Requirements:**

S4 and S5 pupils studying National 5 English progressing onto Higher, as well as students already studying Higher English. Study in a Childcare related subject is an advantage. All pupils will be expected to attend an interview.

### **Foundation Apprenticeships:**

Foundation Apprenticeships are two year programmes for S4 and S5 pupils. They are a mix of classroom-based learning and work placements, allowing students to gain valuable work experience that will assist them in building their CV.

### **Course Overview:**

This course will help you discover what a career in the Social Services 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, Colleges, and the Social Services Children and Young People sector. It is equivalent to a **Higher** qualification.

The course is being offered to S4 and S5 students across all six East Lothian secondary schools. It will be delivered on a Tuesday and Thursday afternoon (1.30pm-4/5pm). Transport to and from the learning location, as well as work placements, will be provided. The most cost-effective transport will be arranged, which may require some students to use public transport. We encourage students not to undertake extracurricular activities on the dates of the Foundation Apprenticeship due to unforeseen transport delays, such as traffic.

#### Year One:

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

#### Year Two:

Students will spend most of their Tuesday and Thursday afternoons at their allocated work-based placement. During this time, they will experience roles in the sector 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 two of the course in order to pass the skills-based SVQ units.

**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; 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 (pupils are advised to check entry requirements with individual Colleges and Universities).
- Apply for entry level positions in the social services industry via Modern/Graduate apprenticeships.



For further information please visit the school website.

