

# Schools Senior Phase Programmes

CLYDEBANK CAMPUS 2022/23



# Contents

## Information

Schools Vocational Programmes	2
Foundation Apprenticeships	3

## Automotive

IMI Award/Certificate Introduction to Motor Vehicle Industry and Technologies	4
City & Guilds 3902 Motor Vehicle Engineering - Diploma	5

## Business, Computing & Finance

Accountancy Foundation Apprenticeship	6
HNC Accounting	7
HNC Business	8
NPA Cyber Security	9
NPA Games Development	10
NPA Administration: Office Skills and Services & Information Technology and Audio	11
NPA Digital Skills for Entrepreneurship and Business with Information Technology	12
NPA Legal Studies	13
PDA Business and Finance	14
PDA Introductory Leadership and Finance	15
PDA Medical Administration	16
PDA Office Administration	17
Introduction to Teaching English as a Foreign Language (TESOL)	18
English for Speakers of a Foreign Language (ESOL): Access to College	19

## Care, Life Science & Social Care

Skills for Work Childcare - Level 4	20
Skills for Work Childcare - Level 5	21
Higher Psychology	22

## Construction & Engineering

Skills for Work Construction Crafts	23
Pre Apprentice NPA Construction Crafts: Carpentry & Joinery	24
Engineering Skills	25

## Creative Industries

Skills for Work Creative Industries	26
Creative & Digital Media Foundation Apprenticeship	27
NPA/Higher Photography	28

## Hair & Beauty

Creative Beauty Skills	29
Begin Make-Up Artistry	30
Hairdressing	31

## Hospitality, Travel & Tourism

Hospitality Essentials	32
Hospitality Skills for Work	33
NPA Professional Cookery	34
NPA Bakery	35
Introduction to Travel & Tourism including Airport Operations & Cabin Crew	36

## Science

NPA Practical Science incorporating Forensics	37
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# West College Scotland

## Schools Vocational Programmes

**Welcome to West College Scotland's Senior Phase Programme; we are delighted that you are considering coming to study at our College.**

If you would you like to study at college whilst still at school then read on...

The courses we offer are ideal if you want to explore subjects and possible career choices which you may not have had the opportunity to study at school. Our courses are designed to give you a whole new learning experience which is different from your school learning. We aim to help you develop new skills relevant to future employment in the wider world and give you the opportunity to progress to further or higher education, so that you achieve your ambitions.

We look forward to welcoming you to West College Scotland.



# West College Scotland

## Foundation Apprenticeships

Learn the skills you need for the future, while you're still at school

### What is a Foundation Apprenticeship?

A Foundation Apprenticeship is an SCQF Level 6 qualification. You can sit a Foundation Apprenticeship over two years, starting in 5th year or a shorter duration course starting in 5th or 6th year alongside your Highers and National 5s.

The difference is, you spend time away from school, at college and with an employer. So you get real, practical work experience.

- ▶ **Get a qualification that employers recognise and the skills you need to start a career in that industry**
- ▶ **Open up your options after school**
- ▶ **You get to work on real projects with an employer. Some of Scotland's biggest, best known organisations are involved, including Barclays, Network Rail and the NHS**
- ▶ **It's a chance to try a career out - so you can decide if it's right for you**

### Where could a Foundation Apprenticeship take you?

#### Straight to Work

An FA gives you skills employers want – like timekeeping, problem solving, communication and teamwork.

You'll have connections with employers, work experience and qualifications recognised by industry.

All this looks great on your CV.

#### A Modern Apprenticeship

In the same subject: You could complete your MA quicker because you'll have completed some elements of the MA during the FA.

In another subject: You'll already have the experience of learning on the job. That looks good to employers who are recruiting MAs.

#### A Graduate Level Apprenticeship

You'll have the experience of learning through work – so you're ready to do it a higher level.

With a GLA, you can take your studies further, even up to Master's Degree level. All while you have a job.

#### College or University

Foundation Apprenticeships are recognised by many Scottish universities and colleges

# IMI AWARD/CERTIFICATE FOR THE INTRODUCTION TO MOTOR VEHICLE INDUSTRY AND TECHNOLOGIES

## Course Outline

These qualifications are designed to engage and motivate senior phase students who are interested in learning about the retail motor industry.

They are aimed at learners who prefer and respond to 'hands-on' learning. Therefore, they each have a practical approach to assessment and include many visual questioning techniques which will stimulate and interest learners.

This Award is ideal for those learners who wish to undertake a qualification which provides a steppingstone to the IMI Diploma for the Introduction to Motor Vehicle Industry and Technologies or to fulltime college.

The assessment of this qualification is made up of 2 components:

- IMI Combined written and practical assessment
- IMI Online test

## Entry Level Recommended

There are no other formal entry requirements for this qualification. However, selection for entry will consider each applicant's existing academic/vocational qualifications, experience, and interest in working in the sector.

