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VOCATIONAL OPPORTUNITIES COURSE PROSPECTUS 2022-2023

INFORMATION REGARDING THE VOCATIONAL OPPORTUNITIES ON OFFER FOR
SCHOOL AGE PUPILS IN 2022-2023.

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If you have any further questions about the opportunities on offer, please contact
elworks@eastlothian.gov.uk

INTRODUCTION

This is East Lothian Works' 2022-2023 Course Prospectus. Its contents will guide you through the many offers that are available to East Lothian secondary school pupils over the academic year.

East Lothian Works provide multiple courses to students out with the traditional school curriculum in order to assist pupils in improving their confidence, their transferable skills, and their employability. With a wide range of courses to choose from, there is something to suit many different interests and goals.

Each course has all the details you will need to determine whether it is the course for you, including entry requirements, course duration, and course location.

Any student wishing to apply for any of the courses within this booklet should speak to their Guidance Teacher, who will provide the relevant application form. Further support is available from the team at East Lothian Works.

Please Note: All courses will only run if they have viable uptake from pupils across the authority. East Lothian Works will organise the most cost effective transportation. This may mean that some pupils are required to use public transport. Due to traffic and location of courses, some students may finish later than the normal school day, and therefore must consider this before applying to courses in this booklet. Any transport arranged will take students back to their school. It is advised that pupils avoid out of school activities in the evenings in which these courses take place due to unforeseen delays.

* If a course requires specific resources in order to participate (e.g. Cookery, Hospitality, Hair and Beauty) the cost in the first instance will be covered by the students' school. This will then be reimbursed by East Lothian Works.

COLLEGE TRANSITION SUPPORT

College Transition Support is offered to young people before, during, and after their transition from secondary school to college. This support is tailored to suit each young person's needs and is varied depending on their requirements. Small group work will likely be in place until the student leaves school, then one-to-one support will be offered. Support can include:

- Help with college applications
- Support applying for funding
- Visits to college to ensure the young person is confident with the transition
- Support with college interviews
- Ongoing support once the student has started their college course

Any young person is eligible for this support, as long as there is a genuine interest in going to college after they have finished secondary school.

Entry Requirements: Students must have an interest in attending college

Location: Edinburgh College

Dates and Times: Dates and times will be discussed once the student is enrolled on the programme

EAST LoTHIAN COUNCIL'S FOUNDATION APPRENTICESHIPS

At the time of circulation East Lothian Council await funding confirmation from Skills Development Scotland to deliver Foundation Apprenticeships. We anticipate our funding will continue and it is our intention to deliver the frameworks below as in previous years.



Foundation Apprenticeships are 2 year programmes available to S4 and S5 pupils *subject to entry requirements. The programmes combine a classroom and workplace approach to learning, where pupils work closely and build relationships with leading employers from thriving industries.

Foundation Apprenticeships enable pupils to gain valuable work experience alongside achieving an SCQF Level 6 qualification (equivalent to a Higher) while still at school. Foundation Apprenticeships open the door to paid employment, Modern and Graduate Apprenticeships, and Further and Higher education.

If you'd like to find out more, check out the links below or follow us on twitter @EL_Works :

<https://www.apprenticeships.scot/become-an-apprentice/foundation-apprenticeships/>

https://www.eastlothian.gov.uk/downloads/file/31912/foundation_apprenticeships_2022-24

COVID-19 Response

Skills Development Scotland, SQA, East Lothian Works and our partner tutors have worked with industry on adaptations and enhancements to support Foundation Apprentice learners through the ongoing challenges and will continue to do so in the future. All of our Foundation

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Apprenticeships have suitable arrangements to be delivered virtually if Covid restrictions require.

Accountancy

The Foundation Apprenticeship in Accountancy aids young people in gaining hands-on experience in a fast-paced, dynamic industry. Students will be provided with the opportunity to gain a holistic overview of the Accountancy sector, including areas such as:

- Preparing management accounting information
- Recording data in ledger
- Analysing account information
- Indirect Tax
- Bookkeeping

Students will develop skills and knowledge across a range of topics alongside a work placement, allowing them to gain a competitive advantage over others when it comes to entering the world of work in Accounting. Pupils will also take part in professional Accountancy exams with a worldwide recognised professional body of Accounting (AAT).

Most of the theory based learning will take place in year 1 of the qualification and the professional exams and employer work placement will take place in year 2 of the programme. Students should be prepared to take part in a work placement during the February or October holiday on top of their Tuesday and Thursday classes. Please note that this may be virtual or an in person experience and may or may not last for the entire week. East Lothian Works tries to minimise the level of work experience required to take place during school holidays. Throughout the two year course students are expected to pass a range of internal assessments relevant to the course subject as well as their professional exams in year 2. 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.

Current employers involve in this programme include:

- East Lothian Council Accountancy Department
- Enjoy Leisure
- Trainline

For further information about this framework please visit:

<https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/accounting/individual-accountancy/>

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

SQA Course Code: GR6D 46

Entry Requirements: Students who have achieved/on track to achieve a National 5 in a Business related subject, a pass in Higher Maths, and a Higher in one other subject. Each pupil will be required to attend an interview. We are happy to consider students who do not meet the entry requirements but are interested in the course.

