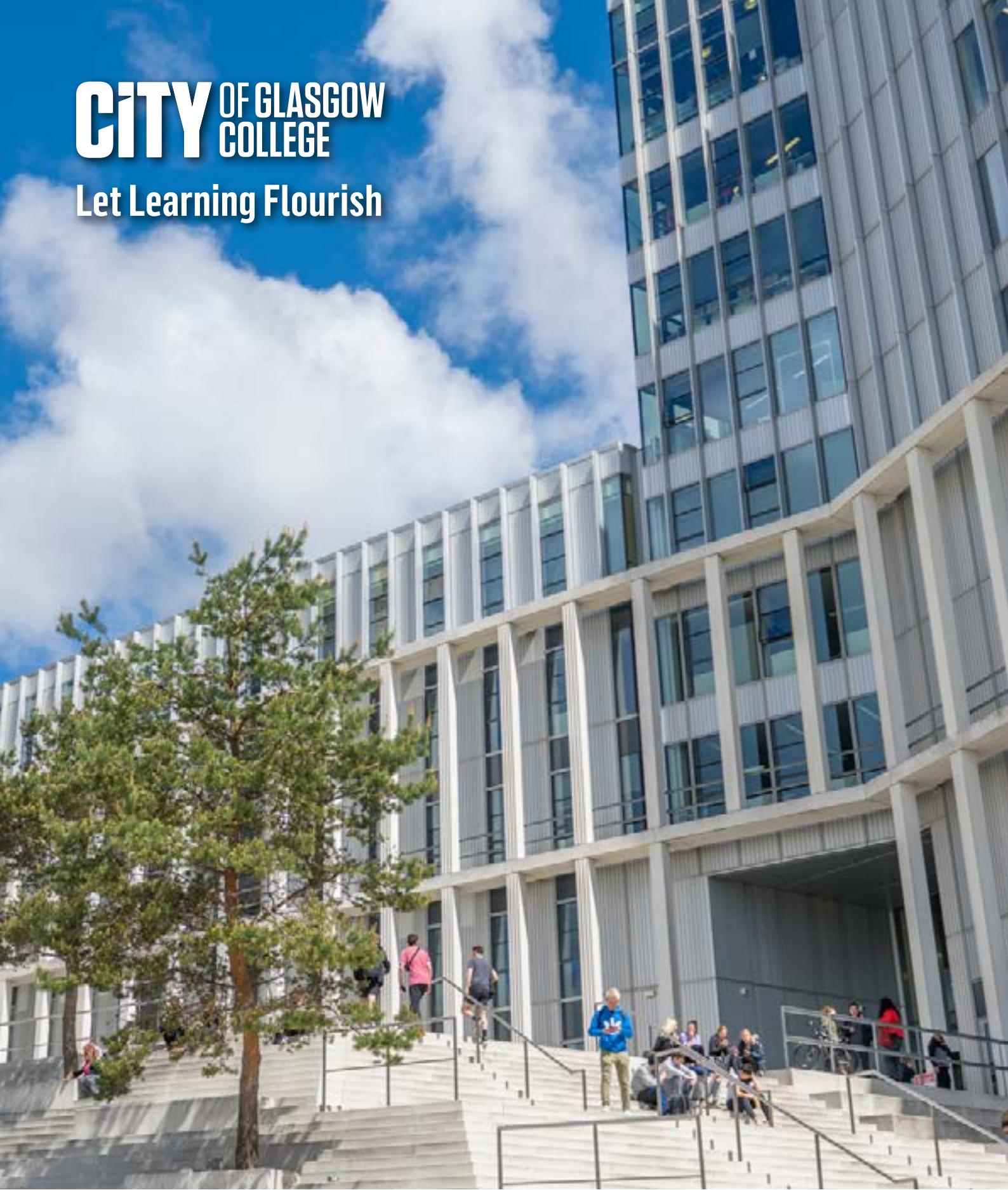


CiTY OF GLASGOW
COLLEGE

Let Learning Flourish



MODERN APPRENTICESHIP PROSPECTUS

Welcome

At City of Glasgow College, we are proud to work with over 1500 employer stakeholders across Scotland to deliver dynamic and flexible pathways for individuals to start or advance their careers.

We believe the best results come when learning and industry work hand in hand. Our programmes are designed to benefit both apprentices and employers, creating pathways to success for individuals, strengthening businesses with fresh skills and talent, and helping people of all ages turn ambition into achievement.

This is our guide to the world of Modern Apprenticeships and what we offer.



About Us

At City of Glasgow College, we are one of Scotland's leading and most diverse providers of work-based learning. Each year, we support over 900 apprentices across 30 different apprenticeship frameworks, giving individuals the opportunity to gain valuable skills that employers truly value.

From Foundation to Modern, Technical, and Professional levels, our programmes create clear pathways to success, helping apprentices unlock their potential while strengthening Scotland's workforce.

By combining expert-led training with real workplace experience, we ensure apprentices develop practical skills and earn professional qualifications that align directly with industry needs.

Whether you are an apprentice kick-starting your career or enhancing your expertise, or an employer looking to develop your workforce or recruit fresh talent, City of Glasgow College is here to help you achieve success.



Contents

Welcome.....	2
About Us.....	2
What we offer?	4
Industry Partners	6
What is Modern Apprenticeship?	6
Benefits for the Business	7
Benefits for the Apprentice	7
Why Choose City of Glasgow College?	8
Becoming an Apprentice Employer	8
Getting Started	9
Eligibility	10
Funding	11
Recruitment	11
Industry Sectors We Cover.....	13
Business & Industry	14
Housing & Facilities	20
Business & Industry	21
Digital and Technology	24
Construction	30
Engineering	32
Hospitality and Leisure	36
Facilities	44
Housing and Facilities	49
Management.....	52
Maritime Occupations	56
Social Services & Healthcare	60
Contact Us	67
Useful Links	67

What we offer

Modern Apprenticeship Framework	SCQF Level	Duration
Business and Industry		
Accounting	6 and 8	12 months
Business Administration	5 and 6	12 months
Customer Service	5 and 6	12 months
Procurement	6	12-24 months
Digital & Technology		
Digital Applications	7	12-18 months
Digital Marketing	7	18 months
Digital Technology	6 and 8	12-24 months
Engineering and Construction		
Construction – Carpentry & Joinery	6	2-4 years (depending on experience)
Construction – Painting and Decorating	6	2-4 years (depending on experience)
Engineering – Asset Lifecycle and Maintenance	7	4 years
Engineering – Manufacturing and Fabrication	7	4 years
Hospitality, Leisure and Tourism		
Food and Drink (Brewing Skills)	5	12 months
Hospitality Team Member	5	12 months
Hospitality Supervision and Leadership	7	12 months

Modern Apprenticeship Framework	SCQF Level	Duration
Hospitality Management Skills	8	18-24 months
Chef	5 and 6	12 months
Facilities Services	5	12 months
Facilities Management	7	12 months
Travel Services	5 and 6	12 months
Management		
Management	7, 9 and 11	24 months
Project Management	8	24 months
Maritime Occupations		
Able Seafarer (Engine Room)	5	18 months
Able Seafarer (Deck)	5	24 months
Social Services and Healthcare		
Social Services and Healthcare	6 and 7	12 months
Social Services and Healthcare	9	18 months
Social Services (Children and Young People)	7	12 months
Social Services (Children and Young People)	9	18 months
Care Services Leadership and Management	10	18 months

Industry Partners

Here is just a snippet of some of the Industry Partners we work with:

BAE SYSTEMS



aggreko



Bray



Forestry and Land Scotland
Coillteachd agus
Fearann Alba



What is a Modern Apprenticeship?

A Modern Apprenticeship is a work-based training programme developed by industry, for industry, enabling individuals to gain practical skills and industry-recognised qualifications while earning a wage. Each pathway is tailored to meet specific industry requirements, combining on-the-job training with work-based assessment and classroom learning. This approach provides apprentices with valuable, real-world experience in their chosen career field.

Modern Apprenticeships are designed to support people of all ages in starting or advancing their careers, while helping employers build a skilled workforce tailored to their business needs. They span a wide range of industries and qualification levels, from SCQF Level 5 to Level 10. In short, a Modern Apprenticeships offer a pathway to skilled employment by combining learning, earning, and hands-on experience.

