

Frequently Asked Questions

A list of answered questions commonly asked by Employers relating to Foundation Apprenticeships

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Frequently Asked Questions

Q: Are there any free online induction resources?

A: Through [Developing the Young Workforce](#), employers can access interactive online training modules that cover some of the induction basics, including:

- Life at Work
- Basic Health & Safety
- GDPR
- Customer Service
- Cyber Security

Q: Are there any links to Legal Guidance for Young workers, apprentices and work experience?

A: Yes, you can access [via this link](#)

Q: Are there links to e-copies of the FA 'Guide for Employers' for each framework?

A: Yes, you can access [via this link](#)

Q: What are the expectations of the workplace mentor?

A: A workplace mentor acts as the point of contact for Foundation Apprentices when they are on the work placement. The mentor provides support to the learner within the workplace to ensure they access the range of activities required to complete the SVQ/Customised Units from the Foundation Apprenticeship and provide advice to the FA on their progress in relation to the work-based learning. The Assessor for the SVQ/Customised Units should have contact details for the Mentor

Q: What qualifications or units will a learner work towards when on the workplace element of the Foundation Apprenticeship?

A: The Foundation Apprentice will work towards selected Scottish Vocational Qualification (SVQ) or Customised Units relevant to the occupational group – developed through National Occupational Standards.

Q: How will my learner travel to the workplace?

A: The expectation is that the Foundation Apprentice will make their own way to the workplace; the employer shouldn't need to organise this, but it may be useful to ask about travel plans. The Learning Provider / Local Authority should make arrangements for the FA to get to the workplace if transport isn't readily available.

Q: Are there any costs to involved to the Employer?

A: Employers should not incur any direct costs for being involved in the programme, only the investment of their time, which can result in lasting rewards with access to talented and driven young people.

Q: How can my young person progress after a Foundation Apprenticeship?

A: There are a variety of opportunities for your Foundation Apprentice after they complete their qualification. Each FA provides core elements of a Modern Apprenticeship so could then be fast-tracked through a Modern Apprenticeship as they won't have to repeat any units. Foundation Apprentices can also progress into Further or Higher Education, they can apply to College HNC / HND programmes or apply to University. Employment prospects are also enhanced as Foundation Apprentices will be able to demonstrate extensive workplace experience in CV's and applications for employment. The Foundation Apprenticeship to College Opportunity can be accessed [via this link](#).

Q: My Foundation Apprentice wants to go to University when they finish school. Should they work towards a Foundation Apprenticeship?

A: All Scottish Universities recognise Foundation Apprenticeships. More information on how each University considers them can be found [via this link](#).

Q: What should I do if the event of my Foundation Apprentice not turning up to the workplace on time?

A: The Learning Provider has a duty of care towards the young person, you should inform your contact straight away if the Foundation Apprentice does not turn up when you expected them.

Q: I could support more Foundation Apprenticeships learners, but I want to use another learning provider, is this okay?

A: Yes, you can take on multiple Foundation Apprentices with different learning providers.

Q: How was my learner matched with us as an employer?

A: Learning Providers will have a recruitment and selection process in place. This may provide opportunities for employers to be involved in the selection of their FA. Employers can be involved at different stages in the programme prior to placements, such as; industry challenges or guest lecturing and there may be opportunities to be involved in application, the interview and selection stages for the work placement.