## Course Content

Mandatory Units x 5

- CSccELMV01 Introduction to Health and Safety (UKS29 04)
- SccELMV02 Introduction to Careers in Transportation, Maintenance and Repair (UKS30 04)
- SccELMV03 Introduction to Hand Tools (UKS31 04)
- SccELMV04 Communication in the Motor Vehicle Environment (UKS32 04)
- SccELMV07 Introduction to Workshop Cleaning and Maintenance (UKS33 04)

PSD Units x 3

- SccELMV05 Working with Others in the Motor Vehicle Environment (UKS60 04)
- SccELMV06 Identifying Straightforward Problems in an Automotive Environment (UKS61 04)
- SccELMV08 Introduction to Recording Information (UKS62 04)

Specialist Unit x 5

- SccELMV18 Routine Wheel and Tyre Checks (UKS77 04)
- SccELMV19 Routine Vehicle Checks (UKS78 04)
- SccELMV20 Routine Vehicle Maintenance Processes and Procedures (UKS07 04)

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 3

### Day

Tuesday and Thursday or Wednesday and Friday

### Time

1:30pm - 4:00pm

- SccELMV44 Cleaning a Vehicle Exterior (UKS57 04)
- SccELMV45 Cleaning a Vehicle Interior (UKS58 04)

Tools, Equipment and Materials Units x 1

- SccELMV26 Introduction to Workshop Equipment (UKS67 94)

## Progression

This Certificate is ideal for those learners who wish to undertake a qualification which will support their progress to IMI Diploma in Transport Maintenance qualification. It can also supplement their progress to Nationals and other appropriate destinations such as fulltime college or Employment.

# CITY & GUILDS 3902 MOTOR VEHICLE ENGINEERING - DIPLOMA

## Course Outline

This course is the next step from City & Guilds 3902 Award/Certificate. Pupils will gain further knowledge from the Award/Certificate course and the experience and skills required for a career as a Motor Vehicle Engineer.

## Entry Level Recommended

Achieved City & Guilds 3902 Award/Certificate course

## Course Content

Mandatory Units

- Vehicle Fuel and Exhaust Systems
- Vehicle Spark Ignition Systems
- Vehicle Electrical Systems
- Vehicle Braking Systems

2 Optional Units

- Vehicle Transmission Systems
- Vehicle Steering and Suspensions Systems

## Progression

- City and Guilds 4290-11 Level 1 Diploma course in Light Vehicle Maintenance and Repair Principles
- City & Guilds Motor Vehicle Systems Level 2/3
- Modern Apprenticeship

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

City & Guilds Level 3/4 Diploma

### Day

Wednesday/Friday

### Time

1.30pm – 4.00pm

# ACCOUNTANCY FOUNDATION APPRENTICESHIP

## Course Outline

The Foundation Apprenticeship in Accountancy is for pupils in S5 or S6 and takes 1 years to complete. The aim of the Foundation Apprenticeship Accounting course is to help you understand and use financial information. You will learn to record financial accounting information (and bookkeeping), prepare financial information, indirect tax, analysing accounting information, management accounting and professional ethics for accountants.

Please note work experience will be limited with this Foundation Apprenticeship due to AAT exams and will be arranged during the course.

## Entry Level Recommended

- ✓ **Achieved National 5 Maths and English at grade A or B**
- ✓ **National 5 Business Studies will be advantageous**
- ✓ **Working at Higher level**
- ✓ **there may be an element of independent online learning required.**

## Course Content

- ✓ **Preparing management accounting information**
- ✓ **Analysing accounting information**
- ✓ **Preparing financial accounting information**
- ✓ **Recording data in the ledger**
- ✓ **Professional ethics for accountants**
- ✓ **Work placement unit**
- ✓ **Advanced bookkeeping**
- ✓ **Final accounts preparation**
- ✓ **Indirect tax**

## Progression

- ✓ **HNC/D Accounting**
- ✓ **Modern Apprenticeship in Accounting**
- ✓ **University**

## Interview

A successful interview with college staff may be required before a place is offered on the course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 6

### Day

Year 1 – Tuesday/Wednesday/Thursday/Friday

### Time

1.30pm – 4.00pm



# HNC ACCOUNTING

## Course Outline

The HNC Accounting award is designed to offer pupils who have completed their Highers and have a general interest in Accountancy or Financial Services, giving the opportunity to progress to the next academic level.

## Entry Level Recommended

- ✓ Achieved 1 Higher at grade C or above
- ✓ Achieved 5 National 5s (3 grade A's & 2 grade B's) which must include Maths & English.

## Course Content

A total of 12 SQA credits are needed to complete an HNC. Mandatory units (9 credits) are:

Mandatory Units:

- ✓ **Recording Financial Information**
- ✓ **Preparing Financial Statements**
- ✓ **Costing**
- ✓ **Management Accounting Using Information Technologies (Excel)**
- ✓ **Using Financial Accounting Software (SAGE Line 50)**
- ✓ **Graded Unit**

Optional Credits (2 further credits)

Depending on numbers in class, a variety of options may be offered including Economics, Business Plans, Personal Financial Services, Spreadsheets, Business Law, Payroll

## Progression

- ✓ **HND Accounts**
- ✓ **University**

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 7

### Day

Tuesday/Wednesday/Thursday/Friday

### Time

1pm – 4pm

## Interview

An interview is not required for a place on this course.

# HNC BUSINESS

## Course Outline

The HNC Business award is designed to offer candidates who have completed their Higher in Business (or related subject) or who have a general interest in Business, the opportunity to progress to the next academic level.

## Entry Level Recommended

- ✓ Achieved 1 Higher at grade C or above
- ✓ Achieved 5 National 5s (3 grade A's & 2 grade B's) which must include Maths & English.

