

A man and a woman are working in a server room. The man, on the left, has a beard and is wearing safety glasses and a black polo shirt with a logo that says 'DAMES INTERNATIONAL SUPPLY PARTS'. The woman, on the right, is also wearing safety glasses and a high-visibility yellow vest over a black shirt. They are both looking at a laptop screen. The background is filled with server racks and various electronic components.

Skills
Development
Scotland

SCOTTISH APPRENTICESHIPS A GUIDE FOR EMPLOYERS

apprenticeships.scot

CONTENTS

Why apprenticeships are important and why we're involved A word from Paul Campbell, Scottish Water	4
Scottish Apprenticeships are changing The benefits of apprenticeships to employers	6
Which apprenticeship is right for your business? Compare Foundation, Modern and Graduate Apprenticeships	8
Foundation Apprenticeships	10
Modern Apprenticeships	12
Graduate Apprenticeships	16
Apprenticeships A to Z View every type of apprenticeship available	18

MAKING SKILLS WORK FOR SCOTLAND



At Skills Development Scotland, we believe passionately in the benefits that apprenticeships can offer Scotland's businesses.

Whether you're looking to improve your long term talent pipeline, or address skills shortages in the here and now, an apprenticeship programme offers a wide range of potential solutions to suit your business needs.

Apprenticeships are designed by employers, for employers. They are directly aligned to the needs of your industry and responsive to your requirements.

And it's this direct connection between what employers need, and what the education and skills system provides, that makes apprenticeships unique.

As a nation, we have ambitions to be one of the highest performing economies in Europe in terms of productivity, equality, wellbeing and sustainability. Realising these ambitions will take unprecedented levels of growth and improvement on current performance.

The best international evidence tells us that Europe's highest performing economies have strong work-based learning systems which contribute to fewer skills shortages; higher economic growth, higher productivity and lower youth unemployment.

That's why SDS is investing in significantly expanding apprenticeships in Scotland, developing a growing suite of apprenticeships, that you as a business can deploy in a flexible way to meet your own needs.

Scottish Apprenticeships now allow employers to introduce young people to their businesses whilst still at school, and keep them in the business until they are degree qualified.

Not only does this allow employers to directly shape the skills their business needs, but employers consistently tell us that apprenticeships lead to increased productivity, morale, staff loyalty and quality of service. It also significantly reduces the cost overheads associated with recruitment.

Each year, more than 12,000 Scottish businesses, from family firms to global companies, from Shetland to the Borders are already benefiting from apprenticeships.

If you'd like to join them, or find out more about how apprenticeships can help deliver the skills and talent your business needs, contact Skills Development Scotland today.

Damien Yeates
Chief Executive,
Skills Development Scotland

WHY APPRENTICESHIPS ARE IMPORTANT AND WHY WE'RE INVOLVED



We use the full range of the apprenticeship family within Scottish Water to develop the people and skills we need for the future and our apprenticeship programmes have extremely high currency within our business.

Many of our current leaders are former apprentices themselves and understand that there is great value in building for the future by providing young people with the technical skills required to serve our customers, who understand our business and who feel committed to the vital role that we play within Scotland's communities and society.

I believe there is massive potential to grow the apprenticeship offer in Scotland. Moreover, I think that the timing is better now than it has ever been. We now have a full family of apprenticeships which is enabling greater flexibility and choice than we have ever had and providing learning and progression pathways that people can enter into at different points in time and different life stages.

The apprenticeship brand is growing stronger year on year and if schools and businesses continue to create new partnerships and work together then there is massive potential to grow this further still and formalise learning pathways from Foundation right through to Graduate Apprenticeships.

The Scottish Apprenticeship Advisory Board is vitally important as a means to bring the business community closer to the development of the learning programmes, frameworks and initiatives that will enable us to capitalise business need for the future.

Paul Campbell

Head of Learning and Organisational Development, Scottish Water & Chair of Scottish Apprenticeship Advisory Board Employer Engagement Group



14% of employers report having skills gaps.¹

Apprenticeships respond to employer demand and help fill skills gaps.