Location: North Berwick High School / Community facility / Employer work place

Dates and Times: Tuesdays and Thursdays, approximately 1.30pm-5pm (not inclusive of travel time). Please note that this course takes 2 years to complete.

Business Skills

The Foundation Apprenticeship in Business Skills provides the opportunity to learn about, and understand, management and business priorities across the industry. This includes:

- Working with IT software
- Managing people and finance
- Contemporary business issues

This apprenticeship also aids young people in being able to plan, manage, and improve their own performance in the business sector. 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.

Most of the theory based learning will take place in year 1 of the qualification and the skills based learning and employer work placement will take place in year 2 of the programme. Students should be prepared to take part in a work placement during the February or October holiday on top of their Tuesday and Thursday classes. Please note that this may be virtual or an in person experience and may or may not last for the entire week. East Lothian Works tries to minimise the level of work experience required to take place during school holidays. Throughout the two year course students are expected to pass a range of internal assessments relevant to the course subject. 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.

Employers currently involved with the programme include:

- FES Group
- Edinburgh Chamber of Commerce
- Scottish Seabird Centre

If you have any further questions about the opportunities on offer, please contact
elworks@eastlothian.gov.uk

For further information about this framework please visit:
<https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/business-skills/individual-business-skills/>

SQA Course Code: GR50 46

Entry Requirements: Students who have achieved/on track to achieve National 5 in a Business related subject, a pass in National 5 Maths, and a Higher in one other subject. Each pupil will be required to attend an interview. We are happy to consider students who do not meet the entry requirements but are interested in the course.

Location: Musselburgh Grammar School / Community facility / Employer work place

Dates and Times: Tuesdays and Thursdays, approximately 1.30pm-5pm (this is not inclusive of travel time). Please note that this course takes 2 years to complete.

Scientific Technologies

The Foundation Apprenticeship in Scientific Technologies aids students in gaining an in-depth understanding of the essential science theories, and learn about the mathematics and fundamental concepts of science. Students also have the opportunity to carry out scientific and technical tests using manual equipment within a laboratory.

Students will study fundamental chemistry concepts whilst gaining confidence in a wide range of chemical and biological experimental techniques. Whilst students attend their allocated research facility, they will record and gather evidence of their lab work and complete a variety of experiment based work in order to pass three skills-based SVQ units.

Most of the theory based learning will take place in year 1 of the qualification and the skills based learning and employer work placement will take place in year 2 of the programme however we aim to have a combination across the two years. Throughout the two year course students are expected to pass a range of internal assessments relevant to the course subject. 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.

Employers currently involved with the programme include:

- Charles River Laboratories
- Scottish Rural College
- University of Edinburgh

If you have any further questions about the opportunities on offer, please contact
elworks@eastlothian.gov.uk

If you'd like to find out more, *Media Education* worked with East Lothian Works to create a short video explaining the benefits of the Scientific Technologies framework:

<https://www.youtube.com/watch?v=WEswor7zrYY>

For further information please visit: <https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/scientific-technologies/individual-scientific-technologies/>

To hear about our student Annabel's experience on the programme please visit:

<https://youtu.be/KdwA-YW9oU>

SQA Course Code: GN14 46

Entry Requirements: Students who have achieved/on track to achieve a National 5 Science subject, and a pass in National 5 Maths. Each pupil will be required to attend an interview. We are happy to consider students who do not meet the entry requirements but are interested in the course.

Location: Dunbar Grammar School / Employer work place

Dates and Times: Tuesdays and Thursdays, approximately 1.30pm-5pm (this is not inclusive of travel time). Please note this course takes 2 years to complete.

Scientific Technologies Direct Entry (S6 pupils only)

Pupils will gain an in-depth understanding of essential science theories over a one year, intensive programme, and learn about the fundamental concepts of science. Pupils will have plenty of opportunities to carry out scientific and technical tests using manual equipment within a functioning laboratory in their work placement.

Throughout the course you will be expected to pass a range of internal assessments such as UASP test, lab report submissions, and skills-based assessments. Students will also complete an intensive week long training sessions with an employer upon course commencement in June. On completion of this course pupils will have greatly improved their chances of gaining entry into a variety of undergraduate Science courses both in Further and Higher education. Pupils will also be in a position to apply for entry level positions in the Science industry via Modern or Graduate Apprenticeship programmes, as well as going directly into employment within this sector.

Current employers involved in this programme include:

- Charles River Laboratories
- Scottish Rural College

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- University of Edinburgh

If you'd like to find out more, *Media Education* worked with East Lothian Works to create a short video explaining the benefits of the Scientific Technologies framework:

<https://www.youtube.com/watch?v=WEswoR7zrYY>

For further information please visit: <https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/scientific-technologies/individual-scientific-technologies/>

To hear about our student Annabel's experience on the programme please visit:

[https://youtu.be/ KdwA-YW9oU](https://youtu.be/KdwA-YW9oU)

SQA Course Code: GN14 46

Entry Requirements: S6 students only, pupils must have passed Higher Chemistry and Higher Maths. Each pupil will be required to attend an interview.

Location: Dunbar Grammar School / Employer work place

Dates and Times: Tuesdays and Thursdays, approximately 1.30pm-5pm (not inclusive of travel time). Please note this course takes 1 year to complete and is only available to S6 pupils.