## Course Content

A total of 12 SQA credits are needed to complete an HNC. Mandatory units (10 credits) are:

Mandatory Units

- ✓ **Managing People & Organisations**
- ✓ **Marketing: An Introduction**
- ✓ **Economic Issues: An Introduction**
- ✓ **Business Accounting**
- ✓ **Business Communication**
- ✓ **IT in Business Spreadsheets**
- ✓ **IT Applicants Software**
- ✓ **Graded Unit**

Optional Credits (2 further credits)

Depending on numbers in class, a variety of options may be offered including Law, Marketing or Human Resources.

## Progression

- ✓ **HND Business**
- ✓ **University**

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 7

### Day

Tuesday/Wednesday/Thursday/Friday

### Time

1pm – 4pm

## Interview

An interview is not required for a place on this course.

# NPA CYBER SECURITY

## Course Outline

The NPA in Cyber Security provides knowledge and skills in data security, digital forensics and ethical hacking and provides a skills pipeline into the cyber security industry.

These awards are designed to raise awareness of cyber security and fill the current skills gap within the industry. The course will encourage learners to improve their cyber hygiene and enable them to identify security weakness safely, legally and ethically.

## Entry Level Recommended

- ✔ Achieved National 4 ICT
- ✔ A keen interest in Cyber Security

## Course Content

- ✔ Data Security
- ✔ Digital Forensics
- ✔ Ethical Hackings

## Progression

- ✔ NC Technical Support with Cyber Security
- ✔ NC Computer Games Development.

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Wednesday/Friday

### Time

1.30pm – 4.00pm

# NPA GAMES DEVELOPMENT

## Course Outline

This course provides an opportunity for you to develop your knowledge and understanding of Computer Games Development. The course focuses on games design, games programming and creating media (2D graphics and audio). Computer Games Development is an intensive course and will require you to be self-motivated, enthusiastic and prepared to study out with college sessions.

## Entry Level Recommended

You should preferably have or working towards a National 5 in Mathematics and/or Computer Science and some experience of computer programming.

## Course Content

- Computer Games: Design
- Computer Games: Media Assets
- Computer Games: Development

You will be asked to design, create media (graphics & sound) & code a computer game.

## Progression

- NC Computer Games Development
- HNC Computer Games Development

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm

# NPA IN ADMINISTRATION: OFFICE SKILLS AND SERVICES & INFORMATION TECHNOLOGY AND AUDIO

## Course Outline

These NPA's has been designed to provide you with practical experience and theoretical knowledge of administrative, systems, services and techniques essential to the effective working of a modern office or to allow you to progress to a higher level of study in this area.

## Entry Level Recommended

No entry requirements, although a keen interest in developing skills to work effectively and efficiently in an office environment would be advantageous.

Basic IT skills would be an advantage with some experience of using Microsoft Word.

## Course Content

- Central Services
- Front of Office Skills
- Researching and Preparing Presentations
- IT Solutions for Administrators (level 4 & 5)
- Word Processing (level 4 & 5)
- Audio: An Introduction (level 4 & 5)

## Progression

Provides you with the skills to gain employment opportunities as a Modern Apprenticeship in Business Skills and a variety of level entry Office roles. You might also progress to an NQ in Medical Secretarial or with one Higher in English, Administration and IT or similar progress to the HNC in Administration

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Tuesday/Wednesday/Thursday/Friday

### Time

1:30pm - 4:00pm



# NPA IN DIGITAL SKILLS FOR ENTREPRENEURSHIP AND BUSINESS WITH INFORMATION TECHNOLOGY

## Course Outline

This National Progression Award (NPA) in Enterprise and Business is relevant to anyone considering starting a business, or with an interest in doing so. The focus of the qualification is on pre-enterprise activity and IT skills essential in any business, with the aim of developing the knowledge and skills required to start a business. It is an essential course for anyone considering self-employment in the future.

## Entry Level Recommended

Applicants should have successfully completed Business and English related subjects to SCQF 5

Basic IT skills would be an advantage with some experience of using Microsoft Word and Spreadsheets.

## Course Content

- Understanding Business plus optional unit to be decided
- Business Formation: An Introduction
- Business Skills and Behaviours
- Business Formation: Commercial Aspects of Law
- Finance and E - Business
- Business Formation: Developing a Business Idea

## Progression

Successful completion of this award would provide you with access to a fulltime HNC Accounting, Administration or Business course and skills gained from the qualification are equally relevant to any workplace, equipping you for employment in a wide range of areas, or for further study.

## Interview

A successful interview with college staff will be required before a place is offered on the course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 6

### Day

Tuesday, Wednesday, Thursday and Friday

### Time

1:30pm - 4:00pm

# NPA IN LEGAL STUDIES

## Course Outline

This NPA will develop your knowledge and understand of the role of the law. It will provide you with the opportunity to develop relevant Core Skills for legal related occupations and further study, it will also prepare you for entry into related NQ and HN programmes

## Entry Level Recommended

Passes at level 5 in English and/or History and/or Modern Studies or similar. A keen interest in all aspects Scots Law would be beneficial

## Course Content

- Crime in Society
- Scots Law: An Introduction

## Progression

Successful completion of the units would allow entry onto the HNC Business, Accounting or Administration courses.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 6

### Day

Friday afternoon only

### Time

1:30pm - 4:00pm

# PDA FOR BUSINESS AND FINANCE

## Course Outline

This PDA is suitable if you are looking for an introduction to first year university study specifically in Marketing and Finance.