Graduates lack: job specific skills, general employability related skills and real work experience.²

Graduate Apprentices learn on the job whilst working towards a degree qualification meaning you can shape the future workforce.

As a result of employing Modern Apprentices³

- **75%** of employers reported improved productivity.
- **72%** reported improved staff morale.
- **71%** reported improved product/service quality.

¹UKCES Employer Skills Survey, 2015

²2017 CBI/Pearson Education and Skills Survey

³Skills Development Scotland Modern Apprenticeships employer survey 2015





Across Scotland, over 12,000 businesses are involved in apprenticeships.

SCOTTISH APPRENTICESHIPS ARE CHANGING

Skills Development Scotland is working with industry and education to create world-class work-based learning pathways in Scotland.

These pathways are employer-led and aligned to the skills needs of industry – focused on fair work, economic growth and employment.

Scottish Apprenticeships are a great example of work-based learning. Apprenticeships enable you to invest in the talent you need for the growth you want. And with a new range of apprenticeships – Foundation, Modern and Graduate – there's never been a better time to get involved.

Benefits of apprenticeships to employers:

- they're designed by employers to help fill skills gaps
- Skills Development Scotland contributes towards training costs
- you get early access to a pipeline of future talent, making the recruitment process time and cost effective
- you will attract motivated people who want to get ahead in their careers.
- they lead to improved productivity, morale, staff retention and quality of service*

*Skills Development Scotland Modern Apprenticeships employer survey 2015



Samantha Haining,
Modern Apprentice,
Crichton Royal Farm



Lovemore Damba,
Modern Apprentice,
Falkirk Council

WHICH APPRENTICESHIP IS RIGHT FOR YOUR BUSINESS?

There are three different types of apprenticeship. Use the table below to see which apprenticeships offer the the best fit for your business.

Foundation Apprenticeships more info: P10

Apprentice age
Senior phase school pupil

Suitable for
School pupils

Qualification level
SCQF 6, the same level of learning as a Higher

Duration
Usually over two academic years

What happens?
Pupils spend time gaining knowledge with a local learning provider and get work experience with you

Working with
Learning providers, local authorities and schools, linking your business with the emerging young talent pipeline

Funding
Skills Development Scotland supports the cost of training. There's no financial cost to employers

You offer
Valuable work-based learning experience and support to achieve a recognised qualification, and industry skills

You get
Work ready young people with the skills and experience for the workplace

Modern Apprenticeships more info: P12

Apprentice age
16 +

Suitable for
New and existing employees

Qualification level
From SCQF level 5 to Professional Apprenticeships at SCQF level 12

Duration
Dependent on level of qualification and framework, and prior learning of employee

What happens?
Employees spend most of their time with you, learning on the job. Learning or additional training is supported by a local college or learning provider

Working with
Learning providers, who can help you work out the best way for employees to work towards their qualification

Funding
Skills Development Scotland contributes to the costs of training for apprentices aged 16-24, and 25+ for some frameworks

You offer
Employed status and support to achieve a recognised qualification

You get
Well trained, motivated staff with the right level of skills and qualifications to build the right skills for the workplace

Graduate Apprenticeships more info: P16

Apprentice age
16 +

Suitable for
New and existing employees

Qualification level
Available from SCQF level 8 (DipHE) up to SCQF level 11 (Master's degree)

Duration
Up to four years, depending on the level of qualification and programme of study

What happens?
Employees spend the majority of time with you in the workplace. Their learning is supported by a university or college

Working with
Universities or colleges, linking your business with further and higher education

Funding
Skills Development Scotland pays the learning costs to the learning provider for the duration of the course

You offer
Full time employment and support to achieve a degree qualification

You get
Industry ready graduates who understand your business

*The Scottish Credit and Qualifications Framework (SCQF) shows the mainstream Scottish qualifications credit rated by SQA. The framework demonstrates how qualifications relate to each other and to other forms of learning, and how different types of qualification can contribute to improving the skills of the workforce. View the framework at scqf.org.uk.