Social Services Children and Young People

The Foundation Apprenticeship in Social Services Children and Young People gives students the opportunity to learn about the skills and knowledge required for a career in the Childcare and Social Services sector. This is achieved through learning about the safeguarding of children, how to develop, interact, and play with young people, as well as being able to provide the correct support for those who need it most. During the work placement, pupils will experience different roles in this sector and work with experienced employers to gain invaluable insight into what a career in this field would be like. Settings include: Local authority nurseries, private nurseries, childminding facilities, additional support need HUBs and local youth groups.

The course includes a mix of classroom-based learning as well as work placements. Year 1 will focus on a combination of traditional teaching as well as work experience opportunities. Year 2 will require more time spent completing work placement, with elements of classroom-based learning. Students need to be prepared to take part in a combination of virtual and face-to-face teaching in the current climate. Throughout the two years you will be expected to pass a range of internal assessments relevant to the course subject, but there are no

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external exams. As this is a two year programme, there is no partial award or credit at the end of year 1; there must be commitment to completing the course in its entirety.

Employers currently involved in the programme include:

- Almond Park Nursery
- Camperdown Nursery
- Dunbar Primary Nursery

If you'd like to find out more, *Media Education* worked with East Lothian Works to create a short video explaining the benefits of the Social Services Children and Young People framework: <https://www.youtube.com/watch?v=qDLswLRtscQ&t=7s>

You can find out more about this framework here:

<https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/social-services-children-and-young-people/individual-social-services-children-and-young-people/>

SQA Course Code: GL7A 46

Entry Requirements: Students who have achieved/on track to achieve National 5 English with progression onto Higher English or those who have achieved a Level 5 childcare related course. Each pupil will be required to attend an interview. We are happy to consider students who do not meet the entry requirements but are interested in the course.

Location: Community facility / Employer work place

Dates and Times: Tuesdays and Thursdays, approximately 1.30pm-5pm (this is not inclusive of travel time). Please note this course takes 2 years to complete.

EDINBURGH COLLEGE'S FOUNDATION APPRENTICESHIPS

Edinburgh College also provide a range of Foundation Apprenticeship opportunities for students in S5. Students enrolled on a Foundation Apprenticeship with Edinburgh College will be required to conduct the classroom-based aspects of the programme at the stated college campus. Transport will be arranged to and from the student's school and the relevant college campus.

COVID-19 Response

Skills Development Scotland, SQA and Edinburgh College have worked with industry on adaptations and enhancements to support Foundation Apprentice learners through the ongoing challenges and will continue to do so in the future. All Foundation Apprenticeships have been able to successful move online for this academic year, therefore pupils applying for a Foundation Apprenticeship should be prepared to take part in online learning and virtual placements if COVID restrictions do continue.

Creative and Digital Media

The Foundation Apprenticeship in Creative and Digital Media gives students a unique insight into what a career in the broadcasting industry might be like. They will be involved in live TV production, video editing, and a variety of important broadcasting roles. They will learn how to develop skills vital to the industry and be instructed in the use of camera, sound, and lighting equipment.

Students have the opportunity to learn about the following topics:

- Camera operations.
- Scriptwriting
- Lighting
- Post-production
- Sound editing

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

Please note that the modules for Creative and Digital Media, and Creative and Digital Media (With Graphic Design) are the same. This course focuses on broadcast media (film and TV), while the Graphic Design course focuses on visual communication.

You can find out more information on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/foundation-apprenticeship-in-creative-and-digital-media-scp-cr1fadmy21>

You can find out more about this framework here:

<https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/creative-and-digital-media/individual-creative-and-digital-media/>

SQA Course Code: GM69 46

Entry Requirements: S5 pupils only. Students must have achieved/be working towards National 5 Maths and National 5 English

Location: Sighthill Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time). Please note this course takes 2 years to complete.

Creative and Digital Media (With Graphic Design)

The Foundation Apprenticeship in Creative and Digital Media gives students a unique insight into what a career in the broadcasting industry might be like. They will be involved in live TV production, video editing, and a variety of important broadcasting roles. They will learn how to develop skills vital to the industry and be instructed in the use of camera, sound, and lighting equipment.

Students have the opportunity to learn about the following topics:

- Camera operations
- Scriptwriting
- Lighting
- Post-production
- Sound editing

Please note that the modules for Creative and Digital Media (With Graphic Design), and Creative and Digital Media are the same. This course focuses on visual communication, while the Creative and Digital Media course focuses on broadcast media (film and TV).

You can find out more information on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/foundation-apprenticeship-in-creative-and-digital-media-graphic-design-scp-cr1fagdc21>

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

You can find out more about this framework here:

<https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/creative-and-digital-media/individual-creative-and-digital-media/>

SQA Course Code: GM69 46

Entry Requirements: S5 pupils only. Students must have/be working towards National 5 Maths and English

Location: Granton Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time). Please note this course takes 2 years to complete.

Engineering

The Foundation Apprenticeship in Engineering aims to provide pupils with the opportunity to develop their skills and knowledge to enter a career in Engineering and the Advanced Manufacturing Sector and other Engineering-related industries.