There is no articulation onto a degree course but would give universities an indication, on successful completion, that you are ready to study at that level

## Entry Level Recommended

Applicants should be qualified at level 5 Numeracy and have completed at least one Higher for example English, History, Modern Studies and have a basic level of IT Skills.

## Course Content

- Marketing: An Introduction
- Digital Marketing Communications: An Introduction
- Recording Financial Transactions
- Using Financial Accounting Software
- Human Resources: Core Activities

## Progression

Successful completion of the units would allow entry onto the HNC Business, Accounting or Administration courses..

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 7

### Day

Wednesday & Friday

### Time

1:30pm - 4:00pm

# PDA IN INTRODUCTORY LEADERSHIP AND MANAGEMENT

## Course Outline

This PDA Covers the fundamental principles of leadership and management. It has been designed for aspiring leaders and is jointly certificated with the Chartered Management Institute (CMI).

## Entry Level Recommended

Open to 5th and 6th Year pupils. No Entry level Requirements

## Course Content

- Team Leadership
- Leadership and Motivation
- Managing Self and Resources

## Progression

Successful completion of this award would provide you with access to HNC Accounting, Administration or Business.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Wednesday & Friday

### Time

1:30pm - 4:00pm

# PDA MEDICAL ADMINISTRATION

## Course Outline

This PDA is suitable if you are looking for an opportunity to progress into a range of administrative roles within a Medical Environment or progress to university to study Business or Health Care Administration.

There is no articulation onto a degree course but would give universities an indication, on successful completion, that you are ready to study at that level

## Entry Level Recommended

Applicants should have completed at least one Higher for example English, Administration and IT and have a completed level 5 in either IT Solutions for Administrators or Computing.

## Course Content

- IT in Business - Word Processing and Presentation Applications
- Medical Terminology for Administration Staff
- Hospital Patient Administration
- Creating a Culture of Customer Care
- Office Administration

## Progression

Successful completion of the units would allow entry onto the HNC Business, Accounting or Administration courses.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 7

### Day

Tuesday, Wednesday, Thursday & Friday

### Time

1:30pm - 4:00pm



# PDA OFFICE ADMINISTRATION

## Course Outline

This PDA is suitable if you are looking for an opportunity to progress into a range of administrative roles or progress to university to study Business or Administration.

There is no articulation onto a degree course but would give universities an indication, on successful completion, that you are ready to study at that level.

## Entry Level Recommended

Applicants should have completed at least one Higher for example English, History, Modern Studies and have a basic level of IT Skills.

## Course Content

- Office Administration
- Digital Technologies for Administrators
- Communication: Business Communication
- Personal Planning Development
- Human Resources: Core Activities

## Progression

Successful completion of the units would allow entry onto the HNC Business, Accounting or Administration courses.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 7

### Day

Wednesday & Friday

### Time

1:30pm - 4:00pm

# INTRODUCTION TO TEACHING ENGLISH AS A FOREIGN LANGUAGE (TESOL)

## Course Outline

Introduction to Teaching English as a Foreign Language will cover the basics of delivering English language lessons to non-English speaking learners. There will be a focus on online learning as well as face to face teaching. Good EFL teachers are in demand all over the world and this introductory course will help you decide whether it's something you'd like to do before committing to gaining an industry standard qualification. The course will also give participants an insight into the skills needed for teaching in the voluntary ESOL (English for Speakers of Other Languages) sector in Scotland.

## Entry Level Recommended

Applicants should have an interest in teaching and at least a B pass in National 5 English/ESOL. There will be a short interview before beginning the course.

## Course Content

Course content will include:

- ▶ **Language learning theory - what works and why; finding out needs and wants from your learners**
- ▶ **Working with learners online**
- ▶ **Tackling grammar and correcting mistakes**
- ▶ **Teaching listening, speaking, reading and writing skills**
- ▶ **Finding good teaching materials**
- ▶ **Managing a group of learners and keeping their interest**
- ▶ **Professional development opportunities and finding work in the EFL sector**

## Progression

Guidance on the course will outline possible progression to the Cambridge CELTA (Certificate in English Language Teaching to Adults) or Trinity TESOL qualification.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 6

### Day

Wednesday & Friday Afternoon

### Time

1:30pm - 4:00pm

# ENGLISH FOR SPEAKERS OF A FOREIGN LANGUAGE (ESOL): ACCESS TO COLLEGE

## Course Outline

This course is for learners whose first language is not English and who may be thinking about or preparing to join a college course. The Access to college course will provide language training in the skills necessary to make the most of your college course and feel confident in written and spoken tasks.

## Entry Level Recommended

Applicants should have passed National 5 ESOL. There will be a short interview before starting the course to make sure it is suitable for the learner.

## Course Content

Course content will include:

- ▶ **Reading and understanding the requirements of different types of assignments**
- ▶ **Listening and note-taking in lectures**
- ▶ **Effective contribution in group work**
- ▶ **Delivering presentations**
- ▶ **Reading for general meaning and reading for detail**
- ▶ **Planning and writing essays and reports**
- ▶ **Editing written work**

## Progression

Applicants will progress on to their chosen College course that they have applied to and been successful for.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5/6

### Day

Wednesday & Friday Afternoon

### Time

1:30pm - 4:00pm

# SKILLS FOR WORK CHILDCARE – SCQF LEVEL 4

## Course Outline

You will study units from the Skills for Work programme - Early Education and Childcare at National 4 Level. This will introduce you to the knowledge and experience required to work in a variety of childcare environments. You will learn ways of providing appropriate play and activities for children and young people whilst maintaining their health, safety and well-being in every situation. This course will allow you to develop an understanding of child development, explore how to cater for children's individual needs and examine the roles and responsibilities required of childcare practitioners.