Benefits for the Business

Build a better workforce: Develop a robust, skilled and adaptable workforce that can meet the evolving needs of today's economy.

Recruit New Talent: Create a diverse talent pipeline for businesses attracting new perspectives and fresh ideas.

Upskill, Reskill and Retain: Inspire a loyal workforce by supporting existing staff to develop their skills and knowledge within their field and beyond.

Cost-effective training: Benefit from government funding and financial incentives to support apprenticeship programmes.

Tailored training: Apprenticeships can be customised to align with your business needs and long-term goals.

Enhance company reputation: Demonstrate commitment to workforce development and continuous improvement.

Benefits for the Apprentice

Work, Earn and Learn: Gain valuable hands-on experience through real work while developing practical skills and attaining nationally recognised qualifications valued by employers and relevant to industry.

Skills Development: Develop key core, career, and meta skills that increase confidence and resilience improving chances of career success.

Flexible learning: Combine work-based learning with in-house assessment and/or classroom activity.

Support and Mentorship: Receive tailored guidance and mentorship, aiding professional development and supporting a smooth integration into the workplace.

Career Progression: Enhance employability, skills and the experience needed to be successful in today's job market.

Why Choose City of Glasgow College

Our delivery teams are industry experts in their field and bring a wealth of experience and knowledge to vocational education and training. They are made up of highly qualified and professional individuals with a proven track record of delivering high quality, learner-focussed delivery across a wide range of sectors.

Here are just some of the benefits for Employers and Apprentices:

- State-of-the-art facilities
- Access to student discounts
- A dedicated member of our team will guide you through the process from start to finish.
- Support with diverse recruitment.
- Commitment to Quality and continuous improvement
- Comprehensive Support for Employers

Becoming an Apprentice Employer

Employers play a crucial role in the success of our Modern Apprenticeship programmes. We expect all participating employers to provide a supportive and enriching environment for apprentices.

Diversify: Ensure you are recruiting from a broad range of applicants that reflects the richness of Scotland's diverse communities.

Invest: Pay your apprentice in line with employment legislation and under a contract relevant to the apprenticeship.

Support: Facilitate apprentices' participation in any training or educational components of their course including on-campus training, on-the-job assessment, and self-study.

Guide: Provide a designated mentor who is responsible for the apprentices training, guidance, and overall development.

Engage: Offer regular constructive feedback on the apprentice's performance, meta-skills development, progress and goals.

Advocate: Promote fair work practices such as effective voice, opportunity, security, fulfilment, and respect in alignment with the Scottish Government **Fair Work First** guidance and action plan.

Safeguarding: Play an important role in safeguarding your apprentice's wellbeing throughout their training.

Getting started

1. Identify your business needs – Consider whether you are looking to recruit new talent or upskilling existing staff
2. Browse our extensive catalogue of frameworks and choose the pathway that aligns best with the job role requirements.
3. Get in touch with our Workforce Development team by visiting our 'Contact Us' (link) page. One of our dedicated apprenticeship officers will support you with the next steps.



Eligibility

This overview provides a snapshot of the Modern Apprenticeship eligibility criteria focusing on the apprentice, the employer and potential exclusions. For course specific entry requirements, please refer to our individual framework documents.

The Apprentice:

- Must reside in Scotland.
- Must have reached the Scottish statutory minimum school leaving age
- Must be employed within the appropriate job role/occupation.
- Not be in receipt of any other education, training, college or enterprise programme funded by any UK or Scottish Government department.
- Must have a demonstrable need to develop significant new knowledge and skills to fulfil their job role.

The Employer:

- Have their main premises located in Scotland.
- Ensure that the apprentice fulfils the requirements of the legal right to work in the UK.
- Employ the apprentice in full-time / part-time employment.
- Employ the apprentice under an employment contract relevant to the apprenticeship.
- Pay the apprentice at least the appropriate national minimum wage rate.

EXCLUSIONS:

An apprentice is not eligible to begin or continue a Modern Apprenticeship if at any time they are:

- Subject to an employment restriction on their stay in Great Britain
- Subject to any funding restriction on their stay in Great Britain that would apply to Modern Apprenticeships
- On a zero-hour contract, sessional workers, self-employed, or agency staff

Funding

Modern Apprenticeships are funded by Skills Development Scotland (SDS) – the national skills body for Scotland. The funding typically covers a portion of the training costs, including the delivery of vocational qualifications and work-based learning. The level of funding you receive for your training:

- Age
- Qualification
- Level of Study
- Sector

SDS will pay an enhanced funding contribution for individuals who are disabled and/or care experienced, up to and including age 29. For full information on funding contributions please [contact us](#).

Additional Funding Support

Access to Work is a government-funded program that provides financial support and practical assistance to help individuals with disabilities or health conditions enter or remain in employment. The level of support will depend on individual needs but can include:

- Financial Support: Covers additional costs that disabled individuals may incur at work which are not covered by employers or through reasonable adjustments.
- Assessments and Recommendations: Provides professional assessments to identify needs and recommend appropriate support.
- Range of Support: Includes funding for special equipment, adaptations to the workplace, travel expenses, and support workers.

For more information, visit the [Access to Work](#) government webpage.

Recruitment

National

Recruitment support is available for employers looking to hire new talent. In Scotland, employers can post apprenticeship vacancies on [apprenticeships.scot](#) – a dedicated platform provided by Skills Development Scotland. This process makes it easier for employers to reach a broad audience and offers tools and resources on apprenticeship requirements, benefits and application processes.

Local

Glasgow City Council provides targeted support for Modern Apprenticeships and other employment opportunities through [The Glasgow Guarantee](#). The platform can offer many benefits including free advertisement, additional funding towards living wage costs and a dedicated business support officer to guide through the process.



INDUSTRY SECTORS WE COVER

Business & Industry

Digital & Technology

Engineering & Construction

Hospitality & Leisure

Housing & Facilities

Management

Maritime Occupations

Social Services & Healthcare

Business & Industry

MODERN APPRENTICESHIP IN ACCOUNTING (SCQF LEVEL 6)

Duration - 12 months

Overview

This qualification provides apprentices with a strong foundational knowledge of accountancy and finance. Alongside this, learners will gain transferrable skills to work across a broad range of business environments as well as enhancing their sector-specific development potential.

Key outcomes

- AAT Diploma in Professional Accounting at SCQF Level 6
- Core Skills at SCQF Level 4: Communication, Numeracy, Information and Communication Technology, Problem Solving, Working with Others
- Meta Skills

Course content

- Understand how to set up bookkeeping systems
- Process customer transactions
- Process supplier transactions
- Process receipts and payments
- Process transactions into the ledger accounts

This apprenticeship is suitable for

New entrants or pre-existing professionals working in a business environment with an accounting function. Ideal candidates will be looking to:

- Develop sector specific skills and knowledge
- Obtain a formal qualification.
- Continue professional development.

Relevant job roles

Accounts Assistant, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk, Bookkeeping Assistant, Trainee Accountant, Payroll Assistant, Finance Administrator, Accounts Payable / Receivable Assistant

Delivery model

Candidates will be required to attend college up to two days per week to support the completion of their AAT Diploma. All other training offered through this programme is work-based. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Business & Industry

TECHNICAL APPRENTICESHIP IN ACCOUNTING (SCQF LEVEL 8)

Duration - 12 months

Overview

This qualification provides apprentices with high-level accounting and finance knowledge to apply within a wide range of business contexts. Alongside core subjects, candidates will also learn about specialist areas including tax, auditing, ethics and sustainability enhancing their sector-specific development potential.

Key outcomes

- AAT Level 4 Diploma in Professional Accounting
- Career Skills units at SCQF Level 7 or above (must achieve a minimum of 15 Credits in total)
- Meta Skills

Course content

- Applied management accounting.
- Drafting and interpreting financial statements
- Internal accounting systems and controls
- Cash and financial management
- Credit and debt management

This apprenticeship is suitable for

Professionals seeking to pursue or progress their career in accountancy or finance. Additionally, candidates will be looking to:

- Continue to build their accounting skills.
- Obtain a formal qualification.
- Maximise opportunities in their current or new employment.
- Become an AAT full member and/or study for chartered accountant status.

