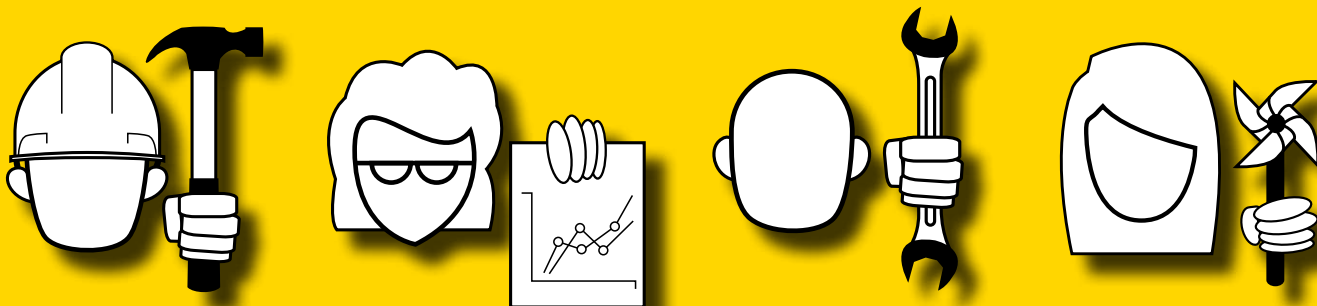
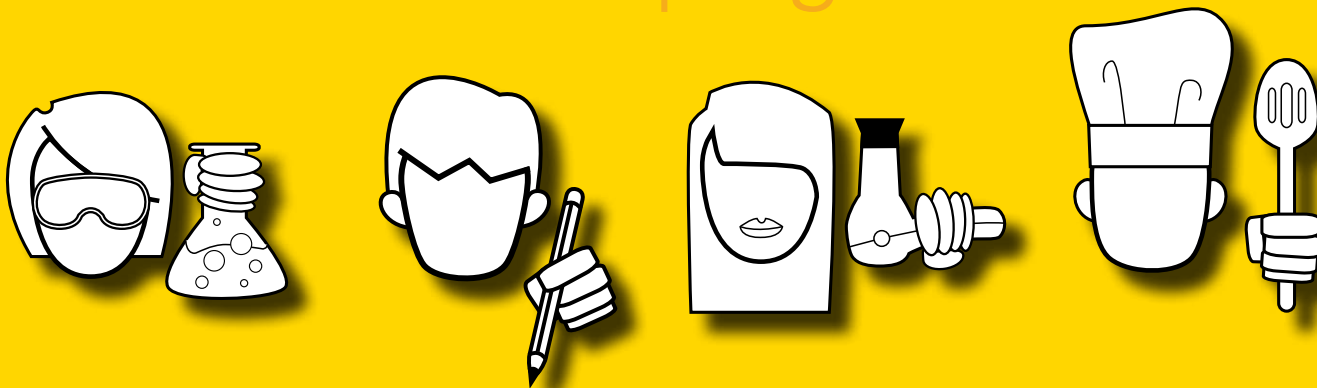
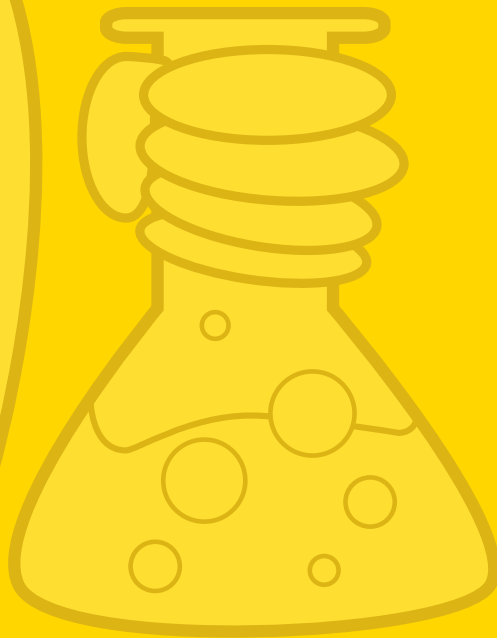


# a guide to vocational programmes for school pupils



## vocational programme







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Every effort has been made to ensure the accuracy of the information contained in this brochure. All programmes run subject to enrolment of minimum numbers, maximum numbers may also apply. Some programme details may be subject to change.

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# introduction

At Dundee College, we know that most of our future students will come from the schools in Dundee. That's why we have teamed up with Dundee City Council Education Department to ensure that as many school pupils as possible have the opportunity to try out our courses and experience College life before leaving school. If you are interested in taking part, look through this booklet and find a subject that interests you. You will find lots of choice and many exciting courses on offer. I sincerely hope you'll give one of them a try and join us in the near future.

