

A Foundation Apprenticeship in Hospitality Skills at SCQF Level 4

GR4J 04



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This document provides you with information you will require to deliver a Foundation Apprenticeship in Hospitality Skills within a pilot phase.

Version Control			
Version Number	Revision(s)	Approved by	Date
1.0	Framework Specification	Frank Quinn	November 2020

Background

One of the key recommendations of Sir Ian Wood's review on developing the young workforce was to "develop better connectivity and co-operation between education and the world of work to ensure young people at all levels of education understand the expectations of employers, and that employers are properly engaged" (Scottish Government response to "Developing the Young Workforce; 2015). The Scottish Government set ambitious targets to ensure this connectivity is delivered through a partnership of schools, colleges/training providers and employers.

Skills Development Scotland (SDS), alongside other partners, is working with industry to increase the range of work-based learning opportunities for pupils in the senior phase of secondary schools. One of the ways this is being achieved is through the development of Foundation Apprenticeships and SDS is leading this initiative. Foundation Apprenticeships will allow pupils to gain vocational qualifications that combine sector specific skills alongside the knowledge that underpins these skills in a workplace setting while still at school.

The Foundation Apprenticeship in Hospitality Skills is designed to provide learners from S3 and the senior phase (S4, S5 and S6) opportunities to develop skills and knowledge for entry into a career in the Hospitality sector. The overall purpose of the course is to ensure that learners develop practical skills, knowledge and understanding and the opportunity to develop their meta skills through the delivery of a project.

The Foundation Apprenticeship Product Specification can be found on apprenticeships.scot

What is the Foundation Apprenticeship in Hospitality skills?

The Foundation Apprenticeship (FA) in Hospitality Skills is for pupils in S3, S4, S5 and S6 and typically takes 1 year to complete. The framework can also be completed over a two-year model, but this must be agreed by Skills Development Scotland.

Irrespective of the delivery model, the Hospitality Skills framework includes two core elements, namely:

1. Skills for Work award in Hospitality Skills (SCQF Level 4)
2. Work Based Challenge Unit (SCQF Level 4)

The full programme specification is outlined further in this document.

Background / rationale

This Foundation Apprenticeship supports the commitment to provide relevant work-based vocational education and training as part of the S3 and senior phase curriculum. This will prepare young people for direct entry into a career in the Hospitality sector by equipping them with the necessary skills and knowledge to work effectively. This includes both the development of practical and technical skills alongside the development of learner meta-skills, supported via project-based learning. It also highlights meaningful vocational pathways as challenging and valuable alternatives to existing academic subjects.

Partnership

A Foundation Apprenticeship is about the right balance between delivering the taught elements of the programme (the SFW) and the development of work-based competences the meta-skills and work-based learning elements.

Development of true competence depends on the continuing acquisition and application of underpinning skills and knowledge. Young people need to build real workplace skills including both those that are specialist to the chosen career and the generic behaviours and attributes that apply to any workplace.

Foundation Apprenticeships are delivered by partnerships comprised of school, learning provider and employer. The learning provider is responsible for the approvals, delivery, assessment and quality assurance of the component units and qualifications. Where multiple learning providers are involved, arrangements between them will be detailed in an SQA Partnership Agreement.

The learning provider must have the appropriate SQA centre and qualification approvals in place before it can deliver the Foundation Apprenticeship.

For further support and guidance on SQA's approval, quality assurance processes and SQA Partnership Agreements, please see:

<https://www.sqa.org.uk/sqa/79474.html>

Employers are an essential part of the partnership and can contribute in a range of ways, from creating a workplace challenge, to coaching and mentoring, to interviewing and selection. They may also be involved in the assessment of the work-based learning element.

Pastoral Care

The young people embarking on this Foundation Apprenticeship are school pupils and therefore all those involved in delivering the programme have a duty of care. This includes providing appropriate health and safety training and measures to ensure the safety of the young people, including relevant safeguarding requirements that are required by respective Local Authority and School partners.

How should the Foundation Apprenticeship in Hospitality Skills be delivered?

The units within the underpinning Skills for Work award should be delivered in a holistic way, integrating learning and assessment, and introducing a project from the very beginning.

A project should form the basis for delivery and be the vehicle for generating the majority of evidence. Delivery partners are encouraged to map project activity to learning outcomes. The underpinning SfW should not be delivered and assessed on a unit by unit basis. The holistic approach to delivery will allow learners to receive a more authentic work-based learning experience.

