

Foundation Apprenticeship: Business Skills

What is a Foundation Apprenticeship?

Foundation Apprenticeships are work-based qualifications for senior phase pupils which combines the best of academic and vocational learning in one single qualification.

Why Business Skills?

As a business administrator or budding manager, you'll have a highly transferable set of knowledge and skills that can be applied in all sectors. This includes small and large businesses, from the public sector, private sector and charitable sector. Your role may involve working independently or as part of a team and will involve developing, maintaining and improving administrative services.

This qualification is designed to provide Senior Year (S5 and S6) pupils the opportunity to develop skills and knowledge for entry into a career in the Business/Administration sector.

The Foundation Apprenticeship (FA) in Business Skills is the same SCQF level and credit value as two Scottish Highers. Universities across Scotland recognise the FA as part of their entry criteria. It is important that you check with individual universities and colleges for their specific entry requirements. The University of the Highlands and Islands offers enhanced recognition if you are applying for a degree in the same subject area (e.g Business and Management BA (Hons)).

How is the course delivered?

You will attend college one and a half days per week on a Tuesday afternoon and all day Thursday during the first year. Classes will be delivered using Video Conference technology and you will study with pupils from other schools.

In the second year you will spend a day a week with a local employer. The type of employer will be determined by your area of interest and what is locally available to you. You will be supported to find a work placement which is suitable for your needs.

What's involved?

The first year will feature a National Progression Award (NPA) in Business Skills. This consists of the following units:

- Understanding Business
- Management of People and Finance
- PC Passport: Working with IT Software – Word processing and presenting information
- PC Passport: Working with IT Software – Spreadsheets and Databases
- Contemporary Business Issues
- Work Placement Unit

There will also be an amount of employer engagement during Year 1. You may hear from guest speakers or take part in employer visits.

Work placement

During the second year you will spend a day a week with an employer, completing a number of units of SVQ in Business and Administration at SCQF Level 6.

This includes:

- Plan how to manage and improve your 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

What are the entry requirements?

You should have a good level of English and maths, be a good problem-solver and communicator, and ideally be studying a business subject.

It is desirable that you have or are working towards Nat 5 English, have Nat 4 Maths and have knowledge of Microsoft packages.

What do I get at the end of it?

National Progression Award – NPA Business Skills (SCQF Level 6)

4 Units SVQ in Business and Administration (SCQF level 6)

A pupil completing the Foundation Apprenticeship in Business Skills will have achieved a large proportion of the requirements for a Modern Apprenticeship in Business Administration at SCQF Level 6 and be able to fast track progression into this type of role.

How do I apply?

You must apply through your school.

Potential students should meet with their Guidance teacher to discuss the possibility of undertaking a college programme as part of their senior phase timetable.

The demands of the course should be considered and any potential impact on your school timetable carefully thought through.

If you'd like more information or have particular questions about this course, please contact your local Argyll College Learning Centre:

Course progression – what's next?

Successful completion of the Foundation Apprenticeship could provide progression to:

Modern Apprenticeship in Business Administration

HNC Business, HNC Accounting or

HNC Administration and Information Technology

The following will require additional qualifications along with the Foundation Apprenticeship in Business Skills

HND in Business or HND Administration & Information Technology

BA (Hons) in Business & Management

All these courses are available through the University of the Highlands and Islands.

The Foundation Apprenticeship in Business Skills will also give you a good insight into other business-related subjects which you could pursue either through a Modern Apprenticeship or academic/vocational studies in:

Digital Marketing

Procurement

Supply Chain Management

Enterprise