Regards

**Christina Potter**

Principal, Dundee College





## directing opportunities

Dundee City Council's Education Department has worked in partnership with Dundee College for many years to offer vocational opportunities to our S3 and S4 pupils. We recognise that providing our young people with skills for life and skills for work is vital to the future economy of Dundee and Scotland. In this booklet you will find a range of courses covering a variety of vocational opportunities. Have a look at what is on offer and if any of them interest you it may be possible to attend college for one afternoon a week to try one out.

Regards

**Jim Collins**

Director, Dundee City Council, Education Department





Mark Ross from Dundee Contracts presenting prize winner Darren Scrimgeour from Grove Academy



# The School and Community Department

The School and Community Department at Dundee College will meet you at the enrolment and induction session. We are also here to answer any questions and give you advice before, during or after your Vocational programme.

## Here are our contact details:

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# Details about the Vocational programmes at Dundee College

## Who are the programmes for?

These programmes are for pupils in S3 and S4. You can apply for these programmes with the agreement of your school and your parents or carers. Pupils who attend will have hands-on practical experience of a vocational subject and develop employability skills. You will gain additional certification on successful completion of the courses.

## Where are they held?

All the programmes are held at Dundee College, at either the Kingsway or Gardyne Road Campus. See the relevant page for details.

## How do I get there?

Dundee City Council Education Department will arrange for a bus to collect you at your school and bring you to the college. You will make your own way home.

## When do the programmes run?

The programmes run from June to June each year. You will attend college on Thursday afternoons throughout S3 and S4. College times are from 1.45pm to 4.30pm unless specified otherwise by your college lecturer.

## What are the entry requirements?

You need to have a good standard of education, good attendance at school and a good reference from your guidance teacher.

You will also be interviewed, usually in a group situation, by college staff, education department staff and employers.

## How do I apply?

You should speak to your guidance teacher and your parents or carers, and ask your guidance teacher for an application form. When you have completed the application form, return it to your guidance teacher by the date specified. You will receive a letter letting you know if you have been successful in gaining a place on the programme.





### **Do I have to pay for anything?**

You do not have to pay for the programmes and all materials and equipment will be given to you free of charge. If you leave the programme before the official end date, you will be expected to return the equipment.

### **What happens at the end of S4 when I have completed the 2 years of the Vocational Programme?**

At the end of S4 you have 3 options.

1. You can stay on at school to sit your Highers or Intermediates
2. You can apply for a full-time programme at college
3. You can seek employment

You do not have to continue with this particular Vocational subject when you complete the programme. Some students do progress in the same area, while others make new choices.

### **Why should I choose a college Vocational Programme?**

The experience you will gain from participating in one of these courses will be appreciated by employers when you do eventually apply for work. You will also gain confidence, knowledge and skills that will help you should you decide to take further courses at college or university. Young people are being encouraged to develop skills for learning, skills for life and skills for work as part of Curriculum for Excellence. In addition,

the certificates you gain from these courses are equivalent to Standard Grades. You can be assured that local employers recognise the courses delivered at Dundee College.





# “Looking good for your Future”



## Beauty Therapy

### Description:

NPA Cosmetology  
(SCQF Level 4)

This programme is held at Kingsway Campus.

It is an introduction to the Beauty industry giving you the opportunity to gain the initial basic skills and knowledge necessary to work in a beauty salon.

### Units:

- Working with Customers and Colleagues
- Cosmetology: Career Options and Choices
- Cosmetology: Product Awareness
- Cosmetology: Health and Safety
- Cosmetology: Prepare and Assist in a Workplace Environment
- Cosmetology: Beauty – Practical Skills

### Progression:

On successful completion of this qualification you may wish to apply to the College for a National Certificate Group Award in Beauty and Make-Up (SCQF Level 5) or seek employment in a beauty salon, or return to school.





# “Caring for the Future”



## Early Education and Childcare

### Description:

Skills for Work: Early Education and Childcare (SCQF Level 4)

This programme is held at Gardyne Road Campus. Students cover two units in year 1 and two in year 2.

The programme has lots of practical elements that relate to working in a childcare setting. Assessments are often project-based and involve working as part of a team.

### Units:

- Child Development
- Play in Early Education and Childcare
- Working in Early Education and Childcare
- Care of Children

### Progression:

You can progress onto an Intermediate 2 programme in Early Education and Childcare at Dundee College, or if you have the necessary standard grades, you can apply to NQ Early Education and Childcare. You may wish to return to school to study Highers, or you may wish to seek employment in a child care setting.



# “Building for Your Future”



## Construction Crafts

### Description:

Skills for Work  
Construction Crafts  
Intermediate 1  
(SCQF Level 4)

This programme is held at Kingsway Campus.

