



**Foundation  
Apprenticeship**

**Survival  
Guide for  
Parents**

A warm welcome to your child's Foundation Apprenticeship in Creative and Digital Media.

At the moment you may be wondering what you have let yourself in for so we have asked previous students to tell us their experience during their apprenticeships to give you a flavour of what your apprenticeship may be. Remember, we are all different and experiences will be too. Our advice is that the more you put in the more you will get out of your time. There are no silly questions and people like to talk about jobs they are passionate about.

What will the learning experience be like?

Case Study 1 – this could be someone from the same FA Sector



Tell their story in a few sentences

Case Study 2 – this could be someone from the a different FA Sector to show difference



Tell their story in a few sentences

## Course Overview

There are 2 parts to the Foundation Apprenticeship

### School Based/Theory Element of Course (NPA)

National Progression Award (NPA) or National Certificate (NC) in the case of Engineering. This is being delivered in school by the relevant teacher or by one of Aberdeenshire Council's delivery partners (ie Shmu, Tullos, Quest etc). These providers issued information to you about their company and planned delivery last term. If you did not receive this, please email [margaret.khan@aberdeenshire.gov.uk](mailto:margaret.khan@aberdeenshire.gov.uk) to let us know. These companies will generally also be providing the SVQ assessment element of the course. Contingency Plans: If a further lockdown or closure was needed, delivery would move online. There are not final exams in this qualification, instead it uses continual assessment. Therefore there are no concerns or issues around completion

### Work-Based Learning Element of Course (SVQ)

Students have already begun work towards the completion of this. From now on they will complete a blend of the following:  
August – Late September/Early October: online tasks set by the SVQ assessor.

October-March: blocks of time split between:

- Online engagement with an employer
- External placement wherever possible
- Simulated workplace & Workplace Training

The exact nature and order of these will vary between frameworks and individuals and also

on-going Covid guidance . We will be in touch with more details about this shortly.

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Our Advice is that you keep up to date with your learning and are ready for the assessments when they arrive. If you or your child are worried about any element please get in touch and do not worry we will help you.



## FAQs

### What is the workload like?

*The FA is worth 2 passes at Higher so you should expect it to take as much time as if taking 2 additional Higher level courses. This will not always be an even split between NPA and SVQ throughout the year. Time in school and in work should allow this to be achievable.*

### How do I know that I will get enough access to work placements or tasks to pass the qualification?

The FA qualification is secure and you can be reassured that you will gain the qualification if you carry out the appropriate tasks as directed by your tutors during the year. Tweaks have been made nationally to the qualification to ensure that whether you are working within a placement setting, entirely online, or a combination of both, you will still be able to pass

### Where can I get help if my child needs it?

If they do not understand the tasks or are unsure of what they are at the moment, please contact your SVQ assessor directly to find out. If you are unsure of who to contact, please email [Donna.Ross@aberdeenshire.gov.uk](mailto:Donna.Ross@aberdeenshire.gov.uk)

### What do I do if my child is ill and can't go into work?

Please make sure they inform both school and work that they are ill and how long they may be absent. This will be especially important if you suspect they or any of your household have COVID -19 and need to self-isolate. We would encourage students to make these calls if possible as this gives experience of the workplace.

### What do I do if I am going to be late for work?

We do encourage good timekeeping but sometimes through no fault of their own, students may be late for work. If your child is in this situation then make sure they call into work and let them know; they are going to be late, the reason, and when to expect you there. Good communication is very important – it will help them keep calm too. You can help by ensuring your child has the work number in their phone.

### Can students still find their own placement?

Yes. We would not advise contacting employers directly but if you have an existing link to a company or organisation and they can assist with an appropriate placement then please contact [Fraser.Mitchell@aberdeenshire.gov.uk](mailto:Fraser.Mitchell@aberdeenshire.gov.uk) or [Shona.Watts@aberdeenshire.gov.uk](mailto:Shona.Watts@aberdeenshire.gov.uk)

### There are particular concerns in my situation which need to be taken into consideration about the placement. What do I do?

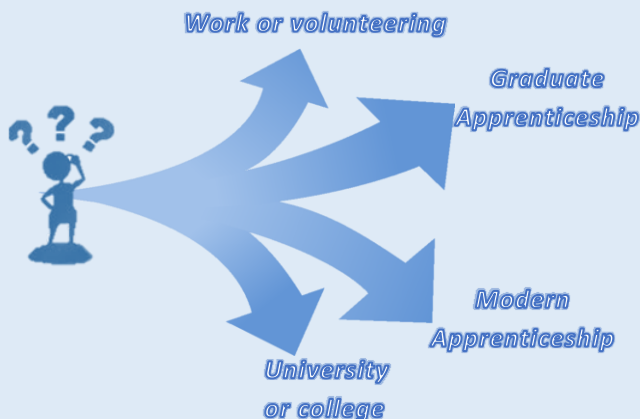
If there are any aspects about the placement which you would like to discuss further then please contact [Fraser.Mitchell@aberdeenshire.gov.uk](mailto:Fraser.Mitchell@aberdeenshire.gov.uk) or [Shona.Watts@aberdeenshire.gov.uk](mailto:Shona.Watts@aberdeenshire.gov.uk). We hope you found the answers to your questions in this guide.

### What do they wear to work?

Normally, they will wear their school uniform but they may be asked to wear specialist equipment dependent on your sector. Please make sure they are smart and look appropriate for work. Some employers still have strong views on dress code – they will normally tell you about this in orientation visits.

### What are the options when they finish the FA?

Many people already have an idea as to what they want to do when starting their FA—but we encourage people to keep an open mind - there are more options than you think.



Many Apprentices change their plans during their course and sometimes it raises more questions. Sometimes it confirms you were on the right lines but maybe not the only path. Some change their entire idea of what comes next. These are all ok and there is support available for taking next steps whatever path students choose.

### What will be gained from completing the FA?

*Most of our FA candidates report improvements in their confidence, organisation, problem solving, communication and teamworking skills. They also said they felt they were more employable because they have an industry recognised qualification.*

### Key contacts

#### Foundation Apprenticeships – Core contacts



*Name: Shona Watts*

*Position: Work Place Development Co-Ordinator*

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*Name: Fraser Mitchell*

*Position: Work Placement Officer*

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