

# Advising work-based learners

Susan Hayday, *fdf* (Foundation Degree Forward)

# What is work based learning?



- Learning which takes as its starting point the learner and their activities at work in their company or organisation
- Uses the workplace as a learning environment
- Learners are able to take their work activities and use them as a starting point for their studies

# What might be involved?

- Practical work-focused projects
- Problem solving
- Reflective logs and journals
- Personal and professional development planning
- Research investigations and outcomes
- Management and technical reports
- Presentations, exhibitions, portfolios

## The KUBIS work-based learning model

The model piloted by the project was one where:

### Learners designed many of their own learning goals

With support from their tutor and their employer, learners identified what they wanted to learn and how they intended to learn it. Much of this learning happened in their workplace, where they carried out work-based projects, linking their findings to broader frameworks of ideas they were introduced to by their tutors.

### Learners designed their own assessments

A range of assessments could be used, depending on the nature of learners' projects. For example, a learner could video themselves giving a presentation, or they could submit evidence of something they have created as part of their work, which is relevant to their goals.

way to run a Ltd.

It's FREE to join  
at the desk too



- What is KUBIS?  
(Homepage)
- The KUBIS Environment
- The KUBIS Workbased Learning Model
- KUBIS People
- KUBIS Publications
- KUBIS Stakeholders



### Social Networking was an important vehicle for learning

Learners networked with fellow students and were also encouraged to form online communities of practice with people outside the University, who were interested in similar areas. Thus they could learn from local, national and international best practice in their sector.





*“During my Craft Apprenticeship I was involved in manufacturing aircraft parts and now in computer-based design. Once I have completed my Higher Apprenticeship, I will have achieved Professional Engineer status and will have the choice of working in manufacturing, quality or design.*

*The Higher Apprenticeship for me is very different to the Craft Apprenticeship in that it has more academic content, but because it is so closely linked with the practical aspects of my work I am coping well with studying for the Foundation degree.... I aim to progress to a Master's degree while working for Airbus.”*

Paul Brotherton

Merryl - A levels, full-time course in Business Admin, Administration Officer at County Council. Foundation degree in Employment Based Independent Study (EBIS), Hons degree. Now Business Support Co-ordinator with the Trading Standards Department of Suffolk County Council.



Merryl Collings, Business Support Co-ordinator  
Trading Standards Department, Suffolk County Council



Ashley Hayden

Left school with one A-C grade GCSE to start work. With the support of his employers he completed a Foundation degree (FdA) in Logistics and Supply Chain Management.

He is now Operations Manager at Boots, with 400 staff and a multi-million pound budget.