Get more information at apprenticeships.scot

Foundation Apprenticeships provide work-based learning opportunities for secondary school pupils making their senior phase subject choices.

Foundation Apprenticeships are for any business who may be considering:

- succession planning in response to an ageing workforce
- how to fill skills gaps
- how to better recruit and retain specialist skills
- how to better engage in new technologies such as social media
- how to reduce recruitment costs.

Young people spend time gaining work experience in your business as part of their studies in S5 and S6.

They'll undertake real projects for your business, designed to supplement school studies with real world experience.

This will be coordinated by a local learning provider, who'll also provide training to support the work experience as the young person works towards an industry-recognised qualification at the same level of learning as a Higher. As the young person is still at school there are no associated salary costs, plus Skills Development Scotland pays all training costs.

Foundation Apprenticeships have been developed with industry to meet real training needs and to fit with economic demand.

They create strong links between education and employers to help reduce youth unemployment. You'll be able to spot talent early and gain new skills and fresh thinking by working with young people before they leave school.

FOUNDATION APPRENTICESHIPS

Foundation Apprenticeships are available in:

- Accountancy
- Business Skills
- Civil Engineering
- Creative and Digital Media
- Engineering
- Financial Services
- Food and Drink Technologies
- Hardware and Systems Support
- Scientific Technologies
- Social Services Children and Young People
- Social Services and Healthcare
- Software Development

HOW TO GET INVOLVED

STEP 1

Visit apprenticeships.scot/foundation-apprenticeships and see the full range of Foundation Apprenticeships available in your area and register your interest.

STEP 2

One of our expert Foundation Apprenticeship specialists will then get in touch to discuss your requirements.

STEP 3

You will then be referred to your local learning provider to discuss your involvement.



Fraser Wallace,
Foundation Apprentice,
GE Caledonian

Modern Apprenticeships are a well established way to build a better workforce.



MODERN APPRENTICESHIPS

New employees or existing members of staff can undertake a Modern Apprenticeship.

Apprentices work towards an industry approved qualification, bringing new skills and ideas into your workplace.

A local learning provider can assist with managing their training, with Skills Development Scotland contributing towards the overall cost of training.

With over 80 frameworks and lots of different job types to choose from, you'll find a Modern Apprenticeship to suit your business.

HOW TO GET INVOLVED

STEP 1

Choose a Modern Apprenticeship to fit your business needs. Visit apprenticeships.scot/ma for the full list of job types.

STEP 2

Decide who your apprentice will be.

A new employee or upskilling an existing one? You could get help towards the costs either way.

STEP 3

Find a Training Provider or college.

Find a local training provider or college who will organise and deliver the training for your Modern Apprentice. They can also help source new recruits.

Or apply to Skills Development Scotland for a contract to deliver Modern Apprenticeships at apprenticeships.scot

STEP 4

Hire your Modern Apprentice.

You can advertise your vacancy for free by uploading it to apprenticeships.scot



Murrie Robertson,
Modern Apprentice, Active Schools,
East Ayrshire Council

**THERE ARE
OVER 80 TYPES
OF MODERN
APPRENTICESHIPS**

Below is a summary of Modern Apprenticeships in key sectors. A full list can be found on page 18.



Creative industries

Job roles include creative, digital media and fashion and textiles.



Energy

Lots of job roles including gas heating and energy efficiency, power distribution, smart meter installation and wind turbine operations.



Hospitality and tourism

Includes hospitality, travel services and active leisure, learning and well-being.



Construction

Includes roofing, plastering, carpentry, joinery, highway maintenance and plumbing.



ICT and digital technologies

Everything from business analysis to software development and information security.



Financial and business services

Job types include accounting, banking and insurance.



Engineering

Includes electrical engineering, manufacturing, aeronautical engineering and engineering construction.



Food and drink

Includes agriculture, aquaculture, food & drink operations and maritime occupations.



Life sciences

A range of job types covering animal science, laboratory science, manufacturing science and physical science.



Chemical sciences

Includes chemical engineering, process technician and automation/instrumentation.