## Entry Level Recommended

Working towards National 4s

## Course Content

Mandatory Units

- Child Development
- Play in Early Learning and Childcare
- Working in Early Learning and Childcare

Optional unit

- Care of Children

Please note no placements are offered on this course and all demonstrations and interactions are simulated to create a realistic environment. Visits to local nurseries are part of your course.

## Progression

Skills for Work National 5 Early Education and Childcare

## Interview

A successful interview with college staff will be required before a place is offered on the course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 4

### Day

Tuesday/Thursday OR Wednesday/Friday

### Time

1.30pm – 4.00pm

# SKILLS FOR WORK CHILDCARE – SCQF LEVEL 5

## Course Outline

You will study a National 5 level programme that will allow you to further develop your knowledge and understanding of child development and children's health, how to care for and feed children, the importance of play in children's development. You will also be given an opportunity to visit a nursery setting in order to gain some practical experience of working with children. This will be a supervised session/s therefore negating the need for a PVG check.

## Entry Level Recommended

- ✔ Achieved National 4s
- ✔ Working towards National 5s

## Course Content

Mandatory Units

- ✔ **Development and Wellbeing of Children and Young People**
- ✔ **Play in Early Learning and Childcare**
- ✔ **Working in Early Learning and Childcare**

Optional unit

- ✔ **Care and Feeding of Children and Young People**

Please note no placements are offered on this course and all demonstrations and interactions are simulated to create a realistic environment. Visits to local nurseries are part of your course.

## Progression

- ✔ **NC Early Education and Childcare**
- ✔ **NC Child Health and Social Care**
- ✔ **NC Social Care**

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Wednesday/Friday

### Time

1.30pm – 4.00pm

## Interview

A successful interview with college staff will be required before a place is offered on the course.



# HIGHER PSYCHOLOGY

## Course Outline

This course provides an opportunity for you to enhance your knowledge and understanding of Human Psychology. This is achieved by studying a variety of topics that will help you to understand and explain the human mind and behaviour. There are three topics. The course involves a submission of an individual report that is externally marked and accounts for 40% of the final mark. The course concludes with a final exam. Higher Psychology is an intensive course and will require you to be self-motivated, enthusiastic and prepared to study out with college classes.

## Entry Level Recommended

- ✓ S6 Pupils
- ✓ Achieved Higher English
- ✓ S5 pupils will be considered at the request of the school

## Course Content

- ✓ Individual Behaviour
- ✓ Social Behaviour
- ✓ Research

You will also be asked to complete a Research Investigation as part of the Investigating Behaviour unit. Along with your investigation, you will be asked to keep a logbook to record progress. Your research investigation and logbook will be externally marked and are worth 40% of the final mark. The remaining 60% of the final mark comes from the end of course external exam, which tests your knowledge and understanding of all three units.

## Progression

- ✓ HNC Social Sciences
- ✓ HNC Counselling
- ✓ University

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 6

### Day

Wednesday/Friday

### Time

1.30pm – 4.00pm

# SKILLS FOR WORK CONSTRUCTION CRAFTS

## Course Outline

Jobs in the construction industry are ever in demand. If you are interested this is an ideal starting point for you to explore each of the main trade areas. This is a very practical course; on it pupils will work in a variety of workshops producing products and models that are accepted as being completed to industry standards.

## Entry Level Recommended

There are no formal entry requirements for this course.

## Course Content

- Single lap roofing skills
- Personal Development: self and work
- Painting unit

## Progression

Following successful completion of the course you will be eligible to apply for full time college courses:

- NPA - Pre-Apprenticeship
- Apprenticeships with: Construction Skills
- Intermediate Electrical
- NC Renewable Energy
- NC Built Environment

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Tuesday/Thursday OR Wednesday/Friday

### Time

1.30pm – 4.00pm

# PRE APPRENTICE NPA CONSTRUCTION CRAFTS: CARPENTRY & JOINERY

## Course Outline

The Construction Industry is exceptionally buoyant at present, and this trend is predicted to continue into the foreseeable future. With the development within the process of building houses etc today, there is a heavy emphasis on carpentry & joinery.

This course is predominately a practical course with some classroom elements. You will be working within the college environment in a carpentry & joinery workshop, and you will be using a range of relevant tools and equipment. As you work through this course you will develop your meta-skills and of course, your practical and written work. The completed portfolio is a useful resource to use when seeking a job.

## Entry Level Recommended

A keen interest in learning this trade

## Course Content

- ◆ **Health & Safety within the Construction Industry (HX12 04)**
- ◆ **Personal Development: Self and work**
- ◆ **Contact Dermatitis**
- ◆ **Carpentry and joinery projects that will build your portfolio to accurately reflect the projects that you have undertaken.**
- ◆ **In addition, you will practice various woodwork joints and construct floors and partitions etc.**

## Interview

There is no formal interview, candidates will be selected on their personal statement.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Tuesday, Wednesday, Thursday, and Friday

### Time

1:30pm - 4:00pm

# ENGINEERING SKILLS

## Course Outline

This qualification covers the fundamental skills and knowledge common to all engineering and manufacturing practises including Design, Mechanical, Maintenance, Electrical, Electronics, Fabrication and Manufacture. The qualification is comprised of 4 Mandatory units and they are designed to substantially improve the practical skills of the pupil, by manufacturing a number of different items from a series of engineering drawings to within a given tolerance.

