School/College Partnership

Senior Phase Options

Session 2021/22

Contents

Construction Crafts and Technician National 4

Course Title	Construction Crafts and Technician
Level	National 4
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm Kingsway: Monday and Wednesday 2-4pm or Tuesday and Thursday 1-3pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Understanding Industry	Carpentry and Bench Joinery: An Introduction
Personal Development: Self and Work	Carpentry and Joinery Techniques
	Site Carpentry and Bench Joinery
	Decorative Painting
	Decorative Finishing Using Water-borne Paints
	Brickwork: An Introduction
	Half Brick Walling

Progression Pathways

- National Progression Award in Construction Skills (Arbroath and Kingsway Campus)
- National Progression Award in Painting and Decorating (Arbroath and Kingsway Campus)
- National Progression Award in Carpentry and Joinery (Arbroath and Kingsway Campus)
- National Progression Award in Brickwork (Arbroath Campus)
- National Progression Award Multi-Trade (Kingsway Campus)
- Modern Apprenticeship in the Construction Industry
- Building Trades Fast Track (Incorporating NPA in Construction Craft & Technician)

Course Description

The course contains practical Construction Crafts Units within the construction industry. It is especially suitable for pupils with an aptitude for and an interest in practical crafts work. Pupils will learn a variety of skills in the trades-specific units. In addition, they will develop skills and attitudes that enhance employability, not just in the construction industry, but in employment generally.

In the mandatory section, the Understanding Industry and Personal Development: Self and Work covers all trades the construction industry has to offer, pupils individual journey/plan and understanding what is expected from people in the construction industry.

The optional section offers pupils the opportunity to learn skills in different crafts. They represent skills areas which are readily resourced in most centres offering construction courses. These craft-specific units are in trades with high levels of identified skill shortages and further develop pupil skills in these specific trades. Furthermore, they represent skills areas which are readily resourced in centres offering construction courses and further developing their skills in these specific trades.

Alternatively, pupils can take units in different trades, granting them the opportunity to experience a wider variety of construction crafts.

Unit Contents

Unit	Description
Understanding Industry	Pupils are required to understand all trades within the construction industry.
Personal Development: Self and Work	Pupils are required to write a personal development plan based on their goals and what industry/trade they see themselves working for in the future.
Decorative Painting	Pupils will carry out work with decorative finishes involving the use of brushes and rollers as well as stencilling.
Site Carpentry and Bench Joinery	Pupils are required to carry out small-scale tasks in both first fix and second-fix joinery. They will learn skills in measurement, cutting and fixing of timbers and sheet materials.
Plumbing	Pupils are required to cut, assemble and join plastic pipework in accordance with given drawings using proprietary bends and tee-pieces.
Brickwork Techniques	Pupils are required to set out and build extended sections of half -brick thick wall. This extended work will require the use of builders' line. Once again, the work will be carried out in accordance with given drawings and to prescribed tolerances.
Employability Skills	Pupils are required to develop work practices and attitudes that enhance their employability. They will have opportunities to review the skills they have developed. They will also develop skills in measurement and interpretation of drawings.
Decorative Finishing Using Water-borne Paints	Pupils are required to carry out additional paintwork tasks with purely water-borne paints. This will include a proprietary two-coat system.
Roof Tiling: An Introduction	Pupils are required to carry out introductory work in setting out a roofing area to incorporate single lap tiles with components.
Carpentry and Joinery Techniques	Pupils are required to erect a small-scale framed and panelled assembly and to fabricate and replace one panel to carefully match existing.
Half Brick Walling	Pupils are required to set out and build short sections of half-brick thick wall in accordance with given drawings and to prescribed tolerances.
Brickwork: An Introduction	Pupils are required to work on the basic fundamentals of brickwork. This will include setting out, measuring and understanding brickwork terminology
Understanding Industry	Pupils are required to understand all trades within the construction industry.

Personal Development: Self Work	Pupils are required to write a personal development plan based on their goals and what industry/trade they see themselves working for in the future.
Decorative Painting	Pupils will carry out work with decorative finishes involving the use of brushes and rollers as well as stencilling.
Site Carpentry and Bench Joinery	Pupils are required to carry out small-scale tasks in both first-fix and second-fix joinery. They will learn skills in measurement, cutting and fixing of timbers and sheet materials.
Plumbing	Pupils are required to cut, assemble and join plastic pipework in accordance with given drawings using proprietary bends and tee-pieces.
Brickwork Techniques	Pupils are required to set out and build brick structures following the correct method and techniques.

Assessment Method

Assessment in this course is continuous and carried through the delivery of craft units and project work. Pupils will also have the opportunity to create a personal portfolio as they progress on the course. The assessment of pupils' work is a combination of self-review, peer review and assessor review which are recorded by observation checklists and review sheets.

Construction Skills National 5

Course Title	Construction Skills
Level	National 5
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm Kingsway: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Employability and Behavioural Skills
The construction Industry and principles of design
Built Environment Design Project
3D modelling for the built environment
Develop Bench Joinery Skills
Manufacture Joinery components
Develop Constructional Carpentry Skills
Develop Site Joinery Skills
Colour Practice: Painting and Decorating
Decorative Treatments
Decorative Painting
One Brick Walling: An Introduction
Construction Crafts: One Brick Walling
Block Walling: An Introduction
Single Lap Roofing Skills
Roofing: Regular Sized Natural Slates with Random Widths
Fixing Plasterboard and Applying Plastering Materials: An Introduction
Applying External Cement Work: An Introduction

Progression Pathways

- National Progression Award in Painting and Decorating (Arbroath and Kingsway Campus)
- National Progression Award in Carpentry and Joinery (Arbroath and Kingsway Campus)
- National Progression Award in Brickwork (Arbroath Campus)
- National Progression Award Multi-Trade (Kingsway Campus)
- Modern Apprenticeship in the Construction Industry
- Building Trades Fast Track (Incorporating NPA in Construction Craft & Technician)

Course Description

The course includes Built Environment Technician units and practical construction crafts covering the main construction trades. Pupils will learn a variety of skills in the trades' specific units. In addition, they will develop skills and attitudes that enhance employability, not just in the construction industry, but in employment generally.

Employability and Behavioural Skills unit addresses several practical and employability skills which can be practised and developed across all the units in the course. All other units cover specific construction crafts in trades and technician routes with high levels of identified skill shortages. Furthermore, they represent skills areas which are readily resourced in centres offering construction courses.

Unit Contents

Unit	Description
Employability and Behavioural Skills	Pupils are required to develop work practices and attitudes that enhance employability. They will review the skills they have developed and adapt their performance in subsequent activities. Pupils will carry out basic risk assessments and record their findings. They will also develop Skills in interpretation of drawings and in preparing basic materials schedules from drawing and specification information.
The construction Industry and principles of design	Pupils are required to explore the 6 basic principles of building design and the variety of work sectors and career opportunities in the construction industry
Built Environment Design Project	Pupils are required to produce a project plan and present a design influenced by a clients requirements.
3D modelling for the built environment	Pupils are required to produce a simple 3D model of a building.
Develop Bench Joinery Skills	Pupils will learn a number of joinery jointing techniques. They will learn skills in measurement as well as how to cut, assemble and fix timbers into a frame from a given drawing.
Manufacture Joinery components	Pupils are required to produce a workshop rod, compile a cutting list and manufacture a panel door.
Develop Constructional Carpentry Skills	Pupils will carry out work on a hollow ground floor and erect a timber stud partition.
Develop Site Joinery Skills	Pupils will carry out work to fix a door frame, hang a door and fix a range of finishes to the frame.
Colour Practice: Painting and Decorating	Pupils are required to select, mix, match and apply colours using secondary and primary colours.
Decorative Treatments	Pupils are required to select and prepare tools and materials, produce bands and lines and enlarge and paint given design using free brush techniques.
Decorative Painting	Pupils will carry out work in forming decorative bands and lines. They will work with moulded panels and gain skills in replicating given designs in freehand brushwork. Finally, pupils will learn how to mix different colours to match given paint samples.
One Brick Walling: An Introduction	Pupils will learn the knowledge and understanding required to build one brick wall thickness and erect a one brick wall to given specifications.

Construction Crafts: One Brick Walling	Pupils are required to set out and build short sections of one-brick wall in accordance with given drawings and to prescribed tolerances. This will give them experience of brick bonding techniques significantly beyond simple half-brick walls.
Block Walling: An Introduction	Pupils will learn knowledge and understanding on how to build block wall and build block wall to given specifications.
Single Lap Roofing Skills	Pupils are required to prepare a roof surface prior to tiling. Lay and fix tiles to roof surface with a wet verge and ridge finish.
Roofing: Regular Sized Natural Slates with Random Widths	Pupils will prepare a roof surface to install a slate finish.
Fixing Plasterboard and Applying Plastering Materials: An Introduction	Pupils are required to fix plasterboard to timber backgrounds and prepare surface for plastering materials.
Applying External Cement Work: An Introduction	Pupils will learn how to prepare the backgrounds and set out metal trims/beads for the application of external cement work. Pupils will apply cement work in two coats.

Assessment Method

Assessment in this course will be based on a range of practical workshop activities, supported by assessor observation checklists and pupil self-checking of quality. In the Employability Skills unit, pupils will carry out self-evaluation on a range of skills, review their progress and identify action points. They will also demonstrate that they can put action points into practice.

Pupils must successfully complete each unit to achieve the course.

Preparation for Electrical Programme National 4

Course Title	Preparation for Electrical Programme
Level	National 4
Campus	Kingsway
Days	Monday, Tuesday, Wednesday 2-4pm and Thursday 1-3pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Building Services Engineering: Introduction to Safe Working Practices	Practical Electricity
Building Services Engineering: Introduction to Energy	Construction Crafts: Electrical Installation
Building Services Engineering: Introduction to Science	Engineering Skills: Electrical/Electronic
Building Services Engineering: An Introduction	
Building Services Engineering: Employability Skills	

Progression Pathways

- Pre-Apprenticeship - NPA Electrical Skills (Level 5)
- NC Electrical Engineering (Level 6)
- Building Trades Fast Track (Incorporating NPA in Construction Craft & Technician)

Course Description

The National 4 Skills for Work Building Services Engineering course has been designed as the starting point of a Building Services Engineering (BSE) career pathway. The course can lead directly on to the National Progression Award: Building Services Engineering at SCQF level 5 (Pre-Apprenticeship - NPA Electrical Skills), and then to the NC Electrical Engineering at SCQF level 6, which will be delivered in the college environment. Successful completion of the course would allow pupils to apply for employment within the sector, as appropriate.

The course includes practical electrical units where pupils will learn a variety of skills required for the electrical industry through these specific units. In addition, they will develop skills and attitudes that enhance employability, not just in the construction industry, but in employment generally. In the mandatory section, the Employability Skills unit addresses a number of practical and employability skills, these can be practised and developed across all the units in the course.

Unit Contents

Unit	Description
Building Services Engineering: Introduction to Safe Working Practices	Pupils will identify the fundamental Health and Safety requirements of the Building Services Engineering (BSE) sector, and how to recognise and respond appropriately to common hazards and accidents in the BSE environment. Pupils will also learn how to apply safe working practices relevant to the BSE sector.

Building Services Engineering: Introduction to Energy	Pupils will be introduced to and learn to identify the main types of energy and their sources as well as the fundamentals of energy conservation as they apply to the household building services engineering (BSE) sector. Pupils will also learn the main types of material disposal as they apply to the BSE sector.
Building Services Engineering: Introduction to Science	The unit is designed to enable pupils to recognise mechanical and electrical SI units commonly used within the building services engineering (BSE) sector and to carry out simple calculations to enhance that understanding. Pupils will also learn to recognise fundamental properties of solid materials as well as the fundamental principles of heat, mechanical and electrical applications to the BSE sector.
Building Services Engineering: An Introduction	Pupils will recognise the main industries of the Building Services Engineering sector and will develop an understanding of the job opportunities and the career progression opportunities.
Building Services Engineering: Employability Skills	Pupils are required to develop work practices and attitudes that enhance their employability. They will have opportunities to review the skills they have developed

Optional Unit Contents

Unit	Description
Practical Electricity	This unit seeks to develop the pupil's knowledge and understanding of simple concepts and facts related to electricity. It also provides an opportunity for developing the ability to apply this knowledge and understanding in the handling and analysis of information related to electricity.
Construction Crafts: Electrical Installation	Pupils will become familiar with a range of basic hand -tools and accessories commonly used in the installation of electrical systems and will work with an introductory range of cable types and sizes. The unit is based on practical workshop activities and pupils will develop the skills to complete a range of activities, including connecting a range of lighting and power fittings.
Engineering Skills: Electrical/Electronic	Pupils will select and safely use the correct tools and components required to construct a basic extra low voltage functional circuit.

Assessment Method

Assessment in this course will be based on a range of practical workshop activities, supported by assessor observation checklists and pupil self-checking of quality. Closed book supervised

assessments will be carried out for the electrical theoretical work. In the Employability Skills unit, pupils will carry out self-evaluation on a range of skills, review their progress and identify action points. They will also demonstrate that they can put action points into practice.

There is no external assessment for this course. Pupils must successfully complete each unit to achieve the course.

Preparation for Plumbing Programme National 4

Course Title	Preparation for Plumbing Programme
Level	National 4
Campus	Kingsway
Days	Monday, Tuesday, Wednesday 2-4pm and Thursday 1-3pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Building Services Engineering: Introduction to Safe Working Practices	Construction Occupation Practices: An Introduction
Building Services Engineering: Introduction to Energy	Construction Safety Practices: An Introduction
Building Services Engineering: Introduction to Science	Efficient Construction Practices: An Introduction
Building Services Engineering: An Introduction	Plumbing Services: An Introduction
Building Services Engineering: Employability Skills	

Progression Pathways

- Pre-Apprenticeship - NPA Plumbing Skills (Level 5)
- Certificate Renewable Technologies (Level 6)
- Building Trades Fast Track (Incorporating NPA in Construction Craft & Technician)

Course Description

The National 4 Skills for Work Building Services Engineering course has been designed as the starting point of a Building Services Engineering (BSE) career pathway. The course can lead directly on to the National Progression Award: Building Services Engineering at SCQF level 5 (Pre-Apprenticeship - NPA Plumbing Skills), and then to the Certificate Renewable Technologies at SCQF level 6, which will be delivered in the college environment. Successful completion of the course would allow pupils to apply for employment within the sector, as appropriate.

The course includes practical plumbing units where pupils will learn a variety of skills required for the plumbing industry through these specific units. In addition, they will develop skills and attitudes that enhance employability, not just in the construction industry, but in employment generally. In the mandatory section, the Employability Skills unit addresses several practical and employability skills, these can be practised and developed across all the units in the course.

Unit Contents

Unit	Description
Building Services Engineering: Introduction to Safe Working Practices	Pupils will identify the fundamental Health and Safety requirements of the Building Services Engineering (BSE) sector, and how to recognise and respond appropriately to common hazards and accidents in the BSE environment. Pupils will also learn how to apply safe working practices relevant to the BSE sector.

Building Services Engineering: Introduction to Energy	Pupils will be introduced to and learn to identify the main types of energy and their sources as well as the fundamentals of energy conservation as they apply to the household building services engineering (BSE) sector. Pupils will also learn the main types of material disposal as they apply to the BSE sector.
Building Services Engineering: Introduction to Science	The unit is designed to enable pupils to recognise mechanical and electrical SI units commonly used within the building services engineering (BSE) sector and to carry out simple calculations to enhance that understanding. Pupils will also learn to recognise fundamental properties of solid materials as well as the fundamental principles of heat, mechanical and electrical applications to the BSE sector.
Building Services Engineering: An Introduction	Pupils will recognise the main industries of the Building Services Engineering sector and will develop an understanding of the job opportunities and the career progression opportunities.
Building Services Engineering: Employability Skills	Pupils are required to develop work practices and attitudes that enhance their employability. They will have opportunities to review the skills they have developed

Optional Unit Contents

Unit	Description
Construction Occupation Practices: An Introduction	The unit will help to develop pupils ability to understand the range and type of work involved in the Construction sector and will begin to develop their ability to read and understand and produce simple building drawings as well as how to mark out and measure materials correctly.
Construction Safety Practices: An Introduction	This unit will help to develop pupil's ability to work in a safe and effective manner in a Construction Industry setting.
Efficient Construction Practices: An Introduction	The unit will help to develop pupil's ability to work in an organised, safe and effective manner.
Plumbing Services: An Introduction	This unit requires pupils to select the correct tools and materials used within the plumbing industry.

Assessment Method

Assessment in this course will be based on a range of practical workshop activities, supported by assessor observation checklists and pupil self-checking of quality. Closed book supervised assessments will be carried out for the electrical theoretical work. In the Employability Skills unit, pupils will carry out self-evaluation on a range of skills, review their progress and identify action points. They will also demonstrate that they can put action points into practice.

There is no external assessment for this course. Pupils must successfully complete each unit to achieve the course.

Foundation Apprenticeship: Civil Engineering Level 6

Course Title	FA: Civil Engineering
Level	SCQF 6
Campus	Arbroath Grove Academy
Days	Arbroath – Tuesday 9-4 pm Grove Academy – Tuesday 2-3.40pm, Thursday and Friday 1.10-2.50pm
Start Date	May 2021
End Date	April 2023

Entry Requirements

National 5 Mathematics is required, must be capable of progression to Higher Mathematics. Working towards or completed Physics. All applicants must have a good level of written and spoken English and demonstrate a real interest in Civil Engineering.

Units to be Completed

Mandatory Units	
Civil Engineering Materials	Computer Aided Drafting: An Introduction
Civil Engineering Project	Construction Site Surveying: An Introduction
Civil Engineering Site Work	Health and Safety in the Construction Industry
Civil Engineering Technology	Mathematics: Craft 1
Mechanics for Construction: An Introduction	Mathematics for Construction Technicians
Sustainability in the Construction Industry	Modern Methods of Construction: An Introduction
	Maintain professional relationships and practice in built environment design

Progression Pathways

On completion of the Foundation Apprenticeship, pupils will have the opportunity to continue their studies in this area and have several options available to them. They may be in a position with their placement employer, that they are offered employment and to continue their apprenticeship. In this case, pupils can move to a Modern Apprenticeship and apply their Foundation Apprenticeship to this, reducing the duration of this apprenticeship by a minimum of one year. Pupils may instead wish to continue their studies academically and attend College full time where they can work towards an HND in Civil Engineering, or another related subject, which could also provide them with direct entry into a Degree programme.

- HND Building Surveying/HND Architectural Technology/HND Civil Engineering (Kingsway Campus)
- Modern Apprenticeship in the Construction Industry (Kingsway Campus)

Course Description

Foundation Apprenticeships are an opportunity offered to pupils in the senior phase of secondary school. Pupils are given the opportunity to complete the first stages of a Modern Apprenticeship along with traditional subjects such as Maths and English.

The Foundation Apprenticeship (FA) in Civil Engineering provides pupils with achievement from component parts of two pathways sitting within CITB's Modern Apprenticeship Framework

Construction: Technical at SCQF level 6. Pupils will also complete a placement or industry challenge with a local employer while working towards the qualification through school and college.

Pupils will typically attend one day or equivalent per week for 2 years. This FA will introduce the skills necessary for the modern professional Civil Engineering Technician and provide an insight to the many career options available.