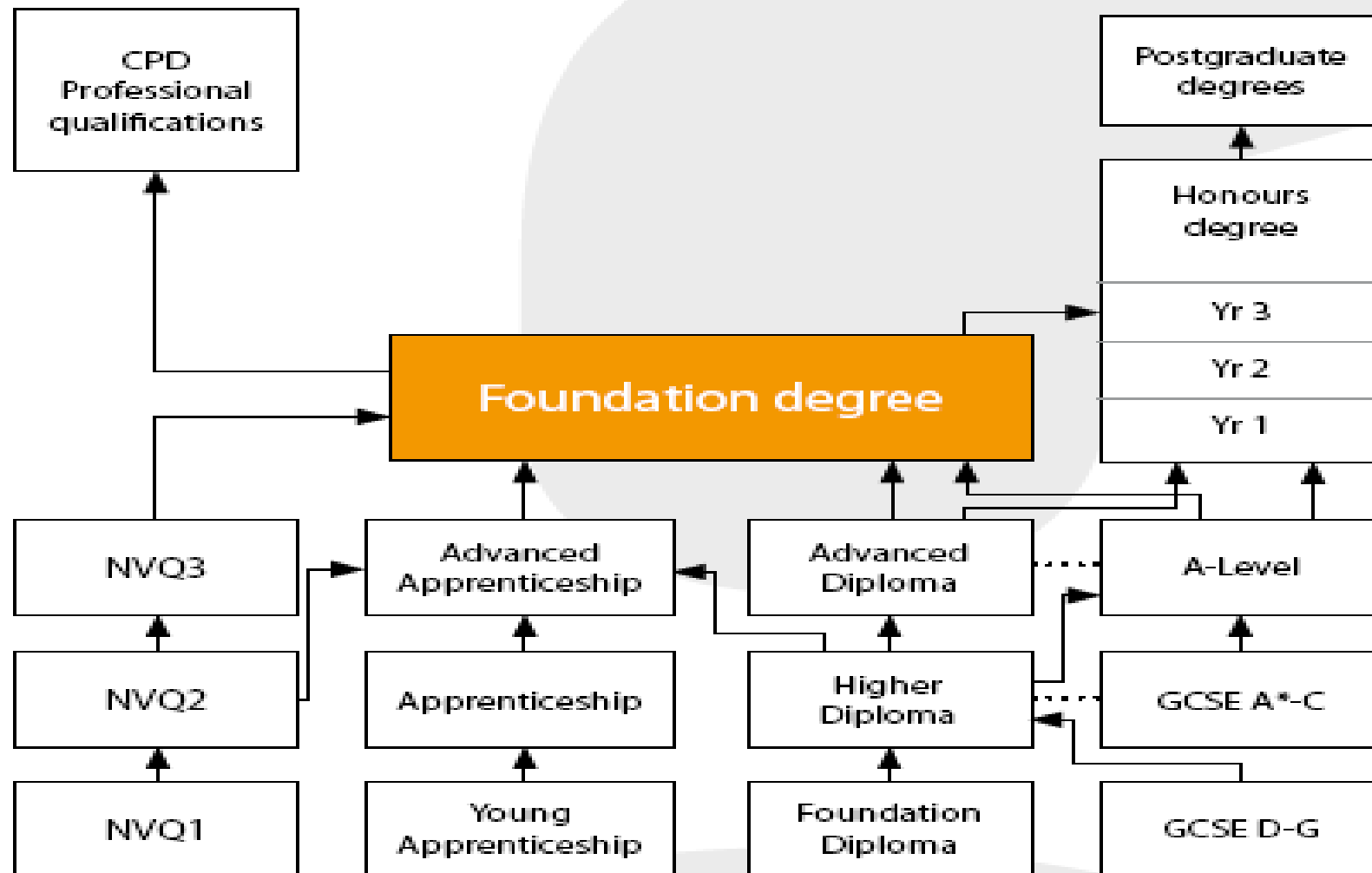


# Foundation degrees – a success story



- A pioneering and flexible qualification with a high level of support from employers (QAA 2010)
- Government's target of 100,000 Fd students to be enrolled at any one time achieved
- 250,000 students have taken up Fds to date
- Over 3000 Foundation degree courses are currently available

## *How do Foundation degrees fit with other qualifications?*



# Foundation degree entry requirements



- Entry requirements are generally more flexible than for other types of higher education
- For individuals in employment formal qualifications are not always required for entry to a Foundation degree.
- For individuals under 21 years of age, relevant level 3 qualifications (e.g. BTEC National Diploma, A-Levels, NVQ3 or Advanced Apprenticeship) are generally required
- In some cases, individuals who wish to undertake a Foundation degree must be in relevant employment

Foundation degrees | 18 to 24 | Open University - Windows Internet Explorer

http://www8.open.ac.uk/choose/18to24/courses/foundation-degrees

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open university foundation degree

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Web Search

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Tools

## Discover the benefits of earning and learning

Specially developed in conjunction with employers to help you make progress in your chosen industry, they combine work-based learning with study at home to help you get ahead.

They're also flexible, which means you'll be able to fit the studying around your job, whether you choose to do the degree full time in 2 years, or longer part time.

<a href="#">Analytical Sciences</a>	<a href="#">Business</a>
<a href="#">Business Information Technology</a>	<a href="#">Computing and its Practice</a>
<a href="#">Counselling</a>	<a href="#">Early Years</a>
<a href="#">Financial Services</a>	<a href="#">Health and Social Care</a>
<a href="#">Health Sciences</a>	<a href="#">Information and Communication Technologies</a>
<a href="#">Leadership and Management</a>	<a href="#">Materials Fabrication and Engineering</a>
<a href="#">Operating Department Practice</a>	<a href="#">Paramedic Sciences</a>
<a href="#">Primary Teaching and Learning</a>	<a href="#">Retail Management</a>
<a href="#">Sport and Fitness</a>	<a href="#">Working with Young People</a>
<a href="#">Youth Justice (England and Wales)</a>	

Foundation degrees

Study tips

Download a prospectus

Find your nearest event

How to apply

Student debt calculator

Done

Center

DigitalMe...

Internet

100%

» You are in: [Home](#) > [Courses & Study](#) > [Courses](#) > [Foundation Degrees](#) > Foundation Degrees Available

## Foundation Degrees Available



- [Arts, media & design](#)
- [Business](#)
- [Computing, engineering & technology](#)
- [Health](#)
- [Sciences](#)
- [Contact](#)

Foundation degrees are available in a number of vocational areas. Many of these are available part-time for those in employment who are looking to develop their skills. A number of Foundation degrees are available full-time for students looking to enter a particular industry or profession.

