

Get a head-start in your career by getting the skills, qualifications and experience employers want.

When you complete a Foundation Apprenticeship you'll have an industry-recognised qualification. What's more, the work experience you gain will really help in your future career, whatever you decide to do when you leave school.

Broaden your options and get a head-start in your career.

A Foundation Apprenticeship can unlock a range of career options. Whether you're planning to go on to college or university, gain accelerated entry onto a related Modern Apprenticeship or go straight into work, it will give you the skills and work experience to get a head start in your career.

Going into S5 or S6? This could be for you.

This Foundation Apprenticeship can be completed in one academic year. You'll study at SCQF level 6, which is the same level as a Higher, you can study this alongside your other subject choices.

As you work towards an industry recognised qualification you will spend time out of school at college and with a local employer.

Argyll College UHI

Argyll College UHI is one of the thirteen partner institutions of the University of the Highlands and Islands, giving you access to a wide range of undergraduate and postgraduate degree programmes, as well as our own portfolio of courses.

We are Argyll's largest provider of further and higher education, with more than 1500 students across our network of local learning centres, which are located throughout the mainland and islands of Argyll.

Got Questions?

For more information contact your school guidance teacher first and if you need more help you can email Argyll College Schools Co-ordinator:
Fiona.MacAlpine@uhi.ac.uk



www.argyllcollege.ac.uk

Business Skills

Foundation Apprenticeship

2018



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Investing in a Smart, Sustainable and Inclusive Future

▶ Why Business?

Compared to the rest of the Highlands and Islands, Argyll has a higher proportion of managers, directors and senior officials in employment and a higher instance of self-employment. In recent years employment in the Business and Financial Sector in Argyll has increased by 7%.

▶ What are the Entry Requirements?

You should be entering S5 or S6 with a strong desire to pursue a career in Business. Ideally you should have achieved three National 5 qualifications by the start of the programme, including Business Management.

We will expect you to have an excellent school attendance record and a reference from your school. You will need to be ready to work at SCQF level 6.

▶ What's involved?

College days

You'll spend one day per week in college, completing the NPA Business with IT (SCQF level 6). The NPA consists of the following units:

- Understanding Business
- Management of People and Finance
- PC Passport: Working with IT Software Word Processing and Presenting Information
- IT in Business: Spreadsheet, Database and Word Processing — An Introduction
- Contemporary Business Issues

Work Placement

You will complete at least 160 hours' placement with an employer. This can be undertaken at half a day per week through the school year. Alternatively you may be able to do some placement hours over the summer and then fewer hours during the year. Alongside this you will complete the following units of the SVQ 3 Business and Administration, which is SCQF level 6.

- Plan how to manage and improve own performance in a business environment
- Communicate in a business environment
- Support other people to work in a business environment
- Design and produce documents in a business environment
- Work placement unit

For these units you'll have less input from tutors, and will be supported mainly by the employer.

▶ What Next?

Foundation Apprenticeships provide some of the elements of a Modern Apprenticeship. If you go on to a Modern Apprenticeship you won't have to repeat the parts you've already completed at school, reducing the time it takes to complete the training. Alternatively, you might want to go on to study for an HNC, HND or degree.

You could consider a career in one of the following areas:

- Customer Service
- Business Analyst
- Telemarketer
- Customer Advisor
- Human Resources
- Project Manager
- Procurement Manager
- Marketing