Relevant job roles

Accounts Technician, Assistant Accountant, Finance Officer, Management Accounts Assistant, Financial Accounts Assistant, Bookkeeper (Advanced), Accounts Payable / Receivable Supervisor

Delivery model

Candidates will be required to attend college up to two days per week to support the completion of their AAT Diploma. All other training offered through this programme is work-based. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Business & Industry

MODERN APPRENTICESHIP IN BUSINESS AND ADMINISTRATION (SCQF LEVEL 5)

Duration - 12 months

Overview

This course equips learners with the support and knowledge to enhance their career in a variety of business environments. Through this apprenticeship, participants can improve their own performance, strengthen core workplace skills, and develop confidence in a range of routine and specialist administrative functions.

Key outcomes

- SVQ in Business and Administration at SCQF Level 5 (3 mandatory and 5 optional units)
- Core Skills at SCQF Level 4: Communication, Numeracy, Information and Communication Technology, Problem Solving, Working with Others
- On mandatory enhancement relevant to the learner's job role
- Meta Skills

Course content

- Agree how to manage and improve own performance in the business environment
- Undertake work in a business environment
- Prepare to communicate in a business environment

This apprenticeship is suitable for

Individuals employed in supporting roles across a range of business functions who are looking to:

- Develop skills.
- Obtain a formal qualification.
- Enhance progression potential

Relevant job roles:

Office Junior, Clerical Assistant, Customer Service Assistant, Admin Assistant and Receptionist.

Delivery model

The training offered through this programme is entirely work-based. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system. Depending on the choice of enhancement, additional training may be required.

Business & Industry

MODERN APPRENTICESHIP IN BUSINESS AND ADMINISTRATION (SCQF LEVEL 6)

Duration - 12 months

Overview

This course equips learners with the support and knowledge to enhance their career in a variety of business environments. Through this apprenticeship, participants can improve their own performance, strengthen core workplace skills, and develop confidence in a range of complex and specialist administrative functions.

Key outcomes

- SVQ in Business and Administration at SCQF Level 6 (3 mandatory and 5 optional units)
- Core Skills at SCQF Level 5 : Communication , Numeracy , Information and Communication Technology, Problem Solving, Working with Others
- On mandatory enhancement relevant to the learner's job role
- Meta Skills

Course content

- Developing self and improving own performance in business
- Undertaking and supporting work practices in a business environment
- Communicating in a business environment

This apprenticeship is suitable for

Individuals employed in supporting and supervisory roles across a range of business functions who are looking to.

- Enhance and develop skills.
- Obtain a formal qualification.
- Continue professional development.

Relevant job roles:

Executive Officer, Senior Administrator, Personal Assistant, Office Supervisor

Delivery model

The training offered through this programme is entirely work-based. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system. Depending on the choice of enhancement, additional training may be required.

Business & Industry

MODERN APPRENTICESHIP IN CUSTOMER SERVICE (SCQF LEVEL 5)

Duration - 12 months

Overview

The SCQF Level 5 Modern Apprenticeship in Customer Service offers a great chance for current customer-facing staff to enhance their skills. Through this apprenticeship, participants can improve their customer interaction abilities, foster satisfaction, and strengthen core workplace skills.

Key outcomes

- SVQ in Customer Service SCQF Level 5 (3 mandatory units and 5 optional units)
- Core Skills at SCQF Level 4 : Communication , Numeracy , Information and Communication Technology, Problem Solving, Working with Others
- Meta Skills

Course content

- Communicate in a customer service environment.
- Working as part of a team
- **Developing customer relationships**

This apprenticeship is suitable for

Individuals employed in supporting roles across a range of business functions who are looking to.

- Develop skills.
- Obtain a formal qualification.
- Enhance progression potential

Relevant job roles

Customer Service Assistant/Advisor, Call Centre Agent, Receptionist, Sales Advisor, Administration Assistant (Customer Focus)

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system. Employers must allocate a minimum of three hours per week for apprentices to focus on their qualification.

Business & Industry

MODERN APPRENTICESHIP IN CUSTOMER SERVICE (SCQF LEVEL 6)

Duration - 12 months

Overview

The SCQF Level 6 Modern Apprenticeship in Customer Service offers a great chance for current customer-facing staff to enhance their skills. Through this apprenticeship, participants can improve their customer interaction abilities, foster satisfaction, and strengthen core workplace skills.

Key outcomes

- SVQ in Customer Service SCQF Level 6 (2 mandatory units and 8 optional units)
- Core Skills at SCQF Level 5 : Communication , Numeracy , Information and Communication Technology, Problem Solving, Working with Others
- Two additional units from any SVQ at SCQF Level 6.
- Meta Skills

Course content

- Communicating with customers in a variety of formats
- Monitoring and solving customer problems
- Monitoring quality of customer service
- Allocating and checking work

This apprenticeship is suitable for

Professionals working in customer facing roles who are looking to:

- Enhance and develop skills.
- Obtain a formal qualification.
- Continue professional development.

Relevant job roles

Customer Relationship Manager, Customer Support Officer, Telephone Banking Advisor, Sales Team leader.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Business & Industry

DIPLOMA IN TRAVEL SERVICES (SCQF LEVEL 5)

Duration - 12 months

Overview

This Modern Apprenticeship provides participants with the basic tools and knowledge to work and thrive in the travel sector. It has been designed to support travel roles across a wide range of businesses which might include small, medium and large enterprises focussing on personal, corporate or leisure travel such as high street travel agents and contact services. It covers areas such as processing travel service bookings, providing customer service and carrying out a range of support activities in a retail travel environment, such as a travel agency.

Key outcomes

- Diploma in Providing Travel Services at SCQF Level 5
- Core Skills at SCQF 4: Communication, Numeracy, Information and Communication Technology, Problem Solving and Working with Others
- Meta Skills

Course content

- Provide effective customer service
- Process travel bookings
- Follow health and safety procedures
- Researching travel destinations and products
- Selling travel-related products and services

This apprenticeship is suitable for

Individuals starting out in the travel industry who are employed in roles such as travel advisors, travel agency assistants, or consultants, and want to develop the skills needed to provide customer-focused travel services. It's ideal for those with little or no prior experience in the sector, as no formal qualifications are required.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be allocated an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Business & Industry

DIPLOMA IN TRAVEL SERVICES (SCQF LEVEL 6)

Duration - 12 months

Overview

This apprenticeship has been designed for use to support travel roles across a wide range of businesses which might include small, medium and large enterprises focusing on personal, corporate or leisure travel such as high street travel agents, online travel agents and contact centres. There are a number of travel sector roles at this level, such as senior travel consultant, corporate travel consultant and leisure travel consultant. It covers areas such as selling travel related products and services, providing customer centric service and a range of services that help customers plan, choose and arrange their holiday or travels

Key outcomes

- Diploma in Providing Travel Services at SCQF Level 6
- Core Skills at SCQF 4: Communication, Numeracy, Information and Communication Technology, Problem Solving and Working with Others
- Meta Skills

Course content

- Sell travel-related products and services
- Provide customer centric service
- Monitoring information which impacts customers' travel arrangements
- Advising customers of information which impacts their travel arrangements
- Processing foreign exchange transactions

This apprenticeship is suitable for

Individuals employed in the travel industry, typically in roles such as travel consultant, corporate travel consultant, or senior advisor. It develops advanced skills in customer service, travel sales, and managing complex travel arrangements and is ideal for individuals looking to take on greater responsibility, progress into senior positions, or prepare for further study in travel and tourism.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be allocated an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.



Business & Industry

MODERN APPRENTICESHIP IN PROCUREMENT (SCQF LEVEL 6)

Duration - 12-24 months

Overview

The apprenticeship is designed to develop the skills and knowledge of individuals in the field of procurement. Through this program, apprentices will build upon and acquire essential competencies to effectively contribute to a company's procurement function and drive strategic decision-making.