Many Foundation degrees are validated for delivery at one of the University's partners and a number are delivered by a Faculty or School of the University. The portfolio of Foundation degrees is being added to continuously.

### Arts, media & design

Foundation Degree	Provider
Children's Work and Ministry	Oasis College
Contemporary Art Practice	Burton College, Newcastle-under-Lyme College, South Staffordshire College, Stafford College
Dance and Theatre Arts	Burton College
Digital Media Production	Burton College, Newcastle-under-Lyme College, Stafford College, Stoke-on-Trent College
Family Support Work and Ministry	Oasis College



training foundation decision  
higher education workplace  
employer targeted why success

Choosing to do a Foundation  
degree while working –  
a checklist for learners

choice training about why  
information higher education  
options guide benefits

# A changing environment....



- Impact of increased fees on demand
- Impact on HE offer of reliance on fee income
- Removal of right to request time off for training

***But*** finance available for part-time students

[www.direct.gov.uk](http://www.direct.gov.uk)

# OU Openings courses



Short courses with lots of support and no exams, giving you a gradual introduction to your subject and the world of studying.

[Exploring sport online \(Y164\)](#)

[Introducing environment \(Y181\)](#)

[Making sense of the arts \(Y180\)](#)

[Starting with law \(Y166\)](#)

[Starting with maths \(Y162\)](#)

[Starting with psychology \(Y183\)](#)

[Understanding children \(Y156\)](#)

[Understanding health \(Y178\)](#)

[Understanding management \(Y159\)](#)

[Understanding society \(Y177\)](#)

# Build on your experience: starting higher education at work



## Make the most of your work-based studies

**Welcome to this on-line resource**, which is designed to ensure that you can approach your course equipped with the skills and knowledge that you will need to succeed.

**Having taken the decision to embark on a higher education course**, you may be unsure about what will be expected of you, and whether you will be able to face the challenge confidently. The good news is that as you already deal with the daily challenges of working life, you will already be well-placed to use the skills that you have developed at work in this new study environment.

**This on-line resource is designed specifically for working people who are starting on a journey within higher education studies.** It will take you through a series of activities to help you to build on your existing skills and develop new ones to prepare you for your studies. You will engage in the process of personal development and planning – something that is an essential part of all higher education these days – as well as looking at your knowledge and skills in terms of how they will relate to your studies.

**You will also develop essential study skills that will be invaluable to you now, and throughout your course.** These will help you get to grips with the all-important practices and conventions to do with reading, studying, writing, analysing information and completing assignments.

**All the very best with your studies....**

This resource has been created by learndirect and fdf, two organisations that are committed to helping people improve their education and prospects at work.

*Record my skills and achievements*



*Link my work to higher education*



*Develop effective study skills*



*Gain workplace support for study*




*Prepare for assessment in HE*





# Build on your experience: starting higher education at work



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## Introduction

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- ▶ [Starting a portfolio](#)
- ▶ [How to use this resource](#)
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## Introduction

### Overview

This learning resource is for people who are taking a work-related learning route within study at Higher Education (HE) level.

Getting a degree was something I thought I would never achieve due to work commitments, but I found universities are changing and it is now possible to combine working and learning. It isn't easy but it is very worthwhile for me. I enjoy my studies and working alongside others who have their own jobs too.

Using this resource will help you to think about the progress you have already made within your working life, and begin to meet the challenges which higher level learning will involve, interlinking your personal development (in this section) with developing effective study skills (in the later sections) to underpin your confidence about work towards assessment within all future modules.

This first main section builds on your experience, and is split into topics, as below. However, everyone is different, with different starting points, needs and interests. So feel free to focus on the parts that are useful to you, when they are most useful, and use those activities and suggestions that seem relevant. You don't need to work through the sub-sections in order; you can start where you feel most confident or interested. A quick initial skim through would be useful though, and then you could return in more detail as you wish, recognising that there are some overlaps between topics.