Unit Contents

Unit	Description
Civil Engineering Materials	1 Describe the production processes of civil engineering materials. 2 Describe the properties of civil engineering materials and how they are affected by production. 3 Carry out laboratory tests on civil engineering materials.
Civil Engineering Project	1 Plan a Civil Engineering Project based on a prepared brief. 2 Develop and implement a proposed solution. 3 Evaluate the completed project.
Civil Engineering Site Work	1 Describe the requirements of preliminary sitework. 2 Describe the types of temporary works used on construction sites. 3 Identify and select the plant and equipment for earthworks, concreting and lifting operations.
Civil Engineering Technology	1 Demonstrate an understanding of shallow foundations and their construction. 2 Demonstrate an understanding of structural steelwork frame construction. 3 Demonstrate an understanding of the permanent elements of in-situ reinforced concrete frames and temporary support methods used in their construction. 4 Describe the function and common forms of retaining walls.
Mechanics for Construction: An Introduction	1 Identify and apply the units and quantities used in mechanics in a construction context. 2 Explain the basic principles of structural analysis in a construction context. 3 Complete calculations related to forces in equilibrium. 4 Complete calculations involving direct stress and strain in a construction context.
Sustainability in the Construction Industry	1 Explain the basic principles of sustainability in relation to material resources. 2 Explain the basic principles of sustainability in relation to energy used in the construction, operation and demolition of buildings. 3 Explain the basic principles of sustainability in relation to design features.

Computer Aided Drafting: An Introduction	1 Use a range of computer aided drafting commands. 2 Produce 2D computer generated drawings.
Construction Site Surveying: An Introduction	Interpret information from site plans and Ordnance Survey maps and plans. Carry out a linear measurement survey and plot the results. Carry out a levelling survey and prepare a contour plan and section.
Health and Safety in the Construction Industry	Explain the importance of site safety awareness and training in the construction industry. Describe safe working practices and emergency procedures used in the construction industry. Identify occupational health problems in the construction industry.
Mathematics: Craft 1	Round numbers use scientific notation, percentages and ratios in engineering contexts. Calculate areas, perimeters, volumes and surface areas of simple shapes in engineering contexts. Read scales, tables, graphs and charts, which relate to engineering applications. Use Pythagoras' Theorem and sin/cos/tan in right-angled triangles in engineering contexts. Substitute numerical values into simple engineering formulae.
Modern Methods of Construction: An Introduction	Describe the materials and systems used in the application of modern methods of construction for the construction industry. Explain how waste is generated by different methods of construction. Explain the ways in which modern methods of construction can improve efficiency and sustainability in the construction industry.
Mathematics for Construction Technicians	Evaluate and transpose engineering formulae and apply algebraic techniques to simplify mathematical expressions. Solve linear, simultaneous and quadratic equations, sketch, evaluate and manipulate exponential and logarithmic functions. Differentiate and integrate basic mathematical functions. Solve problems on two dimensional vectors.
Maintain professional relationships and practice in built environment design	It is about communicating technical information to other people and ensuring that they understand it. Pupils must be able to "talk their language" and maintain their trust and their support for their work. It is about practising ethically. It is about taking part in meetings. This means getting involved with the business of the meeting and making appropriate contributions.

Assessment Method

There is no external assessment for this course. Students must successfully complete each unit to achieve the course.

Skills for Work: Automotive Skills National 4

Course Title	Skills for Work: Automotive Skills
Level	National 4
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm Kingsway: Monday and Wednesday 2-4pm or Tuesday and Thursday 1-3pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
The Garage
The Technician
The Car
The Vehicle Modification Project

Progression Pathways

- SVQs and Modern Apprenticeships in Motor Vehicle Engineering – Day release
- Motor Vehicle Engineering – Full time course - Kingsway
- Scottish Progression Award in Engineering (National 5)
- Full time SVQ programmes and Modern Apprenticeships in Engineering areas such as Welding Fabrication, Mechanical Fitting, Machining, Motor Vehicle.
- National Certificate programmes such as Engineering Practice, Engineering Systems.
- Suitable Training/Employment

Course Description

The National 4 Automotive Skills course has been designed to provide an introduction to the automotive industry and a progression route into further education or for moving directly into training or employment within the automotive industry. The overall purpose of the course is to ensure that pupils develop practical skills, knowledge and understanding and employability skills needed within the automotive industry as well as developing generic transferable employability skills.

Unit Contents

Unit	Description
The Garage	This unit introduces pupils to the structure and organisation of the retail automotive industry and the range of job roles and responsibilities within it. Pupils will use a range of research sources and activities to help develop their knowledge and understanding of the automotive industry, the businesses within it, and the diversity of job roles it offers. The Unit also provides a basic introduction to some of the health and safety legislation applicable to vehicle service and repair workshops.
The Technician	This unit has a practical focus and introduces pupils to some of the tools and techniques

	used by technicians in the automotive industry. Pupils will use a range of common hand tools as well as more specialised tools and equipment such as the torque wrench and trolley jack. Pupils will also learn the names, functions and serviceability of automotive components while engaging in practical activities and gain basic knowledge of working safely in an automotive engineering environment.
The Car	This unit introduces pupils to basic safety checks, wheel changing and valeting as carried out by technicians in the automotive industry. The pupil will use a range of common hand tools, as well as more specialised tools and equipment. To enrich the pupils understanding and range of associated skills they will carry out engineering processes such as removing and refitting vehicle service items.
The Vehicle Modification Project	This unit comprises a practical project and is designed to be completed after the Units *Automotive Skills: The Technician* and *Automotive Skills: The Car,* consolidating the previous practical skills developed. Pupils select a modification project to carry out on a vehicle enabling them to put into practice and further develop some of the basic hand skills and problem-solving abilities that an Automotive Technician requires.

Assessment Method

Assessment is by producing a practical component or assembly to a given standard and testing and documenting functionality as described in the unit contents. As well as this, pupils will be required to complete documentation which will demonstrate their awareness of the underlying employability skills that they have gained on the module. In order for the documentation to be accepted pupils need to evaluate their own performance and identify the skills acquired. Tutor's will also contribute to this documentation and offer their own feedback on pupil work performance.

Skills for Work: Engineering Skills National 4

Course Title	Skills for Work: Engineering Skills
Level	National 4
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm Kingsway: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Mechanical
Electrical/Electronic
Fabrication
Manufacture and Assembly

Progression Pathways

- Scottish Progression Award in Engineering (National 5)
- Full time SVQ programmes and Modern Apprenticeships in Engineering areas such as Welding Fabrication, Mechanical Fitting, Machining, Motor Vehicle.
- National Certificate programmes such as Engineering Practice, Engineering Systems.
- Suitable Training/Employment

Course Description

The overall purpose of the course is to ensure that pupils start to develop the generic and practical skills, knowledge and understanding and employability skills needed within an engineering sector.

The course focuses on the four broad areas of Mechanical, Electrical/Electronic, Fabrication & Welding and Manufacture. This will allow the pupils to gain basic transferable skills which can be applied to any of the above engineering areas. The Manufacture and Assembly unit allows pupils the opportunity to apply the mechanical, electrical/electronic and fabrication skills they have learned in the manufacture and assemble of an artefact(s). The generic employability skills are integrated into each mandatory unit and should be developed in conjunction with the practical activities of each of these units. This will help pupils to understand that the generic skills such as timekeeping, following instructions and carrying out quality checks of their own work are just as important as the practical skills which they will learn.

Unit Contents

Unit	Description
Mechanical	This unit is designed to be the first attempted on the course. Pupils are required to select the correct tools and materials required to safely manufacture an artefact. During the manufacture, pupils will read simple engineering drawings, measure and mark, select appropriate materials and work to specified tolerances. Embedded into the practical activities of this unit are the

	employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
Electrical/Electronic	In this unit pupils will select the correct tools and components required to construct a basic functional electrical circuit from a given diagram and specification. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
Fabrication	In this unit pupils will select the correct tools, materials and equipment required to manufacture an artefact using cutting, hot and cold forming and mechanical and thermal joining techniques. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
Manufacture and Assembly	This unit is designed to be attempted only after successful completion of the preceding skills units. Pupils will select and safely use the correct tools and materials to manufacture, assemble and complete functionality tests on an artefact. Pupils will evaluate and report their findings on the manufacture, assembly and functionality tests of the artefact. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit not all will be assessed.

Assessment Method

Assessment is by producing a practical component or assembly to a given standard as well as completing documentation which will demonstrate pupil awareness of the underlying employability skills that they have gained on the module. For the documentation to be accepted pupils need to evaluate their own performance and identify the skills acquired.   Tutor's contribute to this documentation and offer feedback on pupil's work performance.

Skills for Work: Engineering Skills National 5

Course Title	Skills for Work: Engineering Skills
Level	National 5
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm Kingsway: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Mechanical and Fabrication
Electrical and Electronic
Maintenance
Design and Manufacture

Progression Pathways

- Full time SVQ programmes and Modern Apprenticeships in Engineering areas such as Welding Fabrication, Mechanical Fitting, Machining, Motor Vehicle
- National Certificate programmes such as Engineering Practice, Engineering Systems.
- HNC in Engineering Systems (dependent on core skills level)
- Suitable Training/Employment

Course Description

The National 5 Engineering Skills course has been designed to provide a basis for progression into further education or for moving directly into training or employment within an engineering sector. The overall purpose of the course is to ensure that pupils start to develop the generic and practical skills, knowledge and understanding and employability skills needed within an engineering sector. This course focuses on the broad areas of Mechanical, Fabrication, Electrical, Electronic, Maintenance and an element of Design and Manufacture. This will allow the pupils to gain basic transferable skills which can be applied to any of the above engineering area.

Unit Contents

Unit	Description
Mechanical and Fabrication	In this unit pupils will learn to select and use the correct tools, equipment, and materials required to manufacture an artefact. During the manufacture, pupils will read simple engineering drawings, measure and mark, select appropriate materials, and work to specified tolerances. The pupil will also develop and use basic engineering skills of cutting, shaping, drilling, tapping, forming, and joining. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability

	skills will be developed in this unit not all will be assessed.
Electrical and Electronic	In this unit pupils will select the correct tools and components required to construct a basic functional electrical circuit and an electronic circuit from a given diagram and specification. The unit is suitable for pupils with no previous electrical, electronic, or employment experience. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
Maintenance	In this unit pupils will select the correct tools, materials and equipment required to test, disassemble, repair, and assemble an engineering part. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
Design and Manufacture	In this unit pupils will develop Computer Aided Draughting (CAD) skills and select and use the correct tools and materials required to design, manufacture/construct, test, evaluate, and report their findings on the manufacture/construction of a project. This unit is designed to be attempted only after successful completion of the other mandatory skills units. Pupils will select and safely use the correct tools and materials to design, manufacture/construct, assemble and complete functionality tests on one project. Pupils will evaluate and report their findings on the design, manufacture/construction, assembly, and functionality tests of the selected project. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.

Assessment Method

Assessment is by producing a practical component or assembly to a given standard and testing and documenting functionality as described in the unit contents. As well as this, pupils will be required to complete documentation which will demonstrate their awareness of the underlying employability skills gained on the module. In order for the documentation to be accepted, pupils will evaluate their own performance and identify skills acquired. Tutor's will also contribute to this documentation and offer feedback on pupil's work performance.

Foundation Apprenticeship: Engineering Level 6

Course Title	FA: Engineering
Level	SCQF 6
Campus	Arbroath and Kingsway
Days	Year 1 Arbroath: Tuesday 9-4pm
	Year 2 Arbroath: Tuesday and Friday 9-4pm
	Year 1 Kingsway: Monday and Wednesday 2-5pm
	Year 2 Kingsway: Monday, Tuesday, Wednesday 2-5pm and Thursday 1-4pm
Start Date	May 2021
End Date	April 2023

Entry Requirements

National 5 Mathematics is a mandatory requirement, and pupils must be capable of progression to Higher Mathematics. Working towards or completed Physics National 5. All applicants must have a good level of written and spoken English and demonstrate a real interest in Engineering.

Units to be Completed

Mandatory Units
F5H512 Computer aided draughting (CAD) for Engineers (SCQF LEVEL 6)
F5JG12 Graphical Engineering Communication
F5KC12 Engineering Manufacturing Process
F5KD12 Engineering Materials
F5KE12 Engineering Workshop Skills
F5K512 Engineering Design
F5KA12 Engineering Assembly Skills
F5FN12 Engineering Systems
F5D512 Engineering Project
F3GB12 Communication
F3HX12 Mathematic Technician1
F5D412 Engineering Applying Information Technology
SPE02/001A Complying with statutory regulations and organisational safety requirements
SPE02/002A Using and Interpreting Engineering Data and Documentation
SPE02003A Working efficiently and effectively in engineering
SPEO2/004A Producing mechanical engineering drawings using a CAD system
SPEO2/019A Maintaining mechanical devices and equipment

Progression Pathways

- Full time SVQ programmes and Modern Apprenticeships in Engineering areas such as Welding Fabrication, Mechanical Fitting, Machining, Motor Vehicle
- National Certificate programmes such as Engineering Practice, Engineering Systems.
- HNC in Engineering Systems (dependent on core skills level)
- Suitable Training/Employment

Course Description

The course is a two-year programme consisting of 12 SQA modules at National level 6, 5 SVQ modules at level 5 and work placements.

Achievement of the SQA units will be carried out by assessment as part of the pupils' work placement, work placement may be altered or adapted arrangements due to Covid-19 restrictions. (Block Placements, if possible, at end of each year – Covid-19 restrictions dependant) Pupils will learn how to comply with statutory regulations and organisational safety requirements, use and interpret engineering data and documentation and work efficiently and effectively in engineering.

The Foundation Apprenticeship will also help pupils develop core skills valued by employers, particularly communication, problem solving, working with others and time management. These transferable skills are necessary and highly desirable for working in a range of other related jobs.

The topics as part of the National Certificate will depend on the area of engineering that the pupil chooses to study. These Include: Mechanical Engineering/ Vehicle Engineering/ Welding and Fabrication/ Manufacturing Engineering/ Aeronautical Engineering/ Advanced Manufacturing Engineering.

Unit Contents

Unit	Description
Computer Aided Draughting (CAD) for Engineers	This largely practical unit is designed to allow pupils to develop knowledge, understanding and skills in Computer Aided Draughting. pupils will develop the knowledge and skills to use a commercial CAD system to create detailed, two-dimensional engineering drawings with auxiliary and sectional views. They will also import components and symbols into engineering drawings. Pupils will also develop the knowledge and skills to use a CAD system to modify existing two-dimensional drawings and create an assembly drawing.
Graphical Engineering Communication	This unit is designed to allow pupils to develop their knowledge, understanding and skills in graphical engineering communication. During pupils will learn to extract and interpret information from documents used in engineering. They will also develop the knowledge and skills to create detailed, two-dimensional drawings in both First and Third Angle Projection, which include both auxiliary and sectional views. Pupils will also learn how to produce fully developed engineering assembly drawings.
Engineering Manufacturing Process	This unit is designed to provide pupils with an opportunity to develop their knowledge and understanding of both traditional manufacturing processes such as forming, joining and machining and modern manufacturing processes such as electro-discharge machining and rapid prototyping. Pupils will also learn how to select the appropriate manufacturing processes for the manufacture of given components and plan the sequence of operations for the manufacture of components. This Unit is suitable for pupils

	training to be manufacturing, mechanical, fabrication and welding, or multi-disciplinary engineering technicians.
Engineering Materials	This unit is designed to provide pupils with knowledge and understanding of engineering materials. Pupils will learn to state the names and applications of a range of engineering materials and describe the properties of engineering materials. Pupils will also develop the knowledge and understanding to describe changes in the structure and properties of engineering materials due to cold working and annealing. Pupils will develop the knowledge and skills to carry out mechanical tests on engineering materials and develop conclusions based on the results obtained from these tests.
Engineering Workshop Skills	This predominantly practical unit is designed to provide pupils with knowledge and skills in complex engineering workshop hand skills. Pupils will learn to interpret and extract information from engineering drawings and other sources in relation to performing engineering workshop skills. They will also learn to select and use tools to mark out complex profiles for given specifications. Pupils will also learn how to complete planning documentation and develop the knowledge and skills to select and use engineering tools to produce components and an assembly to given specifications. Throughout the delivery of the unit, pupils will learn and apply current health and safety requirements and safe working practices as they produce the components and assembly.
Engineering Design	This unit is designed to provide pupils with the knowledge, understanding and skills to undertake simple engineering design. pupils will learn about the relationship between engineering design and product design and the factors relevant to each. They will also learn about the factors and processes involved in systematic design. They will also develop their knowledge, understanding and skills to produce a simple engineering design. This will involve pupils in finalising a design specification, developing several potential solutions to a given design brief and specification, undertaking analysis associated with the solutions, selecting and justifying the best solution and presenting this solution in an appropriate format.
Engineering Assembly Skills	Pupils will learn to identify, select and use different types of mechanical fasteners and identify a range of seals and bearings. They will

	also develop the knowledge and understanding to identify engineering component parts from various engineering information sources and complete requisition documentation to order component parts. Pupils will develop the knowledge and skills to perform complex assembly operations. They will also learn to apply current health and safety requirements and safe working practices while performing engineering assembly operations and complete a risk assessment on a given engineering assembly.
Engineering Systems	This unit is designed to provide pupils with opportunities to develop their knowledge and understanding of engineering systems. Pupils will learn to represent engineering systems in block diagram form. They will also develop the knowledge, understanding and skills to describe and measure typical mechanical and electrical quantities present in engineering systems. Pupils will calculate different forms of mechanical and electrical energies, energy losses and efficiency in engineering systems. They will also investigate the performance of an electromechanical system. The unit is particularly suitable for those pupils training to be electrical, electronic, mechanical, manufacturing or multi-disciplinary engineering technicians.
Engineering Project	This unit has been designed to develop pupils' knowledge, understanding and skills of the processes involved in implementing an engineering project. As such, pupils will undertake a practical project from a given defined project brief. Pupils will learn how to create a project plan in which they will state project aims and objectives and develop an appropriate project time-activity chart. They will also implement the project by manufacturing a product, developing, and carrying out functional test procedures on the product. Pupils will also prepare a written technical report, which will include an evaluation of project activities in terms of the agreed project objectives and enhancements in their own personal development as a result of undertaking the project. This unit is suitable for pupils training to be electrical, electronic, fabrication and welding, manufacturing, mechanical or multi-disciplinary engineering technicians.
Communication	The focus of the Unit is on transferable communication skills: Reading, summarising, and evaluating, writing speaking and listening.