Retail

Job types include sales, beauty consultants, customer service, fresh food counter assistants.



Automotive

Job roles include vehicle inspector and a variety of service technicians.

A number of Modern Apprenticeships are relevant to most businesses, such as IT and digital technology, procurement, business administration or customer services.



Rosie Wilkins,
Modern Apprentice,
The Torridon

Graduate Apprenticeships meet the needs of employers looking for a high level of academic and industry accreditation combined with experience in the workplace.

GRADUATE APPRENTICESHIPS

Graduate Apprenticeships are delivered by universities and colleges in partnership with employers.

Graduate Apprentices are employees of your business. They'll spend around 80% of their time in work and 20% at university or college. This integration of work and learning means that the work they carry out day-to-day counts towards their qualification.

They've been created to support the learning and development of new and existing employees.

This new learning experience provides individuals with the skills, knowledge and competence necessary to work and progress in a variety of sectors and contribute positively to the economy. Employees must be a minimum of 16 years of age and there is no upper age limit.

Graduate Apprenticeships may also be accessed by employees who have already studied or achieved a degree level qualification if it leads to a higher level of qualification or a new area of learning.

Flexible entry and exit points mean your employees can get qualified to the level your business needs. Plus, universities and colleges work with you to create a learning timetable that suits you.

Development of Graduate Apprenticeships has focused on a range of sectors that have a need for highly skilled jobs.

Graduate Apprenticeships are available in:

- Business Management
- Business Management: Financial Services
- Civil Engineering
- Construction and the Built Environment
- Cyber Security
- Engineering: Design and Manufacture
- Engineering: Instrumentation, Measurement and Control
- IT: Management for Business
- IT: Software Development

HOW TO GET INVOLVED

Visit apprenticeships.scot/ga for more information on what's on offer.

STEP 1

Contact the university/college delivering the course they are interested in.

STEP 2

You and the university/college will discuss entry requirements, timescales for recruitment, course content and assessment methods.

STEP 3

Create the job advert and advertise the vacancy on apprenticeships.scot. You'll then be sent all job applications received.

STEP 4

Liaise with the delivery partner throughout the recruitment process, with support provided at interview stages. You will have a direct relationship with the college or university delivering the framework.



Bethany Welsh,
Graduate Apprentice,
Balfour Beatty

APPRENTICESHIPS







A TO Z

FOUNDATION APPRENTICESHIPS



MODERN APPRENTICESHIPS





GRADUATE APPRENTICESHIPS

A



Accounting 	<p>The Foundation Apprenticeship equips young people with experience and skills necessary to work in accountancy. For senior school pupils as one of their subject choices.</p> <p>The Modern Apprenticeship is for employees looking for a career in accounting or finance. Roles could include Accounts Assistant, Credit Control Clerk and Purchase Ledger Clerk.</p>
Achieving Excellence in Sports Performance 	<p>Designed to give young people who've displayed a talent at football or rugby an opportunity to upgrade their skills. It complements sports training with related aspects such as attitude and mental health and lifestyle issues.</p>
Active Leisure, Learning & Wellbeing 	<p>Apprentices are likely to be employed in roles such as Leisure Attendant, Activity Leader, Assistant Coach/Instructor or Sports Coach.</p>
Agriculture 	<p>Provides entry into the agriculture sector by developing the skills and knowledge essential to the industry, or a progression route for employees with some agricultural experience who want to build on their knowledge and skills.</p>
Aquaculture 	<p>This apprenticeship is a key route into roles such as Fish Farm worker progressing to an Assistant Manager, or Fish Farm Technician.</p>
Automotive 	<p>Designed for employees with an interest in the automotive industry.</p>









B





Banking Technical Apprenticeship 	<p>Suitable for new entrants to the banking industry and for those with some experience in the sector. Aimed at employees who are likely to progress to branch and customer relationship management roles.</p>
Bus and Coach Engineering and Maintenance 	<p>Designed to help train employees with little or no experience in bus and coach engineering and maintenance, and to upskill the existing workforce.</p>