Key outcomes

- Level 3 SVQ (SCQF Level 6) in Procurement (5 mandatory and 7 optional units).
- Core Skills at SCQF Level 5 : Communication , Numeracy , Information and Communication Technology, Problem Solving, Working with Others
- CIPS Level 2 (Certificate in Procurement & Supply Operations)

Course content

- Analyse information on the procurement of the supplies in the supply chain
- Analyse the performance of suppliers
- Identify potential suppliers for the supply chain.
- Place orders with suppliers
- Monitor and progress the delivery of orders

This apprenticeship is suitable for

Professionals working with a procurement function in public, private or voluntary sectors who are looking to:

- Enhance and develop skills.
- Obtain a formal qualification.
- Continue professional development.

Relevant job roles

Administrator, Assistant Buyer, Contract Officer/Analysts, Stock/Inventory Controller/Planner

Delivery model

The training offered through this programme is primarily work-based with some on-campus training required for CIPS Level 2. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Digital & Technology

DIPLOMA IN DIGITAL APPLICATION SUPPORT (SCQF LEVEL 6)

Duration - 12-18 months

Overview

Covering areas such as IT troubleshooting, communication, and problem solving, this course supports professionals to build a strong foundation in providing effective technical IT support. Completion of the course provides those in employment with the opportunity to evidence knowledge and performance competency in a specialist vocational area. .

Key outcomes

- SQA Diploma in Digital Application Support at SCQF Level 6 (60 Credit points)
- Core skills at SCQF Level 5: Communication and Numeracy
- PC Passport at SCQF Level 6, focussing on Word Processing, Spreadsheet and Presentation Software with collaboration using cloud platforms

Course content

- Developing personal and team effectiveness using IT
- Health and safety in IT and Telecoms
- Understanding the potential of IT
- Digital information management
- Digital communications
- Digital network environments
- Optimising IT system performance
- Industry specific unit worth 10 credits

This apprenticeship is suitable for

Individuals working in an IT function with responsibility in areas such as - end-user application support, day-to-day troubleshooting and setting up systems. This qualification is well-suited to those aiming to gain a qualification whilst enhancing their proficiency in assisting users with digital applications.

Relevant job roles

Digital Administration Assistant, IT Support Assistant / Helpdesk Assistant, Data Administrator, Customer Service Assistant (Digital Focus), Website Development/Publishing Role

Delivery model

The training offered through this programme is primarily work-based with remote training required for completion of the PC Passport. Apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Digital & Technology

DIPLOMA IN DIGITAL MARKETING (SCQF LEVEL 7)

Duration - 18 months

Overview

Designed to meet industry demands, the diploma equips learners with the ability to plan, implement and analyse digital marketing campaigns effectively. Combining technical skills training with theoretical marketing principles, this dynamic qualification is the ideal choice for those aspiring to thrive within the digital landscape.

Key outcomes

- SQA Diploma in Digital Marketing at SCQF Level 7 (4 mandatory and 4 optional units).
- Core Skills at SCQF Level 6: Communication, Numeracy, Information and Communication Technology, Problem Solving, Working with Others
- One mandatory enhancement must be achieved. This can be either:Another qualification related to the apprentice's job role One unit from an SVQ at SCQF Level 6 or above relevant to the apprentice's job role.One additional unit from the Management SVQ at SCQF Level 7.

Course content

- Understanding the business environment
- Understanding legal, regulatory and ethical requirements in sales or marketing
- Using collaborative technologies
- Principles of marketing and evaluation
- Developing own professionalism
- Digital metrics and analytics

This apprenticeship is suitable for

Professionals working in a marketing, sales or advertising capacity who are looking to:

- Develop technical skills
- Obtain a formal qualification
- Continue professional development

Relevant job roles

Website Administrator, Digital Marketing Assistant, Communications Officer, Social Media Executive

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Digital & Technology

MODERN APPRENTICESHIP IN DIGITAL TECHNOLOGY (SCQF LEVEL 6)

Duration - 12-24 months

Overview

This apprenticeship is designed to provide individuals with the relevant skills and knowledge to succeed within their specialised area of work. This qualification has five pathways to suit the apprentices specific job role and development requirements. Candidates must complete one of the five specialist pathways to achieve the full qualification.

Available Pathways

- Diploma in Digital Technology: Software Development at SCQF Level 6 (9 mandatory units)
- Diploma in Digital Technology: Cyber Security at SCQF Level 6 (8 mandatory and 2 optional units)
- Diploma in Digital Technology: Data Analytics at SCQF Level 6 (8 mandatory units)
- Diploma in Digital Technology: IT Support at SCQF Level 6 (7 mandatory units)
- Diploma in Digital Technology: IT Infrastructure at SCQF Level 6 (6 mandatory and 2 optional units)

Key outcomes

- One of the 5 specialist diplomas listed above
- Core Skills at SCQF Level 6: Information and Communication Technology
- Core Skills at SCQF Level 5: Communication, Numeracy, Problem Solving and Working with Others
- Meta Skills

This apprenticeship is suitable for

Individuals working throughout the digital technology field who are looking to:

- Develop specialist skills
- Obtain a formal qualification
- Continue professional development

Relevant job roles (IT Related)

Analyst, Technician, Engineer, Apprentice in relevant pathway

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Digital & Technology

TECHNICAL APPRENTICESHIP IN DIGITAL TECHNOLOGY (SCQF LEVEL 8)

Duration - 12-24 months

Overview

This apprenticeship is designed to provide established IT professionals with the relevant skills and knowledge to succeed within their specialised area of work. This qualification has six pathways to suit the apprentices specific job role and development requirements. Candidates must complete one of the three specialist pathways to achieve the full qualification.

Available Pathways

- Diploma in Digital Technology: Software Development at SCQF Level 8 (8 mandatory units)
- Diploma in Digital Technology: Cyber Security at SCQF Level 8 (7 mandatory and 4 optional units)
- Diploma in Digital Technology: Data Analytics at SCQF Level 6 (9 mandatory and 1 optional units)
- Diploma in Digital Technology: IT Support SCQF Level 8
- Diploma in Digital Technology: Network Infrastructure at SCQF Level 8
- Diploma in Digital Technology: Cloud Infrastructure at SCQF Level 8

Key outcomes

- One of the 6 specialist diplomas listed above
- Meta Skills

This apprenticeship is suitable for

Individuals working throughout the digital technology field in established roles who are looking to:

- Develop specialist skills
- Obtain a formal qualification
- Continue professional development

Relevant job roles (IT Related)

Analyst, Technician, Engineer, Officer

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.





Construction

MODERN APPRENTICESHIP IN CARPENTRY & JOINERY (SCQF LEVEL 6)

Duration - 2 – 4 years (Depending on experience)

Overview

This course has been developed alongside industry experts to specifically train Modern Apprentice Joiners employed within the sector in domestic and commercial joinery installation, maintenance and repair. On successful completion of this course, candidates will become fully qualified Site Joiners. The course is delivered by highly experienced joinery lecturers utilising bespoke workshops and fully enabled IT Facilities.

Key outcomes

- SVQ in Carpentry and Joinery (Construction) Site Carpentry at SCQF Level 6 (8 mandatory and 2 optional units)
- PDA in Carpentry and Joinery at SCQF Level 6 (20 mandatory units)
- Core Skills at SCQF Level 5: Communication, Numeracy, Problem Solving, Working with Others
- Core Skills at SCQF Level 4: Information and Communication Technology
- Meta Skills

Course Content

- Conform to General Workplace Health, Safety and Welfare
- Install First Fixing Components
- Install Second Fixing Components
- Set Up and Use Transportable Cutting and Shaping Machines

This apprenticeship is suitable for

New and pre-existing employees within the Construction sector who are working within a Carpentry and Joinery capacity. Ideal candidates will be looking to:

- Develop and apply skills and knowledge
- Gain a recognised qualification
- Progress career within the field of Construction

Relevant job roles

Apprentice Carpenter and Joiner, Construction Operative (Carpentry and Joinery), Site Carpentry Assistant, Workshop/Bench Joinery Assistant Property Maintenance Assistant, Shopfitting Assistant, Labourer

Delivery model

Candidates will attend college on a block release basis over a four-year period -

Year 1: 18 Weeks (two-week block release from August to May)

Year 2: 10 Weeks (two-week block release from August to March)

Year 3: 1 Week – Guidance and review session in May

Year 4: 2 weeks – Skills test and practice in June

Construction

MODERN APPRENTICESHIP IN PAINTING AND DECORATING (SCQF LEVEL 6)

Duration - 2 – 4 years (Depending on experience)

Overview

This course has been developed alongside industry experts to specifically train Modern Apprentice Painters and Decorators employed within the sector in domestic and commercial painting and decorating, maintenance, and repair. On successful completion of this course, candidates will become fully qualified Painters and Decorators. The course is delivered by highly experienced lecturers utilising bespoke workshops and fully enabled IT facilities.