	For this unit, pupils are expected to be able to communicate with others at an advanced level and complete tasks with little support.
	The unit is designed for those who have skill or experience in communicating in the workplace, in public, in the community, or in education and training. The work undertaken in assessments may be complex and will require previous knowledge or experience of formal documents and situations.
	The unit might be suitable for pupils who are currently working towards other qualifications at SCQF levels 5 or 6, e.g. National Qualifications or SVQs.
Mathematic Technician 1	This unit is intended primarily for those pupils who wish to develop their knowledge and understanding of Mathematics at SCQF level 6 with a view to supporting and underpinning their studies in an engineering discipline. In such cases, delivery of the unit should be set within the context of the award to which it contributes. The unit is designed to develop aspects of the pupil's skills in numeracy, graphical communication, trigonometry and algebra, and to apply these skills in the appropriate engineering context. It is envisaged that the content of each Outcome is delivered and assessed with specific reference to the pupil's engineering specialism, where appropriate.
Engineering Applying Information Technology	This unit is a mandatory unit in the National Qualifications Group Awards (NQGA) in Engineering, but it can also be undertaken as a freestanding unit. This unit is designed to extend knowledge and expertise on features of an operating system and available software application packages including software packages relevant to an engineering environment. Pupils will gain practical experience in the use of the features in these types of software, and in the development of internet search techniques. The unit will also provide pupils with information regarding the selection of appropriate software for specific tasks.
Complying with Statutory Regulations and Organisational Safety Requirements	This EAL assessment route covers the skills and knowledge needed to prove the competences required to work safely in an engineering environment. It will prepare pupils for entry into the engineering or manufacturing sectors, creating a progression between education and employment, or it will act as a basis for the development of additional skills and occupational competences in the working

	environment. It covers carrying out the pupil's work activities in accordance with instructions and using safe working practices and procedures.
Using and Interpreting Engineering Data and Documentation	This EAL assessment route covers the skills and knowledge needed to prove the competences required to make full use of text, numeric and graphical information, by interpreting and using technical information extracted from a range of documentation such as engineering drawings, technical manuals, technical specifications, reference tables and charts, electronic displays, planning and quality control documentation.
Working efficiently and effectively in engineering	This EAL assessment route covers the skills and knowledge needed to prove the competences required to cover a broad range of basic activities that will prepare the pupil for entry into the engineering or manufacturing sectors, creating a progression between education and employment, or that will act as a basis for the development of additional skills and occupational competences in the working environment.
Producing Mechanical Engineering Drawings using a CAD system	This standard covers a broad range of basic competences pupils need to set up and operate a computer aided drawing (CAD) system to produce detailed drawings for mechanical engineering activities. It will prepare pupils for entry into the engineering or manufacturing sectors, creating a progression between education and employment, or it will act as a basis for the development of additional skills and occupational competences in the working environment. The type of drawings produced will include detail component drawings for manufacturing, assembly and sub-assembly drawings, installation drawings, fault location aids such as flow diagrams, and modification drawings.
Maintaining Mechanical Devices and Equipment	This EAL assessment route covers the skills and knowledge needed to prove the competences required to cover a broad range of basic mechanical maintenance. Activities that will prepare pupils for entry into the engineering or manufacturing sectors, creating a progression between education and employment, or that will provide a basis for the development of additional skills and occupational competences in the working environment.

Assessment Method

Assessment is by producing a practical component or assembly to a given standard and testing and documenting functionality as described in the unit contents. As well as this, pupils will be required to complete documentation, which will demonstrate their awareness of the underlying employability skills gained on the module. In order for the documentation to be accepted, pupils will evaluate their own performance and identify skills acquired. Tutor's will also contribute to this documentation and offer feedback on pupil's work performance.

National Progression Award: Rural Skills - Horticulture Level 4

Course Title	NPA: Rural Skills - Horticulture
Level	SCQF 4
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-4pm Kingsway: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Rural Business Investigation	Soft Landscaping: General Plantings
	Horticultural Skills

Progression Pathways

- SVQs/ NVQs in Appropriate Land-based sector vocational areas
- Programmes in Further Education Colleges
- Other suitable Training or Employment

Course Description

The qualification allows pupils the opportunity to develop skills and knowledge relating to Horticulture and to develop knowledge and understanding of how a rural business operates.

Much of the learning will be by experience gained from undertaking practical tasks in an outdoor environment although there will be some theoretical classroom sessions as well.

Successful completion of this qualification can provide pupils with an opportunity to progress to a full-time course in their chosen specialism.

Unit Contents

Unit	Description
Rural Business Investigation	This unit allows pupils to develop some of the basic knowledge and understanding of the skills and operations in relation to a specific local rural business. The unit provides an opportunity for pupils to focus in on a specific enterprise of a local land-based business as well as considering the sustainability of the business and alternative enterprises available to it.
Soft Landscaping: General Plantings	This unit will enable the pupil to select, use, establish and maintain a range of plants. The plant groups include ground cover plants; bulbs; annuals; seasonal bedding; wall shrubs and climbers; and mixed border plantings. The unit can be delivered in a variety of settings including parks, gardens and estates. The unit is designed to provide the pupil with a range of practical skills in planting and maintaining an

	area and to provide the knowledge and understanding which underpins these horticultural practices.
Horticulture Skills	This unit is designed to provide pupils with a range of practical skills in horticulture and to provide the knowledge and understanding which underpins these horticultural practices. Pupils will have an opportunity to carry out a range of garden maintenance tasks, plant propagation practices and turf maintenance operations.

Assessment Method

The units require pupils to develop a portfolio of evidence and this unit may lend itself to the development of an e-portfolio which could be combined with some of the theoretical assessment components of the pupil's option specialist choice. In some of the option choices, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, e-assessment is not appropriate.

National Progression Award: Investigation of Modern Agriculture Level 5

Course Title	NPA: Investigation of Modern Agriculture
Level	SCQF 5
Campus	Arbroath and Mearns Academy
Days	Arbroath: Friday 9-4pm Mearns Academy: TBC
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Investigation of Local Agriculture	Introduction to Agri-Tourism
Introduction to Agri-Tech and Precision Farming	

Progression Pathways

- Full-time Agricultural Skills (Level 5) at Dundee and Angus College
- Programmes in Further Education Colleges
- Other suitable Training or Employment

Course Description

This Agricultural programme is designed by Dundee & Angus College and validated by SQA. Much of the learning will be by experience gained from practical tasks, investigations and contact with partners from the agricultural sector.

Successful completion of this qualification can provide pupils with an opportunity to progress to a full-time course in the agricultural sector.

Unit Contents

Unit	Description
Investigation of Local Agriculture	This unit is designed to increase awareness of local agricultural provision and opportunities for employment. Completion of the unit will allow pupils to understand why local agriculture has developed in the way it has and, upon identifying potential areas of interest, will allow pupils to identify potential areas for development in order to embark on a career in agriculture. Pupils will: • establish the relevance of climate, soil types and local infrastructure in the formation of local agricultural businesses. • make contact with a local agricultural business and understand its role in local provision. • understand the business model and employee structure of a local agricultural business.

	• identify skills, knowledge, qualifications and experience required for a desired role in a local agricultural business.
Introduction to Agri-Tech & Precision Farming	This unit is designed to increase awareness of the use of agricultural technology and its role in precision farming. Completion of the unit will allow pupils to understand why gathering of quality data and meta-data is vital to success, how data are collected, interpreted and how data can be used to influence management decisions on farms. Pupils will gain an understanding of fundamental skills, knowledge, experience and necessary development to gain employment in agri-tech and precision farming. Pupils will: • Investigate uses of agri-tech both nationally and locally • Understand methods of data collection for precision farming • Understand how collected data is analysed and, ultimately, put to use
Introduction to Agri-Tourism	Agri-tourism is a broad description for businesses that provide services and products to tourists and visitors to rural areas. An Agri-tourism business has its roots in an agricultural or farm business. Pupils will: • investigate and make contact with a local Agri-tourism business • develop knowledge about the structure and strategy of a business • develop skills in entrepreneurship and sustainable Agri-tourism business models • investigate local Agri-tourism opportunities • develop Core Skills in communication, problem solving and working with others. • Create a portfolio on a local agritourism business and on agritourism opportunities locally. • be able to work in a group or individual capacity

Assessment Method

The units offer diverse methods of assessment including production of flow charts, academic posters, PowerPoint (or other) presentations or recorded interviews. The Agri-Tourism unit will be assessed by completion of an open-book portfolio.

National Progression Award: Rural Skills – Animal Care Level 5

Course Title	NPA: Rural Skills – Animal Care
Level	SCQF 5
Campus	Arbroath
Days	Friday 9-1pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Rural Business Investigation	Animal Care: Accommodation and Handling
	Animal Care: Small Animal Feeding

Progression Pathways

- SVQs/ NVQs in Appropriate Land-based sector vocational areas
- Programmes in Further Education Colleges
- Other suitable Training or Employment

Course Description

The qualification allows pupils the opportunity to develop skills and knowledge relating to one area of the land-based sector (Animal Care) and to develop knowledge and understanding of how a rural business operates.

Much of the learning will be by experience gained from undertaking practical tasks in an animal care setting although there will be some theoretical classroom sessions as well.

Successful completion of this qualification can provide pupils with an opportunity to progress to a full-time course in their chosen specialism.

Unit Contents

Unit	Description
Rural Business Investigation	This unit allows pupils to develop some of the basic knowledge and understanding of the skills and operations in relation to a specific local rural business. The unit provides an opportunity for pupils to focus in on a specific enterprise of a local land-based business as well as considering the sustainability of the business and alternative enterprises available to it.
Animal Care: Accommodation and Handling	This unit will be suitable for pupils who have some basic knowledge of animal care. The aim is to provide appropriate theory and performance work that will allow the pupils to confidently care for and handle small animals.
Care: Small Animal Feeding	This unit may be suitable for pupils who have a basic knowledge of feeding small animals and wish to expand this knowledge to include the underpinning reasons for variations of diet for

	particular groups of small animals. The aim is to introduce the concepts of lifestage feeding and feeding according to the particular digestive ability of that animal.

Assessment Method

The units require pupils to develop a portfolio of evidence and this unit may lend itself to the development of an e-portfolio which could be combined with some of the theoretical assessment components of the pupil's option specialist choice. In some of the option choices, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, e-assessment is not appropriate.

National Progression Award: Practical Science Level 5

Course Title	NPA: Practical Science
Level	SCQF 5
Campus	Kingsway
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Introduction to Chemistry
Waves and Optics
Radioactivity
The Human Body
Forensic Science: Applications

Progression Pathways

- If pupils have suitable Highers (2 Highers, at least one science, Biology or Chemistry), they will be able to progress onto our HN Applied Sciences programme.

- Those who successfully pass the NPA in Practical Science or with National 5 qualifications (3 National 5 qualifications at least one science, Biology or Chemistry) can progress to the Certificate in Applied Science Programme.

Course Description

A collection of science practical and theory units that will give pupils an opportunity to develop the skills required for progression to further study and/or employment. Pupils will receive a National Progression Award on successful completion of all units. The skills developed are not regularly offered in schools.

Unit Contents

Unit	Description
Introduction to Chemistry	This unit is designed to introduce chemical theory and practical skills. (SCQF Level 5)
Waves and Optics	This unit is designed to introduce the concept of Waves and Optics through theory and practical exercises (SCQF Level 5)
Radioactivity	The unit focussed mainly on the different types of radiation, the effects and practical uses of radioactivity (SCQF Level 5)
The Human Body	This unit will allow to investigate the systems of the Human Body, focussing on the structure and function of different systems (SCQF Level 5)
Forensic Science: Applications	This is a largely practical unit studying the most up to date techniques used in the world of Forensic Science (SCQF Level 5)

Assessment Method

Units are all practical and theory based and will be facilitated with a mixture of group work and individual development of practical skills.

Pupils will be encouraged to participate in independent learning as well as group work through the practical requirements of the unit. The practical skills that are developed will be of huge benefit to pupils for progression onto further study or employment. The discipline required to carry out some of the practical procedures will assist with confidence, awareness of others and self-development.

Foundation Apprenticeship: Laboratory Skills Level 6

Course Title	FA: Laboratory Skills
Level	SCQF 6
Campus	Arbroath and Kingsway
Days	2 Year Arbroath: Tuesday 9-4pm 1 Year Arbroath: Tuesday and Friday 9-4pm 2 Year Kingsway: Monday and Wednesday 2-5pm 1 Year Kingsway: Monday, Tuesday, Wednesday 2-5pm and Thursday 1-4pm
Start Date	May 2021
End Date	April 2023

Entry Requirements

Pupils will be required to have science qualifications at Level 5, demonstrate their ability to work at Level 6 and beyond and how that they have a genuine interest in participation in a work-based programme.

Units to be Completed

Mandatory Units
Mathematics for Science (level 5)
Fundamental Chemistry: An Introduction (level 6)
Quality and Health and Safety Systems in Science Industries (level 7)
Microbiological Techniques (level 6)

Progression Pathways

- Further study in HNC Applied Sciences
- Progression to employment, non-apprenticeship route
- Modern Apprenticeship

Course Description

The first-year pupils will be enhancing their knowledge of science through the achievement of the NPA in Scientific Technologies. Pupils will then progress to a workplace in year two when vocational skills will be developed, demonstrated and assessed whilst in a laboratory setting through the achievement of the SVQ units.

Year 1
In S5, pupils will attend college one day per week to develop their understanding of the values and principles of Laboratory Science.

Year 2
Work placement in an industry approved workplace building real life skills and attributes which are specialised to a chosen career.

Unit Contents

Unit	Description
Mathematics for Science (level 5)	Develops skills in statistics, algebra, and graphical work and how to apply these skills in an appropriate scientific context
Fundamental Chemistry: An Introduction (level 6)	Introduction to the main concepts of chemistry
Quality and Health and Safety Systems in Science Industries (level 7)	Introduction and opportunity to view quality standards and health and safety issues procedures in practice via at least one industrial/commercial site visit.
Microbiological Techniques (level 6)	Develops knowledge, understanding and practical skills in growth limitation and sterilisation, culturing and identifying micro-organisms.

Assessment Method

There is no final exam. Each unit is assessed using the continuous assessment approach.

Psychology National 5

Course Title	Psychology
Level	National 5
Campus	Arbroath
Days	Friday 9-1pm or by other arrangement
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Research
Individual behaviour
Social behaviour
End Exam

Progression Pathways

- Higher Sociology
- Higher Psychology
- NPA Level 5 or 6 Criminology
- Advanced Certificate in Social Sciences (along with other N5's)
- Advanced Certificate in Health and Social Care (along with other N5's)
- National Certificate level 6 Early Education and Childcare (along with other N5's)

Course Description

The course is suitable for anyone with an interest in developing their knowledge and understanding of human behaviour, either to pursue study and career options related to psychology or to broaden their learning experience. Pupils may have little or no prior experience of studying psychology, but an interest in human behaviour and life experience provides a good foundation to progress to this qualification.

Unit Contents

Unit	Description
Research	This unit introduces pupils to the research process, research methods and ethics used in psychology. Pupils will develop knowledge and understanding of factors to consider when planning and carrying out psychological research. Pupils will also develop numerical skills and an understanding of psychological terminology.
Individual Behaviour	This enables pupils to use psychology to explain individual behaviour. Pupils will investigate topics such as sleep and dreams and learn how these topics can be explained using psychological theories. They also consider the strengths and weaknesses of different theories investigated.

Social Behaviour	This explains how interaction with others shapes social behaviour. Pupils will investigate social psychological topics such as conformity. Pupils will use relevant concepts and research evidence to explain how the thoughts, feelings and behaviours of individuals are developed through interaction within the social environment.

Assessment Method

Pupils are graded at National 5 Psychology is composed of a closed book exam in May/June and an assignment submitted to SQA in April. This assignment is open book and is equivalent to a third of the their overall grade. College unit assessments and a prelim will be sat for this National 5 qualification.

There is an option for an NPA in this level of Psychology to be awarded depending upon circumstances and achievement in internal assessments. The NPA follows the same units as the National 5 and Higher qualifications. This option would be discussed with students during the academic year.

National Progression Award: Psychology Level 5

Course Title	NPA: Psychology
Level	SCQF 5
Campus	Gardyne
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Research
Individual behaviour
Social behaviour
End Exam

Progression Pathways

- Higher Sociology
- Higher Psychology
- NPA Level 5 or 6 Criminology
- Advanced Certificate in Social Sciences (along with other N5's)
- Advanced Certificate in Health and Social Care (along with other N5's)
- National Certificate level 6 Early Education and Childcare (along with other N5's)

Course Description

The course is suitable for anyone with an interest in developing their knowledge and understanding of human behaviour, either to pursue study and career options related to psychology or to broaden their learning experience. Pupils may have little or no prior experience of studying psychology, but an interest in human behaviour and life experience provides a good foundation to progress to this qualification.

Unit Contents

Unit	Description
Research	This unit introduces pupils to the research process, research methods and ethics used in psychology. Pupils will develop knowledge and understanding of factors to consider when planning and carrying out psychological research. Pupils will also develop numerical skills and an understanding of psychological terminology.
Individual Behaviour	This enables pupils to use psychology to explain individual behaviour. Pupils will investigate topics such as sleep and dreams and learn how these topics can be explained using psychological theories. They also consider the strengths and weaknesses of different theories investigated.

Social Behaviour	This explains how interaction with others shapes social behaviour. Pupils will investigate social psychological topics such as conformity. Pupils will use relevant concepts and research evidence to explain how the thoughts, feelings and behaviours of individuals are developed through interaction within the social environment.

Assessment Method

College based assessments for all three units will take place to allow for completion of the NPA award. No end exam is required.

Psychology Higher Level 6

Course Title	Psychology
Level	SCQF 6
Campus	Arbroath
Days	Friday 9-1pm or by other arrangement
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Research
Individual behaviour
Social behaviour
End Exam

Entry Requirements

- National 5 Biology Course or relevant component units
- Social Studies or Social Sciences Courses at SCQF level 5 or relevant component units
- Pupils' interest in Psychology and suitability for Higher Psychology will be ascertained by members of the D&A Social Science department

Progression Pathways

- Professional Development Award (PDA) in psychology, sociology and criminology
- Guaranteed articulation to HNC Social Science with passes in Higher/NPA Psychology and one other relevant Higher along with a strong course leader reference
- Range of HNC's at D&A College with Higher/NPA Psychology and one other relevant Higher
- Together with other Highers, first year entry into University to study subject such as criminology, psychology, sociology, social science, social anthropology, history, law, management, human resources, marketing and other social sciences or humanities routes
- Employment areas include criminal justice system, social work, health and care, childhood practice, teaching, civil service, housing, human resources, marketing, journalism and many more

Course Description

Psychology provides pupils with opportunities to find out about some of the ways that thoughts and emotions can affect how we feel and behave. Psychological knowledge of individual and social behaviour can support pupils in personal and professional relationships and can enable them to understand some of the factors that influence behaviour. The central theme of the course is to enable pupils to investigate psychological approaches and research, which will promote their understanding of individual and social behaviour. Pupils will analyse and evaluate concepts, theories and approaches, and will draw on research evidence to explain human behaviour.

Unit Contents

Unit	Description
Research	This unit examines the research process, research methods and ethics used in psychology. Pupils will develop knowledge and

	understanding of factors to consider when planning and carrying out psychological research. Pupils will also develop numerical skills and an understanding of psychological terminology.
Individual behaviour	The general aim of this unit is to enable pupils to analyse individual behaviour. Pupils will investigate topics and learn how these topics can be explained, using psychological approaches and theories; one topic examined in this unit is sleep and dreams. Pupils will evaluate approaches and theories and apply psychological knowledge to show how an understanding of psychology can be applied.
Social behaviour	The general aim of this unit is to enable pupils to analyse how interaction with others shapes behaviour. Pupils will investigate psychological explanations for social behaviour and will use research evidence to analyse how the thoughts, feelings and behaviours of individuals are influenced by their social environment. Pupils will apply psychological knowledge and understanding to explain examples of everyday social behaviour, one being conformity and obedience.