Students have the opportunity to learn about the following topics:

- Materials
- Statics
- Thermofluids
- Graphical Communication Engineering
- Information Technology
- Pneumatics and Hydraulics
- Mechanical and Electrical Principles

You can find out more information on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/foundation-apprenticeship-in-engineering-scp-en1fenge21>

You can find out more about this framework here:

<https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/engineering/individual-engineering/>

SQA Course Code: GL7C 46

Entry Requirements: S5 pupils only. Students must have an A-C grade in National 5 Maths and Physics, and must be progressing onto Higher Maths in S5, and preferably Higher Physics as well, although another Science related subject would be acceptable.

Location: Midlothian Campus

Dates and Times: Tuesdays, Thursdays, and Fridays, 1.30pm-4.30pm (this is not inclusive of travel time). Please note this course takes 2 years to complete.

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Financial Services

The Foundation Apprenticeship in Financial Services helps pupils discover what a career in finance would be like, and whether it's right for them, while they're still at school. Pupils will try different job roles, shadow experienced staff, or do a special project. They will build the practical skills and experience required to do jobs in this sector well.

Course content includes:

- Financial Services: An Introduction
- Financial Services: The Regulatory Framework
- Financial Services: Communication
- Financial Services: Promoting Positive Customer Relationships
- Financial Services: Personal Finance Awareness

You can find out more about this framework here:

<https://www.apprenticeships.scot/browse-frameworks/foundation-apprenticeships/financial-services/individual-financial-services/>

SQA Course Code: GR6F 46

Entry Requirements: S5 pupils only. Students must have achieved or be working towards National 5 Maths and English.

Location: Sighthill Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time). Please note this course takes 2 years to complete.

SCHOOL TO COLLEGE PARTNERSHIPS

The School to College Partnership programme gives pupils the opportunity to participate in a wide range of exciting, college based, vocational courses during their Senior Phase (S4-S6).

Doing a college course while still at school provides young people with additional skills and experiences that can boost their employment prospects and enhance their CV for college/university/employment applications.

Some of the courses include work placements which will compliment students' studies, offering more post-school choices, which can set students on a pathway to a rewarding career. Some courses will help pupils gain fast track entry into second year of university or college.

Please note that for programmes delivered at Edinburgh College Campuses the course may commence two weeks after school commences in August. In January the course may commence at a slightly later date which will be confirmed nearer the time.

CONTENTS:

1. Construction and Engineering
2. Creative Industries
3. Health and Social Care
4. Tourism and Business
5. Other

CONSTRUCTION AND ENGINEERING

Access to FA in Engineering (SCQF Level 5)

This course will provide the essential skills required for entry into the Engineering Foundation Apprenticeship in S5.

Pupils will develop the skills and knowledge necessary for mechanical and electrical engineering principles and will experience practical working on a range of engineering systems, including fitting, using hand skills, fabrication engineering, manufacturing project design, and electrical and electronic engineering. Pupils will gain an insight into other engineering disciplines and will be supported with SI units and 'elements of engineering'.

You can find more information about this course on the Edinburgh College website:
<https://www.edinburghcollege.ac.uk/courses/for-school-pupils?letter=F>

Progression Routes: Foundation Apprenticeship in Engineering; full time courses in Engineering related disciplines.

Entry Requirements: S4 pupils. Students working towards National 5 Maths and Communications, as well as working towards National 5 Physics or a Science related topic.

Location: Midlothian Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time)

**Personal Protective Equipment (PPE) required. Cost must be met by school in the first instance - £20 per pupil. East Lothian Works will reimburse the school.*

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

Design Engineer Construct (DEC) – TQUK Level 1 Certificate

Design Engineer Construct (DEC) is an accredited learning programme supported by industry leaders and professional bodies which has been developed to create and inspire the next generation of Built Environment professionals. Through a project-based approach DEC applies academic subject to the latest construction industry practices. The programme is

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supported by industry leaders. Online delivery is streamed into classrooms along with workplace visits.

You can find more information about this course on the Edinburgh College website:
<https://www.edinburghcollege.ac.uk/courses/browse/design-engineer-construct-level-1-en1dec1c21>

Progression Routes: On successful completion of the programme, pupils can apply for Level 2 DEC (SCP); Foundation Apprenticeship in Civil Engineering; progress to full time NC Built Environment (subject to entry requirements).

TQUK Course Code: 603/1991/4

Entry Requirements: S4 pupils. Students should have/be working towards two National 4s from English, Maths, and/or Science.

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time)

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

Skill for Work Engineering Skills (National 5)

This course will provide the broad practical skills base needed in Engineering manufacture systems and processes. Pupils will develop the skills and knowledge necessary for basic engineering processes and maintenance working on a range of engineering systems including fitting using hand skills, fabrication engineering, manufacturing project design, and electrical and electronic engineering. Pupils will also gain an insight into other engineering occupations such as mechanical, automotive, electrical, and electronic.

**Personal Protective Equipment (PPE) required. Cost must be met by school - £20 per pupil. East Lothian Works will reimburse the school.*

Progression Routes: Full time courses in Engineering related disciplines.

Entry Requirements: All Senior phase pupils. Students must be working towards/achieved National 5 Maths and Communications. Applicants will be expected to attend a course information event.