## Entry Level Recommended

No formal entry requirements required but must have:

- Have a keen interest in engineering
- An ability to work in numeracy and literacy at SCQF level 5
- Be a good communicator and team player
- Be prepared to commit to the course

## Course Content

Mandatory Units

- Engineering Skills: Mechanical and Fabrication**
- Engineering Skills: Electrical and Electronic**
- Engineering Skills: Maintenance**
- Engineering Skills: Design and Manufacture**

## Progression

Full time Pre-Apprentice college course

## Interview

An interview is not required for a place on this course. Places will be offered based on information provided within the personal statement.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Wednesday/Friday

### Time

1.30pm – 4.00pm

# SKILLS FOR WORK CREATIVE INDUSTRIES

## Course Outline

This course will help you to develop skills and attitudes which are needed to work in the creative industries sector. You'll investigate a range of sectors and career opportunities before selecting one sector and job role to focus on. You'll complete a project by the end of the course.

This is a creative subject with a technical element, but no previous experience is required. There are lots of ways to contribute to projects that are not obviously 'creative' and you'll practise a wide range of skills to produce a portfolio and take part in practical activities. Because you'll be working across subjects, this course will help you decide if you want a career spanning a range of sectors or if you want to specialise in one.

## Entry Level Recommended

Entry is at the discretion of the college.

## Course Content

You'll learn through experiences in creative contexts both in and out of college. You could be involved various roles in productions such as:

- ▶ product photography
- ▶ short promotional or drama video
- ▶ music podcast
- ▶ promotional website
- ▶ scripting and/or illustration for graphic novel
- ▶ product design for client
- ▶ end of year showcase
- ▶ Creative Industries: An Introduction - Scotland
- ▶ Creative Industries: Skills Development
- ▶ Creative Industries: The Creative Process
- ▶ Creative Industries: Creative Project
- ▶ Work on a creative project as part of a team - planning, implement and evaluating to reach a shared goal.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Wednesday/Friday

### Time

1.30pm – 4.00pm

## Progression

- ▶ College
- ▶ Employment

## Interview

A successful interview with college staff will be required before a place is offered on the course.



# CREATIVE & DIGITAL MEDIA FOUNDATION APPRENTICESHIP

## Course Outline

The Foundation Apprenticeship in Creative and Digital Media is for pupils in S5. In S5 pupils complete a National Progression Award (NPA) at SCQF level 6. This includes knowledge units that support pupils to develop an understanding of the technologies, processes and practices used within the Creative Industries. In S6 they complete 4 units of the Diploma in Creative Digital Media at SCQF Level 7 all leading to the unit Media: Project which will complement the workplace experience and will be used for the industry challenge project.

## Entry Level Recommended

National 5 English and Computing or Media Subject working towards Higher

## Course Content

- ✔ **Creative industries: An introduction - Scotland**
- ✔ **Media: understanding the creative process**
- ✔ **Work effectively with others in the creative industries**
- ✔ **Communicating using digital marketing/sales channels**
- ✔ **Media project**
- ✔ **Creative industries: Understanding a creative brief**
- ✔ **Storytelling for the creative industries**
- ✔ **Ensure your own actions reduce risks to health and safety**
- ✔ **Use digital and social media in marketing campaigns**

## Progression

- ✔ **Modern Apprenticeship**
- ✔ **HNC or HND in a variety of creative disciplines**
- ✔ **University**

## Interview

An interview is not required for a place on this course. Places will be offered based on information provided within the online application.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 6

### Day

Year 1 - Tuesday/Thursday

Year 2 - Tuesday PM college & 1 day work placement

### Time

1.30pm – 4.00pm

# NPA/HIGHER PHOTOGRAPHY

## Course Outline

All pupils will start the course working towards a Higher in Photography. By the end of the first block at college it will be decided which route each pupil takes - Higher or NPA.

The course will require you to take time in your week to plan, take and edit your pictures. Some projects are weather dependent meaning you will have to take pictures when possible; that might mean early on a Sunday morning! Some pupils who complete this course go on to join our very successful courses in photography here in the College. Other pupils use the Higher to boost their art qualifications for entry to university, college or art school. The course assumes you have little or no experience of photography when you start. This is a creative subject that also has a technical element. It will give you an opportunity to practice a wider range of skills – and it looks great on your UCAS or job application form.

## Entry Level Recommended

Working at National 5 Level

## Course Content

- Image Making- Learn to use a DSLR camera and edit your images
- Contextual Imagery - Look at the world of photography, design and plan your photo shoots
- Photographic Project - Compile a final project folio of your images

## Progression

- NQ Photography
- HNC Photography
- University
- Art School

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

Higher - SCQF Level 6  
NPA - SCQF Level 5

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm

# CREATIVE BEAUTY SKILLS

## Course Outline

Studying at West College Scotland will ensure you experience a broad introduction to this area of study. Practical and theory sessions are designed to ensure you develop both vocational skills and the underpinning knowledge and understanding required.

