

Information for Centres — Foundation Apprenticeships



Which industry sectors have a Foundation Apprenticeship?

There are Foundation Apprenticeships in:

- ◆ Business Skills
- ◆ Civil Engineering
- ◆ Creative and Digital Media
- ◆ Engineering
- ◆ Financial Services
- ◆ Food and Drink Technologies
- ◆ Information Technology: Hardware/System Support
- ◆ Information Technology: Software Development
- ◆ Scientific Technologies
- ◆ Social Services and Healthcare
- ◆ Social Services: Children and Young People

Here are the details:

Group award code	Foundation Apprenticeship title
GL8J 46	Foundation Apprenticeship in Business Skills
GL51 46	Foundation Apprenticeship in Civil Engineering
GM69 46	Foundation Apprenticeship in Creative and Digital Media
GL7C 46	Foundation Apprenticeship in Engineering
GL53 46	Foundation Apprenticeship in Financial Services
GN26 46	Foundation Apprenticeship in Food and Drink Technologies
GL55 46	Foundation Apprenticeship in Information Technology: Hardware/System Support
GL54 46	Foundation Apprenticeship in Information Technology: Software Development
GN14 46	Foundation Apprenticeship in Scientific Technologies
GL52 46	Foundation Apprenticeship in Social Services and Healthcare
GL7A 46	Foundation Apprenticeship in Social Services: Children and Young People

Delivery of Foundation Apprenticeships

Who can deliver a Foundation Apprenticeship?

This is a matter for Skills Development Scotland (SDS). Please contact them at newapprenticeships@sds.co.uk.

How do centres get approval to deliver Foundation Apprenticeships?

Centres looking to deliver Foundation Apprenticeships should approach SDS to procure for the delivery contract. For more information, contact SDS directly at newapprenticeships@sds.co.uk.

SDS will send a list of contracted learning providers to SQA. When a centre applies to SQA for approval, SQA will refer to the learning providers list supplied by SDS before the centre can commence through SQA normal approval route, ie centre approval, qualification approval or devolved approval route.

SDS has its own quality assurance requirements — these do not duplicate or replicate the quality assurance that SQA conducts on the qualification delivery.

Centre approval: if a centre wishing to deliver a Foundation Apprenticeship is not an SQA approved centre but wishes to become SQA approved, they must get in touch with SQA's Business Development Team, who will support them through the centre approval process.

Qualification approval: SQA approved centres can submit a qualification approval application form or recognition application form.

Devolved approval: SQA approved centres with devolved authority, where the Foundation Apprenticeship is a devolvable qualification, can submit a DAQAAF form to apply for devolved approval of the Foundation Apprenticeship. Foundation Apprenticeships are listed under 'vocational qualifications' on SQA systems.

What does the approval process for a Foundation Apprenticeship involve?

If all or part of a Foundation Apprenticeship is delivered at a centre, or elsewhere via partnership agreement, each centre involved in delivery must apply for approval for each of the components:

- ◆ Foundation Apprenticeship
- ◆ NC or NPA component
- ◆ SVQ units
- ◆ *Foundation Apprenticeship Certification* unit (automatically approved with the Foundation Apprenticeship)

Some SQA approved centres (contracted by SDS) deliver all of the component parts of a Foundation Apprenticeship. These centres are approved for the full Foundation Apprenticeship.

Sometimes more than one centre is involved in delivering a Foundation Apprenticeship. The centre entering and resulting the candidates must have the appropriate SQA approvals: both as an SQA centre, and for the component parts of the Foundation Apprenticeship it is delivering. The centre with

approval for the Foundation Apprenticeship must hold a partnership agreement with the centres delivering the components.

Shared arrangements between delivering centres should be detailed in a [partnership agreement](#). This ensures that all partners are aware of their role and responsibilities and those of others involved with SQA provision. This includes anyone sub-contracted or working in partnership with the centre. Please refer to SQA's [Systems and Qualification Approval Guide](#) for details on partnership agreements.

Any SQA approved centre delivering SQA qualifications and units, including those that make up the Foundation Apprenticeship, is responsible for ensuring compliance with SQA quality assurance criteria. SQA's centre approval criteria outline the quality assurance responsibilities.

Where can centres find details of the component qualifications and units in a Foundation Apprenticeship?

SQA approved centres can view the latest framework on the SQA system. SDS has also published documents for each Foundation Apprenticeship framework on its website.

The mandatory *Foundation Apprenticeship Certification* unit HE6E 04, charged at £25, is required so that SQA can issue a commemorative certificate to candidates. This unit does not have an approval fee and is not subject to verification.

