

FOUNDATION APPRENTICESHIP BUSINESS SKILLS (1 & 2 YEAR)

FOUNDATION APPRENTICESHIPS are work-based qualifications for senior phase pupils. They combine the best of academic and vocational learning in one single qualification.

ARE YOU INTERESTED IN WORKING WITH PEOPLE IN A BUSINESS ENVIRONMENT WHILE PROVIDING SOLUTIONS TO HELP THINGS RUN SMOOTHLY?

Have you considered a career in business working in Finance, IT, Human Resources or Marketing? Organisations require a broad range of business support services to operate successfully.

This Foundation Apprenticeship offers a world of possibilities for anyone interested in this field, and helps develop a unique set of transferable skills, knowledge and behaviours that can be applied to any business.

GET HANDS ON EXPERIENCE AND SKILLS THAT EMPLOYERS WANT AND MAKE YOUR CV STAND OUT!

This Foundation Apprenticeship offers you an exciting opportunity to gain invaluable practical work experience and industry recognised qualifications. Employers will offer a range of activities including industry talks, site visits, projects and work placements which will help enter a future career in a busy business environment.



ENTRY REQUIREMENTS

You will be expected to achieve three passes at National 5 level ideally including Maths and English.

You should enjoy working in a fast-paced environment, be able to work in teams and on your own, customer-focussed and able to solve problems. You will need to work methodically and logically, have a good eye for detail and be open to change.

You will have an interest in business and excellent problem-solving and organisational skills.

PROGRESSION ROUTES

- 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 Level 3 and be able to fast-track.
- HNC Business, HNC Accounting or HNC Administration and Information Technology
- BA (Hons) Business Management

COURSE CONTENT

National Progression Award in Business with IT

Topics covered include:

- 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
- Contemporary business issues

SVQ 3 Business and Administration

You will partially complete the SVQ 3 during work placement activity (in year 2 if studying in S5). Topics covered include:

- Plan how to manage 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

HOW IS THE QUALIFICATION DELIVERED?

This Foundation Apprenticeship can be undertaken over 2 years if you are in S5 or over one year if you are in S6.

If you are in S5, you will attend college each Friday in the first year. During the second year you will attend a work placement each Friday with a local employer.

If you are in S6, you will attend each Friday and you will need to have the equivalent of another day free in your timetable to attend a work placement.

HEALTH AND SAFETY

All pupils will be given a full induction at the start of the programme.



START DATE

in line with timetable changeover in June 2020

TIMES IN COLLEGE

9.00am to 3.30 pm

HOW TO APPLY

All pupils wishing to apply should talk to their Guidance Teacher in the first instance. They will show you how you can apply online. Remember, there are limited places so get your application in as soon as you can.

Each application will be considered on a case by case basis supported by a satisfactory reference and interview.

WANT TO KNOW MORE?

Please contact:
schools.ic@uhi.ac.uk
01463 273264



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