Business and Administration 	<p>Suitable for new employees and those with some experience in a business and administration role who wish to upgrade their skills.</p>
Business Management 	<p>This apprenticeship will provide graduates with various skills including organisational strategy, project management and financial modelling. Potential career roles may include Supervisor, Operations Manager and Team Leader/Manager.</p>
Business Management (Financial Services) 	<p>Designed to produce graduates with an understanding of business and their key functions; project management, financial models, leadership skills and organisational culture.</p> <p>Graduates could gain employment in job roles such as Team Leader, Team Manager, Operations Manager and Investment Operations Analyst.</p>
Business Skills 	<p>Equips young people with experience and skills needed to work in a business environment. For senior school pupils as one of their subject choices.</p>






C

Care Services Leadership and Management 	<p>Professional apprenticeship suitable for care services managers in all sectors. On completion, apprentices will be able to register with SSSC as a manager.</p>
Career Development 	<p>Suitable for people who will be responsible for planning, managing or delivering career information, advice and guidance services, and those providing career-related learning.</p> <p>The technical apprenticeship provides a career progression route for well qualified staff, or experienced paraprofessionals working in the career development sector.</p>

Childhood Practice 	<p>This Professional Apprenticeship will help to drive higher standards in social services and bring the workforce into line with other professional colleagues in social services.</p>
Civil Engineering 	<p>The Foundation Apprenticeship equips young people with experience and skills needed to work in a civil engineering environment. For senior school pupils as one of their subject choices.</p> <p>The Modern Apprenticeship will help employers train and develop their workforce across a range of civil engineering skills. It could lead to roles such as Machinery Maintenance, Road Building and Plant Operation.</p> <p>The Graduate Apprenticeship has been developed to give graduates skills in analysis of data, project management, civil engineering solutions and digital platforms. Possible job routes include Civil Engineering, Project Management and Asset Management.</p>
Construction: Building 	<p>Designed to help employers train and develop their workforce across a range of construction skills such as tiling, bricklaying and joinery.</p>
Construction and the Built Environment 	<p>This apprenticeship will develop graduate skills in project and delivery management, principles of design and technology, finding appropriate solutions and understand relevant laws, standards and regulations. Possible career paths include Building/Rural/Property/Quantity Surveying, Construction Management, Architectural Technology and Facilities Management.</p>
Construction: Specialist 	<p>Aims to help employers train and develop their workforce across a range of specialist construction skills, from scaffolding and roofing, to plastering and demolition.</p>
Construction Professional Apprenticeship 	<p>This is aimed at employees who have completed the MA at Level 3, or have an appropriate qualification. This apprenticeship would be beneficial for careers such as surveying, highways maintenance and planning.</p>
Construction: Technical 	<p>The Construction Technical Sector provides services to Building and Civil Engineering, Highways Maintenance and Repair, Built Environment and Design and Contracting Operations covering buying, surveying, estimating and site technical support.</p>
Court and Tribunal Operations 	<p>Will help employees gain a range of skills to help them work effectively within courts and tribunals. Suitable for a range of roles, such as Executive Officer, Clerk Of Court or Employment Tribunal Command Manager.</p>

Creative and cultural 	<p>Gives employees in the creative and cultural industries a solid grounding in a number of the skills identified as essential for the sector. Includes creative, technical, digital technology, business/professional, and sales and marketing.</p>
Creative and Digital Media 	<p>The Foundation Apprenticeship equips young people with experience and skills needed to work in the digital media industry. For senior school pupils as one of their subject choices.</p> <p>The Modern Apprenticeship is designed to help employees develop skills that will enable them to operate effectively across a diverse range of production demands. Suitable for anyone in broadcasting, journalism, production or uses digital media in their role.</p>
Customer Service 	<p>For contact centre staff and employees who work in a customer service role.</p>
Cyber Security 	<p>Graduates can develop skills including security risk assessment, investigate attack techniques, understand relevant laws and ethics, and cyber security concepts. Future careers may include Malware Analyst, Security Engineer, Information Assurance Auditor, Security Tester and Cyber Security Forensic Analyst.</p>