Key outcomes

- SVQ in Painting and Decorating (Construction) at SCQF Level 6 (8 mandatory and 2 optional units)
- PDA in Painting and Decorating at SCQF Level 6 (20 mandatory units)
- Core Skills at SCQF Level 5: Communication, Numeracy, Problem Solving, Working with Others
- Core Skills at SCQF Level 4: Information and Communication Technology
- Meta Skills

Course Content

- Erect and Dismantle Access/Working Platforms
- Prepare Surfaces for Painting and/or Decorating
- Apply Coatings by the Airless Spray Method
- Hang Wallcoverings to Complex Surfaces

This apprenticeship is suitable for

New and pre-existing employees within the Construction sector who are working within a Painting and Decorating capacity. Ideal candidates will be looking to:

- Develop and apply skills and knowledge
- Gain a recognised qualification
- Progress career within the field of Construction

Relevant Job Roles

Apprentice Painter and Decorator, Painter and Decorator, Maintenance/Commercial/Domestic Painter & Decorator, Industrial Painter & Decorator, Spray Painter (construction/interiors), Facilities Maintenance Painter, Shopfitting / Interior Finishes Operative

Delivery model

Candidates will attend college on a block release basis over a four-year period -

Year 1: 18 Weeks (two-week block release from August to May)

Year 2: 10 Weeks (two-week block release from August to March)

Year 3: 1 Week – Guidance and review session in May

Year 4: 2 weeks – Skills test and practice in June

Engineering

MODERN APPRENTICESHIP IN ENGINEERING (ASSET LIFECYCLE AND MAINTENANCE) (SCQF LEVEL 7)

Duration - 4 years

Overview

This apprenticeship provides the skills, knowledge and competence required to become an engineering professional within the specialism of Asset Lifecycle and Maintenance.

Key outcomes

- EAL Diploma in Engineering at SCQF Level 7 (Asset Lifecycle and Maintenance Pathway)
- NC/HNC in an Engineering or Engineering related discipline at SCQF 5 or above
- SVQ Performing Engineering Operations at SCQF Level 5

Course Content

- Perform Core Engineering activities
- Understand good environmental practices, the importance of sustainability and how to apply this within your area of responsibility
- Develop meta-skills and personal professionalism through reflective practice, goal setting and active learning to improve own performance

This apprenticeship is suitable for

Individuals working in a range of entry-level Engineering and Manufacturing settings who are looking to:

- Develop and apply skills and knowledge
- Gain a recognised qualification
- Progress career within the field of Engineering

Relevant job roles

Maintenance Engineer/Technician, Instrumentation and Control Technician, Valve Technician, Electrical and Mechanical Fitter/Engineer, Installation Engineer, Commissioning Engineer, Test Engineer

Delivery model

Year 1: Performing Engineering Operations (PEO2) Level 2 SVQ. Attending college 3 – 5 days per week

Year 2 & 3: SVQ & NC/HNC based. Will attend college 1 day per week and be assessed in the workplace.

Year 4: Entirely SVQ based. Workplace attendance only and will be assessed in the workplace.

From Year 2 onwards, apprentices will be allocated an assessor who will arrange regular on-site visits to enable effective delivery of the SVQ programme with course work being uploaded to our E-portfolio system. Delivery model is subject to change to suit the needs of the employer, this will be discussed and agreed prior to the apprentices start date.

Engineering

MODERN APPRENTICESHIP IN ENGINEERING (MANUFACTURING AND FABRICATION) (SCQF LEVEL 7)

Duration - 4 years

Overview

This apprenticeship provides the skills, knowledge and competence required to become an engineering professional within the specialism of Manufacturing and Fabrication.

Key outcomes

- EAL Diploma in Engineering at SCQF Level 7 (Manufacturing and Fabrication Pathway)
- NC/HNC in an Engineering or Engineering related discipline at SCQF 5 or above
- SVQ Performing Engineering Operations at SCQF Level 5

Course content

- Perform Core Engineering activities
- Understand good environmental practices, the importance of sustainability and how to apply this within your area of responsibility
- Develop meta-skills and personal professionalism through reflective practice, goal setting and active learning to improve own performance

This apprenticeship is suitable for

Individuals working in a range of entry-level Engineering and Manufacturing settings who are looking to:

- Develop and apply skills and knowledge
- Gain a recognised qualification
- Progress career within the field of Engineering

Relevant job roles

Machinist, Welder, Fabricator, Pipe Fitter, Production/Process Control Technician, Automation Engineer, Tool Maker.

Delivery model

Year 1: Performing Engineering Operations (PEO2) Level 2 SVQ. Attending college 3 – 5 days per week

Year 2 & 3: SVQ & NC/HNC based. Will attend college 1 day per week and be assessed in the workplace.

Year 4: Entirely SVQ based. Workplace attendance only and will be assessed in the workplace.

From Year 2 onwards, apprentices will be allocated an assessor who will arrange regular on-site visits to enable effective delivery of the SVQ programme with course work being uploaded to our E-portfolio system. Delivery model is subject to change to suit the needs of the employer, this will be discussed and agreed prior to the apprentices start date.

Engineering

MODERN APPRENTICESHIP IN GAS ENGINEERING (SCQF LEVEL 6)

Duration - 3 years

Overview

This apprenticeship has been developed alongside Industry to specifically train Modern Apprentice Gas Engineers employed within the sector. On successful completion of this course, apprentices will become fully qualified Domestic Gas Service Engineers and Gas Safe registered. The course is delivered by highly experienced engineering lecturers utilising bespoke workshops and fully enabled IT facilities.

Key outcomes

- EAL Awards CBQ in Gas Engineering at SCQF Level 6 (7 mandatory units and 6 optional pathways – one of which must be chosen depending on the requirements of the job role)
- Core Skills at SCQF Level 5: Communication, Numeracy, Problem Solving, Working with Others, Information and Communication Technology
- One additional enhancement

Course Content

- Understanding Gas Safety
- Gas Tightness and Purging
- Install gas heating and wet central heating appliances
- Specific Core Installation and Maintenance
- Water Supply (water Fittings) Regulations and Water Bylaws in the UK. This includes Unvented Hot Water Storage

This apprenticeship is suitable for

New and pre-existing employees within the Gas Engineering field who are looking to:

- Develop and apply skills and knowledge
- Gain a recognised qualification
- Progress career within the field of Gas Engineering

Relevant job roles

Gas Engineering Operative/Gas Operative Gas Installation Engineer, Gas Service Engineer, Gas Maintenance Engineer, Domestic/Commercial Gas Engineer

Delivery model

Apprentices will attend college on a block release basis over a three-year period.

Year 1: 14 Weeks

Year 2: 14 Weeks

Year 3: 10 Weeks



Hospitality & Leisure

MODERN APPRENTICESHIP IN FOOD AND DRINK OPERATIONS - BREWING SKILLS (SCQF LEVEL 5)

Duration - 12 months

Overview

This apprenticeship has been developed by the National Skills Academy for Food and Drink in collaboration with key employers within the sector. This course equips new and pre-existing employees with the right training and skills to operate successfully within brewing facilities and operations. This course offers a wide variety of optional units to cater to the candidate's particular job area.

Key outcomes

- SVQ in Food and Drink Operations (Brewing Skills) at SCQF level 5 (2 mandatory and 6 optional units)
- Core Skills at SCQF Level 4: Communication, Working with Others, Problem Solving, Information and Communication Technology and Numeracy
- Two additional outcomes, including one in Food Safety or Food Hygiene
- Meta Skills

Course content

- Maintain Workplace Food Safety Standards in Manufacture
- Work Safely in Food Manufacture

This apprenticeship is suitable for

Brewery operators that are trained to deal with routine tasks who are looking to:

- Develop job role competency
- Enhance technical skills
- Obtain a formal qualification

Relevant job roles

Assistant Brewer, Brewing Operator, Junior Brewer

Delivery model

The training offered through this programme is entirely work-based. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system. Depending on the choice of enhancement, additional training may be required.