Assessment Method

Pupils grades in Higher Psychology is composed of a closed book exam in May and an assignment submitted to SQA in April. This assignment is open book and is equivalent to a third of the pupils overall grade. College unit assessments and a prelim will be sat for this Higher qualification.

If not sitting the end exam, an NPA in Psychology will be awarded upon successful completion of the unit assessments.

National Progression Award: Sociology Level 5

Course Title	NPA Sociology*
Level	SCQF 5
Campus	Arbroath and Gardyne
Days	Arbroath: Friday 9-1pm
	Gardyne: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Human Society
Social Issues
Culture and Identity

Progression Pathways

- NPA Sociology (Level 6)
- NPA/Higher Psychology (Level 6)
- NPA Criminology (Level 5 or 6)
- Advanced Certificate in Social Sciences (along with other N5's)
- Advanced Certificate in Health and Social Care (along with other N5's)
- National Certificate level 6 Early Education and Childcare (along with other N5's)

Course Description

The course is suitable for anyone with an interest in developing their knowledge and understanding of human behaviour, either to pursue study and career options related to sociology, and social sciences, or to broaden the pupils learning experience. Pupils may have little or no prior experience of studying sociology, but an interest in human behaviour and life experience provides a good foundation to progress to this qualification.

*Approval of the NPA Sociology qualification is pending. Pupils will be awarded an Award in Sociology if NPA not approved by May 2021.

Unit Contents

Unit	Description
Human Society	This unit introduces pupils to the sociological approach to studying human societies. Pupils will investigate the research methods used in sociology and describe human behaviour from different sociological perspectives.
Social Issues	During this unit, pupils will develop a sociological understanding of contemporary social issues, one being differential achievement in the education sector. An examination of contributing characteristics (ethnicity, gender, class etc.) will also occur. Using sociological theories and research, pupils will explain why these social issues still occur.

Culture and Identity	This unit investigates the relationship between culture and identity by examining norms, values and the socialisation process. Pupils will also examine identity formation and diversity in cultures and subcultures.

Assessment Method

College based assessments for all three units will take place to allow for completion of the NPA award. No end exam is required.

National Progression Award: Sociology Level 6

Course Title	NPA: Sociology*
Level	SCQF 6
Campus	Arbroath and Gardyne
Days	Arbroath: Friday 9-1pm
	Gardyne: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Human Society
Social Issues
Culture and Identity

Progression Pathways

- Professional Development Award (PDA) in psychology, sociology and criminology.
- Together with other Highers a range of HNC at D&A College
- Together with other Highers, first year entry into University to study subject such as criminology, psychology, sociology, social science, social anthropology, history, law, management, human resources, marketing and other social sciences or humanities routes
- Employment areas include criminal justice system, social work, health and care, housing, childhood practice, teaching, civil service, human resources, police force, marketing, Scottish Prison Service, journalism and many more

Course Description

The course is suitable for anyone with an interest in developing their knowledge and understanding of human behaviour, either to pursue study and career options related to sociology, and social sciences, or to broaden the pupils learning experience. An interest in human behaviour is necessary to allow pupils to excel in this subject.

Approval of the NPA Sociology qualification is pending. Pupils will be awarded an Award in Sociology if NPA not approved by May 2021.

Unit Contents

Unit	Description
Human Society	This unit introduces pupils to the sociological approach to studying human societies. Pupils will investigate the research methods used in sociology and describe human behaviour from a variety of differing sociological perspectives including Marxism, feminisms, functionalism and social interactionism.
Social Issues	During this unit, pupils will develop a sociological understanding of contemporary social issues, one being class stratification. An examination of contributing characteristics (ethnicity, gender, ownership) will also occur. Using sociological theories and research, pupils

	will explain why these social issues still occur in modern society.
Culture and Identity	This unit investigates the relationship between culture and identity by examining the socialisation process. It also examines differing levels of power and status between different cultures and groups in society.

Assessment Method

College based assessments for all three units will take place to allow for completion of the NPA award. No end exam is required.

National Progression Award: Criminology Level 5

Course Title	NPA: Criminology
Level	SCQF 5
Campus	Arbroath and Gardyne
Days	Arbroath: Friday 9-1pm Gardyne: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Criminology: Crime in the Community
Forensic Science: Applications
Criminology: Crime Scenes

Progression Pathways

- NPA Sociology (Level 6)
- NPA/Higher Psychology (Level 6)
- NPA Criminology (Level 6)
- Advanced Certificate in Social Sciences (along with other N5's)
- Advanced Certificate in Health and Social Care (along with other N5's)
- National Certificate level 6 Early Education and Childcare (along with other N5's)

Course Description

The course is suitable for anyone with an interest in developing their knowledge and understanding of human behaviour, either to pursue study and career options related to criminology, the criminal justice system and/or law. Pupils may have little or no prior experience of studying criminology, but an interest in human behaviour and life experience provides a good foundation to progress to this qualification.

Unit Contents

Unit	Description
Criminology: Crime in the Community	Categorising of crime, by the police, will be examined and applied to your local community. An examination of the reporting of crime will also occur, with the emotive language used by the press, being scrutinised. Crime prevention in our local community will be analysed too.
Forensic Science: Applications	This unit introduces pupils to the fundamental techniques of forensic science allowing them to develop skills in biology, chemistry and physics. Pupils will also develop basic research and information handling skills. The unit is suitable for pupils with an interest in general science and its practical applications as well as for those who are looking to access further studies in forensic related areas.

Criminology: Crime Scenes	During this unit, pupils will develop an understanding of the different types of physical evidence available at a crime scene, the importance of preserving evidence and how this evidence is utilised. Pupils will also develop an understanding of psychological evidence available at a crime scene and how that information can be used to understand the scene.

Assessment Method

College based unit assessments for all three units will take place to allow for completion of the NPA award. No end exam is required.

National Progression Award: Criminology Level 6

Course Title	NPA: Criminology
Level	SCQF 6
Campus	Arbroath and Gardyne
Days	Arbroath: Friday 9-1pm Gardyne: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Entry Requirements

Existing evidence of National 5 study in relevant subjects.

Units to be Completed

Mandatory Units
Criminology: Crime Scenes
Criminology: Nature and Extent of Crime
Criminology: Forensic Psychology

Progression Pathways

- Professional Development Award (PDA) in psychology, sociology and criminology.
- Higher Psychology
- Together with other Highers a range of HNC at D&A College.
- Together with other Highers, first year entry into University to study subject such as criminology, psychology, sociology, social science, social anthropology, history, law, management, human resources, marketing and other social sciences or humanities routes.
- Employment areas include criminal justice system, social work, health and care, housing, childhood practice, teaching, civil service, human resources, police force, marketing, Scottish Prison Service, journalism and many more.

Course Description

Crime drama and documentaries are extremely popular: CSI, Mindhunters, Making of a Murderer, Killing Eve, The Sinner, Wire in the Blood, Sherlock Holmes to name but a few. But, what about real-life crime? In reality, we need to understand how crime scenes are investigated and used to elicit essential evidence. We look to theory and crime data to create a picture about the nature and extent of crime. This course takes three SQA units and combines them to provide pupils with a balanced mix of theory, data analysis, and provides an understanding of how physical and psychological evidence is gathered and used. These three units give pupils a recognised National Progression Award (NPA) in Criminology.

Unit Contents

Unit	Description
Crime Scene	The unit 'Crime Scene' explores crime scene protocol and the range of evidence which may be present. It focuses on real life cases which illustrate psychological evidence from a crime scene and offender profiling. For this unit, use of the Scottish Police Services Authority:

	Forensic Services website will be used to understand crime scene protocol and we use television shows such as the CSI franchise and short YouTube clips to illustrate particular aspects of physical evidence to be collected.
Nature and Extent	The unit will illustrate the ways in which criminologists use data and examine material from the British Crime Survey, thereby establishing the link between criminological theory and the statistical evidence and research strategies. Pupils will be introduced to the variety of criminological theories and the particular perspectives they give to the explanation of criminal behaviour.
Forensic Psychology	This unit introduces to the work of forensic psychologists in the police, courts and the prison estate. Pupils will develop an understanding of different psychological theories of criminal behaviour, including psychopathy. Pupils will also have the opportunity to explore extraordinary criminal behaviour.

Assessment Method

A combination of open and closed book assessments as required by the SQA.

Professional Development Award: Psychology Level 7

Course Title	PDA: Psychology
Level	SCQF 7
Campus	Arbroath and Gardyne
Days	Arbroath: Tuesday 9-1pm Gardyne: Monday and Wednesday 2-5pm
Start Date	May 2021
End Date	April 2022

Entry Requirements

Pupils must have 2 Highers in relevant subjects in order to undertake this PDA.

Units to be Completed

Mandatory Units
Psychology A: History and Development of Psychology
Psychology B: Explanation and Research of Psychological Topics

Progression Pathways

- Successful completion of the PDA provides the opportunity of progressing to a full HNC qualification in Social Sciences or first year entry to university (together with Highers or equivalent)
- Completion of HNC Social Science may lead to second year entry for many related degree courses at our partner universities
    - University of St Andrews – degrees in social anthropology, psychology, history, English and other humanities
    - Abertay University – degrees in social science, criminology and sociology.
    - Robert Gordon University (RGU) – degrees in social science
    - University of Highlands and Islands (UHI) – degrees in social science, history, politics, sociology and criminology
    - University of Aberdeen – degrees in anthropology, history, psychology, sociology, philosophy and geography
    - University of Dundee – degrees in liberal arts

Course Description

This course will allow pupils to develop a knowledge and understanding of the historical development of psychology. Pupils will examine four schools of thought in psychology, explaining how each developed, as well as the key features that differentiate one from another. Pupils will develop evaluation skills as pupils examine each school of thought. From here, pupils will then go on to analyse theory related to specific topics in psychology and conduct a piece of research.

Unit Contents

Unit	Description
Psychology A	This unit aims to develop their knowledge and understanding of the historical development of Psychology. Pupils will explore and evaluate four schools of thought - Psychoanalytic, Behaviourist, Cognitive and Biological.

Psychology B	In Psychology B pupils will apply their knowledge gained in Psychology A to three different psychological topics. These topics can include psychopathy, attachment and early socialisation and pro-social behaviours such as altruism. Theoretical debates on these topics are explored and a range of research studies are critically evaluated. Pupils will also plan and carry out research into one of the topics, collate and analyse results, draw conclusions and complete a report of the research to a prescribed psychological report format.

Assessment Method

A combination of open and closed book assessments as required by the SQA.

Professional Development Award: Criminology Level 7

Course Title	PDA: Criminology
Level	SCQF 7
Campus	Arbroath and Gardyne
Days	Arbroath: Tuesday 9-1pm Gardyne: Monday and Wednesday 2-5pm
Start Date	May 2021
End Date	April 2022

Entry Requirements

It is suggested that pupils may have the NPA Criminology from S5 in order to undertake this PDA but any student with two relevant Highers, and an interest in the subject area, will also be accepted.

Units to be Completed

Mandatory Units
Criminology: the accused's journey
Scottish Criminal Procedure
Youth and Community Justice

Progression Pathways

- Successful completion of the PDA provides the opportunity of progressing to a full HNC qualification in Social Sciences or first year entry to university (together with Highers or equivalent).
- Completion of HNC Social Science may lead to second year entry for many related degree courses at our partner universities:
    - University of St Andrews – degrees in social anthropology, psychology, history, English and other humanities
    - University of Aberdeen – degrees in anthropology, history, psychology, sociology, philosophy and geography
    - Abertay University – degrees in social science, criminology and sociology.
    - University of Dundee – degrees in liberal arts
    - Robert Gordon University (RGU) – degrees in social science
    - University of Highlands and Islands (UHI) – degrees in social science, history, politics, sociology and criminology

Course Description

This PDA is designed to introduce pupils to a selection of topics and areas of debates that inform contemporary justice. Pupils will develop and understanding of the process of the accused's journey from arrest through to release. Youth and community justice will also be examined, allowing pupils to gain an understanding of how youths are processed in the Scottish Criminal Justice System.

Unit Contents

Unit	Description
Criminology: the accused's journey	This unit looks at the accused's journey from initial arrest through disposal, including any trial and sentencing, within the Scottish Criminal Justice System. It also looks at the

	efficacy of the Scottish System in comparison with other criminal justice systems.
Scottish Criminal Procedure	This unit is designed to provide the pupil with knowledge, understanding and the practical skills required in the process of Scottish Criminal Procedure in relation to both summary and solemn proceedings. Cases from first hearings through to appeals will be examined.
Youth and Community Justice	This unit is designed to enable pupils to understand the behaviour of people who are involved in the youth and community justice system. It will provide pupils with knowledge of psychological and sociological theories relating to crime, deviance and normality. It will also provide pupils with the opportunity to examine the legislative and policy framework relevant to offending behaviour.

Assessment Method

A combination of open and closed book assessments as required by the SQA.

Skills for Work: Early Learning and Childcare National 4

Course Title	SFW: Early Learning and Childcare
Level	National 4
Campus	Arbroath and Gardyne
Days	Arbroath: 9-1pm Gardyne: Monday and Wednesday 2-4 pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Child Development	Care of Children
Play in Early Learning and Childcare	
Working in Early Learning and Childcare	

Progression Pathways

- Early Learning and Childcare Course at National 5
- Further Education
- Training/Employment

Course Description

The primary target group for this course is school pupils in S4 and above.

The emphasis of this course is to help pupils begin to prepare for working in the early education and childcare sector and to develop employability skills. They will develop the knowledge and skills required in this vocational area. The course is designed as an introduction to early education and childcare at National 4 level and helps pupils begin to understand some of the demands and responsibilities of working in this sector.

Since the National 4 course is designed with progression to National 5 in mind, the majority of the units at the two levels have common titles and address similar content areas. At National 4 pupils will cover issues in each area and begin to develop relevant skills such as team working skills, helping to plan play experiences and self-evaluation skills.

The National 4 Course in Early Learning and Childcare affords a broad link to the care, learning and development of children aged 0–12 years.

Unit Contents

Unit	Description
Child Development	This unit is designed to introduce pupils to aspects of child development and the key milestones of development from pre-birth to 12 years. An investigation will build upon this knowledge through research of one particular aspect of child development. Presentation of these findings will be supported by an evaluation which will develop this skill as well as the skill of reflection.

Play in Early Learning and Childcare	This unit allows pupils to develop a basic understanding of a variety of types of play and how play contributes to the development of the child. It allows pupils to explore a variety of play types and describe a range of play experiences within different types of play. Pupils will demonstrate an understanding of the appropriateness and value of play opportunities for the learning and development of children. Pupils have the opportunity to plan practical play experiences.
Working in Early Learning and Childcare	This unit allows pupils to develop a basic understanding of different types of provision in the Early Learning and Childcare sector and to describe how the sector supports children and families. Pupils will discuss some of the main skills and qualities required to work with children aged 0–12 years.
Care of Children	This unit is designed to allow pupils to gain a basic understanding of how the needs of children can be met. Pupils are required to plan, demonstrate and review caring skills that meet these needs.

Assessment Method

Pupils are expected to engage in written work to investigate resources and to work in teams to produce presentations. Pupils will also be involved in self-evaluation of these skills, seeking feedback from others, identifying areas of improvement, taking account of the feedback received and reviewing their progress throughout the course. Some practical elements are demonstrated later on in the course in order for the pupils to improve technical and employability skills. There is a mixture of open and closed book assessments.

Skills for Work: Early Learning and Childcare National 5

Course Title	SFW: Early Learning and Childcare
Level	National 5
Campus	Arbroath and Gardyne
Days	Arbroath: 9-1pm Gardyne: Monday and Wednesday 2-4 pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Working in Early Learning and Childcare	Care and Feeding of Children and Young People
Play in Early Learning and Childcare	
Development and Well-being of Children and People	

Progression Pathways

- National Certificate Group Award in Early Education and Childcare
- PDA, Education Support Assistance
- FA Social Services Children and Young People
- Further Education
- Training/Employment

Course Description

The primary target group for this course is school pupils in S4 and above who have completed the National 4 Course in Early Learning and Childcare.

The emphasis of this course is to help pupils prepare for working in the early learning and childcare sector and to develop employability skills. They will develop a range of knowledge and skills required for this vocational area. The course is designed as an introduction to Early Learning and Childcare at National 5 level and gives pupils an understanding of the demands and responsibilities of working in the sector. It also provides suitable progression for pupils who have studied the National 4 Early Learning and Childcare course.

Since the National 5 course is designed with progression from National 4 in mind, the majority of the units at the two levels have common titles and address similar content areas. At National 5 pupils will cover a broader range of issues in each area and study these issues in more depth.
They will also develop a wider range of skills including research skills, the ability to evaluate their planning and preparation of play experiences and the ability to set realistic and achievable goals for personal development. The pupil will be expected to build on skills from National 4 and work proactively and independently.

The National 5 Course in Early Learning and Childcare affords a broad link to the care, learning and development of children aged 0–18 years.

Unit Contents

Unit	Description
Working in Early Learning and Childcare	This unit allows pupils to develop an understanding of the Early Learning and Childcare sector and to explain ways in which the sector meets the care, learning and development needs of children and young people. Pupils will consider career options within the sector and the skills, values, knowledge and qualifications required to fulfil these roles. They will reflect on their own skills, qualities, attitudes and achievements in relation to these.
Play in Early Learning and Childcare	This unit allows pupils to develop an understanding of the benefits of play for children and young people. The pupils will demonstrate how children and young people benefit from a range of play experiences through planning, preparing and reviewing play experiences in a simulated context.
Development and Well-being of Children and Young People	This unit is designed to introduce pupils to the principles of development and wellbeing of children and young people. Pupils will learn what is meant by sequences and patterns in child development and the inter-relationship between all aspects of that development. Pupils will also learn about the wellbeing of children and young people and how a variety of factors may affect their development.
Care and Feeding of Children and Young People	This unit enables pupils to examine the specific needs of a baby and continuing needs of a child, and how meeting these needs contributes to the holistic development of the child. The unit also provides pupils with the opportunity to examine issues in relation to feeding of babies and the provision of food and drink to children and young people within Early Learning and Childcare settings. Pupils will also develop an awareness of appropriate practice in relation to provision of hygiene for children.

Assessment Method

Pupils are expected to engage in written work to investigate resources and to work in teams to produce presentations. Pupils will also be involved in self-evaluation of these skills, seeking feedback from others, identifying areas of improvement, taking account of the feedback received and reviewing their progress throughout the course. Some practical elements are demonstrated later on in the course in order for pupils to improve technical and employability skills. There is a mixture of open and closed book assessments.

Foundation Apprenticeship: Early Learning and Childcare Level 6

Course Title	FA: Early Learning and Childcare
Level	SCQF 6
Campus	Arbroath and Gardyne
Days	2 Year Arbroath: Tuesday 9-4pm 1 Year Arbroath: Tuesday and Friday 9-4pm 2 Year Gardyne: Monday and Wednesday 2-5pm 1 Year Gardyne: Monday, Tuesday, Wednesday 2-5pm and Thursday 1-4pm
Start Date	May 2021
End Date	April 2023

This apprenticeship can be undertaken as either a 1 year programme (6th Year) or a 2 year programme (across 5th and 6th year).