D

Data Analytics 	<p>This Technical Apprenticeship will give your workforce the skills they need to compete more effectively in the global information economy.</p>
Dental Nursing 	<p>Suitable for dental nurses working in any sector. Enables employees to meet the standards required for inclusion on the register for Dental Care Practitioners.</p>
Design 	<p>Will give employees the skills they need to become well-rounded designers and creative leaders. There are two levels, one providing a way into the industry and one developing the skills of those already working in a design-related role.</p>
Digital Marketing 	<p>Covers a number of key areas including analytics, reporting, search engine optimisation and the principles of marketing.</p>
Domestic Plumbing and Heating 	<p>Equips employees with the competencies they need to install and maintain hot and cold water, central heating, drainage and weathering systems in commercial, industrial and residential buildings.</p>

E	
Electrical Installation ■	Designed for employees who would like to pursue a career in roles such as Electrician, Project Manager or Electronic Engineer.
Electronic Security Systems ■	For employees with little or no experience in electronic fire and safety systems. Would be beneficial in roles such as Installation or Maintenance Manager.
Engineering ■ ■	The Foundation Apprenticeship equips young people with experience and skills needed to work in an engineering environment. For senior school pupils as one of their subject choices. The Modern Apprenticeship is suitable for employees working in an engineering capacity across a wide range of industry sectors.
Engineering Construction ■	Appropriate for employees with some engineering experience and working on the oil, gas, water, power generation, nuclear, chemical, pharmaceutical, environmental, and food and drink industries.
Engineering: Design and Manufacture ■	Designed to produce graduates with an understanding of engineering principles, design methodologies, business economics, strategy development, leadership development and project planning and delivery. Possible career areas may include Engineering Design, Manufacturing Engineering and Engineering Project Management.
Engineering: Instrumentation, Measurement and Control ■	Developed to give graduates skills in instrumentation, control theory, industrial automation, control and safety applications, control system design and artificial intelligence. Future career pathways may include Industrial Engineer, Process Control Engineer and Instrumentation and Measurement Engineer.
Equine ■	Designed for employees in riding schools, livery, racing or competition yards, riding clubs and for instructors.
Extractives and Mineral Processing ■	Designed for employees who have completed Level 2 Apprenticeship in Minerals Extraction or who have a similar qualification and experience. Suitable for roles such as Shot-firer to Laboratory Technician.

F	
Facilities Management ■	For employees with an interest in facilities services. It's a pathway into management and leadership roles within the facilities management industry.
Facilities Services ■	Covers 'soft skills' such as cleaning, security, basic building maintenance, reception and customer care.
Fashion and Textile Heritage ■	For roles in the fashion and textiles sector such as Weaver, Knitter, Sewing Machinist and Technologist, Designer, and Laundry and Dry Cleaning.
Financial Services ■	Equips young people with experience and skills needed to work in the financial services industry. For senior school pupils as one of their subject choices.
Food and Drink Technologies ■ ■	The Foundation Apprenticeship equips young people with experience and skills needed to work in food and drink manufacture and production. For senior school pupils as one of their subject choices. The Modern Apprenticeship is designed for new entrants in to the food and drink operations sector.
Freight Logistics ■	Gives candidates a basic grounding in the way supply chains operate and how the logistics industry works.
Furniture, Furnishings and Interiors ■	Suitable for new employees or who already working in this sector looking to build on their skills. They could move into roles such as Cabinet Maker, Soft Furnisher or Upholsterer.

G	
Game and Wildlife Management ■	Designed for people completely new to game and wildlife management and are looking to develop a career in this area. They could take on roles such as Ghillie, Under-Keeper or Game Farm Worker.
Gas Heating and Energy Efficiency ■	Suitable for employees involved in gas installation and maintenance, and provide energy efficiency advice to consumers.
Gas Industry ■	Aimed at employees involved in gas network operations, domestic, industrial and commercial installation and maintenance, and emergency services.
Glass Industry Occupations ■	This apprenticeship is suitable for employees who work in a range of areas in the glass industry.