The course contains a variety of construction crafts units, making it especially suitable for pupils with an aptitude for, and an interest, in practical crafts work.

Pupils will learn and develop a variety of skills and attitudes that enhance employability over the two years of the course e.g. punctuality and timekeeping; following instructions and advice; keeping the workplace tidy; interpreting simple drawings and developing measuring skills.

Pupils will all complete Health and Safety Awareness training as part of their induction for this course.

### Units:

- Joinery
- Plumbing

- Electrical
- Decorative Painting
- Employability Skills
- Plasterwork
- Bricklaying

### Progression:

Pupils who successfully complete the programme may wish to apply to employers to undertake a full-time Apprenticeship (which will include day or block release at College.) Some pupils may wish to progress on to full-time programmes at Dundee College. Pupils can also return to school and continue to study Highers.





# “Steer Into Your Career”



## Motor Vehicle

### Description:

#### Motor Vehicle

This programme is held at Kingsway Campus.

Pupils will gain practical hands-on experience in the motor-vehicle workshops. You will learn the basics of vehicle maintenance and repair.

### Units:

- During S3 you will begin to work on City and Guilds Progression Award Level 1.
- During S4 you will work towards completion of Progression Award Level 1.

### Progression:

After successful completion of the above programme you may attend Dundee College on a full-time programme to complete a full City and Guilds Progression Award Level 2, or after a satisfactory interview, you may progress onto a 3 year apprenticeship leading to a full City and Guilds Level 3 Award. Some pupils may wish to return to school full-time and study for Highers.





# “Power for the Future”



## Energy

### Description:

Skills for Work:  
Energy (Intermediate 2)  
(SCQF Level 5)

This programme is held at Kingsway Campus.

Do you know what your carbon footprint is? On this programme you will develop an awareness of the impact of the energy sector on the environment and individual lives. Each unit will aim to enhance employability skills. You will be

encouraged to develop teamwork and practical skills. A key feature of this programme is the emphasis on experiential learning.

### Units:

- Energy – An Introduction
- Domestic Wind Turbine Systems
- Domestic Solar Hot Water Systems
- Employability and Careers

### A choice of:

- Energy and the Individual
  - Oil/Gas Extraction
  - Conventional Technologies and the Grid
- (to be confirmed)

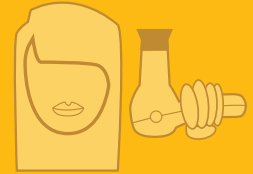
### Progression:

On completion of the programme you might wish to apply for a programme at Dundee College in NQ Engineering Systems or return to school to gain Highers or seek employment.





# “Style Your Career”



## Hairdressing

### Description:

Skills for Work: Hairdressing  
(SCQF Level 4)

This programme is held at Kingsway  
Campus.

It is an introduction to the  
Hairdressing industry giving you the  
opportunity to gain the initial basic  
skills and knowledge necessary to  
work in a hair salon.

### Units:

- Salon Awareness
- Working in a Salon
- Employability Skills
- Creativity

### Progression:

On successful completion of this  
qualification you may wish to  
apply to the College for a National  
Certificate Group Award in  
Hairdressing (SCQF Level 5) or seek  
employment in a hair salon, or return  
to school to study Highers.





# “Life Science Technician”



## Life Sciences

### Description:

Life Sciences  
(Intermediate 2)

This programme is held at Kingsway Campus.

You will undertake a variety of laboratory procedures, such as using pH meters, gel electrophoresis and microbiological techniques. You will also gain valuable general employability skills.

### Units:

- Working with Micro-organisms
- The Biology of Micro-organisms
- Biotechnology Processes

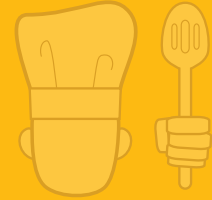
### Progression:

On successful completion of this programme you may wish to apply to study for a National Qualification in Science at Dundee College, or return to school to study Highers. Alternatively, you may seek employment in the Life Science Industry undertaking a Modern Apprenticeship and an HNC Applied Science.





# “Food for Thought”



## Hospitality

### Description:

Skills for work Hospitality  
Intermediate 1 and 2 (SCQF  
Level 4 and 5)

This programme is held at Kingsway  
Campus.

Pupils will take part in preparing,  
cooking, presenting and serving food  
and drinks in a realistic, high quality  
working environment. Working  
front of house is included. The  
course develops vocational skills  
and knowledge, including customer  
care and reception skills, catering

and hospitality events. There will be  
some joint delivery with schools and  
college as part of this programme.