1 year programme (6th Year) – pupils in Angus will attend college one day a week and attend a childcare placement one day a week. Pupils in Dundee will attend college two afternoons a week and attend placement a two afternoons a week.

Entry Requirements

Minimum of 5 National 4 passes, one of which must be in an Academic Area. Must demonstrate a genuine interest in this vocational area.

Progression Pathways

- Modern Apprenticeship in Social Services (Children and Young People) at SCQF Level 7
- Employment: Support Work in a Childcare setting; - Out of School Care Assistant
- Further Study: National Certificate (NC) in Early Education and Childcare

Course Description

While in college, pupils will study childcare SQA units, which make up a National Progression Award at SCQF Level 6. Pupils will learn about different childcare topics such as: Safeguarding, Play, Communicating with Children and Development and Wellbeing of Children. These childcare theory units provide underpinning knowledge required for completing 4 Scottish Vocational Qualifications (SVQ) units linked to their practice and experience while on placement. Therefore, in total, over the year, pupils will complete 8 SQA units which complete the full Foundation Apprenticeship award.

2 year programme (5th & 6th Year) – in 5th year pupils in Angus will attend college one day a week. In Dundee pupils will attend college two afternoons a week. Pupils will study childcare SQA units, which make up a National Progression Award at SCQF Level 6. Pupils will learn about different childcare topics such as: Safeguarding, Play, Communicating with Children and Development and Wellbeing of Children.

Then in 6th year pupils in Angus will undertake a placement in a childcare setting one day a week. Pupils in Dundee will undertake a placement two afternoons a week. While there they will complete 4 Scottish Vocational Qualifications (SVQ) units linked to their practice and experience while on placement. Therefore, in total, over the two years, pupils will complete 8 SQA units which complete the full Foundation Apprenticeship award.

Skills for Work: Health Sector National 5

Course Title	SFW: Health Sector
Level	National 5
Campus	Arbroath and Gardyne
Days	Arbroath: 9-1pm Gardyne: Monday and Wednesday 2-4 pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Health Sector: Working in the Health Sector
Health Sector: Life Sciences Industry and the Health Sector
Health Sector: Improving Health and Well-being
Health Sector: Physiology of the Cardio-Vascular System
Health Sector: Working in Non-Clinical Roles

Progression Pathways

- SVQs in Health and Social Care
- National Courses or Units in Care
- Higher Level Courses in Health and Social Care
- NPA in Social Services and Health Care
- Employment

Course Description

The primary target group for this course is school pupils in S4 and above. The National 5 course provides **a progression route** for pupils who have successfully completed the Skills for Work: Health Sector National 4 Course. The National 5 Course will build on the skills and knowledge developed in the National 4 Course and will introduce pupils to a range of more advanced skills.

In this course, it is important that pupils demonstrate their skills and knowledge by accessing real or simulated health sector environments and having visiting industry speakers or visits in the health sector. It is anticipated that the course will rely upon and build on partnerships between schools, further education colleges, higher education institutions, employers and other training organisations to demonstrate to the pupils the roles of health and social care in these settings: NHS, Social Work, Social Care, Life Sciences Industry, Complementary Therapies, Retail Pharmaceutical Industry, Independent Healthcare and Voluntary Sector.

The emphasis of this course is to prepare pupils for working in the health sector and develop employability skills valued by employers. Pupils will have the opportunity to investigate a range of job roles and career opportunities as well as participate in a job interview.

Since the National 5 course is designed with progression from National 4 in mind, the units of the National 5 course develop and expand on content introduced in the National 4. The National 5 course covers a broader range of issues and studies these in more depth. Pupils will also develop a wide range of skills, including research and self-evaluation skills. Emphasis throughout all units is on the employability skills and attitudes which will help prepare pupils for the workplace. In National 5, pupils will build on the work in National 4 and demonstrate they can work proactively and independently towards assessment.

Unit Contents

Unit	Description
Working in the Health Sector	This unit introduces pupils to the range of provision and the services provided by the Health Sector in their local area. Pupils will participate in an interview for a specific job role, which will help to develop knowledge and understanding of the world of work. The unit also focuses on the employability skills and attitudes identified as being those most valued by employers in the Health Sector. Pupils will be given the opportunity to reflect on and evaluate their own employability skills and record their progress throughout the unit.
Life Sciences Industry and the Health Sector	This unit is designed to introduce pupils to the contribution of the life sciences industry in the diagnosis and treatment of illness. Pupils will investigate the safety of pharmaceutical products made by the life sciences industry and the health and safety responsibilities of employers and employees in the life sciences industry. Pupils will also undertake a risk assessment in relation to production, storage or use of products made by the life sciences industry.
Improving Health and Well-being	This unit is designed to introduce pupils to the wide range of options available in the Health Sector that help tackle current health and lifestyle issues. It introduces pupils to the health and safety risks to workers in the Health Sector and the importance of a healthy lifestyle. Also, through team working, pupils will give advice in relation to the promotion of health.
Physiology of the Cardio-Vascular System	This unit will provide pupils with an introduction to the structure and function of the cardiovascular system. Pupils will apply this knowledge to investigate the effect of a specific disorder on the structure and function of the cardiovascular system. Pupils will participate in a practical activity which will help to develop knowledge and skills in taking physiological measurements at different activity levels. Pupils will also participate in a practical activity to demonstrate current first aid procedures to provide emergency life support.
Working in Non-Clinical Roles	This unit introduces pupils to the range and diversity of careers in non-clinical roles in the health sector. Pupils will undertake an investigation into the roles and responsibilities of non-clinical roles and the diversity of career opportunities available. Pupils will also participate in a practical activity which will

	enable them to demonstrate customer care skills in a non-clinical role.

Assessment Method

Pupils are expected to engage in written work to investigate resources and to work in teams to produce presentations. Pupils will also be involved in self-evaluation of these skills, seeking feedback from others, identifying areas of improvement, taking account of the feedback received and reviewing their progress throughout the course. Some practical elements are demonstrated later on in the course in order for pupils to improve technical and employability skills. There is a mixture of open and closed book assessments.

Foundation Apprenticeship: Social Services and Health Care Level 6

Course Title	FA: Social Services and Health Care
Level	SCQF 6
Campus	Arbroath and Gardyne
Days	2 Year Arbroath: Tuesday 9-4pm 1 Year Arbroath: Tuesday and Friday 9-4pm 2 Year Gardyne: Monday and Wednesday 2-5pm 1 Year Gardyne: Monday, Tuesday, Wednesday 2-5pm and Thursday 1-4pm
Start Date	May 2021
End Date	April 2023

Entry Requirements

Minimum of 5 National 4 passes, one of which must be in an Academic Area. Must demonstrate a genuine interest in this vocational area.

Progression Pathways

- Modern Apprenticeship in Social Services and Health at SCQF Level 7
- Employment: Health Care Assistant; Support Worker in a Care Setting
- Further Study: Advanced Certificate in Health and Social Care or Access to Nursing

Course Description

This apprenticeship can be undertaken as either a 1-year programme (6th Year) or a 2-year programme (across 5th and 6th year).

1-year programme (6th Year) – pupils in Angus will attend college one day a week and attend a placement one day a week. Pupils in Dundee will attend college two afternoons a week and attend placement two afternoons a week.

While in college, pupils will study health and social care SQA units, which make up a National Progression Award at SCQF Level 6. Pupils will learn about different topics such as: Effective Communication, Safeguarding, Human Development, Services for People. These theory units provide underpinning knowledge required for completing 4 Scottish Vocational Qualifications (SVQ) units linked to their practice and experience while on placement. Therefore, in total, over the year, pupils will complete 8 SQA units which complete the full Foundation Apprenticeship award.

2-year programme (5th & 6th Year) – in 5th year pupils in Angus will attend college one day a week. In Dundee, pupils will attend college two afternoons a week. Pupils will study health and social care SQA units, which make up a National Progression Award at SCQF Level 6. Pupils will learn about different topics such as, Effective Communication, Safeguarding, Human Development, Services for People.
Then in 6th year, pupils in Angus will undertake a placement one day a week. Pupils in Dundee will undertake a placement two afternoons a week. While there they will complete 4 Scottish Vocational Qualifications (SVQ) units linked to their practice and experience while on placement. Therefore, in total, over the two years, pupils will complete 8 SQA units which complete the full Foundation Apprenticeship award.

Skills for Work: Sport and Recreation National 5

Course Title	SFW: Sport and Recreation
Level	National 5
Campus	Arbroath – Saltire Centre Gardyne
Days	Arbroath: 9-1pm Gardyne: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Assist with a Component of Activity Sessions
Employment Opportunities in the Sport and Recreation Industry
Assist with Fitness Programming
Assist with Daily Centre Duties

Progression Pathways

- National Courses at Higher level
- Further education training or employment
- It is anticipated that some pupils may progress from the National 4 Course whilst other pupils may enter straight into the National 5 level
- Vocational training
- Employment

Course Description

The course content covers the main practical activities involved in carrying out a supportive role in sport and recreation environments - sourcing information about career pathways, identifying and reviewing skills and experiences: assisting with planning, setting up and delivering activity sessions; dealing effectively and courteously with clients; assisting with emergency procedures: assisting with setting up, dismantling and checking equipment and resources; helping to plan and review a training programme, and establishing good practice in identifying and reviewing goals. The course also covers health and safety legislation and risk assessment.

Unit Contents

Unit	Description
Assist with a Component of Activity Sessions	In this unit, pupils will assist in the planning and delivery of a component within activity sessions for both a group and a single client, with the person responsible. They will use appropriate resources that meet centre/organisational guidelines. They will carry out risk assessments and health and safety procedures laid out for the activity sessions. Pupils will also assist in reviewing the activity session with clients and use this review to inform the planning of future activity sessions. Pupils will carry out emergency procedures within the activity

	environment and complete reports and review their performance with the person responsible.
Employment Opportunities in the Sport and Recreation Industry	In this unit, pupils will source information about career pathways and identify the skills, qualifications and experience needed to pursue these. This will allow them to map their own skills, qualifications and experience against industry requirements. Using this information, they will be able to identify areas where further training is required, produce a career plan and review this as necessary.
Assist with Fitness Programming	In this unit pupils, working with the person responsible, will learn how to develop and organise a physical training plan for a client. Pupils will assist in establishing a client's fitness baseline taking into account the client's overall objectives. They will work with the person responsible to address aspects of health and safety, monitor the client's progress, carry out periodic monitoring of the client's physical training plan, review the results and modify the physical training plan.
Assist with Daily Centre Duties	In this unit, pupils will gain experience in setting-up and dismantling and storing equipment. They will learn how to: • move and handle equipment in compliance with manufacturers' instructions and centre/organisational requirements • check for faults in equipment and deal with them Pupils will gain experience in cleaning and tidying areas within the organisation, as well as choosing the correct materials and the appropriate personal protective equipment (PPE). In addition, they will gain knowledge and understanding of the importance of relevant health and safety procedures. Pupils will learn to demonstrate a positive approach when interacting with clients, staff and others. This positive approach will include the ability to communicate appropriately, be responsive, and establish and maintain effective relationships.

Assessment Method

Each unit will be supported by a National Assessment Bank item (NAB) which will provide an assessment package and exemplify the national standard.

National Progression Award: Professional Cookery Level 4

Course Title	NPA: Professional Cookery
Level	SCQF 4
Campus	Arbroath
Days	Friday: 9-1pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Pupils are required to successfully complete 4 credits including 3 mandatory units and 1 optional unit.

Mandatory Units	Optional Units
Food Preparation Techniques – An Introduction	Craft Baking: An Introduction
Food Hygiene for the Hospitality Industry	
Cookery Processes: An Introduction	

Progression Pathways

Upon successful completion of this course pupils can choose to progress with their studies to complete a Skills for Work in Hospitality at level 5 as part of the Senior Phase programme.

On successful completion of the Senior Phase programme, pupils will be able to apply for a full-time course to study National Certificate in Hospitality Operations (Level 5) or Professional Cookery at Level 5 at college.

Course Description

This National Progression Award (NPA) at level 4 introduces pupils to techniques that are important in professional cookery. It develops practical, technical and transferable skills in food preparation and cooking, and provides bite-sized chunks of learning that are straightforward for learners to study.

Unit Contents

Unit	Description
Food Preparation Techniques: An Introduction	This unit will allow pupils to develop basic techniques utilising a range of preparation equipment.
Food Hygiene for the Hospitality Industry	Pupils will develop the knowledge, understanding and practical skills required to comply with food safety legislation in a professional work environment.
Cookery Processes: An Introduction	This unit will enable pupils to demonstrate underpinning knowledge associated with a range of cookery processes and carry out the cookery processes in a safe and hygienic manner.
Craft Baking: An Introduction	This unit will introduce pupils to craft baking. Pupils will learn about ingredient storage, equipment and terminology, while preparing, baking and finishing a range of bakery goods.

Assessment Method

Ongoing practical observation, portfolio of evidence and online tests.

Skills for Work: Hospitality National 5

Course Title	SFW: Hospitality
Level	National 5
Campus	Arbroath
Days	Friday: 9-1pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Developing Skills for Working in Hospitality
Front of House Operations
Hospitality Events
Developing Skills for Working in the Professional

Progression Pathways

- NPA Hospitality Operations Level 6 (Senior Phase)
- NC Hospitality Operations (Full time)
- Professional cookery SVQ Level 2 (Full time)

Course Description

Skills for Work Hospitality at National 5 (SCQF level 5) provides an introduction to the different commercial and non-commercial sectors of the hospitality industry and the types of provision they offer. Pupils will also learn about the organisational aims of hospitality establishments and the products and services they provide.

Pupils will develop vocational skills and knowledge and gain practical experience in: menu planning; preparing, cooking and presenting a range of foods in a professional kitchen; serving food and drinks; undertaking reception duties and customer care; and planning, organising and running a small hospitality event.

All units in the course place emphasis on the employability skills and attitudes which will help to prepare pupils for the workplace. Pupils will have the opportunity to prepare for, and take part in, a job interview.

Unit Contents

Unit	Description
Developing Skills for Working in Hospitality	In this unit pupils will investigate a range of hospitality provision. They will identify the organisational aims of hospitality establishments, the products and services provided and the job roles of staff. Pupils will be involved in identifying the employability skills and attitudes relevant for employees in the hospitality industry. They would also demonstrate the skills involved in preparing for and participating in a simulated job interview.

	Pupils will review and evaluate their own employability skills. On completion of the unit they should be able to demonstrate a positive approach in a range of these skills.
Developing Skills for Working in the Professional Kitchen	In this unit pupils will learn about menu planning, food preparation techniques and cookery processes, food hygiene, health and safety procedures, equipment, terminology, safe knife handling and appropriate storage of finished dishes prior to service. Pupils will also prepare, cook, and present a range of commodities and evaluate finished dishes. Pupils will work as a team member and participate in a number of activities which will help them to develop the skills identified within this unit.
Front of House Operations	In this unit pupils will learn about the work undertaken by front of house staff, specifically reception and the associated customer care skills. They will also experience the skills needed to undertake food and drink service in a variety of styles and establishments. Pupils will participate in a number of activities which will help them to develop the skills identified within this unit.
Hospitality Events	In this unit pupils will be involved in planning, organising, running and evaluating a small scale hospitality event. Pupils will work as part of a team and participate in all the activities involved. Pupils will have the opportunity to use existing skills such as contributing constructively to group discussions, contributing to the provision of food and food service, and following food hygiene and health and safety procedures. They will also develop new skills such as planning and publicising hospitality events.

Assessment Method

To achieve the course pupils must successfully complete all the units which make up the group award. Ongoing practical observation, short answer questions and portfolio of evidence will be used to assess competency.

National Progression Award: Hospitality Level 5

Course Title	NPA: Hospitality
Level	SCQF 5
Campus	Kingsway
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Working in the Hospitality Industry – 2 credits
Food and Beverage Operations – 2 credits

Progression Pathways

- NPA Level 6 in Hospitality (Senior Phase)

Course Description

The NPA in Hospitality at Level 5 introduces pupils to the hospitality industry and explores the scope of the industry, the career paths, job roles within it and the employability skills that underpin them. It involves a period of work experience. Pupils who successfully complete this course can progress to the NPA Level 6 in Hospitality as part of the Senior Phase programme or progress to NC Hospitality Level 5 on a fulltime basis at College.

Unit Contents

Unit	Description
Working in the Hospitality Industry	This unit introduces pupils to the scope and breadth of the hospitality industry, including the wide variety of job roles and career pathways available. Pupils will research and explore a hospitality business in detail in order gain an appreciation of the diversity within the industry. Pupils will also undertake a work placement, which will help to develop both vocational and employability skills.
Food and Beverage Operations	This unit is designed to give pupils an understanding of food and beverage service operations in a variety of hospitality organisations. Pupils will develop the knowledge and practical skills needed to serve food and beverages in a casual dining environment. This will cover all aspects of a food and beverage service, from preparing for and delivering a professional food and beverage service, through to clearing and reinstating the service area.

Assessment Method
Ongoing practical observation, portfolio of evidence and online tests.

National Progression Award: Hospitality Level 6

Course Title	NPA: Hospitality
Level	SCQF 6
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm
	Kingsway: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units	Optional Units
Customer Care Excellence in Hospitality – 1 credit	Food Hygiene for the Hospitality Industry – 1 credit
	Food Service Styles – 2 credits

Progression Pathways

Upon successful completion of this course pupils can choose to progress with their studies to a full-time course to study Certificate in Hospitality Operations (Level 6) at college or apply for first line entry level employment within the Hospitality Industry.

Course Description

This National Progression Award (NPA) at level 6 provides a more advanced study of the topics in the NPA at SCQF level 5. The key mandatory unit is about developing excellence in customer care, which lies at the heart of all successful hospitality businesses , it introduces pupils to the role of the team leader in hospitality and offers optional units covering specialist areas such as food and beverage service, reception and accommodation servicing. It provides a foundation for those interested on progressing to college programmes.

Unit Contents

Unit	Description
Customer Care Excellence in Hospitality	This unit is designed to enable pupils to develop the knowledge and understanding of leading a team to provide excellent customer care and how this contributes to the success of hospitality organisations.
Food Hygiene for the Hospitality Industry	This unit is designed to develop the knowledge, understanding and practical skills required to comply with food safety legislation, safety in a professional kitchen or food service environment.
Food Service Styles	This unit is designed to give pupils an understanding of the variety of advanced or complex food service styles found in the hospitality industry. This unit will enable pupils to develop the knowledge and practical skills needed to lead a team to serve food and accompanying beverages following different types of advanced service style.

Assessment Method

Ongoing practical observation, portfolio of evidence and online tests.