If you have any further questions about the opportunities on offer, please contact
elworks@eastlothian.gov.uk

Location: Midlothian Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time)

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

Engineering Academy (HNC – SCQF Level 7)

This course allows you to start your Engineering degree whilst you are still at school.

The Academy is a joint project with Edinburgh College and Edinburgh Napier University and provides an opportunity to build knowledge and practical skills alongside academic study. There are multiple exit points from this course for young people who are interested in progression to further study. You can choose from a range of pathways depending on your individual circumstances:

- Study HNC at college over 2 years in S5 and S6.
- Start the HNC in S6 and progress to college to complete HNC then HND.

You will study the following topics:

- Communications
- Mathematics
- Materials Selection
- Principles of Engineering Systems
- Engineering Communications
- Dynamics
- Measurement and Monitoring Systems
- Pneumatics and Hydraulics
- Safety Engineering Graded unit 1
- Renewable Energy Systems
- Applications of PLCs

You can find more information about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/engineering-academy-en1enace21>

Progression Routes: Apply to year 2 of BEng Energy and Environmental Engineering degree course at Edinburgh Napier University on successful completion of HNC at school or college; gain direct access to year 3 of BEng Energy and Environmental Engineering degree course at Edinburgh Napier University on successful completion of HND at college; progress to employment or further study.

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

Entry Requirements: Applicants should be working towards a minimum of 2 Highers (one of which will be Science based and one will be Maths). Highers must be achieved by the end of 6th year.

Location: Midlothian Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time). Please note this course takes 1-2 years to complete depending on your chosen progression route.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

IMI Introduction to Motor Vehicle Industry and Technologies (SCQF Level 4)

This course offers a practical approach to learning. Subjects include workshop health and safety, car body panel fitting, car service and safety inspections, brake pads and disc fitting, making a hand tool, and car washing and valeting. This qualification also includes Personal and Social Development units such as vehicle manufacture and environment awareness which supports preparation for further study or work life.

This qualification includes a new unit: Electric Vehicle Technology.

You can find out more about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/imi-introduction-to-motor-vehicle-industry-and-technologies-light-vehicle-scp-en1mvity21>

IMI Course Code: R568 04

Progression Routes: IMI Level 1 Certificate in Transport Maintenance; the skills and knowledge gained in the SCP programme may also support application to National 5 Engineering skills.

Entry Requirements: All Senior phase pupils. Students must have an interest in the industry and must take part in the required selection process.

Location: Midlothian Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time)

**Personal Protective Equipment (PPE) required. Cost must be met by school - £20 per pupil. Schools will be reimbursed by East Lothian Works.*

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

COVID response: Face to face delivery only. In the event of ongoing COVID restrictions this course will not run.

CREATIVE INDUSTRIES

Acting Performance and Professional Theatre Preparation (NPA Level 6)

This course gives pupils the opportunity to study at college and gain a qualification and a range of experience in Acting and Performance and Theatre Preparation. The aim is to help pupils make an informed choice for future options after school regarding the Performing Arts. The course provides the opportunity to achieve two National Progression Awards (at SCQF Level 6).

You can find out more about this course on the Edinburgh College website:
<https://www.edinburghcollege.ac.uk/courses/browse/acting-performance-and-professional-theatre-preparation-npa-scp-cr1aptpy21>

Progression Routes: Full time college courses in a wide variety of film or acting related HN qualifications.

Entry Requirements: S5 and S6 pupils. Students should be studying towards Higher English and you will have achieved a pass (grade C or above) in National 5 English. Applicants will be required to participate in a selection process for a place on this course

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time)

Film and Media (NPA)

The NPA in Film and Media will give pupils an insight into working in areas such as film, TV, and the visual arts. The course is made up of a mixture of practical and theoretical units building from initial ideas to working on productions. Pupils will explore creative job roles in the media industry and meet and work with other like-minded young people.

You can find out more about this course on the Edinburgh College website:
<https://www.edinburghcollege.ac.uk/courses/browse/film-and-media-npa-scp-cr1brmpf21>

Progression Routes: HNC Media and Communications; HNC in Creative Industries.

Entry Requirements: S5 and S6 pupils. Interest in digital video and media industry. A short written task will be required in support of application.

If you have any further questions about the opportunities on offer, please contact
elworks@eastlothian.gov.uk

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time).

Sound Production Music Business with Studio Recording (NPA Level 6)

This course will provide an introduction to working in the areas of music business and sound production. Due to the closely linked nature of these two subjects and their ongoing economic growth in the creative industries, the course provides an excellent opportunity to gain a grounding in this area of employment by taking part in projects involving the creation and marketing of music products.

Pupils will learn both creative and technical processes in sound production including composition, MIDI sequencing, editing, arranging, and mixing. In addition to this pupils will learn about a range of job roles and organisations in the music industry, methods for promotion and distribution, branding, and marketing. The course is taught by industry experienced lecturers in sector leading facilities. These include 5 SSL studios and 4 TOFT studios, over 10 fully equipped rehearsal rooms, and a 100+ seat auditorium.

You can find more information about this course on the Edinburgh College website:
<https://www.edinburghcollege.ac.uk/courses/browse/music-business-npa-and-sound-production-recording-npa-scp-cr1mbspc21>

Progression Routes: HND Sound Production; HND Music Business; HND Music.