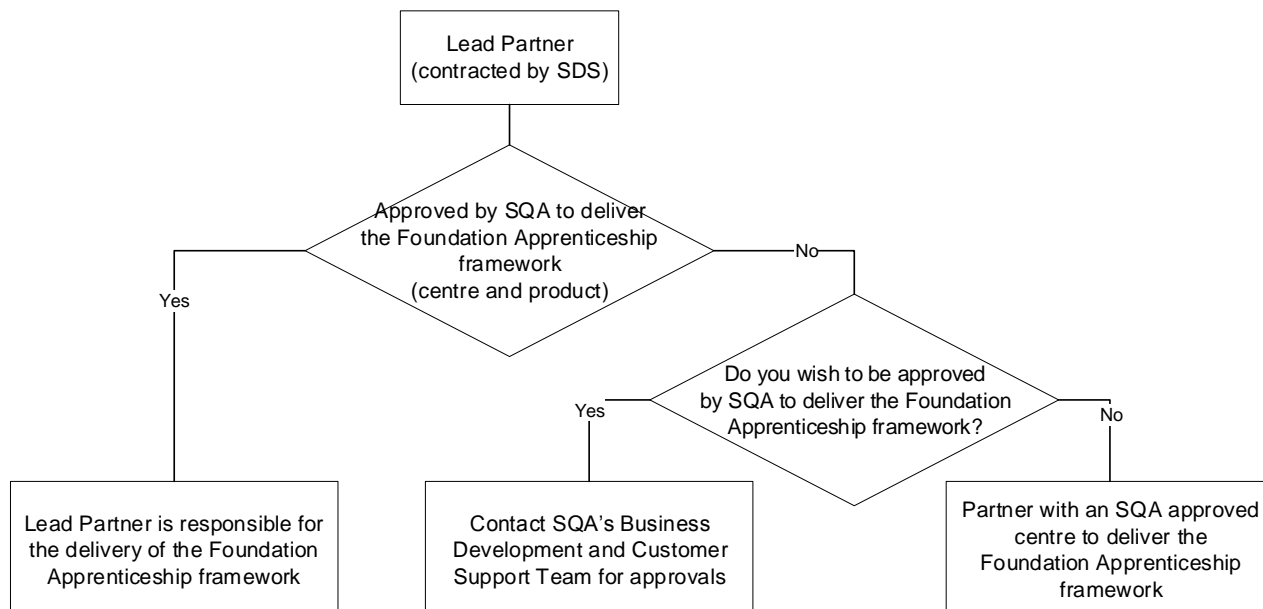
How can centres recognise prior learning?

Candidates may be able to use recognition of prior learning to achieve their Foundation Apprenticeship. Recognition of prior learning is not an exemption from a unit in a group award, and centres should follow SQA's usual processes for recognition of prior learning. This includes entering and resulting the equivalent SQA unit and retaining evidence of achievement for verification purposes. Standard unit and group award entry fees also apply (SVQ units are currently £7.50).

If your centre is offering another awarding body's SVQ unit and is using achievement of that unit to contribute towards the Foundation Apprenticeship, you must ensure that you apply and adhere to SQA's [Recognition of Prior Learning](#) policy. SQA's usual quality assurance requirements, processes and charges, including entering and resulting for the equivalent SQA SVQ unit, still apply in this circumstance.

Delivery models

Centres should (where applicable) use the devolved approval processes available to them. If a delivering centre is not one of Scotland's colleges, it must submit an application for centre approval, qualification approval and/or unit approval for the components of the Foundation Apprenticeship it is delivering.



Will a group award specification or arrangements document be produced by SQA or SDS for Foundation Apprenticeships?

The Foundation Apprenticeship is an SDS product (though it has an SQA 4+2 code for identification and operational purposes). SQA provides group award and unit specifications for the SQA group awards and units in the Foundation Apprenticeship framework.

SDS has [Foundation Apprenticeship product specifications](#) and Foundation Apprenticeship framework publications on its [website](#).

How do SQA and SDS manage feedback from candidates, centres and employers?

For information about the Foundation Apprenticeship framework, or to provide feedback:

- ◆ Contact SDS directly at newapprenticeships@sds.co.uk.

For information about SQA qualifications or units, or to provide feedback:

- ◆ Centres should call 0303 333 0330 or e-mail mycentre@sqa.org.uk.
- ◆ Candidates should call 0345 279 1000 or e-mail customer@sqa.org.uk.

For more information on SQA's processes please visit the [frequently asked questions section](#) of our website.

Verification activity

What verification group do Foundation Apprenticeships belong to?