Foundation Apprenticeship: Food and Drink Technologies Level 6

Course Title	FA: Food and Drink Technologies
Level	SCQF 6
Campus	Arbroath and Kingsway
Days	Arbroath: Tuesday 9-4pm Kingsway: Monday and Wednesday 2-5pm
Start Date	May 2021
End Date	April 2023

Units to be Completed

Mandatory Units
Year 1
Food Manufacture: Fundamentals of Food Science – 1 credit
Food Manufacturing: Food Production – 1 credit
Food Manufacturing: Commercial and Social Drivers – 1 credit
Food Manufacturing Sustainability – 1 credit
Elementary Food Hygiene – 1 credit
REHIS Elementary Health and Safety – 1 credit
Year 2
Develop a New Product in a Food Business – 1 credit
Develop Productive Working Relationships with Colleagues – 1 credit
Interpret and Communicate Information and Data in Food and Drink Operations – 1 credit
Promote and Support Creative Thinking in a Food Business – 1 credit

Entry Requirements

The Foundation Apprenticeship is open to pupils in S5 and S6 and is anticipated to take 2 years to complete. Pupils will apply to the programme with support from their school. This a highly theoretical course, pupils need to have the capability to work at SCQF level 6 (the same level as Higher) and have:

- a good level of written and spoken English and Numeracy skills
- an interest in working in the food and drink manufacturing industries
- motivation to succeed within industry
- a willingness to work with due regard to food safety and health & safety
- communication and team working skills

Progression Pathways

Successful pupils can choose to progress with their studies, these may include the following:

- A Modern Apprenticeship - Food and Drink Operations at SCQF Level 6
- Higher National Certificate/Diploma - Food Science and Technology
- Higher Education Studies at University

Course Description

Pupils complete the National Progression Award (NPA) in Food Manufacture at SCQF Level 6 and the Awards in Health and Safety and Food Hygiene at SCQF Level 5. They also complete 5 units from the SVQ in Food and Drink Operations at SCQF Level 6 and a work placement.

Unit Contents

Unit	Description
Food Manufacture: Fundamentals of Food Science	The purpose of this unit is to give pupils an overview of the science and associated legislation underpinning the food and drink manufacturing industry. Pupils will develop a knowledge and understanding of the chemical composition and nutritional properties of various foods. Pupils will investigate the legislation that is associated with the food and drink manufacturing industry, including the relevant microbiology and food safety aspects.
Food Manufacturing: Food Production	The purpose of this unit is to give pupils an overview of the structure of the food and drink manufacturing industry, from field or sea to table. The content will introduce pupils to food production that is undertaken in a range of sectors.
Food Manufacturing: Commercial and Social Drivers	This unit is to give pupils an overview of the influence of the economic climate and social attitudes on the food and drink manufacturing industry. Pupils will develop knowledge and understanding of how consumers and retailers affect the economic and social trends in the food and drink manufacturing industry.
Food Manufacturing Sustainability	This unit is to enable pupils to research and make an informed evaluation of the sustainability of the agricultural procedures, primary processing and manufacturing processes involved in the food and drink industry. Pupils will research procedures for a specific food or drink product in order to evaluate whether the production processing and distribution is sustainable.
Elementary Food Hygiene	The Elementary course, offered by REHIS, is designed for all food workers in the food industry. The course provides pupils with knowledge and understanding of the need for high levels of hygiene in the preparation, storage and service of food in commercial environments to prevent contamination and food poisoning.
REHIS Elementary Health and Safety	The Elementary course, offered by REHIS, is designed for all workers. The course provides pupils with practical information and advice that will help them and employers (or those undertaking duties in a voluntary capacity) ensure that their work activities are carried out safely reducing any risk to themselves or others.

Assessment Method

Reports, ongoing observation, portfolio of evidence, short answer questions and multiple-choice questions.

VTCT: Extended Award in Hair and Beauty Skills (VRQ) Level 1

Course Title	VTCT: Extended Award in Hair and Beauty Skills
Level	Level 1
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm Kingsway: Monday and Wednesday 2-4pm or Tuesday 2-4pm and Thursday 1-3pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Create a Hair and Beauty image using colour
Hand and Nail Care
Make-up Application
Blow Dry Hair
Winding Skills
Shampoo and Condition hair

Progression Pathways

- VTCT Level 2 Extended Certificate in Hair and Beauty skills – School Link Programme
- VTCT Level 1 Diploma in beauty Therapy
- Introduction to make-up Artistry (VTCT Level 1 Diploma in an introduction to the Hair and Beauty sector)
- VTCT – SVQ 1 Hairdressing and Barbering at SCQF Level 4
- VTCT Level 2 Diploma in Beauty Therapy Studies – Full Time Course (Skills dependant)
- VTCT Level 2 Diploma in Barbering – Full Time Course (Skills dependant)
- Employment in the industry, as a Salon Assistant or Modern Apprenticeship in Hairdressing

Course Description

The main purpose of the VTCT Level 1 Extended Award in Hair and Beauty Skills (VRQ) is to prepare the pupil to progress to the next level of vocational learning. All the units in this qualification directly prepare pupils for further study in the hair and beauty sector. This qualification includes all the required elements to develop pupil's practical hair and beauty skills including a mandatory unit in create a hair and beauty image using colour. Pupils will also have the opportunity to develop their understanding and skills further including: Hand and Nail Care, Make-up Application, Blow-drying Hair, Winding Skills and Shampooing and Conditioning Hair. Pupils will also have the opportunity to develop their knowledge and understanding of the importance of health and safety within a salon environment.

Unit Contents

Unit	Description
Create a Hair and Beauty image using colour	Through this unit pupils will create an image using colour. To achieve this, pupils will be using makeup, nail polish, temporary hair colour and accessories. Pupil's will design an image using a mood board to collect ideas. They will state the skills and techniques that are

	used to create the image and present their finished design.
Hand and Nail Care	Through this unit pupils will learn how to carry out a nail and hand treatment on a model whom they know. They will learn how to prepare themselves, the model and their work area for the hand and nail care treatment. They will learn about the basic structure of the nail and will learn how to identify the reasons why the application may be stopped or changed. They will learn about the different products and skills used to apply nail and skin products to provide a professional finish.
Make-up Application	Through this unit pupils will learn how to apply make-up on a mask or model. They will learn how to prepare themselves, their area and mask or model for the treatment. They will learn about the different products used during the make-up application and how to apply them. Pupil's will learn how to identify their model's skin type and face shape, which will help them to decide which products to use. Pupils will learn how to apply the products to provide a professional finish.
Blow Dry Hair	Through this unit pupil's will learn how to blow-dry one length hair sections, creating a smooth finish. They will identify the condition and the thickness of hair they are working on to be able to choose a product that will support the blow-dry. Pupil's will know what hair problems may occur and how to deal with them.
Winding Skills	Through this unit pupil's will learn how to wind hair in a channel setting pattern using rollers and pins to secure. They will know how to select the correct tools and equipment to wind the hair, and how to achieve sections for the size of the roller. They will learn how to achieve a smooth and even curl result from root to tip and how to avoid buckled ends.
Shampoo and Condition Hair	Through this unit pupils will learn how to shampoo and apply a surface conditioner to hair. They will know what shampoo and conditioner to choose for the hair type they are working on and how to deal with any problems that may arise during or after the process. They will be able to provide aftercare advice for shampoo and conditioning hair.

Assessment Method

The qualification will be delivered holistically. The pupil will be taught practical skills and given underpinning knowledge for all the above units. Assessment opportunities will be given in a realistic working environment giving the pupil the opportunity to practice skills required for progression.

VTCT: Extended Award in Hair and Beauty Skills (VRQ) Level 2

Course Title	VTCT: Extended Award in Hair and Beauty Skills
Level	Level 2
Campus	Arbroath and Kingsway
Days	Arbroath: Friday 9-1pm Kingsway: Monday and Wednesday 2-4pm or Tuesday 2-4pm and Thursday 1-3pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Create an image based on a theme
Basic skincare
Basic photographic make-up
Shampoo and treat hair
Blow dry and finish hair
Basic plaiting and twisting

Progression Pathways

- VTCT Level 1 Diploma in beauty Therapy
- Introduction to make-up Artistry (VTCT Level 1 Diploma in an introduction to the Hair and Beauty sector)
- VTCT – SVQ 1 Hairdressing and Barbering at SCQF Level 4
- VTCT Level 2 Diploma in Beauty Therapy Studies – Full time course (Skills dependant)
- VTCT Level 2 Diploma in Barbering – Full time course (Skills dependant)
- Employment in the industry, as a salon assistant or Modern apprenticeship in hairdressing

Course Description

The main purpose of the VTCT Level 2 Extended Certificate in Hair and Beauty Skills (VRQ) is to prepare pupils to progress to the next level of vocational learning and prepare them for the specific job roles of a hairdressing or beauty therapy apprentice. This qualification includes all the required elements to develop their practical hair and beauty skills including a mandatory unit in creating an image based on a theme. Pupils will also have the opportunity to develop their understanding and skills further by including: Basic nail art, Basic skincare, Basic photographic make-up, Blow-drying and finishing hair and basic plaiting and twisting hair. Pupils will also have the opportunity to develop their knowledge and understanding of the importance of health and safety within a salon environment.

Unit Contents

Unit	Description
Create an image based on a theme	Through this unit, pupils will create a total look including hair, make-up and nails based on a theme. They will know how to research themes for their idea and create an action plan and mood board detailing all their ideas for the total look. They will have an understanding of why creating a mood board is important for

	developing their final look and they will be able to evaluate their finished image.
Basic skincare	Through this unit pupils will learn how to perform a basic skincare treatment. Pupils will learn how to prepare themselves, the client and their work area. Pupils will learn about the different products used during the basic skincare treatment and how to apply them. They will learn how to carry out a consultation and find out what the client wants. They will learn how to identify their client's skin type, which will help them decide which products to use. They will learn how to apply the products to provide a professional finish.
Basic photographic make-up	Through this unit, pupils will learn how to apply basic photographic make-up. They will learn how to carry out research using different media to create a mood board. They will learn how to identify the condition of a client's skin and their face shape, which will help them decide which products and tools to use. They will learn about a variety of products used during the treatment, as well as how to use tools to make shapes and designs. They will learn how to apply photographic make-up using precision techniques to achieve a professional finish.
Shampoo and treat hair	Through this unit, pupils will learn how to shampoo and treat the hair. They will learn about a variety of products that are used during the service and how and when to use different massage techniques. Pupils will learn how to identify the condition of a client's hair, which will help them decide which products and massage techniques to use. Pupils will learn how to avoid tangling the hair when shampooing and treating the hair, how to give their client advice on products to use at home and how to massage and comb their own hair correctly.
Blow dry and finish hair	Throughout this unit, pupils will learn how to blow-dry and finish hair below shoulder length hair, create root lift and curl the ends under. Pupils will learn how to choose which products, tools and equipment to use to complete the look. They will learn how to use straighteners to finish the service. Part of this service is to provide their client with good aftercare advice on how to maintain the style at home or recreate it.
Basic plaiting and twisting	Through this unit, pupils will learn how to create a look using twists and a fishtail plait by using neat even sections and an even tension throughout. They will work hygienically and safely, identifying any problems that may affect or prevent the service being carried out. They

	will know how to use products to complete the look, give clients aftercare advice for the maintenance of the twist and plait and how to remove it.

Assessment Method

The qualification will be delivered holistically. Pupils will be taught practical skills and given underpinning knowledge for all the above units.

Assessment opportunities will be given in a realistic working environment giving pupils the opportunity to practice skills required for employment.

National Progression Award: Web Design level 5

Course Title	NPA: Web Design
Level	SCQF 5
Campus	Arbroath and Gardyne
Days	Arbroath: Friday 9-1pm Gardyne: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Entry Requirements

Entry to this award is at the discretion of the centre. However, Computing Science at SCQF level 4, NPA Software Development at SCQF level 4 or Experience of writing HTML, CSS and programming may be helpful for completion of this course.

Units to be Completed

Mandatory Units
Computing: Website Graphics
Computing: Website Design and Development
Computing: Interactive Multimedia

Progression Pathways

- HNC Digital Design and Web Development
- HNC Computing
- Foundation Apprenticeship in Creative & Digital Media
- Certificate in Computing, Games and Technology
- Modern Apprenticeship in Web Development/Digital Marketing/Creative & Digital Media

Course Description

Web design is a process of planning and building a collection of electronic files that make up the colours, text styles, structure, graphics, images, and use of an interactive website. This course is designed for pupils' who wish to gain the knowledge and skills required in the field of web design and development. Pupils will learn how to build their own website through HTML and CSS programming and use graphic design to create their own images. This course will provide pupils with the basic skills needed to work in the web or digital design industry or to study further in these areas.

Unit Contents

Unit	Description
Computing: Website Design and Development	Pupils will learn the process of building a website using HTML and CSS by gathering requirements through a client brief. Pupils will learn to plan, design and test their own website.
Computing: Website Graphics	This unit focuses on website graphics. Pupils will capture, create and optimise their own graphics and develop an understanding of the usability and legal issues associated with using graphics on websites. Pupils will build a web

	page to incorporate their optimised images and graphics.
Computing: Interactive Multimedia	This unit will teach pupils how to add interactive elements to the website that they have designed and created. Elements such as Drop-down/fly-out menu — Photo gallery — News ticker or video file can be included and incorporated into their design.

Assessment Method

Within all units, pupils will undertake a mixture of closed book assessment questions to demonstrate they understand the key theory and concepts of the unit and practical based assessment in which pupils will need to demonstrate the technical skills in the form of a small project.

National Progression Award: Cybersecurity Level 5

Course Title	NPA: Cybersecurity
Level	SCQF 5
Campus	Arbroath and Gardyne
Days	Arbroath: Friday 9-1pm
	Gardyne: Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Entry Requirements

Entry to this award is at the discretion of the centre. However, Computing Science at SCQF level 4, may be helpful for completion of this course.

Units to be Completed

Mandatory Units
Data Security
Digital Forensics
Ethical Hacking

Progression Pathways

- HNC in Cyber Security
- HNC Computing
- Foundation Apprenticeship in Hardware and Technical Support
- Certificate in Computing, Games and Technology
- Modern Apprenticeship in IT

Course Description

Cybersecurity is the protection of internet-connected systems, including hardware, software and data, from cyberattacks. This course is designed for young people who wish to gain the knowledge and skills required in the field of cyber security and ethical hacking. Pupils will learn techniques on how to perform information gathering, network & vulnerability scanning, and methods on how to recover hidden data. Pupils will be introduced to the creation of exploits and the steps performed during a penetration test, while also learning the basic skills needed to work in a computing role or to progress to study in the areas of cyber security and ethical hacking.

Unit Contents

Unit	Description
Data Security	Pupils will explore corporate data security and data security breaches and learn techniques for the development of a business security strategy.
Digital Forensics	Pupils will learn about the digital forensics process gaining knowledge of data acquisition, data analysis and the reporting of forensics examinations. Pupils will learn practical skills enabling them to report digital evidence and analyse and interpret data which is required to an enquiry under investigation.

Ethical Hacking	With this unit pupils will learn about the knowledge and skills used by ethical and malicious hackers. Pupils will be able to distinguish between methods used by ethical and malicious hackers to compromise individuals' and organisations' computer systems, as well as applying these skills to identify vulnerabilities.

Assessment Method

Within all units' pupils will undertake a mixture of closed book assessment questions to demonstrate they understand the key theory and concepts of the unit and practical based assessment in which pupils will need to demonstrate the technical skills in the form of a small project.

Foundation Apprenticeship: Creative and Digital Media Level 6

Course Title	FA: Creative and Digital Media
Level	SCQF 6
Campus	Arbroath And Gardyne
Days	2 Year Arbroath: Tuesday 9-4pm
	1 Year Arbroath: Tuesday and Friday 9-4pm
	2 Year Gardyne: Monday and Wednesday 2-5pm
	1 Year Gardyne: Monday, Tuesday, Wednesday 2-5pm and Thursday 1-4pm
Start Date	May 2021
End Date	April 2023

Entry Requirements

A good level of English and Mathematics (National 5) or completion of Web/Graphic Design and Development Skills for Work class. Other relevant knowledge and experience will be considered and will be discussed with course leader.

Units to be Completed

Mandatory Units
Creative Industries: An Introduction
Creative Industries: Understanding a Creative Brief
Scotland Media: Understanding the creative process
Work effectively with others in the Creative Industries
Ensure their Own Actions Reduce Risks to Health and Safety
Communicating Using Digital Marketing/Sales Channels
Use Digital and Social Media in Marketing Campaigns
Industry Challenge Project
Media Project

Progression Pathways

- **A Modern Apprenticeship:** On completing the Foundation Apprenticeship, pupils will have already achieved core units of the Modern Apprenticeship in Creative and Digital Media. Pupils will have the right skills and experience to choose to progress to a related Modern Apprenticeship, such as Creative and Cultural or Digital Applications.

- **Further Education:** Continue their studies at college, with an HNC or HND in a creative or digital subject. The pupil's workplace experience will support their college application.

- **University:** Foundation Apprenticeships are recognised as equivalent to SQA Highers by all Scottish universities. Pupils will already have quality experience in the industry – this will make their UCAS stand out from the crowd. This apprenticeship also provides pupils with 42 UCAS tariff points. Find out more about points on the UCAS website.

- **Straight to a job:** Use their qualification and work experience to find a job in the creative industries.

Course Description

This is a Foundation Apprenticeship that lets pupils bring their ideas to life.

There is a career for pupils in Scotland's thriving creative industry – whatever their interests. It's one of Scotland's most diverse sectors, covering architecture, TV, radio, film, fashion and textiles, cultural heritage, design, journalism, publishing, music, visual arts, gaming and more.

Pupils could do roles such as:
- Broadcast journalist
- TV or film producer
- Lighting technician
- Dance teacher
- Actor
- Fashion designer
- Graphic designer
- Photographer

Unit Contents

Unit	Description
Creative Industries: An Introduction	Creative Industries: An Introduction – Scotland is crucial in providing pupils with an understanding of the industry and allowing them to make informed choices of the sector they would like to pursue a career. The unit is intended to provide a basic introduction to the Creative Industries and the opportunities that exist within it. Pupils will carry out some research into a minimum of four different sectors, before selecting a sector of personal interest to focus on.
Creative Industries: Understanding a Creative Brief	This unit will allow pupils to investigate, analyse and evaluate the purpose, language and structure of creative briefs. Pupils will gain experience of ways in which they might interpret a brief in order to effectively and efficiently respond to its demands. Pupils will consider the range of interdependencies, the completion milestones, the impact of the process on the end product and how to respond to the client's needs. Pupils will consolidate their understanding of a brief through a range of activities and will identify their strengths and interests individually and/or collaboratively
Scotland Media: Understanding the creative process	The purpose of this Unit is to introduce pupils to the creative nature of working in the area of media. Pupils will learn about the 'creative process' in media, which refers to the process of generating creative concepts and ideas and selecting appropriate media platforms to implement these ideas. Pupils will be introduced to the key elements within the creative process — media platforms, media

	commissioning, audience research and legal controls — and will learn about the key features of each. Pupils will have the opportunity to work individually or as part of a group to generate and develop their own creative concept
Work effectively with others in the Creative Industries	This unit assesses the ability to work professionally and effectively with others in the pupil's own and partner organisations, and to work towards common business functions, goals and visions.
Ensure Pupils Own Actions Reduce Risks to Health and Safety	This unit is designed to demonstrate competence in following the health and safety duties required in the workplace within the scope of the relevant Health and Safety legislation and organisational requirements. The unit requires pupils to have an appreciation of perceived risks in the workplace and know how to respond appropriately
Communicating Using Digital Marketing/Sales Channels	This unit assesses the ability to use digital media for marketing and communications. Pupils need to understand target audiences and best methods of reaching them, and how to use relevant software and systems, in line with the organisational objectives.
Use Digital and Social Media in Marketing Campaigns	This unit assesses understanding of planning requirements for the use of digital and social media, and how to market to targeted customers, using digital and social media.
Media Project	In this unit, pupils will learn how to prepare for, plan and produce a media production. Pupils will generate and develop media ideas to satisfy a project brief. They will produce a portfolio of all their research materials, a detailed project plan and a risk assessment. They will then produce a finished piece of media content and evaluate their experience throughout the process

Assessment Method

Within all units, pupils will be required to gather a portfolio of evidence of the skills that they have learned in both the classroom and the workplace. They will also undertake a mixture of closed book assessment questions to demonstrate they understand the key theory and concepts of the unit and practical based assessment in which pupils will need to demonstrate the technical skills in the form of a small project.