Entry Requirements: S5 and S6 pupils. Applicants should be studying at Higher level and have good writing skills. A short written task will be required in support of application.

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time)

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

HEALTH AND SOCIAL CARE

Health and Social Care Academy (SCQF Level 5)

This course provides an agile pathway to a career in Health Care professions. It offers multiple options for progression to full time courses in Healthcare, Social Care, Dental, and Pharmacy, and supports development of essential digital skills for the Care sector.

The course offers job related practical experience which employers are looking for and provides transferable skills which can be applied across a range of disciplines. Students will have access to a satellite version of Sighthill Campus' Care Hub augmented with live streaming.

You can find out more about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/health-and-social-care-academy-level-5-hw1hsa5d21>

Progression Routes: Skills for Work Health and Social Care (Higher); Modern Apprenticeships in Health or Social Care; progression to full time college courses or employment.

Entry Requirements: Senior Phase Pupils. Students should have achieved four National 4's (including English) and a genuine interest in working in/studying health and social care. Pupils who want to progress onto Health courses at SCQF Level 6 must have National 5 Biology.

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time).

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

Introduction to Early Years and Primary Teaching

This course has been specifically designed to support students to progress to HNC study in Childhood Practice and Primary School teaching. The course will cover the key areas of how children develop and learn, how the adult supports this, and theoretical approaches around these areas.

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

Units include:

- Child Development
- Child Development Theory
- Supporting Language, Literacy, and Numeracy in an Educational Setting

You can find out more about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/for-school-pupils?letter=l>

Progression Routes: Along with specified entry requirements, this course supports progression to HNC Childhood Practice at Edinburgh College.

Entry Requirements: S5 and S6 Pupils. Applicants must either have achieved or be working towards Higher English and National 5 Maths. Selection will be based on the applicant's personal statement and pre-induction activity.

Location: Virtual/online learning.

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time).

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

Higher Psychology

Studying Psychology will enable pupils to develop an understanding of the study of the human mind and behaviour in a range of contexts and to enhance their ability to use evidence to explain behaviour. The course will develop pupils' understanding of psychology as the scientific study of the mind and behaviour. As Psychology is both an evidence and research-based subject it provides pupils with the opportunity to conduct practical research. This will include working with human participants in accordance with recognised ethical standards.

Please note that this is an extremely demanding academic course and applicants need to ensure they are able to give the time and commitment required.

Progression Routes: HNC Social Care.

Entry Requirements: S6 pupils only. Must have gained Higher English and another relevant subject at Higher level, e.g. History, Modern Studies, Biology. Students must be able to work independently and juggle the demands of their school and college workload.

Location: Virtual/online learning.

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time).

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

TOURISM, HOSPITALITY, AND BUSINESS

Criminology (PDA Level 7)

The PDA in Criminology at SCQF Level 7 covers the following:

- Theories of crime causation and criminalisation
- Aspects of the criminal justice system in Scotland
- Data handling, critical analysis, and complex thinking
- Problem solving and research skills

You can find out more about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/criminology-mpa-level-6-scp-th1scp9c21>

Progression Routes: Progression to full time HNC Legal Services; possible progression onto HNC Social Sciences or University access subject to entry requirements.

Entry Requirements: S5 and S6 pupils only. Applicants should be working towards two relevant Highers and 5 National Qualification Units at SCQF Level 5/6 or a minimum of 6 National 5 passes at B or above. A personal statement is required and applicants will be invited to participate in an interview process.

Location: Open learning – Self-directed study.

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

ESOL (National 3 – Higher)

This course provides learners with the opportunity to develop English language skills to help with school work and achieve National ESOL SQA units by learning in a supportive and friendly environment with other young people who share similar experiences.

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

This course is being offered to all Senior Phase pupils at National 3 and National 4 level. This course is also being offered to S5 and S6 pupils at National 5 and Higher level.

Progression Routes: Vocational college courses or university.

Entry Requirements: National 3: based on results of the initial placement test. National 4: SQA ESOL National 3 or result of initial placement test. National 5: SQA ESOL National 4 or result of initial placement test. Higher: SQA ESOL National 5 (preferably A or B pass) or result of initial placement test.

Location: Digital classroom/open learning

Dates and Times: Choice of Mondays and Wednesdays 4pm-6.30pm, or Tuesdays and Thursdays 4pm-6.30pm.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

Introduction to Events Coordination

This course is for pupils looking to develop the skills which will enable them to start their journey in the exciting and evolving world of events. This will develop knowledge and understanding of the events industry together with practical, technical, and transferable skills. There is an emphasis on teamwork where they will engage with others, increase their confidence, communication, and selling skills.

You can find out more about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/introduction-to-events-co-ordination-scp-th1iecoy21>

Progression Routes: Access to HN Events and Hospitality; HND year 1 in Events or Hospitality Management (subject to course entry requirements).

Entry Requirements: Senior Phase Pupils Only. Applicants will be required to attend a course information event.

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

NPA in Hospitality

The aim of this course is to provide pupils with the knowledge and skills required for a career within the Hospitality industry. The course will cover an exciting range of subjects aimed at developing pupils' cooking skills and front of house skills, providing the practical experience to enhance future employment prospects.