Hospitality & Leisure

MODERN APPRENTICESHIP HOSPITALITY TEAM MEMBER (SCQF LEVEL 5)

Duration - 12 months

Overview

This apprenticeship is designed to enhance the technical skills and knowledge of candidates working across the hospitality sector. Alongside core topics, this course benefits from a wide array of optional units enabling candidates and employers to tailor the learning journey across a wide variety of job roles and responsibilities.

Key outcomes

- SVQ in Hospitality Services at SCQF Level 5 (3 mandatory and 7 optional units)
- Core Skills at SCQF Level 4: Communication, Working with Others, Problem Solving, Information and
- Communication Technology and Numeracy
- Basic Health & Safety at Work Certificate (all apprentices)
- Allergen Awareness Certificate (for apprentices dealing with food and/or drink)
- Basic Food Hygiene Certificate (for apprentices dealing with food)
- Scottish Award for Licensed Premises Staff (for apprentices dealing with the sale or service of alcohol)
- Meta Skills

Course content

- Maintain health and safety in hospitality
- Work effectively as part of a hospitality team
- Impact of personal behaviour in hospitality

This apprenticeship is suitable for

Individuals working in service roles across the hospitality industry who are looking to:

- Learn more about the sector
- Enhance technical skills
- Obtain a formal qualification

Relevant job roles

Catering Assistant, Housekeeping Assistant, General Assistant, Waiter/Waitress, Bar Operative

Delivery model

The training offered through this programme is entirely work-based with the exception of the Health and Safety and Food Hygiene enhancement certificates. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Hospitality & Leisure

MODERN APPRENTICESHIP IN HOSPITALITY SUPERVISION AND LEADERSHIP (SCQF LEVEL 7)

Duration - 12 months

Overview

The qualification provides participants with the knowledge and tools to work within supervisory and leadership positions throughout the hospitality industry. Aimed at enhancing candidates' skills and confidence in areas such as team management, customer service, and operational efficiency, this program not only supports individuals in advancing their careers but also contributes to the overall growth and success of the hospitality industry.

Key outcomes

- SVQ in Hospitality Supervision & Leadership at SCQF Level 7 (4 mandatory and 4 optional units)
- Core Skills at SCQF Level 5: Numeracy, Information and Communication Technology
- Core Skills at SCQF Level 6: Communication, Problem Solving, Working with Others
- Two enhancements that will be achieved within the first 12 weeks of the apprenticeship
- Meta Skills

Course content

- Provide leadership for your team
- Develop productive working relationships with colleagues
- Contribute to the control of resources
- Maintain the health, hygiene, safety, and security of the working environment

This apprenticeship is suitable for

- Professionals working within a supervisory capacity in the hospitality industry for a minimum of six months. Ideal candidates will be looking to:
- Develop and certificate skills.
- Obtain a formal qualification.
- Continue professional development

Relevant job roles

Assistant Brewer, Brewing Operator, Junior Brewer.

Delivery model

The training offered through this programme is entirely work-based. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system. Depending on the choice of enhancement, additional training may be required.

Hospitality & Leisure

TECHNICAL APPRENTICESHIP IN HOSPITALITY MANAGEMENT SKILLS (SCQF LEVEL 8)

Duration - 18-24 months

Overview

This apprenticeship blends theoretical knowledge with practical experience to prepare participants for the challenges and responsibilities of managing hospitality operations. This program not only empowers individuals to pursue rewarding careers in hospitality management, but also contributes to the overall success and sustainability of the hospitality industry.

Key outcomes

- SVQ in Hospitality Management Skills at SCQF Level 8 (3 mandatory units and 7 optional units)
- Career Skills units at SCQF Level 7 or above (must achieve a minimum of 15 Credits in total)
- Meta Skills

Course content

- Manage the Performance of Teams and Individuals
- Comply with the Relevant Legislative and Regulatory Requirements in Hospitality
- Manage Your Own Resources and Professional Development

This apprenticeship is suitable for

Senior employees with significant experience working within the hospitality industry. Ideal candidates will be looking to:

- Enhance and develop skills.
- Obtain a formal qualification.
- Continue professional development

Relevant job roles

Kitchen Managers, Head Chefs, Housekeeping Managers, Catering Managers and Heads of Departments.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Hospitality & Leisure

MODERN APPRENTICESHIP CHEF (SCQF LEVEL 5)

Duration - 12 months

Overview

This program is designed to equip individuals with the skills and knowledge necessary for a career in the culinary arts industry. Candidates will cover a wide variety of cookery-based topics as well as team-working and health and safety. This course can support the development of new entrants to the industry and pre-existing staff who require upskilling.

Key outcomes

- Diploma in Professional Cookery at SCQF Level 5
- Core Skills at SCQF Level 4:
- Communication, Working with Others, Problem Solving, Information and Communication Technology and Numeracy
- Basic Food Hygiene Certificate
- Allergen Awareness Certificate
- Basic Food Hygiene Certificate
- Meta Skills

Course content

- Work safely and hygienically
- Follow dish specifications and instructions
- Learn and use many common techniques for preparing, cooking
- Maintain food safety in a kitchen environment and presenting food in professional kitchens

This apprenticeship is suitable for

Individuals currently employed in the food, cookery and hospitality industry who prepare and cook food. Ideal candidates will be looking to:

- Learn more about the sector
- Improve kitchen skills
- Obtain a formal qualification

Relevant job roles

Kitchen Porter, Junior Chef, Food Production Operative, Cook

Delivery model

The training offered through this programme is entirely work-based with the exception of the Health and Safety and Food Hygiene enhancement certificates. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Hospitality & Leisure

MODERN APPRENTICESHIP CHEF (SCQF LEVEL 6)

Duration - 12 months

Overview

This is an advanced course to support candidates to refine and progress skills within their current field of practice. Alongside core topics, this course benefits from a wide array of optional units enabling candidates and employers to tailor the learning journey to suit development requirements.

Key outcomes

- SVQ in Professional Cookery at SCQF Level 6 (2 mandatory and 10 optional units)
- Core Skills at SCQF Level 4: Communication, Working with Others, Problem Solving, Information and Communication Technology and Numeracy
- Health & Safety at Work Certificate
- Ensure Food Safety Practices are Followed in the Preparation and Serving of Food and Drink or Intermediate Food Hygiene Certificate
- Meta Skills

Course content

- Maintain Food Safety in a Kitchen Environment
- Maintain the Health, Hygiene, Safety and Security of the Working Environment

This apprenticeship is suitable for

Candidates should be currently employed in a professional kitchen setting. Applicants must have excellent knife and food preparation skills and a vast range of cooking method skills and extensive knowledge of food items. Ideal candidates will be looking to:

- Develop advanced kitchen skills
- Progress within role
- Obtain a formal qualification

Relevant job roles

Commis Chef, Assistant Chef, Kitchen Assistant, Junior Chef, Chef de Partie

Delivery model

The training offered through this programme is entirely work-based with the exception of the Health and Safety and Food Hygiene enhancement certificates. The apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.





Facilities

MODERN APPRENTICESHIP IN FACILITIES SERVICES (SCQF LEVEL 5)

Duration - 12 months

Overview

This apprenticeship supports candidates to develop their facility service knowledge and skills that can be applied in a variety of job roles and settings. This course provides learners with the tools to work safely and efficiently whilst maintaining the highest levels of customer care and service.

Key outcomes

- SVQ in Facilities Services at SCQF Level 5 (3 mandatory and 3 optional units)
- Core Skills at SCQF Level 3: Information and Communication Technology
- Core Skills at SCQF Level 4 : Communication , Numeracy , Problem Solving, Working with Others
- Meta Skills

Course content

- Make Sure Your Own Actions Reduce the Risks to Health and Safety
- Promote and Maintain Services Delivery in a Facilities Services Environment
- Recognise and Deal with Customer Queries, Requests and Problems

This apprenticeship is suitable for

Individuals in an operational role performing general facilities duties (Soft services) ideally for a minimum of 6 months upon commencing apprenticeship. Candidates should be looking to:

- Develop facility service skills
- Obtain a formal qualification
- Continue professional development

Relevant job roles

Groundsman, Cleaner, Caretaker, Security Officer, Porter, Waste Operative, Janitor, Stores Operative, Pool/Leisure Attendant, Facilities Assistant, Maintenance Assistant.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Facilities

MODERN APPRENTICESHIP IN FACILITIES MANAGEMENT (SCQF LEVEL 7)

Duration - 12 months

Overview

The qualification provides participants with the skills and knowledge to take on supervisory and leadership roles in various facility service settings. Alongside core topics, this course benefits from a wide array of optional units enabling candidates and employers to tailor the learning journey and support specialised leadership progression.