Foundation Apprenticeship: Networking and Cyber Security Level 6

Course Title	FA: Networking and Cybersecurity
Level	SCQF 6
Campus	Arbroath and Gardyne
Days	2 Year Arbroath: Tuesday 9-4pm
	1 Year Arbroath: Tuesday and Friday 9-4pm
	2 Year Gardyne: Monday and Wednesday 2-5pm
	1 Year Gardyne: Monday, Tuesday, Wednesday 2-5pm and Thursday 1-4pm
Start Date	May 2021
End Date	April 2023

Entry Requirements

A good level of English and Maths (National 5). Other relevant knowledge or experience will be considered and will be discussed with the D&A College course leader.

Units to be Completed

Mandatory Units
Security Fundamentals
Network Fundamentals
Server Administration Fundamentals
Personal Effectiveness 2
Health and Safety in IT & Telecom
IT & Telecom System Operation 2
Testing IT & Telecom Systems 2
Working with IT & Telecoms Hardware and Equipment 1Data Security

Progression Pathways

- A Modern Apprenticeship: On completing pupils Foundation Apprenticeship, pupils will have already achieved core units of the Modern Apprenticeship in IT and Telecoms, giving pupils a head start.
- A Graduate Apprenticeship: Pupils will have the right skills and experience to progress to a Graduate Apprenticeship in IT.
- Further Education: Continue studies at college, with an HNC or HND in an ICT and digital subject. Pupils workplace experience will support their college application.
- University: Foundation Apprenticeships are recognised as equivalent to SQA Highers by all Scottish universities. Pupils will already have quality experience in the industry – this will make pupils UCAS stand out from the crowd. This apprenticeship also provides pupils with 42 UCAS tariff points. Find out more about points on the UCAS website.
- Straight to a job: Use their qualification and work experience to find a job in the ICT and digital technologies industry.

Course Description

ICT and digital technologies play a part in everything we do. In Scotland, over 90,000 people work in digital technology roles and the current average full-time salary for digital technology roles is £37,500, over 30% higher than the Scottish average.

There is never been a better time to start an ICT career. A Foundation Apprenticeship in IT:

Hardware and System Support could lead to jobs like:
Cyber security analyst
IT support technician
Security administrator
Network manager

As well as opportunities with technology employers, pupils will find ICT and digital technology jobs in many other sectors such as healthcare, financial services and the creative industries. Even if pupils haven't considered or studied digital technologies before, these jobs could offer pupils an alternative way to use maths, science and problem-solving skills**.**

Unit Contents

Unit	Description
Security Fundamentals	This unit introduces pupils to fundamental approaches to security in modern computing environments. The unit looks at layers of security and how to secure operating systems. The Unit also looks at methods of applying security in computer networks and using software to secure systems.
Network Fundamentals	This unit introduces pupils to the theory of modern computer networks. Pupils are introduced to the basic concepts of computer networking such as the different types of networks, network devices and network media. The unit also covers the theory which underpins the way data is transferred over a computer network and the use of the network protocols and network utilities in that data transfer
Server Administration Fundamentals	This unit introduces fundamental approaches to server administration in modern computing environments. It covers the role of servers and how they support users and computer management, server installations, storage solutions and performance and maintenance.
Personal Effectiveness 2	This unit allows pupils to develop own personal and professional skills, looking at working as a member of a team to achieve defined goals, understand what is meant by professional practice, understand the ethical and legislative environment relating to IT activities, and improve organisational effectiveness.
Health and Safety in IT & Telecom	This unit is designed to ensure pupils are aware of and follow the Health and Safety procedures that are in place within their workplace and applicable to their job role. Pupils will explore the various sources of information on Health and Safety available to them.
IT & Telecom System Operation 2	This unit introduces the pupils to the technical architecture of an IT or Telecom system, how

	to operate the system and how to carry out maintenance.
Testing IT & Telecom Systems 2	This unit introduces pupils to the principles of IT & Telecoms testing to plan and carry out the testing of system Components and interpret test results.
Working With IT & Telecoms Hardware	This unit introduces pupils to know how to work with IT and Telecoms hardware and equipment and to carry out work activities on IT and Telecoms hardware and equipment.

Assessment Method

Within all units, pupils will be required to gather a portfolio of evidence of the skills that they have learned in both the classroom and the workplace. They will also undertake a mixture of closed book assessment questions to demonstrate they understand the key theory and concepts of the unit and practical based assessment in which pupils will need to demonstrate the technical skills in the form of a small project.

Foundation Apprenticeship: Software Development Level 6

Course Title	FA: Software Development
Level	SCQF 6
Campus	Arbroath And Gardyne
Days	2 Year Arbroath: Tuesday 9-4pm
	1 Year Arbroath: Tuesday and Friday 9-4pm
	2 Year Gardyne: Monday and Wednesday 2-5pm
	1 Year Gardyne: Monday, Tuesday, Wednesday 2-5pm and Thursday 1-4pm
Start Date	May 2021
End Date	April 2023

Entry Requirements

A good level of English and Mathematics (National 5) or completion of Web/Graphic Design and Development Skills for Work class. Other relevant knowledge and experience will be considered and will be discussed with course leader.

Units to be Completed

Mandatory Units
Computing: Applications Development
Computing: Authoring a Website
Software Design and Development
Health and Safety in IT & Telecom 4
Personal Effectiveness 2
Investigating and Defining Customer Requirements for IT & Telecoms Systems 2
Data Modelling 1
Event Driven Computer Programming 2

Progression Pathways

- A Modern Apprenticeship: On completing their Foundation Apprenticeship, pupils will have already achieved core units of the Modern Apprenticeship in IT and Telecoms, giving pupils a head start.
- A Graduate Apprenticeship: Pupils will have the right skills and experience to progress to a Graduate Apprenticeship in IT.
- Further Education: Continue their studies at college, with an HNC or HND in an ICT and digital subject. Their workplace experience will support their college application.
- University: Foundation Apprenticeships are recognised as equivalent to SQA Highers by all Scottish universities. Pupils will already have quality experience in the industry – this will make their UCAS stand out from the crowd. This apprenticeship also provides pupils with 42 UCAS tariff points. Find out more about points on the UCAS website.
- Straight to a job: Use their qualification and work experience to find a job in the ICT and digital technologies industry.

Course Description

Gaming, virtual reality, cyber security – the digital world is changing fast. Pupils could help decide where it goes next.

In Scotland, over 90,000 people work in digital technology roles. The current average full-time salary for digital technology roles is £37,500, which is over 30% higher than the Scottish average of £28,000. With this Foundation Apprenticeship, pupils will be setting there self-up for roles that are in demand not just now, but in the future too. As a software or web developer, pupils can use their skills to create programs, robotic systems, apps and websites. As a database administrator or network Manager pupils would design and build computer systems to store and manipulate vital information.

Unit Contents

Unit	Description
Computing: Applications Development	The purpose of this unit is to enable pupils to develop skills in applications development. Pupils will learn how to design and create applications using their chosen development environment, before developing an application. In the process they will develop their programming, problem solving and computational thinking skills, as well as a knowledge and understanding of design concepts. Pupils will also develop knowledge and understanding of the different methodologies and approaches for testing and evaluation as they test their application and critically evaluate the process, their application and their own performance
Computing: Authoring a Website	This Unit is designed to give pupils experience in the planning and development of a small website to meet a client requirement. Pupils will be introduced to the main factors that can affect both the website performance and viewing experience for the website user. Pupils will gain the knowledge and skills required to take forward a brief for a website by planning and designing before producing the website. They will be introduced to HTML and CSS and learn how to use web authoring tools to produce a website. Finally, pupils will upload the website and perform functional and performance testing.
Software Design and Development	The general aim of this unit is to develop knowledge and understanding of advanced concepts and practical problem-solving skills in software design and development through appropriate software development environments. Pupils will develop their programming and computational thinking skills by designing, implementing, testing and evaluating practical solutions and explaining how these programs work. They will also develop an understanding of computer architecture and the concepts that underpin how programs work. Pupils will also gain an awareness of the impact of contemporary computing technologies.

Health and Safety in IT & Telecom 4	This unit is designed to ensure pupils are aware of and follow the Health and Safety procedures that are in place within their workplace and applicable to their job role. Pupils will explore the various sources of information on Health and Safety available to them.
Personal Effectiveness 2	This unit allows pupils to develop own personal and professional skills, looking at working as a member of a team to achieve defined goals, understand what is meant by professional practice, understand the ethical and legislative environment relating to IT activities, and improve organisational effectiveness.
Investigating and Defining Customer Requirements for IT & Telecoms Systems 2	This unit will introduce pupils to how to investigate and define system requirements looking at functionality in terms of inputs, processes and outputs and capacity including numbers of users, throughput, and data storage.
Data Modelling 1	This unit will explore the concepts of logical data modelling and introduce pupils to use data modelling techniques to create logical data models.
Event Driven Computer Programming 2	This unit will introduce pupils how to implement refine and test a software design using event driven programming.

Assessment Method

Within all units, pupils will be required to gather a portfolio of evidence of the skills that they have learned in both the classroom and the workplace. They will also undertake a mixture of closed book assessment questions to demonstrate they understand the key theory and concepts of the unit and practical based assessment in which pupils will need to demonstrate the technical skills in the form of a small project.

HNC Computing Networks and Ethical Hacking Level 7

Course Title	HNC Computing Networks and Ethical Hacking
Level	SCQF 7
Campus	Gardyne
Days	Monday and Wednesday 2-5pm
Start Date	April 2021
End Date	May 2023

Entry Requirements

Entry to this award is at the discretion of the centre. However, 3 passes at National 5 level in appropriate subjects may be considered suitable for entry.

Units to be Completed

Mandatory Units
Professionalism and Ethics in Computing
Team Working in Computing
Introduction to Developing Software
HNC Computing: Graded Unit 1 (Exam)
Computer Systems Fundamentals
Troubleshooting Computing Problems
Computer Networking: Fundamentals
Computer Networking: Practical
Ethical Hacking Fundamentals
Cloud Computing
Software Development Programming Foundations
Security Concepts

Progression Pathways

- Further HN Computing programmes, to be discussed at time of finishing course.
- Abertay University – BSc (Hons) Computing – Year 2
- Other University Computing Programmes

Course Description

Computing is one of the most dynamic employable industries today. The world is now reliant on computers and people with digital skills. With this course pupils can gain the key skills and knowledge required to work in almost any sector in the future. Computer Sciences and IT skills can be applied to almost any sector and almost all companies require highly computer-literate employees. This course introduces pupils to the world of software, networking and ethical hacking. Pupils will study this subject over a period of 2 years and they will receive an HNC Computing which is at SQA Level 7 which can also give them an accelerated option to 2nd year of College or University.

Unit Contents

Unit	Description
Intro to Developing Software	This unit is designed to enable pupils to develop basic software development skills. The design and implementation of the constructs of programming (variables, sequence, selection,

	iteration, functions and parameter passing) will be covered in the context of a development environment.
Ethical Hacking Fundamentals	This unit aims to introduce pupils to the concepts and practical skills required in real life ethical hacking engagements. By the end of this unit, pupils should be aware of the importance of the role of IT security and be able to perform information gathering steps, system security testing, system exploits, and access maintenance/track covering techniques and suggest possible countermeasures within a security assessment report. On completion of the unit pupils should be able to: 1 Perform target information gathering reconnaissance 2 Perform system security vulnerability testing 3 Perform system vulnerability exploit attacks 4 Produce a security assessment report
Professionalism and Ethics in Computing	This unit is designed to provide pupils with a knowledge and understanding of professional issues, including contemporary legislation, and ethical considerations for those fulfilling a computing related role within the workplace.
Computer Systems Fundamentals	This unit is designed to provide pupils with the knowledge of the various hardware and software elements of a computer system, how to install an operating system and install and configure application and security software.
Troubleshooting Computing Problems	This unit is designed to provide pupils with the skills required to develop a possible solution to a computing problem in the context of computer networking, software development or technical support.
Computer Networking: Fundamentals	This unit is designed to introduce pupils to the basic components of contemporary local area networks (LANs) and wide area networks (WANs) and give an overview of their underlying technologies.
Computer Networking: Practical	This unit is designed to introduce pupils to the basic components of contemporary local area networks (LAN) and wide area networks (WANs). Pupils will gain practical experience of implementing a client server local area network using industry-standard equipment and protocols. Pupils will also learn how to configure appropriate devices to allow a remote computer to gain access to the LAN.
HNC Computing Exam	This Graded Unit is designed to provide evidence that the pupil has achieved the main principal aims of the HNC in Computing. It is assessed through an exam.

Cloud Computing	This unit is intended to give pupils an introduction to the fundamentals of cloud computing and the associated terminology and technology. The unit will cover a broad knowledge base in the essentials of cloud computing along with conceptual understanding of the elements associated with cloud computing. On completion of the unit pupils should be able to: 1 Identify and describe cloud computing fundamentals. 2 Identify and describe different cloud delivery and deployment models. 3 Devise and implement a cloud strategy for a small to medium sized enterprise.
Software Development Programming fundamentals	The unit will allow pupils to understand the importance of good design and good programming practices within programming. Pupils should consolidate basic programming skills and introduce more complex programming program structures. Pupils should be able demonstrate understanding of the concepts of modularity, parameter passing and objects
Security Concepts	The purpose of this unit is to introduce pupils to the threats faced by contemporary networks and the methods (and products) employed to mitigate these threats. Pupils will discuss the classes, features, methods and products employed under the heading Intrusion Prevention Systems.

Assessment Method

Within all units there is a mixture between practical based assessment in which pupils will need to demonstrate the technical skills learned throughout the unit in the form of a small project, as well as this, pupils will be expected to undertake a series of extended response questions to demonstrate they understand the key theory and concepts of the unit. Finally, pupils will be expected to undertake an end of year final exam which will be graded.

National Progression Award: Photography Level 5

Course Title	NPA: Photography
Level	SCQF 5
Campus	Gardyne
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Understanding Photography
Photographing People
Photographing Places
Working with Photographs

Progression Pathways

On successful completion of the NPA Photography course, and through the production of a strong portfolio of work, students may progress on to full time study on the level 6 – Certificate in Photography course at the Gardyne Campus.

Course Description

This course in aimed at pupils with an interest but with no formal qualification in photography or portfolio of work. The course will allow students to explore hands on photography and gain introductory knowledge in this field before progression on to full time study.

Unit Contents

Unit	Description
Understanding Photography	This unit provides pupils with the knowledge and skills to develop their understanding of different aspects of photography. The unit includes photographic terminology, simple evaluation of technical and creative aspects and prepares pupils for further study. This is a mandatory unit in the National Progression Award in Photography at SCQF level 5 but is also suitable for use as a free-standing Unit.
Photographing People	The purpose of this unit is to broaden the pupils' skills and experience in photography, specifically developing understanding of how to photograph people. Pupils will review a range of photographs of people and different styles and approaches. Building on this, they will then plan a series of sessions where they can develop their skills in directing and posing people for photographic assignments. Pupils will select the best images from their work and present them. The unit has been developed as part of the National Progression Award in Photography at SCQF level 5 and is a mandatory

	unit but may be delivered as a free- standing unit. No previous experience of photography is required, and it may facilitate progression to further photographic studies.
Photographing Places	This unit develops and broadens skills in photography/creative media. Pupils will select examples of photographs of places/locations both interior and location photographs. Based on this research they will plan a series of sessions where they can develop their skills in framing and creating interesting and dynamic viewpoints for photographic images. Pupils will select the best images from their work and present them. This is a mandatory unit and has been developed as part of the National Progression Award in Photography at SCQF level 5 but may also be delivered as a free-standing unit. No previous experience of photography is required, and it may facilitate progression to further photographic studies.
Working with Photographs	This unit develops understanding of what makes a good image. Pupils will initially gather and select images to enhance. They will decide how best to enhance them, and the images will be named, filed and stored for easy retrieval. Pupils will then present the images for a given purpose. This unit has been developed as part of the National Progression Award in Photography at SCQF level 5. It is a mandatory unit within the NPA but may also be delivered as a free-standing unit. No previous experience of photography is required, and it may facilitate progression to further photographic studies.

Assessment Method

Ongoing assessment of work throughout year with final submission of completed work and portfolio images.

National Progression Award: Digital Media Level 5

Course Title	NPA: Digital Media
Level	SCQF 5
Campus	Gardyne
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Art and Design: Web Content
Art and Design: Digital Video Skills
Art and Design: Animation Skills

Progression Pathways

The destinations and progression routes for pupils completing these awards are HND Visual Communication & HND Computer Arts and Design.

Course Description

These National Progression Awards are designed for individuals who are currently working in or desire to work in the art and design based creative industries sector or pupils who want to develop applied skills in the contemporary uses and applications of digital media in art and design.

Unit Contents

Unit	Description
Art and Design: Web Content	Pupils begin studying the Art and Design: Animation Skills unit to provide them with an overview of the development of animation in the production of basic animation sequences using traditional and computer techniques.
Art and Design: Digital Video Skills	The next unit to be delivered is Art and Design: Digital Video Skills that requires the pupils to research the use, storage and creative process behind the development of digital video content for art and design. Pupils have the opportunity to plan and create a video sequence, developing applied understanding of camera and filming techniques and basic editing and storage processes.
Art and Design: Animation Skills	Finally, pupils undertake the Art and Design: Web Content unit that allows pupils to develop and extend their applied understanding of creating web content for art and/or design contexts. This provides them with the chance to reinforce earlier research skills in the identification of a range and variety of web-based content usage.

Assessment Method

Continuous internal/external assessment with the focus on portfolio production and submission.

National Progression Award: Dance Level 5

Course Title	NPA: Dance
Level	SCQF 5
Campus	Kingsway
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Dance: Choreography
Dance: Alternative
Dance: Contemporary

Progression Pathways

Pupils who successfully complete the course can audition for the one-year NC Dance programme at The Scottish School of Contemporary Dance based in the Space at Dundee and Angus College. There is then potential to progress onto further training at HNC/HND level.

Course Description

The National Progression Award (NPA) in Dance at SCQF level 5 (Intermediate 2) is an introductory qualification in Dance in which pupils explore choreography and gain an appreciation of dance skills and techniques. It allows pupils to develop knowledge, understanding and skills in choreography and two different styles; Contemporary and alternative techniques such as Hip Hop and Street Dance. Pupils will also research and analyse dance styles and practitioners, putting their learning into context.