Teaching will be delivered in our professional training kitchens and commercial restaurants. There will be opportunities for pupils to participate in a programme of visits to hotels and other hospitality businesses and ample opportunities for work experience to provide further insight into this exciting and fast paced industry. Successful applicants will be offered a place at SCQF Level 5 or 6, depending on ability.

**Kit cost of £60 will be required to be met by the students' school. East Lothian Works will reimburse the school.*

You can find out more about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/hospitality-npa-scqf-level-5-th1npa5c21>

Progression Routes: Full time college courses subject to entry requirements; access to HN Events and Hospitality; HND year 1 in Events or Hospitality Management (subject to course entry requirements); HNC Hospitality

Entry Requirements: S5 and S6 pupils only. Applicants must have an interest in the Hospitality industry. Four relevant National 4s are required along with a completed personal statement as part of the application process.

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

NPA Professional Cookery (Level 3)

This course introduces pupils to techniques that are important in professional cookery. It supports development of practical, technical, and transferable skills in food preparation and

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

cookery. The course covers areas such as food hygiene, food preparation techniques, cookery processes, and organisational skills. It also introduces pupils to a variety of skills and techniques needed to work in a professional kitchen.

This course has been set at SCQF Level 3 as it is imperative that students have the necessary professional competency in order to progress.

You can find out more about this course on the Edinburgh College website:

<https://www.edinburghcollege.ac.uk/courses/browse/professional-cookery-npa-scp-th1nppcy21>

**The kit cost of £60 will be required to be met by the students' school. East Lothian Works will reimburse schools.*

Progression Routes: City and Guilds Entry 3 Introduction to the Hospitality Industry. This course will prepare pupils for entry into the catering, hospitality, or bakery industries or further training at college.

Entry Requirements: Senior Phase Pupils Only. There are no formal entry requirements to this course but pupils should show a keen interest in food and cooking and complete a personal statement as part of the application process.

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

Marketing with Entrepreneurial Skills

This course will provide learners with a vocationally relevant introduction to Marketing and Entrepreneurial Skills to enable progression to further study. Units include:

- Marketing Skills for the Entrepreneur
- Customer Service Skills for the Entrepreneur
- Creating a Business Plan
- Planning a Social Media Campaign

Progression Routes: HND year 1 Marketing Communications; HNC Business with Marketing

If you have any further questions about the opportunities on offer, please contact
elworks@eastlothian.gov.uk

(subject to entry requirements).

Entry Requirements: S5 and S6 pupils only. Relevant qualifications at SCQF Level 5 along with a personal statement. Pupil experience, life skills, and potential ability will also be taken into account.

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

VTCT Level 1 Extended Certificate in Hair and Beauty Skills (VRQ) (SCQF Level 4) & Certificate in Hair and Beauty Skills (SCQF Level 5)

This course provides an introduction to a variety of skills required for the Hairdressing and Beauty Industry. By developing these skills learners will have a greater insight into each discipline enabling progression to their chosen field within the industry. Depending on ability, learners can study at SCQF Level 4 or 5 and gain essential practical experience in our professional salon environment and academies with our high-end product companies and equipment.

Alongside this, learners will also have the opportunity to work in our employability salons, which will further enhance employability prospects. Edinburgh College is the first flagship Vocational Training Charitable Trust (VTCT) College in Scotland. This professional recognition reflects the exceptional standard of facilities and training.

Working with peers in the college environment gives learners the opportunity to see the progression routes that are on offer within the two disciplines and the opportunity to gain feedback from the pupil that are currently on those programmes.

**PPE is mandatory. Pupils will be provided with a uniform and a hair and beauty kit to support their studies – a £60 fee will be met by the students' school. East Lothian Works will reimburse the school.*

Progression Routes: On successful completion of both awards pupils can apply for our full time courses starting August 2022: Level 1 Hairdressing; NC Level 5 Beauty Care and Make-Up; Beauty Aesthetics.

Entry Requirements: S4 and S5 pupils only. Pupils should have a true passion for the industry. Applicants will be required to participate in a selection process that will involve

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creating a mood board and completing a task. Both must be submitted by the deadline given. Students must be prepared to sometimes be makeup-free, and take makeup off as part of the class.

Location: Milton Road Campus

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm.

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all SCP pupils. Students need to be prepared to be on camera during the class.

OTHER

Introduction to College (ACE)

This course is for pupils thinking about coming to college after they leave school and who have a barrier to learning or receive learning support at school.

The aim is to give pupils a positive transition experience and to assess their suitability for a course at college. A wide range of practical and classroom-based subject areas are covered. This gives pupils a broad experience of the college environment, the topics they would learn about on our full-time courses, and a general taste of student life.

Courses are taught in a supported nurturing environment. Pupils will work as part of a group and learn new ways of engaging with other people, whilst benefitting from a transition from school to college.

There are two levels of course running:

- SCQF Level 1-2 and is available at Milton Road (Tuesday and Thursday mornings)
- SCQF Level 3-4 available at Milton Road or Midlothian (Tuesday and Thursday afternoons)

The level 1-2 course is specifically aimed at pupils who attend special education, or receive significant levels of support in a mainstream school.