Key outcomes

- SVQ in Facilities Management at SCQF Level 7 (3 mandatory and 5 optional units)
- Core Skills at SCQF Level 5: Communication, Numeracy, Information and Communication Technology, Problem Solving, Working with Others
- Meta Skills

Course content

- Establish and Monitor the Facilities Required by a Client
- Develop Productive Working Relationships with Colleagues
- Ensure Health and Safety Requirements are Met in Your Area of Responsibility

This apprenticeship is suitable for

A senior supervisor/team leader with a minimum of 2 years' experience in the role or an established line/middle manager within a Facilities Environment (Soft or Hard Services)

- Develop leadership skills
- Obtain a formal qualification
- Continue professional development

Relevant job roles

Facilities Services Manager, Security Manager, Cleaning Manager, Estates Manager, Maintenance Manager, Head Janitor/Caretaker, Soft Services Manager

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.





Management

MODERN APPRENTICESHIP IN MANAGEMENT (SCQF LEVEL 7)

Duration - up to 24 months

Overview

This qualification offers a valuable pathway for those looking to pursue a career in management. Candidates will build upon and develop their managerial skills and be supported through mentoring to meet the demands of modern-day business environments. This qualification is jointly awarded with the Chartered Institute of Management (CMI) and candidates can take advantage of 12 months free studying membership of CMI.

Key outcomes

- SVQ in Management at SCQF Level 7 (4 mandatory and 3 optional units)
- Core Skills at SCQF Level 5: Communication, Numeracy, Information and Communication Technology, Problem Solving, Working with Others
- One core skill at a higher level, one unit from an SVQ at SCQF Level 6 or above relevant to the apprentice's job role or one additional unit from the Management SVQ at SCQF Level 7
- Meta Skills

Course content

- Develop your knowledge, skills, and competence
- Lead your team
- Manage people's performance at work
- Provide healthy, safe, secure and productive working environments and practices

This apprenticeship is suitable for

Individuals employed with managerial responsibility who are looking to:

- Develop management and leadership skills
- Obtain a formal qualification
- Continue professional development

Relevant job roles

Line Manager, Section Managers, Assistant Manager, Trainee Manager, Senior Supervisor

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Management

TECHNICAL APPRENTICESHIP IN MANAGEMENT (SCQF LEVEL 9)

Duration - up to 24 months

Overview

This qualification offers a valuable pathway for those looking to pursue a career in management. Candidates will develop and enhance their managerial skills and be supported through mentoring to meet the demands of modern-day business environments. This qualification is jointly awarded with the Chartered Institute of Management (CMI) and candidates can take advantage of 12 months free studying membership of CMI.

Key outcomes

- SVQ in Management at SCQF Level 9 (4 mandatory and 4 optional units)
- Career Skills units at SCQF Level 7 or above (must achieve a minimum of 15 Credits in total)
- Meta Skills

Course content

- Develop Operational Plans
- Provide Leadership in Your Area of Responsibility
- Develop and Sustain Productive Working Relationships with Stakeholders
- Manage Business Processes

This apprenticeship is suitable for

Individuals employed in managerial roles who are looking to:

- Enhance management and leadership skills
- Obtain a formal qualification.
- Continue professional development.

Relevant job roles

Manager, Operations Manager, Department Manager, Area Manager, Specialist Manager

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Management

PROFESSIONAL APPRENTICESHIP IN MANAGEMENT (SCQF LEVEL 11)

Duration - up to 24 months

Overview

This qualification recognises the knowledge and skills required of senior managers across public and private sectors. It has been designed to provide a robust and certificated qualification which equips professionals with a range of knowledge, skills, and values to effectively lead and drive organisational change. This qualification is jointly awarded with the Chartered Institute of Management (CMI) and candidates can take advantage of 12 months free studying membership of CMI.

Key outcomes

- SVQ in Management at SCQF Level 11 (3 mandatory and 4 optional units)
- Career Skills units at SCQF Level 8 or above (must achieve a minimum of 20 Credits in total)
- Meta Skills

Course content

- Lead your organisation
- Manage continuous improvement
- Identify and evaluate opportunities for innovation and improvement

This apprenticeship is suitable for

Individuals employed in senior managerial roles who are looking to:

- Enhance expertise in management and leadership
- Obtain a formal qualification
- Continue professional development

Relevant job roles

Director, Head of Department, Manager, Regional Manager, Senior Manager

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Management

TECHNICAL APPRENTICESHIP IN PROJECT MANAGEMENT (SCQF LEVEL 8)

Duration - 24 months

Overview

This apprenticeship is designed to support candidates develop a wide range of skills that can be applied throughout the lifecycle of business projects. Learners will be expected to put their learning into practice under the guidance of experienced mentors and produce a portfolio of work for evidence requirements.

Key outcomes

- Diploma in Project Management at SCQF Level 8 (8 mandatory units)
- APM Project Management Qualification (PMQ) at SCQF Level 7
- Meta Skills

Course content

- Developing personal & professional practice through project delivery
- Project initiation
- Project planning & scheduling
- Project monitoring & reporting
- Contract & quality management
- Managing teams & stakeholders
- Managing budgets & risk
- Understanding your organisation and its approach to project management

This apprenticeship is suitable for

Individuals who function within a project management in their job role who are looking to:

- Lead on complex projects
- Obtain a formal qualification.
- Continue professional development.

Relevant job roles

Project Support Officer, Project Coordinator, Project Controller, Project Scheduler, Project Management Analyst, Junior Project Manager

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.





Maritime Occupations

MODERN APPRENTICESHIP IN MARITIME OCCUPATIONS: ABLE SEAFARER ENGINE ROOM (SCQF LEVEL 5)

Duration - 18 months

Overview

This award is ideal for individuals embarking on a career within the maritime sector. The diploma provides the skills, knowledge and competence required to become a maritime professional in a wide range of job roles.

Key outcomes

- Diploma in Maritime Studies: Able Seafarer (Engine Room) at SCQF Level 5 (10 mandatory and 3 optional units)
- Core Skills at SCQF Level 4: Communication, Numeracy, Information and Communication Technology, Problem Solving, Working with Others
- Meta Skills
- Personal survival techniques ('PST')
- Fire prevention and firefighting
- Elementary first aid
- Personal safety and social responsibilities ('PSSR')
- Entry into Enclosed Spaces

This apprenticeship is suitable for

Individuals pursuing the role of Able Seafarer within the maritime industry who are looking to:

- Gain specific job role training
- Enhance skills and knowledge
- Gain formal qualifications

Delivery model

Phase 1 – College based training (approximately 4 weeks)

Phase 2 – Sea time (approximately 2 months)

Phase 3 – College based training (approximately 5 weeks)

Phase 4 – Sea time (approximately 6 months)

Maritime Occupations

MODERN APPRENTICESHIP IN MARITIME OCCUPATIONS: ABLE SEAFARER DECK (SCQF LEVEL 5)

Duration - 24 months

Overview

This award is ideal for individuals embarking on a career within the maritime sector. The diploma provides the skills, knowledge and competence required to become a maritime professional in a wide range of job roles.

