

Student Guide on Applying for Social Services and Children & Young People or Social Services & Healthcare Foundation Apprenticeship

- Type <https://my.opportunitiesfife.org/programmes/418/join> into your browser for Children & Young People or
- <https://my.opportunitiesfife.org/programmes/419/join> for Social Services & Healthcare
- If you are not already a member of Opportunities Fife, click on Sign up

Opportunities Fife has lots of great features for our members.

Sign up today to view latest vacancies, set up job alerts, apply for jobs, maintain your CV

Would you like to advertise your vacancies on Opportunities Fife?

As a business you can list your latest job vacancies by logging in and registering your or

To get involved with Developing the Young Workforce, **CLICK HERE** and sign in.

Not a member?

Sign up



Already a member?

Email

Password

Login

You must provide your first name

- Complete the form then click sign up. You will now see the below message



Sign up Sign up.

You are here: Sign up

Thanks for registering Joe

An email has been sent to joe.bloggs@email.com with details of how to activate your account.

If you do not receive this email within the next 15 minutes then please ensure that you check your email system's "Spam" folder and ensure that is on your approved senders list.

- The below email will be sent to the email address you have registered with
- Click on 'HERE'

Welcome to Opportunities Fife!

Now you're registered, you just need to verify your account by clicking [HERE](#) or by copying the link below into your browser window to start using Opportunities Fife.

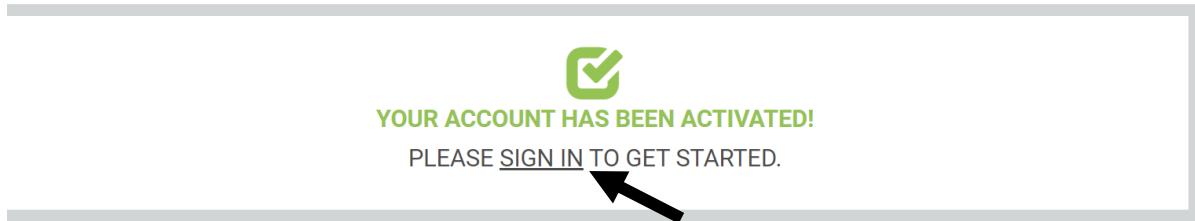
[https://my.opportunitiesfife.org/account/verifyaccount/130174?](https://my.opportunitiesfife.org/account/verifyaccount/130174?ReturnURL=%2Fprogrammes%2F418%2Fjoin&token=CfDJ8O40SaimeqxBoeL3UV8AB7XUx%2FoyNx1UCrIVXOROAzL9L4easPsYegI1ShuEytyhNn4BLbW%2FHx7M)

[ReturnURL=%2Fprogrammes%2F418%2Fjoin&token=CfDJ8O40SaimeqxBoeL3UV8AB7XUx%2FoyNx1UCrIVXOROAzL9L4easPsYegI1ShuEytyhNn4BLbW%2FHx7M](https://my.opportunitiesfife.org/account/verifyaccount/130174?ReturnURL=%2Fprogrammes%2F418%2Fjoin&token=CfDJ8O40SaimeqxBoeL3UV8AB7XUx%2FoyNx1UCrIVXOROAzL9L4easPsYegI1ShuEytyhNn4BLbW%2FHx7M)

There are loads of resources to help you out, whether you are:



- The below screen will now appear. Click on sign in and input your email address and password



Get full access to Opportunities Fife ✕

Opportunities Fife has lots of great features for our members.
 Sign up today to view latest vacancies, set up job alerts, apply for jobs, maintain your CV online and lots more!

Would you like to advertise your vacancies on Opportunities Fife?
 As a business you can list your latest job vacancies by logging in and registering your organisation – it's free!
 To get involved with Developing the Young Workforce, **CLICK HERE** and sign in.

Not a member?

Already a member?

[Forgotten your password?](#)

- **Complete the Application form (example below). Ensure you put in your own address and not the school address. Your current qualifications are the subjects you have already studied and been resulted for. Your pending qualifications are the qualifications you are currently undertaking and not been resulted for.**

2021 Foundation Apprenticeships Application:



A Foundation Apprenticeship is a course you can study while you are still at school as part of your school timetable. You will spend two half days per week online/virtual being delivered by a training provider in Year 1 and during Year 2 you will spend time working with an employer completing work base learning through a virtual work placement. Studying a Foundation Apprenticeship will enable you to gain valuable work experience and an industry recognised qualification.

Before you start:

In order to complete and submit your application, you will need the following:

- A valid email address
- Your postcode
- The details of your qualifications

You will also be asked:

- For a personal statement

Personal Details	
First Name	Joe
Surname	Bloggs
What is your Date of Birth?	01/02/2003
Are you under 18?	Yes
Are you a current school pupil?	Yes
What school did you last attend?	Dunfermline High School
Address	123 Bloggs Road
Town or City	Dunfermline

Postcode	AB1 2CD
Home Phone Number with Dialling Code	01383 123456
Mobile Number	0712345678
Email Address	joe.bloggs@email.com
Contact Preference	Email
Do you have access to IT? (Tablet, laptop, computer)	Yes
Please provide details	

Equal Opportunities

Nationality	Scottish
Please Specify	
Ethnicity	English, Welsh, Scottish, Northern Irish or British
Please Specify	
Residency Status	I have been resident in the UK for at least 3 years
In which country have you resided for the last 3 years?	
Is English your first language?	Yes
You have selected Scotland as your country of nationality. Were you born in Scotland?	Yes, I was born in Scotland
In which country were you born?	
Please specify in which country you were born:	
You have selected Scotland as your country of nationality. Have you lived in Scotland for the last 3 years?	Yes, I have lived in Scotland for the last 3 years
In which country have you lived for the last 3 years?	
Please specify in which country you have lived for the last 3 years:	
Which best describes your first or preferred language?	English
Do you hold any qualifications or are you studying towards any?	Yes

Current Qualifications

Qualification	Maths	Level	National 4
Qualification	English	Level	National 5
Qualification	Drama	Level	National 5
Qualification	PE	Level	National 4
Qualification		Level	
Qualification		Level	
Qualification		Level	
Qualification		Level	

Pending Qualifications

Qualification	Maths	Level	National 5
Qualification	English	Level	Higher
Qualification	Drama	Level	Higher
Qualification	PE	Level	National 5
Qualification		Level	
Qualification		Level	

Young Carers

Are you a Young Carer?	No
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Care Experience

Are you or were you Care Experienced?