The topics are:

- ▶ [Personal Development and Learning](#)
- ▶ [What's involved in higher level learning](#)
- ▶ [Linking work and learning](#)
- ▶ [Support for learning in the workplace](#)
- ▶ [Improving Learning and Performance](#)



# **WORKPLACE SUPPORT FOR YOUR STUDIES**

A GUIDE FOR WORK-BASED LEARNERS

## **Contents**

***Section 1: Introduction***

***Section 2: Types and sources of workplace support***

***Section 3: Gaining support in the workplace***

***Section 4: Useful links and further resources***

***Appendix A: Work-based learning at university level***

***Appendix B: Identifying work-based learning opportunities***

***Appendix C: Support Checklist***

# Kinds of support an employer can offer



- A financial contribution
- Paid/unpaid time off to apply, attend sessions, complete work-based assignments or projects
- Flexible working patterns
- Help to plan and carry out work-based projects and assignments
- Access to computer hardware/ software
- Mentoring and access to staff expertise
- Encouragement and recognition

*"In the past we have taken on graduates straight from university into operational roles, but have sometimes found that they lack the background knowledge, or experience, to effectively lead a team. The ICT Foundation degree graduates will be different - their existing knowledge of our work can be applied in new ways to collective benefit"*

**Mark Biffin, Apprenticeship Strategy Leader, BT Open Reach**

*“Foundation degrees have proved a positive experience for National Grid, with employees on the National Grid Foundation degree programme generally progressing faster than graduate recruits.”*

**Steve Holliday, CEO National Grid**



*“This programme is very important for our organisation, but also significant for the individuals involved. I am hoping this success percolates throughout the organisation and the industry as a whole. I am certainly a great supporter of this Foundation degree programme.”*

**Dermot Blastland, MD of TUI UK and Ireland**

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## Advising working people about higher learning

### Information and resources for advisers: Foundation degrees and more...

#### Introduction

This section of the **fdf** website has been developed to help advisers of working people. It focuses on pathways and routes into and through higher education (HE), particularly those where a Foundation degree is an option. You may be:

- A Union Learning Representative (ULR) or Union Project Manager
- A manager with a human resources or training role in an organisation
- A workplace mentor or coach
- A trainer or tutor offering work-based learning or training
- A careers adviser

This resource aims to provide a simple overview of the information needed by advisers and learners when considering work-based higher education programmes, such as Foundation degrees, as an option within the broader context of higher level learning.

Whether higher education is a completely new concept to you, or whether you just need to brush up on your facts, this resource offers a range of materials:

- comprehensive and helpful guides in PDF format to download and keep for reference
- user-friendly web and interactive content with lots of specific information about Foundation degrees.

Some materials are for you the adviser; other content, aimed at the learner, provides useful information and checklists for you to work through with your clients.

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Key Activities - Resources for Advisers and Learner Support -

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Foundation degrees – What you need to know

Employers and Foundation degrees

What is work-based learning?

Resources for Union Learning Representatives

How can Sector Skills Councils help?

## Downloadable guides for advisers and learners

### For advisers

Making choices about higher education - what you need to know

Higher education qualifications

How Foundation degrees fit with other qualifications

Funding options for higher education study

The benefits of Foundation degrees and work-based higher education

Sources of further advice on higher education for advisers and learners

Workplace support for higher level learning - an introductory guide for advisers

Adviser FAQs - answers to your most frequently asked questions





## Interactive zone



## For learners

**Choosing to do a Foundation degree while working - a checklist for learners**

**Workplace Support for Your Studies**



## Case Studies

**Paul Brotherton, Higher Apprentice, Airbus**

**David Brown, Fd Retailing, Tesco**

**Merryl Collins, Fd Employment-Based Independent Study**

**Stephen Cross, Fd Business and Management**

**Ash Hayden, Fd Logistics and Supply Chain Management, Boots**

**Tracey Hughes, Fd Early Years**

**Trisha Tunstall, Fd Hairdressing and Salon Management**

# Higher Learning at Work

from unionlearn

unionlearn  
with the

[About Higher Education](#) [About us](#) [Case studies](#) [Foundation Degrees](#) [Home](#) [Open university](#) [Publications](#) [Resources and links](#)

## Home

[Print](#)

Welcome to unionlearn's Higher Learning at Work website. This site will be useful to you if you are a union member or a rep, an adviser of working people on pathways and routes into and through higher education (HE) or a working adult or apprentice interested in progressing to higher learning.

In addition to union learn resources it contains a wealth of invaluable information provided by **fdf** (Foundation Degree Forward) for those advising and supporting work-based learners, as well as for learners themselves.

“I’m feeling inspired today!”

10% discount for  
union members



## Pages

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## Useful websites:

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

[www.higherlearningatwork.org](http://www.higherlearningatwork.org)

[http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG\\_10039022](http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG_10039022)

<http://www.businesslink.gov.uk>

(Foundation degrees and work-based higher education)