Key outcomes

- Certificate in Maritime Studies: Able Seafarer (Deck) at SCQF Level 5 (5 mandatory units)
- Award in Maritime Studies: Deck Rating at SCQF Level 5 (8 mandatory units)
- Core Skills at SCQF Level 4: Communication, Numeracy, Information and Communication Technology, Problem Solving, Working with Others
- Meta Skills
- Personal survival techniques ('PST')
- Fire prevention and firefighting
- Elementary first aid
- Personal safety and social responsibilities ('PSSR')
- Entry into Enclosed Spaces

This apprenticeship is suitable for

Individuals pursuing the role of Able Seafarer within the maritime industry who are looking to:

- Gain specific job role training
- Enhance skills and knowledge
- Gain formal qualifications

Delivery model

Phase 1 – College based training (approximately 4 weeks)

Phase 2 – Sea time (approximately 2 months)

Phase 3 – College based training (approximately 4 weeks)

Phase 4 – Sea time (approximately 12 months)



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Social Services & Healthcare

MODERN APPRENTICESHIP IN SOCIAL SERVICES AND HEALTHCARE (SCQF LEVEL 6)

Duration - up to 12 months

Overview

This qualification has been designed in partnership with the Sector Skills Organisation, Skills for Care and Development. Particularly relevant to health and social care employees in supporting roles, this course will allow candidates to demonstrate competence in job related skills. Meeting a requirement by the SSSC, everyone employed in this capacity is expected to work towards the achievement of this qualification.

Key outcomes

- Social Services and Healthcare SVQ Level 2 (SCQF Level 6) (4 mandatory and 2 optional units)
- Core Skills at SCQF Level 4: Numeracy, Information and Communication Technology
- Core Skills at SCQF Level 5: Communication, Problem Solving, Working with Others
- Meta Skills

Course content

- Support effective communication
- Support the health and safety of yourself and individuals
- Develop your own knowledge and practice
- Support the safeguarding of individuals

This apprenticeship is suitable for

Individuals employed in social service, care, or healthcare settings. To demonstrate sufficient evidence, employees must be carrying out direct caring tasks as part of their routine responsibilities including an element of personal care.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Social Services & Healthcare

MODERN APPRENTICESHIP IN SOCIAL SERVICES AND HEALTHCARE (SCQF LEVEL 7)

Duration - up to 12 months

Overview

This qualification has been designed in partnership with the Sector Skills Organisation, Skills for Care and Development. Particularly relevant to health and social care practitioners with supervisory responsibilities, this course will allow candidates to demonstrate competence in job related skills. Meeting a requirement by the SSSC, everyone employed in this capacity is expected to work towards the achievement of this qualification.

Key outcomes

- Social Services and Healthcare SVQ Level 3 (SCQF Level 7) (4 mandatory and 4 optional units)
- Core Skills at SCQF Level 5: Numeracy, Information and Communication Technology
- Core Skills at SCQF Level 6: Communication, Problem Solving, Working with Others
- Meta Skills

Course content

- Promote effective communication
- Promote health, safety and security in the work setting
- Develop your practice through reflection and learning
- Promote the safeguarding of individuals

This apprenticeship is suitable for

Practitioners currently employed within social service, care, or healthcare settings. To demonstrate sufficient evidence for this qualification, applicants must have additional responsibilities such as supervising team members, providing specialist services, or mentoring colleagues. Candidates must have worked within the sector for at least six months prior to applying for the award.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Social Services & Healthcare

MODERN APPRENTICESHIP IN CHILDREN AND YOUNG PEOPLE (SCQF LEVEL 7)

Duration - up to 12 months

Overview

This qualification has been designed in partnership with the Sector Skills Organisation, Skills for Care and Development. Particularly relevant to early years and daycare settings for children and young people, this course will allow candidates to demonstrate competence in job related skills. Meeting a requirement by the SSSC, everyone employed in this capacity is expected to work towards the achievement of this qualification.

Key outcomes

- Social Services Children and Young People SVQ Level 3 (SCQF Level 7) (4 mandatory and 4 optional units)
- Core Skills at SCQF Level 5: Numeracy, Information and Communication Technology
- Core Skills at SCQF Level 6: Communication, Problem Solving, Working with Others
- Meta Skills

Course content

- Promote effective communication
- Promote health, safety and security in the work setting
- Develop your practice through reflection and learning
- Promote the safeguarding of children and young people

This apprenticeship is suitable for

Practitioners employed in settings like childminding, out-of-school clubs, educational institutions, or residential/day settings for children and young people.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Social Services & Healthcare

TECHNICAL APPRENTICESHIP IN SOCIAL SERVICES AND HEALTHCARE (SCQF LEVEL 9)

Duration - up to 18 months

Overview

This qualification has been designed in partnership with the Sector Skills Organisation, Skills for Care and Development. Critically reflecting on the practices and core elements of health and social care service provision, employees who complete this qualification will have the skills they need to take on supervisory/managerial roles in a range of services across the sector.

Key outcomes

- Social Services and Healthcare at SCQF Level 9 (4 mandatory and 4 optional units)
- Career Skills units at SCQF Level 7 or above (must achieve a minimum of 15 Credits in total)
- Meta Skills

Course content

- Maintain effective communication systems and practice
- Lead practice for health and safety in the work setting
- Take responsibility for the continuing professional development of yourself and others
- Lead practice that promotes the safeguarding of individuals

This apprenticeship is suitable for

Senior practitioners or individuals in a leadership role with significant experience in the social services and healthcare sector. Applicants should be able to demonstrate advanced skills and knowledge for evidence requirements. Candidates must have worked within the sector for at least six months prior to applying for the award.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Social Services & Healthcare

TECHNICAL APPRENTICESHIP IN CHILDREN AND YOUNG PEOPLE (SCQF LEVEL 9)

Duration - up to 18 months

Overview

This qualification has been designed in partnership with the Sector Skills Organisation, Skills for Care and Development. Critically reflecting on the practices and the core elements surrounding children's development, employees who complete this qualification will acquire the skills needed to take on supervisory/managerial roles in a range of services across the sector.

Key outcomes

- Social Services (Children and Young People) at SCQF Level 9 (4 mandatory and 4 Optional units)
- Career Skills units at SCQF Level 7 or above (must achieve a minimum of 15 Credits in total)
- Meta Skills

Course content

- Maintain effective communication systems and practice
- Lead practice for health and safety in the work setting
- Take responsibility for the continuing professional development of yourself and others
- Lead practice that promotes the safeguarding of children and young people

This apprenticeship is suitable for

Practitioners in a leadership role with significant experience in a range of services that support children and young people. Apprentices should be able to demonstrate advanced skills and knowledge for evidence requirements.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

Social Services & Healthcare

PROFESSIONAL APPRENTICESHIP IN CARE SERVICES LEADERSHIP AND MANAGEMENT (SCQF LEVEL 10)

Duration - up to 18 months

Overview

This qualification recognises the knowledge and skills required of professional managers within the care sector. It has been designed to provide a robust and certificated qualification which equips individuals with a range of knowledge, skills, and values to enable them to take on the leadership and management challenges facing care services today.

Key outcomes

- Level 4 SVQ (SCQF Level 10) in Care Services Leadership and Management (4 mandatory units and 4 optional units)
- Career Skills units at SCQF Level 8 (must achieve a minimum of 20 Credits in total)
- Meta skills

Course content

- Manage and develop yourself and your workforce within the care service
- Lead and manage practice that promotes the safeguarding of individuals
- Lead and manage practice for health and safety in the work setting
- Lead and manage effective communication systems and practice

This apprenticeship is suitable for

Established managers with significant experience in the social services and healthcare sector. Candidates should be able to demonstrate advanced skills and knowledge for evidence requirements.

Delivery model

The training offered through this programme is entirely work-based. Each apprentice will be assigned an assessor who will schedule regular meetings to ensure the programme is delivered effectively. Assessments will be uploaded to our E-Portfolio system.

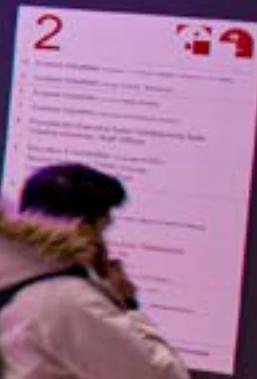


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2





Contact us

Thinking about taking on an apprentice? Looking to upskill in your career? Or maybe just looking for some more information. Get in touch with us using the contact email below and one of our team will get back to you.

Apprenticeships@cityofglasgowcollege.ac.uk

Useful Links

[City of Glasgow College](#)

[Apprenticeships.scot](#)

[Apprenticeships.scot \(FAQs\)](#)

[Our Skillsforce - Help with Recruitment](#)

[Our Skillsforce – Inclusive Recruitment](#)

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