Practical experience will include working on classmates to practice and perfect a range of skills including skin cleansing and brow shaping, Day and Fantasy Make Up application, artistic design for the face and creative finishes to the nails using polishes on the Hands and feet

Written work will include workbooks, short tests, projects, portfolio production and home study. Emphasis throughout all units is on the employability skills and attitudes which will help to prepare you for the workplace.

## Entry Level Recommended

- have a keen interest in beauty therapy and make-up artistry
- enjoy working as part of a team and have a creative flair
- In line with the guidelines for successful completion- pupils must adhere to all requirements which includes pupils working on each other and being prepared to participate in skin care, remove make up to have make up reapplied.

## Course Content

- Beauty Skills: An Introduction
- Cosmetology: Make-Up Artistry
- Creative Nail Finishes to Hand and Feet

To achieve the NPA Group Award you must successfully complete the three mandatory units listed

## Progression

- NC Beauty Therapy
- Employment

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 4

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm

## Interview

Successful interview with college staff will be required before a place is offered on this course.

# BEGIN MAKE-UP ARTISTRY

## Course Outline

National Progression Award in Cosmetology consists of 4 credits. Pupils will work on units such as Make-Up Artistry, practical skills, product awareness, career options and choices, health and safety, prepare and assist in the workplace environment as well as working with customers and colleagues. This course gives pupils an opportunity to apply to NC Make-up full time courses in the future. A degree of written work is part of all units within this course.

## Entry Level Recommended

There are no formal entry requirements; entry is at the discretion of the college.  
*Please note, this is Make-up Artistry not Fashion Make-up.*

## Course Content

- ◆ **Make-up Artistry Practical skills; TV & Film Make-up, Special Effects Make-up & Face Painting**
- ◆ **Product awareness**
- ◆ **Career option & choices**
- ◆ **Health & Safety**
- ◆ **Prepare and assist in the workplace environment**
- ◆ **Working with customers & colleagues**

## Progression

NC Make-up

## Interview

Successful interview with college staff will be required before a place is offered on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 4

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm

# HAIRDRESSING

## Course Outline

If you are interested in a career in hairdressing, why not explore all the possibilities in our fantastic salons. The main aim of the course is to provide you with the opportunity to undertake a course in the theoretical and practical skills involved in hairdressing. All units contained within the course contain written work in the formation of a portfolio of evidence.

## Entry Level Recommended

Entry is at the discretion of the college. You must show a keen interest and be willing to commit to the course

## Course Content

- Working in a Salon Environment
- Salon Skills
- Creative Trends
- Introduction to colour

## Progression

College

## Interview

A successful interview with college staff will be required before a place is offered on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Wednesday/Friday

### Time

1.30pm – 4pm

# HOSPITALITY ESSENTIALS

## Course Outline

The hospitality industry recruits a vast number of skilled and unskilled workers each year and the workforce continue to be heavily reliant upon young people aged 16-19 years. This course is designed for those with an interest in working full time or part time in this vibrant, fast paced and exciting industry. From a café, coffee shop, licenced restaurant or hotel this combination of industry required certificates and skills added to your CV will help you find employment.

On this course pupils will develop knowledge an understanding of personal hygiene, food safety and health and safety requirements when working in a professional kitchen along with organisational and time management skills required to follow recipes and produce dishes. Pupils will also learn how to professionally use and care for knives within professional kitchens. Knives may include both straight and serrated bladed from small vegetable knives to cleavers scissors and secateurs.

## Entry Level Recommended

Preferably achieved Core Skills at SCQF Level 3 however entry is at the discretion of the College.

## Course Content

- ▶ **Cookery Processes an introduction - SQA Unit 6 credits at SCQF 3**
- ▶ **Food Hygiene for the Hospitality Industry - SQA unit 6 credits at SCQF 4**
- ▶ **Maintain and Handle Knives - SQA unit 2 credits at SCQF 5**
- ▶ **Cookery Support and Customer Services - college certificate**

## Progression

- ▶ **NC Professional Cookery**
- ▶ **Employment**

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 3-5

### Day

Wednesday/Friday

### Time

1.30pm – 4.00pm

# HOSPITALITY SKILLS FOR WORK

## Course Outline

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

## Entry Level Recommended

Applicants must demonstrate an interest in Hospitality /Catering and should be undertaking Hospitality subjects in School.

## Course Content

- Working in a Professional Kitchen
- Working in a professional Restaurant
- Working in the Hospitality Industry
- Planning and contributing to Events

## Progression

Successful completion of this course would allow articulation onto NQ, NC or SVQ Professional Cookery Level 5 or Hospitality Operations and Events Level 5/6

## Interview

Yes

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Wednesday & Friday Afternoon

### Time

1:30pm - 4:00pm

# NPA PROFESSIONAL COOKERY

## Course Outline

If you are interested in pursuing a career in the catering industry, but do not necessarily have any prior experience of cookery, then try this introductory course. You will learn skills in professional cookery, whilst working in the training kitchens within the Hospitality department. You will be preparing and presenting food in a realistic working environment throughout the academic year.

## Entry Level Recommended

You should ideally have Core Skills at SCQF Level 3 but is at the discretion of the College.