H	
Hairdressing and Barbering ■	Suitable for all junior hairdressers and barbers. It provides a sound basis for career progression, from Salon Stylist to Senior Salon Hairdresser.
Healthcare Support ■	For healthcare support workers who are involved in administrative, facilities and clinical roles.
Heating, Ventilation, Air Conditioning and Refrigeration ■	Aimed at employees in the heating, ventilation, air conditioning and refrigeration sector.
Horticulture ■	Aimed at employees with little or no experience in the horticulture sector or have an appropriate level of qualification or experience in this area.
Hospitality ■	For employees with little or no experience hospitality industry looking to develop a career in this area.
Hospitality - Professional Cookery ■	This apprenticeship is aimed at employees who are looking to develop their skills in this area.
Hospitality Management ■	This is for employees who have completed Hospitality Level 2 or have an appropriate level of qualification or experience in this area.
Hospitality - Supervision and Leadership ■	This is aimed at employees who are looking to develop their career to a supervisory or leadership role.
Housing ■	For employees in the housing sector and for people looking to develop a career in this sector.

I	
Industrial Applications ■	Aimed mainly at manufacturing industries. Apprentices may have little or no experience, or existing employees with no formal qualifications.
Information Security ■	Designed for employees who have little or no experience in information security. The Technical Apprenticeship is aimed at employees working across all sectors in information security or cyber security. It's suitable for new entrants to the industry who have appropriate academic or equivalent qualifications, or related experience.
Insurance Technical Apprenticeship ■	Aimed at employees in the insurance sector. Suitable for anyone who has completed the level 2 or level 3 in Providing Financial Services, and for new entrants who have equivalent qualifications.

IT: Hardware and Systems Support ■	Equips young people with experience and skills needed to work in this environment. For senior school pupils as one of their subject choices.
IT: Management for Business ■	Designed to provide graduates with an understanding of project management, IT related business operations, modelling skills and project delivery. Possible career areas may include Consultancy, System Operations, Project Management and Network Planning and Control.
IT: Software Development ■ ■	The Foundation Apprenticeship equips young people with experience and skills needed to work in a software development environment. For senior school pupils as one of their subject choices. The Graduate Apprenticeship will provide graduates with various skills including design solutions, leadership, cyber security resilience, development and delivery of quality software. Potential career areas might be Software Development, Software Testing, Web Development and Database Architecture.
IT and Telecommunication ■	Suitable for employees looking to develop a career in this area.

J	
Jewellery, Silversmithing and Allied Trades ■	Employees who work in, or who want to work in, technical aspects of jewellery making, silversmith or a related craft will find these Modern Apprenticeships perfectly suited to their development needs. There are two levels, making it suitable for absolute beginners, as well as employees with experience.
Jewellery and Silverware Manufacturing, and Jewellery Manufacturing CAD/CAM ■	This Technical Apprenticeship gives employees the skills they need to progress in a modern jewellery making or silversmith business. Apprentices can choose from two qualifications, based on which is most relevant to their career path.

L	
Landbased Engineering	This apprenticeship can be tailored to meet the needs of employees and businesses involved in agriculture, arboriculture and forestry, and ground care.
Life Sciences and Related Science Industries	On completing this Modern Apprenticeship candidates will have the relevant skills and experience to work in job roles such as Laboratory Assistant, Technician Trainee and Trainee Scientist.

M	
Management	Suitable for employees in all industries. It's appropriate for new employees and upskilling existing employees and covers areas such as leadership, communication, project management, coaching and change management.
Maritime Occupations	Suitable for new entrants to the maritime sector. Learning can be tailored to reflect the likely future career of the apprentice.

O	
Occupational Health and Safety Practice	For any employee who performs a health and safety role in their organisation.