The Work-based Skills Challenge unit is designed to support the contextualisation of the Skills for Work Award, and therefore should be a complementary unit to run concurrently with the SfW.

Learning providers are required to identify host employer(s) to support the Work Based Skills Challenge. Through the project, employer(s) are asked to provide interventions aligned to the project objectives and to support the development of evidence for assessment against the outcomes.

Involvement of industry is encouraged across the entire programme of learning. Learner success is best reflected when the delivery of the theory and practical elements are aligned. This approach maximises the contextualisation for the learner and offers the opportunity to put into practice underpinning learning.

Work Based Challenge Unit/Meta-skills:

The WBCU set at SCQF L4 has been designed to support the delivery of the Skills for Work. Providers are asked to engage with employer(s) to identify a suitable project that will complement the learning outcomes within the SFW units.

Incorporated within the WBCU is a meta-skills framework designed to emphasise the importance of meta-skills to industry in addition to technical and practical ability. Through the project associated with the WBCU, learners are required to understand meta-skills and consider which they are likely to develop through their role in the project. Reflective practice is central to the development meta-skills throughout the project. Learners are asked to reflect on their meta-skills development and record this alongside their evidence base.

For further information on the WBCU and meta-skills, please refer to the link provided at the end of this document.

Please refer to the Foundation Apprenticeship Product Specification for further information on the principles of Foundation Apprenticeship delivery.

Please refer to Annex 1 at the end of this document for a detailed breakdown of the units and codes within the framework

Certification

SQA will issue the commemorative certificate for the Foundation Apprenticeship.

Learning providers must ensure that they have appropriate approvals in place with SQA for the Foundation Apprenticeship and all mandatory components. Candidates must be entered and resulted for all relevant units for verification and certification purposes.

Once all contributing results are entered on SQA systems, the candidate's commemorative certificate will be produced.

SQA Awarding Body quality assurance requirements apply to the delivery of the SQA component units and group awards. Centres are required to sign up to the relevant Assessment Strategy for the Skills for Work and Work Based Challenge Unit.

Learner Selection and Entry Requirements

Entry is at the discretion of the centre; however, The Foundation Apprenticeship in Hospitality Skills is aimed at pupils with an interest and enthusiasm in exploring this area of work and project-based learning.

Equalities

We expect those involved in the development, recruitment and delivery of Foundation Apprenticeships to be pro-active in ensuring that no-one should be denied opportunities because of their age, disability, gender reassignment, marriage and civil partnership, religion or belief, sex or sexual orientation or pregnancy and that any barriers (real or perceived) are addressed to support all pupils. These are the protected characteristics of the Equality Act 2010 and training providers and employers must comply with this Act to ensure that applicants are not discriminated against in terms of entry to and promotion within the industry.

Our emphasis throughout is upon equality and diversity both for new entrants to the sector and opportunities for progression for the existing workforce.

Learner Progression

Foundation Apprenticeships at SCQF Level 4 can form part of and support learner progression in a number of ways. These include:

- Foundation Apprenticeship at SCQF Levels 5 or 6
- National Qualifications available in school and college
- Modern Apprenticeship
- Further Education
- Employment/Training opportunities

Recognition of Prior Learning

SQA's policy is to recognise prior learning as a method of assessing whether a learner's experience and achievements meet the evidence requirements (i.e. the standard) of a SQA Unit or Units and which may or may not have been developed through a course of learning.

More information can be found on the [SQA website](#).

Foundation Apprenticeship Framework Specification: Hospitality at SCQF Level 4

GR4J 04 Work-Based Skills: Hospitality at SCQF Level 4			
Group Award Title	Unit Title	SCQF Level	SCQF Credits
Skills for Work Hospitality (C244 74)	Hospitality: Working in the Professional Kitchen - (J141 74)	4	6
	Hospitality: Working Front of House - (J142 74)	4	6
	Hospitality: Working in the Hospitality Industry - Scotland - (H6MP 74) or Hospitality: Working in the Hospitality Industry - (J140 74)	4	6
	Hospitality: Introduction to Events - (J143 74)	4	6
Work-based Challenge Unit	J4E2 04 Work-based Skills Challenge	4	6
TOTAL SCQF CREDIT POINTS			30

One SCQF credit point is equivalent to 10 notional hours of learning.