You can find out more about this course on the Edinburgh College website: <https://www.edinburghcollege.ac.uk/courses/browse/introduction-to-college-for-schools-scp-hw16sslz21>

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

Progression Routes: On completion pupils are assessed for suitability for progression within ACE or to full time college courses.

Entry Requirements: No formal requirements

Location: Milton Road or Midlothian Campus

COVID response: Campus attendance only

EAST LOTHIAN WORKS' SENIOR PHASE

NPA Business and Marketing (SCQF Level 5)

This course is designed to provide learners with the knowledge and skills relevant to current and future practice in the area of Business and Marketing, as well as the skills and aptitudes that will improve learners' employment potential and career development within this area.

Units involved may include:

- Management of Marketing and Operations
- Marketing: Basic Principles and Applications
- Management of People and Finance
- Event Organisation

- **Entry Requirements:** Working towards National 5 Literacy/English.
- **Location:** Community base to be confirmed.
- **Dates and Times:** Tuesdays and Thursdays 1.30pm-3.30pm (not inclusive of travel time).

- **COVID response:** In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all pupils. Students need to be prepared to be on camera during the class.

Customer Service: Principles and Practice (SCQF Level 5)

This award helps learners develop the fundamental skills, personal qualities, and knowledge essential in providing excellent customer service, in particular:

- Effective communication and listening skills
- How to create a good impression with customers
- Dealing with customers' needs (including customer dissatisfaction)
- Understanding why good customer service is vital to organisations

Learners will investigate different types of customers, how to create a positive impression for the customer, and deal with customers' needs, amongst many other areas of customer service.

Entry Requirements: Working towards National 5 Literacy/English.

Location: Community base to be confirmed.

Dates and Times: Tuesdays and Thursdays 1.30pm-3.30pm (not inclusive of travel time).

If you have any further questions about the opportunities on offer, please contact
elworks@eastlothian.gov.uk

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all pupils. Students need to be prepared to be on camera during the class.

Early Learning and Childcare (SCQF Level 4/5)

The Level 4 and Level 5 Early Learning and Childcare courses provide an excellent introduction to further study in this exciting and fast growing Sector. Pupils can study towards Level 4 or 5 SQA award. In addition, pupils will also develop a range of essential meta-skills and study micro-topics linked to working with children and young people. The level 5 qualification provides a progression pathway onto the Foundation Apprenticeship in Social Services Children and Young People.

Units include:

- Play in Early Learning and Childcare (SQA)
- Child Development (SQA)
- Introduction to Meta-Skills for Childhood Practice (SCP)
- Development and Wellbeing of Children and Young People SQA

Entry Requirements: S3 and senior phase young people with the ability to achieve/work towards National 4/5 qualifications and who are interested in childcare.

Location: TBC

Dates and Times: Tuesday and Thursday, 1.30pm-4pm (this is not inclusive of travel time)

COVID response: In the event of continuing COVID restrictions, access to a camera enabled digital device, internet connection and a headset and microphone is required for all pupils. Students need to be prepared to be on camera during the class.

Rural Skills (SCQF Level 4)

The Rural Skills National 4 is a credible starting place for candidates pursuing a future in one of the major land-based industries. Candidates will gain a knowledge of how a rural business enterprise operates, and an insight into one of eight particular areas of rural skills: agriculture, animal care, equine studies, estate skills, fishery management, forestry, game keeping, and horticulture. Topics covered include:

- Employability skills for land based industries
- Crop production
- Estate management

If you have any further questions about the opportunities on offer, please contact elworks@eastlothian.gov.uk

- Land based industries
- Soft landscaping unit intro

Recruitment for this course will include a course-specific interview. Students must be aware that this course will be physically demanding and students must be willing to work outdoors in all weather.

East Lothian Works are aware of interest in progression pathways and are currently exploring different progression opportunities for this course.

Entry Requirements: An interest in rural skills, and comfortable in outdoor weather doing practical work. Students should be working at SCQF Level 4 English.

Location: Variety of venues within East Lothian. Time will be spent outdoors in all weather.

Dates and Times: Tuesday and Thursday, 1.30pm-4pm (this is not inclusive of travel time)

COVID response: In the event of continuing COVID restrictions, this course will not take place therefore any pupil choosing to apply should ensure they have a plan B qualification to undertake in this circumstance.

Construction Skills (Level 5)

Construction Skills gives young people the opportunity to try out trade disciplines while focusing on employability skills gained by working with construction companies and visiting building sites. Students will learn about half brick walling, decorative painting, employability skills, site carpentry, bench joinery and plumbing. This course gives students the opportunity to learn more about this industry while gaining hands-on experience beneficial for the world of work.

Please note that this course will have a course-specific interview as part of the application process.

Students must be aware that this course focuses on Stonemasonry and Joinery.

Entry Requirements: Students should be currently studying woodwork at school. Students must be comfortable in outdoor weather doing practical work. Please note that there are limited places on this course.

Location: Locations across East Lothian

Dates and Times: Tuesdays and Thursdays, 1.30pm-4pm (this is not inclusive of travel time).

COVID Response: In the event of continuing COVID restrictions, this course will not take place therefore any pupil choosing to apply should ensure they have a plan B qualification to undertake in this circumstance.