Unit Contents

Unit	Description
Dance: Choreography	This is a mandatory unit in which pupils will develop choreographic skills which will allow them to create movement, use stimuli and analyse a dance piece by an established choreographer. They will be introduced to choreographic devices and stimuli for creating movement and put these skills into practice through tutor-led tasks and workshops. Pupils will also have the opportunity to develop critical thinking skills within the context of analysing an established dance piece.
Dance: Alternative	This Unit is designed to introduce pupils to an alternative dance form and its particular technique (Hip hop/street dance) Pupils will have the opportunity to research and describe a chosen dance form. They will develop an understanding of the dance form and learn to develop and demonstrate relevant skills before performing in the chosen style.

	This unit is suitable for pupils who would like to develop general dance technique skills and for those who wish to continue to study at Higher level.
Dance: Contemporary	In this unit pupils, will be introduced to skills and techniques in the style of contemporary dance. They will develop the fundamentals of the technique, which will incorporate warm up, floor work, travelling and sequences. Pupils will also have the opportunity to contextualise their learning by recreating movement in the style of a choreographer. They will also undertake some research into the choreographer and dance repertoire. This unit is suitable for pupils who are interested in developing contemporary dance technique and for those who wish to continue to study contemporary dance at Higher level.

Assessment Method

Assessments are on-going throughout the course. Some will conclude in a short practical presentation along with short written reports/logbooks and or oral presentations.

Professional Development Award: Introduction to Tutoring English to Speakers of other Languages (ESOL) – Level 6

Course Title	PDA: Introduction to Tutoring English to Speakers of other Languages
Level	SCQF 6
Campus	Gardyne
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Entry Requirements

- have National 5 English or Higher ESOL
- have an awareness of language that will enable them to complete tasks
- have an awareness and understanding of different cultural values
- enjoy participating in group work and learning from experience
- have basic ICT skills

Units to be Completed

Mandatory Units
Unit 1 - Language and Learning in ESOL
Unit 2 - Developing ESOL Tutoring Skills

Progression Pathways

On successful completion of PDA ITESOL pupils will have the knowledge and skills:
- to enable them to work as volunteers / assistants in ESOL classes,
- to apply for the internationally recognised Cambridge CELTA course
- which are relevant for studying languages, education and teaching at degree level

Course Description

The course is designed to provide those who are new to ESOL with the basic necessary skills and knowledge to deliver ESOL classes in a supported context as volunteers or assistants.

As well as introducing key terminology, it will provide participants with opportunities to explore the nature of language learning from a pupil's perspective and develop the skills necessary for planning and delivering successful lessons.

Unit Contents

Unit	Description
Unit 1 - Language and Learning in ESOL	- Explain factors affecting ESOL Learning - Identify lexical, grammatical and phonological features of the English Language - Describe language skills - Explain factors affecting language selection in ESOL tutoring

Unit 2 - Developing ESOL Tutoring Skills	- Describe strategies for managing an effective learning environment - Plan and deliver ESOL tutoring sessions - Select appropriate learning resources and design appropriate tasks - Review the planning and delivery of ESOL tutoring sessions

Assessment Method

Unit 1- Assessment is by a written assignment, an oral presentation, closed book tests.

Unit 2- Assessment is based on a portfolio of observation records, plans and a selection of resources and tasks for tutoring sessions and a review of pupils ESOL tutoring experience.

National Progression Award: Business and Marketing Level 5

Course Title	NPA: Business and Marketing
Level	SCQF 5
Campus	Gardyne
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Management of Marketing and Operations
Marketing: Basic Principles
Understanding Business
Skills for Customer Care
Promoting a Business

Progression Pathways

On successful completion of the NPA, it is envisaged that employment could be gained in the business sector in one of the following areas:
- Marketing Assistant
- Customer Service Assistant
- Sales Assistant

In addition, D&A offers the following progression routes:
- Advanced Certificate in Business
- Advanced Certificate in Business: Administration & IT

Course Description

The NPA in Business and Marketing at SCQF level 5 has been designed to give pupils the practical skills and theoretical knowledge required to work in a modern Business environment.

In order to gain this award, pupils must successfully complete all five credits. There are no specific entry requirements. However, it is beneficial if pupils have completed National Qualifications or relevant SCQF level 4 Units.

The units in the NPA will equip pupils with skills such as:
- practical ICT skills
- working with internal and external customers
- employability skills
- adaptability/flexibility
- working with others
- customer care skills
- communication

Unit Contents

Unit	Description
Management of Marketing and Operations	The general aim of this unit is to develop pupils' understanding of the management of marketing and operations for small and medium businesses. The unit will develop the skills, knowledge and understanding required to make decisions about how to manage these activities effectively. Pupils who complete this unit will be able to: 1. Apply knowledge and understanding of how the marketing function contributes to the success of small and medium sized organisations 2. Apply knowledge and understanding of how the operations function contributes to the success of small and medium sized organisations
Marketing: Basic Principles	This is an introductory unit designed to enable pupils to develop a practical knowledge and understanding of the application of marketing concepts and techniques. Pupils will be introduced to the fundamental marketing concepts of the marketing mix, market segmentation and market research. Pupils who complete this unit will be able to: 1. Apply the marketing mix to the marketing of a specific product or service. 2. Apply the concept of market segmentation to the marketing of a specific product or service. 3. Apply methods of market research to a specific product or service.
Understanding Business	The general aim of this unit is to develop the pupils understanding of the business environment. The unit will develop skills, knowledge and understanding by carrying out activities relating to the role of business organisations and entrepreneurship in society. It introduces pupils to the main roles, activities and functions associated with businesses and other organisations. The unit will allow pupils to explore issues relating to the external environment in which organisations operate and the effect this can have on organisational activity. Pupils who complete this unit will be able to: 1. Give an account of the key objectives and activities of small and medium-sized business organisations

	Apply knowledge and understanding of factors that impact on the activities of small and medium-sized business organisations
Skills for Customer Care	The unit is intended to develop knowledge and understanding of customer care. Pupils will consider the key principles of good customer care and how this affects the success of an organisation. The importance of developing relationships with customers, various different communication techniques and ways of establishing a rapport with customers are considered. The unit also allows pupils to consider the importance of gathering, recording and acting upon customer feedback. Pupils who complete this unit will be able to: 1. Explain the key principles of customer care in an organisation. 2. Demonstrate customer care skills in routine interactions. 3. Demonstrate customer care skills when dealing with dissatisfied customers. Explain the importance of feedback from customers to improving customer care in an organisation.
Promoting a Business	The purpose of this unit is to provide an introduction to the promotional element of the marketing mix and how this is used in business. Pupils will develop their knowledge of the promotional mix elements. On completion of this unit pupils will be able to explain the purpose of promotion in business, identify the key aspects of the promotional mix and put together a campaign for a promotional business campaign. Pupils who complete this unit will be able to: 1. Explain the role of promotion in business. 2. Describe the key elements of the promotional mix. Plan a promotional campaign for a business.

Assessment Method

There is no final exam. Each unit is assessed using the continuous assessment approach.

National Progression Award: Events Level 6

Course Title	NPA: Events
Level	SCQF 6
Campus	Kingsway
Days	Monday and Wednesday 2-4pm
Start Date	May 2021
End Date	April 2022

Units to be Completed

Mandatory Units
Event Organisation
Events Costing: An Introduction
Corporate Events: An Introduction
Branding: An Introduction

Progression Pathways

- HNC Events at Dundee and Angus College
- Degree in Events Management
- Post Graduate Courses
- Employment Opportunities:
- Management (varying levels) positions in Events Companies, Hotels, Conference
- Centres and Tourism Organisations.
- At this level many are successful at opening their own Events Company

Course Description

This course is designed to provide pupils with skills and knowledge required to plan, organise and implement an event. They will demonstrate skills in working with others to plan and implement a real-life event. They will learn to review and evaluate their own and their team's contributions and performance. Skills developed will include budgeting and financial planning, resource management, logistics and the marketing of a range of events such as exhibitions, fashion shows, sporting events and charitable functions.

Unit Contents

Unit	Description
Event Organisation	In this practical unit pupils will develop an understanding of the requirements of event planning; the methods involved in implementation of events and will work with others to apply these concepts in the planning and organisation of, and participation in, a specific event. Pupils will evaluate the success of the event and the contribution of participants to this.
Events Costing: An Introduction	The purpose of this unit is to provide pupils with the knowledge and skills to carry out a range of costings and calculations, including break-even point in relation to events, and to operate a petty cash system.

Corporate Events: An Introduction	This unit is designed to provide pupils with an introduction to corporate events. It will provide pupils with the skills and knowledge required to organise a corporate event from a venue perspective and will highlight the planning and organisational responsibilities required.
Branding: An Introduction	This unit is an introduction to the concept of branding products and services. It will look at the elements used in branding to create an image, the use of the marketing mix to develop branding and the range of branding strategies available to an organisation. The unit will also provide pupils with the opportunity to review and evaluate a chosen brand. The unit will be of interest to a wide range of pupils, particularly those interested in marketing, advertising and consumer behaviour related subjects.

Assessment Method

Continuous internal assessment including both open and closed book assessments and observations.

Foundation Apprenticeship: Business Level 6

Course Title	FA: Business
Level	SCQF 6
Campus	Arbroath and Gardyne
Days	**2 Year option - Arbroath** Year 1: Tuesday 9-4pm Year 2: Workplace Friday 9-4pm **1 Year option - Arbroath** Tuesday 9-4pm and Friday 9-4 pm Workplace *(S6 option only)* **2 Year option - Gardyne** Year 1: Monday and Wednesday 2-5pm Year 2: Workplace Monday and Wednesday 2-5pm **1 Year option – Gardyne** Monday and Wednesday 2-5pm Tuesday and Thursday Workplace 2-5 pm *(S6 option only)*
Start Date	May 2021
End Date	April 2022

Entry Requirements

Entry requirements over 2 years (5th & 6th year): A good level of English and Mathematics at National 5 level. A Business subject would be advantageous.
Entry requirements over 1 year (6th year): Higher Business.

Units to be Completed

Mandatory Units
Year 1 (NPA in Business Skills)
Understanding Business
Management of People and Finance
Web Apps: Word Processing
Web Apps: Spreadsheets
Contemporary Business Issues
Years 2
Work Placement **(Work placement & SVQ in Business & Administration)**

Progression Pathways

- Further study
- Progression to employment, non-apprenticeship route
- Modern Apprenticeship

Course Description

The work placement component in S6 will provide pupils with the opportunity to have significant input to a long-term engagement with a business issue and gain valuable work-based learning. The tasks include:

- Producing business documents
- Contributing to the organisation of events
- Developing and delivering presentations
- Providing reception services
- Using and maintaining office equipment
- Taking responsibility for logistics e.g. travel and accommodation
- Providing administrative support for meetings
- Using a variety of software packages
- Presenting business documents and managing projects
- Applying problem-solving skills to resolve challenging or complex complaints

Pupils will participate in job shadowing enabling interaction with customers or service users so they can further develop their skills. In addition, they will develop skills in personal reflection so that connections are made to previously gained knowledge.

Pupils will gain experience of working with older adults, employability skills of timekeeping, attendance, team working, communication and demonstrating value-based practice including respect for self and others and equality and diversity principles. Certificate of work readiness may also be offered to pupils on this Foundation Apprenticeship where appropriate.

During the work placement, pupils will complete four SVQ units at SCQF level 6, which are assessed against work-based activities. The four SVQ units are:

- Plan to manage and improve 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

On successful completion of all the components of the Foundation Apprenticeship, pupils will achieve a Joint Qualification Certificate for the FA in Business Skills. They will also receive certification for the NPA in Business Skills and part of SVQ level 3 in Business Administration.

Assessment Method

There is no final exam. Each unit is assessed using the continuous assessment approach.

Professional Development Award: Information Technology in Business Level 7

Course Title	PDA: Information Technology in Business
Level	SCQF 7
Campus	Arbroath and Gardyne
Days	Arbroath: Tuesday 9-4pm
	Gardyne: Monday and Wednesday 2-5pm
Start Date	May 2021
End Date	May 2022

Units to be Completed

Mandatory Units
IT in Business — Word Processing and Presentation Applications
IT in Business — Databases
IT in Business — Spreadsheets

Progression Pathways

Pupils who successfully complete this award may also complete further units from the HNC Business award and build their Qualification into a full HNC.

Course Description

The PDA in Information Technology in Business at SCQF level 7 offers pupils the opportunity to develop knowledge and skills for employment within an administration role. The award will provide pupils with the skills required to undertake a variety of administration functions using IT in an organisation.

Pupils will develop their knowledge and skills in the use of office and information technology to carry out administrative tasks.

- Pupils will produce a variety of documents using word processing and presentation software. The production of accurate, well-laid documents aids business communication.
- Pupils will develop skills in the use and manipulation of databases in order to present information for use in decision making.
- Pupils will use their skills in the use of spreadsheets to help solve business problems.

Unit Contents

Unit	Description
IT in Business — **Word Processing and Presentation Applications**	This unit is designed to develop skills and knowledge in word processing and presentation packages to aid business communication. This unit will be relevant to pupils who are interested in a career in administration with a particular focus in document production and presentation. On successful completion of the unit pupils will be able to: 1. Produce business documents using word processing software. 2. Perform a mail merge.

	3. Evaluate the impact of current legislation in relation to information and equipment. Create a business presentation using presentation software.
IT in Business — Databases	This unit introduces the fundamental principles of database design and the use of database management software to aid decision-making in business. On completion of the unit pupils should be able to: 1. Design a relational database structure from source documents. 2. Modify and store data using a relational database. Query and present information to aid decision-making.
IT in Business — Spreadsheets	This unit is designed to allow pupils to develop an understanding of spreadsheet design and how to use spreadsheet features and functions for practical and effective use in a business environment. Pupils will develop knowledge and skills to allow them to create customised solutions to common business problems and scenarios. On completion of the unit pupils should be able to: 1. Design and create a spreadsheet to meet the needs of a business. 2. Apply statistical functions and present information in an appropriate format. 3. Present spreadsheet data in graphical format and evaluate information.

Assessment Method

There is no final exam. Each unit is assess using the continuous assessment approach.

Foundation Apprenticeship: Accounting Level 6

Course Title	FA: Accounting
Level	SCQF 6
Campus	Arbroath and Gardyne
Days	**Arbroath:** Year 1 – Tuesday 9-4pm Year 2 – Tuesday 9-4pm 1 Year – Tuesday and Friday 9-4 pm **Gardyne:** Year 1: Monday and Wednesday 2-5pm Year2: Monday and Wednesday 2-5pm 1 Year: Monday, Tuesday, Wednesday 2-5 pm and Thursday 1-4 pm (S6 only)
Start Date	May 2021
End Date	April 2023

Units to be Completed

Mandatory Units
Year 1
J21M76 - Preparing Management Accounting Information
J21N76 - Analysing Accounting Information
J21L76 - Preparing Financial Accounting Information
J1K545 - Recording Transactions in the Ledger
HX6F46 - Professional Ethics for Accountants
Year 2
HW59 04 - Indirect Tax
HW58 04 - Final Accounts Preparation
HW57 04 - Advanced Bookkeeping
J4YL 04 - Work Based Challenge

Progression Pathways

On successful completion of the NPA, it is envisaged that employment could be gained in the accountancy sector in one of the following areas:
- Accounts Assistant
- Purchase/Sales Ledger Assistant
- Trainee Accountant
- Financial Services (Banking/Insurance)

In addition, D&A offers the following progression routes:
- HNC Accounting
- Modern Apprenticeship (MA) in Accounting
- Association of Accounting Technicians (AAT) Diploma

Course Description

The Foundation Apprenticeship in Accountancy is designed to provide Senior Year 5 (S5) and Senior Year 6 (S6) pupils opportunities to develop skills and knowledge for entry into a career in the Accountancy sector.

In order to gain this award, pupils must successfully complete all five credits. There are no specific entry requirements. However, it is beneficial if pupils have completed National Qualifications or relevant SCQF level 5 Units.

The units in the NPA will equip pupils with skills such as:
- employability skills
- adaptability/flexibility
- working with others
- time management skills
- communication
- decision making
- interpersonal skills
- skills and competencies within an accountancy environment

Unit Contents

Unit	Description
Preparing Management Accounting Information	The purpose of this unit is to allow pupils to develop the knowledge and understanding of internal accounting information and the ability to prepare such information using a range of routine and complex accounting techniques. Pupils will carry out learning activities that extend their understanding of the significant impact that management accounting information has on making decisions about the future planning, control and success of the organisation.
Analysing Accounting Information	The purpose of this unit is to allow pupils to develop the knowledge and understanding of the interpretation and analysis of accounting information, and the ability to interpret and analyse such information using a range of routine and complex techniques. They will carry out learning activities that allow them to investigate, analyse and report on an organisation's current financial position and performance, and to offer financial solutions that can assist in future planning and decision-making. This will provide pupils with an understanding of financial analysis.
Preparing Financial Accounting Information	The general aim of this unit is to allow pupils to develop skills, knowledge and understanding relating to the preparation of routine and complex financial accounting information. Pupils will explore a range of business structures and gain understanding of the application of a range of current financial accounting regulations associated with these structures. This will provide pupils with an understanding of accounting standards and practices. The information will be used to establish the historical and current financial position and performance of the organisation.

Recording Transactions in the Ledger	The purpose of this unit is to provide pupils with basic knowledge and skills to record transactions from day books into a double-entry bookkeeping system, to extract a trial balance and complete a VAT return for one month.
Professional Ethics for Accountants	This unit is designed to give pupils an opportunity to develop skills to understand the ethical responsibilities of an accountant working within the profession. It will allow pupils an opportunity to analyse problems in order to form judgements about appropriate and inappropriate behaviour in an accounting environment.

Assessment Method

There is no final exam. Each unit is assessed using the continuous assessment approach.

Professional Development Award: Management Accounting Level 7

Course Title	PDA: Management Accounting
Level	SCQF 7
Campus	Gardyne
Days	Monday and Wednesday 2-5pm
Start Date	May 2020
End Date	June 2021

Units to be Completed

Mandatory Units
F7JR34 - Cost Accounting
F7JS34 - Management Accounting using Information Technology

Progression Pathways

Pupils who successfully complete this PDA may undertake further related PDAs or HN Units to build up their qualification(s) towards a full HNC in Accounting. No exemptions, for CIMA or ACCA qualifications, are available to pupils undertaking this PDA.

Course Description

This PDA in Management Accounting at SCQF level 7 offers pupils an opportunity to develop the knowledge and skills required for a cost or management accounting support role within an organisation.

Pupils will have the opportunity to develop ICT knowledge and skills, in relation to using current cost accounting techniques. Pupils will also develop skills in preparing financial information for use in decision making within an organisation.

Unit Contents

Unit	Description
Cost Accounting	Develops knowledge and skills of cost accounting including classifying and coding costs and recording transactions in a cost accounting system.
Management Accounting using Information Technology	Develops skills of budgetary control using spreadsheets. This includes preparation of a master budget, report and variance analysis, using a break-even analysis and preparing marginal and absorption costing statements.

Assessment Method

There is no final exam. Each unit is assessed using the continuous assessment approach.