Foundation Apprenticeships belong to a number of verification groups. Centre staff can find the allocated verification groups on SQA's Connect system.

The NC or NPA component of a Foundation Apprenticeship may belong to a different verification group from the competence component units (eg SVQ units). Where the components of a Foundation Apprenticeship are divided between more than one verification group, more than one external verifier may be involved in the verification process.

Have external verifiers been advised about the delivery of Foundation Apprenticeships?

External verifiers were briefed at standardisation events, and this information is available on the SQA QA Appointee website. In addition, all senior external verifiers have this information to disseminate to their teams.

How is verification triggered for component SVQ units?

When a centre enters a candidate on SQA's system using the Foundation Apprenticeship group award code, verification for the component qualifications and units is triggered. The verification activity will vary depending on the verification group to which the Foundation Apprenticeship group award and component SVQ units belong. Verification activity does not apply to the mandatory *Foundation Apprenticeship Certification* unit HE6E 04.

If I use recognition of prior learning, what is the verification process?

External verifiers will contact each centre during the qualification verification planning process to organise the details of the visit. Where recognition of prior learning is used, the external verifier will discuss the most appropriate verification method, eg checking candidate achievement. Where shared delivery arrangements are in place, the centre entering and resulting candidates for recognition of prior learning is responsible for asking for evidence of candidate achievement.

Certification of the Foundation Apprenticeship

What are the charges for qualifications and units in Foundation Apprenticeships?

When entering candidates for the Foundation Apprenticeship, centre staff must also enter candidates for the following components:

- ◆ NC or NPA component — standard NC or NPA pricing
- ◆ SVQ units — standard price per unit
- ◆ shadow units (Food and Drink Technologies and Accountancy only) — £7.50 per unit
- ◆ *Foundation Apprenticeship Certification* unit — £25 certification fee

What certificates will candidates receive?

Candidates will receive the following certificates when they complete a Foundation Apprenticeship:

SQA commemorative certificate for the component group award (NC or NPA)

- ◆ This commemorative certificate will detail achievement of the group award.
- ◆ The candidate's Scottish Qualifications Certificate (SQC) will list the group award and all its components. The SQC is a cumulative record of candidates' achievement as recorded on SQA's system.
- ◆ These certificates are automatically generated and sent to candidates during the first available certification run.
- ◆ If a candidate is entered and resulted for the NPA or NC component in year one, the certificate will be issued then.

SQA, SDS and SSC commemorative certificate for the Foundation Apprenticeship

- ◆ This will detail achievement of the Foundation Apprenticeship, and will include the logo and a signature from SDS, SQA and the relevant SSC for the industry sector.
- ◆ The candidate's SQC, which accompanies the Foundation Apprenticeship commemorative certificate, will detail the Foundation Apprenticeship, plus component group awards and units.

SQA main diet SQC

- ◆ If candidates have achieved and been certificated for the Foundation Apprenticeship and are completing any National Qualifications (eg National 5, Higher), their SQC will be issued on results day in August as normal, and will list their Foundation Apprenticeship and component group award achievements.

SQA component unit certificate

- ◆ Candidates will only receive a certificate for a completed component unit if there are no other outstanding units or qualifications on their record.

When will candidates receive their certificate?

Once a centre submits all contributing results on SQA systems, the next certification run will produce the candidate's certificate. The certification run takes place three times per week (Monday, Wednesday and Friday).

From July to results day in August there is restricted processing in place; no updates (results submission, certification etc) are accepted for any candidates involved in National Qualifications certification.

Processing will still take place for candidates who are not involved in National Qualifications certification, but certification will be less frequent during this period.

How do centre staff ensure that candidates receive their Foundation Apprenticeship certificates?

Centre staff must use their normal submission method to enter candidates for each unit (including the mandatory *Foundation Apprenticeship Certification* unit HE6E 04) and each group award (NPA, NC) in the Foundation Apprenticeship framework.

Once all unit and group award results have been submitted to SQA, and assuming the candidate has successfully achieved all component parts, the candidate will receive a commemorative certificate for each group award along with their SQC.

For enquiries about SQA's certification process, please e-mail mycentre@sqa.org.uk or call 0303 333 0330.

Pathways for progression

Are there any articulation arrangements for the Foundation Apprenticeships with higher education institutions?

To find out more about progression pathways for Foundation Apprenticeships, please visit:

- ◆ [SDS Apprenticeships website](#)
- ◆ [SDS website](#)

For information on UCAS or Insight Tariff points, please contact SDS directly at newapprenticeships@sds.co.uk.