## Course Content

- Food Preparation Techniques: An Introduction
- Food Hygiene for the Hospitality Industry
- Cookery Processes: An Introduction

## Progression

- NPA Bakery
- NC Professional Cookery
- Employment

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 4

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm



# NPA BAKERY

## Course Outline

If you are interested in pursuing a career in the catering industry, but do not necessarily have any prior experience of bakery, then try this introductory course. You will learn skills in professional bakery, whilst working in the training kitchens within the Hospitality department. You will be preparing and presenting food in a realistic working environment throughout the academic year.

## Entry Level Recommended

You should ideally have Core Skills at SCQF Level 3 but entry is at the discretion of the College

## Course Content

- ✔ **Craft Baking: An Introduction**
- ✔ **Cake Decorating: An Introduction**
- ✔ **Bread Making: An Introduction**
- ✔ **Pastry**

## Progression

- ✔ **NC Professional Cookery**
- ✔ **Employment**

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 4

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm

# INTRODUCTION TO TRAVEL & TOURISM INCLUDING AIRPORT OPERATIONS & CABIN CREW

## Course Outline

This course is appropriate for a wide range of learners including those who wish to achieve a greater understanding of the Travel and Tourism Industry and their place in it, as well as learners who wish to progress to training or further study or Employment. This allows learners to experience a range of work-related activities in relation to Travel and Tourism industry. It is also aimed to build confidence and develop skills for learning, life and work.

## Entry Level Recommended

Entry to this course is at the discretion of the College

## Course Content

- Skills for Customer Care
- Travel and Tourism: Customer Service
- Working as Air Cabin Crew: An introduction
- Travel and Tourism: Employability
- Learn to Book
- Travel and Tourism: Scotland
- Learn to be a Rep
- Airport Ground operations: An Introduction

## Progression

- NC Travel & Tourism
- NC Travel & Events
- Employment

## Interview

An interview is not required for a place on this course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm

# NPA PRACTICAL SCIENCE INCORPORATING FORENSICS

## Course Outline

This course will allow pupils to learn about various aspects of science in a forensic context. You'll learn about DNA analysis Chemical analysis, working with data, fingerprinting and developing skills suitable to a forensic lab. There will be practical and theoretical work around physics chemistry and biology.

The content will include lab practical skills including safety and working with data. On route you'll become familiar with scientific equipment and develop confidence in working in a lab setting. The qualification has been mapped at SCQF level 5. This reflects the level of the component Units and the learning required of the candidates.

The qualification goes beyond the demands of an SCQF level 4 qualification due to the degree of interpretation, planning, numerical analysis and communication required and due to the level of practical skills.

## Entry Level Recommended

Entry is at the discretion of the college. Pupils would normally be expected to have achieved National 4 level qualifications.

## Course Content

Students will have the opportunity to work in a lab setting safely on projects related to forensic science as well as chemistry, biology and physics. You'll learn about DNA analysis Chemical analysis, working with data, fingerprinting and developing skills suitable to a forensic lab.

## Progression

NQ Level 6 Science course

## Interview

A successful interview with college staff will be required before a place is offered on the course.

## Key Facts



### Location

Clydebank Campus

### Level

SCQF Level 5

### Day

Tuesday/Thursday

### Time

1.30pm – 4.00pm

# Frequently Asked Questions

## How do I get there?

If transport is required this is organised through your school and will take you back to the nearest point to your home at the end of the day.

For Foundation Apprenticeships travel expenses will be provided for work placements located more than 2 miles from your home.

## How are these programmes different from the subjects I take at school?

The main difference is that you will spend time at college while working towards qualifications at SCQF Level 4, 5, 6 or 7.

If you are studying a Foundation Apprenticeship you will spend time in a work placement with an employer.

## How will the courses be certified?

You will receive a certificate from the relevant awarding body (SQA, IMI etc.).

## So what are the benefits?

The award itself will act as a springboard into the workplace, a modern apprenticeship, or to go onto college or university. You will develop valuable skills such as communication, working with others and problem solving, skills that are beneficial in the world of work.

## Who do I contact if I have a problem while at College?

The Schools Team can be found on the ground floor in room 011(A) at Clydebanks Campus.

### Linda Holt

School Liaison Coordinator

t: 0141 951 7595

m: 07872 837 246

e: linda.deas@wcs.ac.uk

### Catherine Bonner

Schools Liaison  
Administration Assistant

t: 0141 951 7729

e: Catherine.bonner@wcs.ac.uk

## Foundation Apprenticeship Senior Administrator

t: 01475 553182

e: foundation.apprenticeship@wcs.ac.uk

### Katrina Maxwell

Foundation Apprenticeship School  
Engagement Coordinator

t: 01475 554030

e: katrina.maxwell@wcs.ac.uk

### Sharron Rodger

Schools Relationship Manager

e: Sharron.Rodger@wcs.ac.uk

## It sounds great - how do I apply?

Places are limited, you should speak to your pastoral/guidance teacher as soon as possible. You should also read the option details for your choice of course and discuss this with your parent or guardian. Your school will instruct you on the relevant online application process.

For Foundation Apprenticeships you must apply online through the West College Scotland website.

Further information can be found at:

📌 [www.apprenticeships.scot](http://www.apprenticeships.scot)

📌 [www.westcollegescotland.ac.uk/foundation-apprenticeship](http://www.westcollegescotland.ac.uk/foundation-apprenticeship)

📌 <https://www.westcollegescotland.ac.uk/courses/schools-vocational-programme/>





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