P	
Paralegal practice	Suitable for entry-level paralegals who will be working under the supervision of a solicitor or similar.
Payroll	For employees already working within payroll and those in wider HR or financial admin roles who want to enhance their skills. Also appropriate for new employees who have no previous experience.
PCV Driving (Bus and Coach)	Suitable for employees who have no prior experience of driving a passenger-carrying vehicle.
Pharmacy Services	This apprenticeship provides a structured approach to training and developing pharmacy assistants.

Power Distribution	Provides a structured route to job competence and is suitable for new employees in the power distribution industry, and for upskilling existing employees.
Print Industry Occupations	Covers traditional craft and introduces new technology, legislation and automation and environmental issues.
Process Manufacturing	Provides a structured route to job competence for apprentices in roles in the chemicals, pharmaceutical and downstream sectors.
Procurement	For employees in a procurement role or where procurement is a part of their duties. It's an entry point for those entering the sector and reflects the different jobs apprentices will carry out.
Professional Services Technical Apprenticeship	Provides an alternative route to high-skill careers in the professional services sector. With four specialist pathways it's suitable for employees working in a range of industries, including tax, audit and consulting.
Project Management Technical Apprenticeship	Aimed at those working as Project Managers, Project Co-ordinators, Project Executives and Project Support Officers.
Providing Financial Services	Appropriate for the banking, life and general insurance, investment, finance and credit, mortgage and financial planning industries.

R	
Rail Engineering	Designed for employees with little or no experience in rail engineering, but would like to pursue a career in this area.
Retail	Appropriate for employees working in traditional customer-facing retail roles and for those that require multi-channel skills.
Rural Skills	Activities associated with agriculture (including farm and croft tenancies), forestry and woodland management, sporting use of land, renewable energies, tourism and leisure activities, residential and commercial property, and conservation management.

S	
Scientific Technologies	Equips young people with experience and skills needed to work in a scientific technology environment. It particularly focuses on laboratory skills. For senior school pupils as one of their subject choices.
Signmaking	Covers a range of signmaking skills including design, surface preparation, cutting plastics, digital signmaking and installation.
Skills for Craft Businesses	For employees who work in textiles, bookbinding, ceramics, leatherwork, glasswork, metalwork, basketmaking, or crafts that combine technological processes with handmade elements.
Smart Meter Installation (Dual Fuel)	Suitable for employees with little or no experience in the industry. It gives them the knowledge and competence to install and commission dual fuel smart meters and communication systems.
Social Services (Children & Young People)	The Foundation Apprenticeship provides a valuable bridge to give young people core experience and skills needed to work in a care environment, particularly focusing on the care of children and young people. For senior school pupils as one of their subject choices. Employees who complete the Modern Apprenticeship will be qualified to carry out worker/practitioner roles in settings such as day care services and out of school care, as well as residential care.
Social Services and Healthcare	The Foundation Apprenticeship provides a valuable bridge to give young people core experience and skills needed to work in a care environment. Modern Apprentices who complete the programme will be recognised as support workers and could be employed in the private sector, NHS or third sector.
Supply Chain Management	Designed for employees with little or no experience of supply chain management. Suitable for roles such as Supply Chain Officer and Warehouse Team Leader.
Sustainable Resource Management	For people who are completely new to the waste management industry. Also suitable for preparing experienced workers for more senior positions, or an existing workforce.

T	
Travel Services	Suitable for people new to the industry or existing employees looking to develop their skills.
Trees and Timber	For people looking to start or develop a career in the arboriculture and forestry industry. Could progress to roles such as Preservation Officer or a Community Forester.

U	
Upstream Oil and Gas Production	Suitable for new entrants to the oil and gas industry who will be working as technicians on offshore installations and in associated onshore terminals.

W	
Water Industries	For people looking to start or develop a career in the water industry.
Water Treatment Management	For people who are new to water treatment management and are looking to develop a career in this area.
Wind Turbine Operation and Maintenance	For people new to wind turbine operations and maintenance and are looking to develop a career in this area.
Wood and Timber	For people new to, or looking to develop a career in – sawmilling, manufacturing and construction.

Y	
Youth Work	Suitable for people working in relevant roles in organisations such as local authorities, faith-based and charity organisations, health services, police and fire brigade.

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