Yes

Personal Statement

Your personal statement is your chance to tell us why you would be a great person to have on the course. Please remember that some courses do not require interviews, so it's important to put as much relevant detail as possible into your personal statement. The more you tell us about yourself, the easier it is for us to assess whether this is the right course for you.

Why do you want to join this course? How will taking the course help you achieve your goals?

Input your answer

What knowledge, skills and interests do you have from school, work or your personal life? How will these help you pass this course?

Input your answer

Additional Support Needs

Do you have any additional support needs?

No

Please give details:

Agreement

Please read carefully before submitting the Application.

If successful in achieving a place on the Foundation Apprenticeship Programme, I understand that:

Each programme will run for two years with attendance commitments across S4 and S5 or S5 and S6.

Students are required to attend school and/or college and be committed to undertaking work placements during the course of the 2 years Foundation Apprenticeship programme.

A Foundation Apprenticeship Qualification is only gained through successfully completing all parts of the course work across the 2 years

By checking this box, I agree to the above conditions.

True

Student Name

Joe Bloggs

Data Processing Agreement

Your personal details will be held by Fife Council and maybe shared between services involved in providing Employability Support for you. For more information on how this data is processed, please follow the link below:
www.fifedirect.org.uk/privacy/employability

Save for Later Submit

- Once your application is complete, click on submit
- If the below message appears, check what field has been missed on your form (Example below)

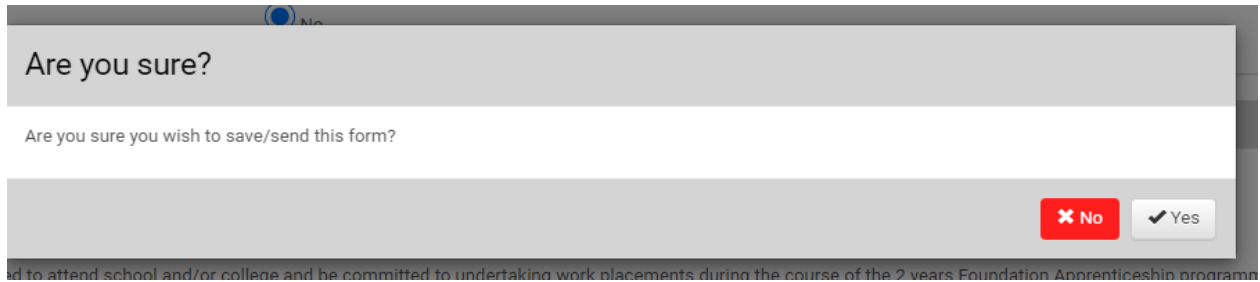
There are validation errors with the form, you must correct these errors before the form can be submitted.

Save for Later Submit

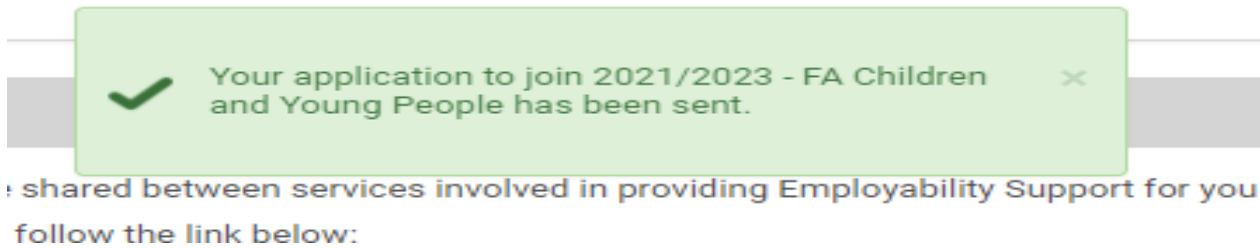
What is your Date of Birth?

This field is required

- Once you click submit, the below message will appear. If you are still happy to submit your application, click 'Yes'



- The below message will appear on screen



- An acknowledgement email will be sent to you (example below)

Dear Joe,

Thank you for your application for the Foundation Apprenticeship Programme. Your application will be reviewed shortly.

If you require further assistance completing the application form or have any questions regarding the Social Services and Children & Young People or Social Services & Healthcare Foundation Apprenticeship, please contact the appropriate Employability Officer (details below)

Employability Officer Details	Schools
Daniel Laing Daniel.laing@fife.gov.uk 07702339151	Balwearie High School Kirkcaldy High School St Andrew's RC High School Viewforth High School
Jackie Cassidy Jacqueline.cassidy@fife.gov.uk 07712543623	Bell Baxter High School Madras College Waid Academy
Liam Mason Liam.mason@fife.gov.uk 07970044659	Dunfermline High School Inverkeithing High School Queen Anne High School Woodmill High School
Lisa Devine Lisa.devine@fife.gov.uk 07904303931	Beath High School Lochgelly High School Levenmouth Academy
Stewart Lyons Stewart.lyons@fife.gov.uk 07710919979	Auchmuty High School Glenrothes High School Glenwood High School