### Units:

- Hospitality Intermediate 1
- Hospitality: Working in the  
Hospitality Industry
- Hospitality: Working in the  
Professional Kitchen
- Hospitality: Working Front of House
- Hospitality: Introduction to Events
- Hospitality Intermediate 2
- Hospitality: Developing Skills for  
Working in Hospitality
- Hospitality: Front of House  
Operations
- Hospitality: Events

### Progression:

On successful completion of  
the above programme pupils  
can progress onto SVQ Level 2  
Professional Cookery or Hospitality  
Level 2 in college. Alternatively,  
they can seek employment in the  
hospitality industry, or return to  
school for further study.





# “Creating Your Digital Future”



## Creative Digital Media

### Description:

Creative Digital Media  
Intermediate 1  
(SCQF Level 4)

This programme is based at Kingsway Campus but there may be time spent in the radio studio and visiting current media events in the local area.

This programme will provide an introduction to a wide range of digital industries. Pupils will gain knowledge of radio, TV, software

and hardware, computer games development, digital graphics, website production, sound production and other emerging technologies. There will be both team and individual work culminating in the production of two digital media products.

### Units:

- Introduction to the Industry
- The Creative Process
- Production Project

### Progression:

On completion of the programme you may wish to apply for National Awards at Dundee College in subjects such as Media, Computing, Computer Games, Animation, or Digital Media (SCQF level 5), or continue at school to study Highers and Intermediates.



# What now?

## Interested

If you are interested in one of these programmes, here is what to do next:

1. Have a discussion with your guidance teacher and your parents/carers at home.

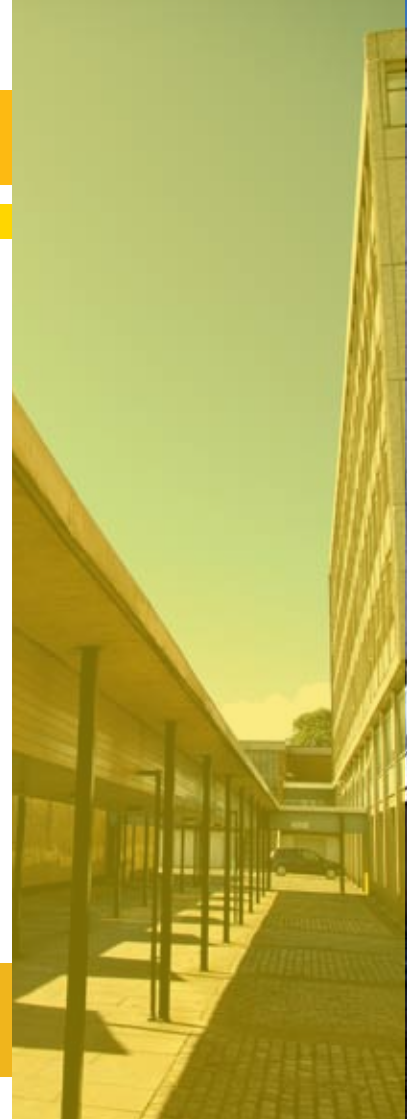
Your guidance teacher will explain that if you undertake one of these programmes, you may have to miss some periods of other school subjects so you will have to be prepared to work hard and catch up with school work.

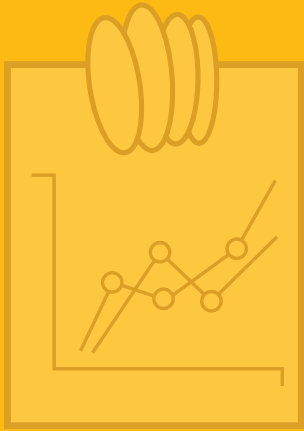
2. Complete an application form and pass to your guidance teacher.

## What happens next?

1. You will be invited to an Open Evening to find out more about the College.
2. Your guidance teacher will tell you if you are being put forward for an interview.
3. You may receive some help from a careers advisor in school about what to do at an interview.
4. You will be asked to attend a group interview, where you will have a discussion with College staff, Careers staff, Education Department staff and employers.
5. You will receive a letter to let you know if you have been given a place on the programme.
6. . You will be asked to come along to College for an induction session before the summer.
7. You will start your programme the following week.

Contact: **Anne Hamilton, Wider Access Manager, Dundee College, Kingsway Campus**  
Telephone: **01382 834862** Email: **a.hamilton@dundeecollege.ac.uk**





Contact Dundee College and  
our campus sites on this number

**Tel: 01382 834834**

email: [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

[www.dundeecollege.ac.uk](http://www.dundeecollege.ac.uk)

Contact Dundee City Council's  
Education Department on this number

**Tel: 01382 433088**

**Fax: 01382 433080**

[www.dundeecc.gov.uk/education/](http://www.dundeecc.gov.uk/education/)

**Kingsway Campus**  
Dundee DD3 8LE

**Gardyne Campus**  
Dundee DD5 1NY

