



**Foundation  
Apprenticeship**

**Survival  
guide for  
students**

A warm welcome to your Foundation Apprenticeship

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 my 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

## Your course overview

There are usually 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 (i.e. SHMU, Tullis, 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 Covid19 guidance . We will be in touch with more details about this shortly.

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.

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.



## FAQ

### What is the workload like?

*The FA is worth 2 passes at Higher so you should expect to put as much effort in as if you were taking 2 additional higher level courses. This will not always be an even split between NPA and SVQ throughout the year.*

### 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 I need it?

*If you 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 I am ill and can't go into work?

*Make sure you inform both school and work that you are ill and how long you may be absent. This will be especially important if you suspect you have COVID -19 and need to self-isolate.*

### What if there is a clash in my timetable and I should be in both school and work?

*FA qualifications are highly respected by universities, colleges and employers. What makes them unique and so valuable is the work placement element of the course. Our expectation is that priority should be given to agreed work placements at all times unless there are exceptional circumstances which have been agreed with the employer and the school DHT link. In circumstances where non-attendance at the work placement is unavoidable. Ask school as soon as you realise there is a clash and they should be able to help resolve it.*

### What if I have transport arranged through Aberdeenshire?

*Make sure you inform the transport provider directly as you would if you were ill and off school – otherwise they will arrive to pick you up. You should already have the number for your transport but if you don't ask at school.*

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

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

### What do I wear to work?

*Normally, you will wear your school uniform but you may be asked to wear specialist equipment dependent on your sector. Please make sure you 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.*

### Can I still find my 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.*

### SVQ Assessor Visits

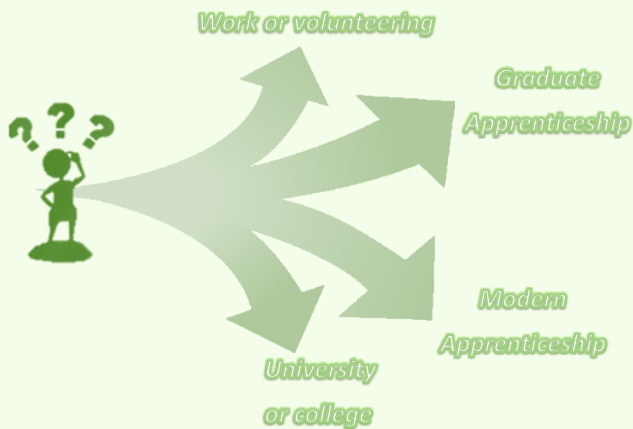
*Where possible we will undertake virtual student visits this year. These virtual visits have been designed to continue the support we can give through a tutor visit, but without us moving between schools and adding additional movement into different settings.*

### What happens if I am in a high risk group for COVID 19?

*Please make sure that school know that you are in a higher risk group and any additional requirements you have. An individual risk assessment will be undertaken with you to make sure you are safe during your Foundation Apprenticeship.*

What are my options when I finish the FA?

*Many people already have an idea as to what they want to do when starting their FA—but 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 your next steps whatever you choose.*

What will I gain from 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

Email: [Shona.Watts@aberdeenshire.gov.uk](mailto:Shona.Watts@aberdeenshire.gov.uk)

Name: Fraser Mitchell

Position: Work Placement Officer

Email: [Fraser.Mitchell@aberdeenshire.gov.uk](mailto:Fraser.Mitchell@aberdeenshire.gov.uk)



## Course and Work Placement Contract

*This is a fantastic opportunity but as in all work it requires a clear statement of what is expected of employer and employee – a contract. All jobs have contracts and it is important to read and understand what responsibilities you have and the Council has before signing.*

### **Aberdeenshire Council responsibilities:**

- *Provide appropriate teaching of NPA/NC course*
- *Help source an appropriate work placement, if necessary*
- *Provide an appropriate SVQ assessor*
- *Ensure that all relevant examination, assessment and tracking procedures are carried out effectively*
- *Monitor the progress of each young person and provide feedback through tracking updates and parents' evenings*
- *Alert all S5/6 pupils and their parents/carers to this agreement and encourage them to read it in full.*
- *Ensure that emotional and pastoral support is available to all young people and that they know where to access this support.*
- *Involve the parent/carer of the young person where there are concerns over attendance, wellbeing, behaviour or academic progress*

### **Students' responsibilities:**

#### **I will:**

- *Attend my timetabled classes and placement*
- *Follow attendance procedures and provide reasons for unexplained absences*
- *Display appropriate learning behaviours at all times*
- *Maintain the appropriate dress code for my work place*
- *Bring my best self to work*
- *Maintain confidentiality of information gathered or events occurring at the workplace.*
- *Communicate regularly with, and take advice from, my course provider, placement supervisor, and SVQ assessor to address any concerns and ensure my progression and success in the qualification.*
- *Ensure that any out of school employment does not affect my placement*
- *Act as a positive ambassador for my school and Aberdeenshire Council*

**I have read the information above and attendance procedures and discussed them with my parents/carers. I am aware of the level of commitment required from me and agree to work to the best of my ability.**

School:

FA Framework:

Pupil Name:	Year:
Pupil Signature:	Date:

You will gain the most from your Foundation apprenticeship if you have a clear idea of what you want to get out of it and set smart targets for the experience. Have a think about that now:

**Personal Statement:** Please write a short personal statement outlining your reasons for participating in the FA and your personal targets during the placement.

A large, rounded rectangular writing area with a green border, containing 18 horizontal lines for writing a personal statement.

