

Your Ref:

Our Ref: DGFAsM20

Date: 30 March 2020

**Skills, Education and Learning Directorate**  
122-124 Irish Street  
DUMFRIES  
DG1 2PB

Parent/Carer of  
Amber Fairbairn  
Creative and Digital Media  
Foundation Apprenticeship Student  
2019-2020

Any enquiries please contact:  
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### **Foundation Apprenticeships in Dumfries and Galloway**

Dear Parent/Carer

On behalf of all the staff involved in running our foundation apprenticeship programme, I am writing to update you on your child's progress and to reassure you that we will continue to deliver the remainder of the course to ensure their success.

This letter details the individual progress that has been made towards each of the units within the course as well as outstanding tasks and how we aim to work with your child to complete.

All students doing the course on a one-year basis have had their placement cut-short, and we will continue to gather evidence of their placement success until we have official guidance from the SQA as to how the full certificate will be awarded. We have already thought this through and shared with colleagues nationally how we believe if required, we gather evidence 'from a distance'.

For now, all students will be working to complete final tasks towards their National Progression Award (NPA), and we would be pleased if you could encourage them to respond to e-mails from the class teacher, go onto their teams site regularly and submit work requested. Our class teachers are available via Skype & Teams/E-mail on a Monday/Thursday just as the class usually runs. The only difference being, they engage with the course remotely.

If your child cannot access technology from home, please let us know and paper copies will be posted. Also, it may be that some of the tasks listed below have been overtaken since this letter was first drafted.

If your child is doing the course over a two-year period, placements have been arranged and will start in September. We shall keep in touch about this also, as dependent on the situation nationally, they may be able to start placements sooner.

**Progress and Work to be completed:**

**Introduction to Creative Industries - completed**  
**Storytelling for the Creative Industries - completed**  
**Understanding the Creative Process - completed**  
**Understanding the Creative Brief – needs:**

*Task 2 - Finish and upload typed up version of two sets of questions asked to two industry professionals about real creative briefs. 10mins Task 4 - Finish and upload, typed up version of the one of the previous creative briefs for the College or School as a proposal i.e. you are responding as the creative team and presenting your production plan/proposal as to how you will see the job done. Follow the instructions exactly on the template provided and as well as restating the context and the brief itself, you need to detail how it will be done, your particular ideas, who will do what, if you have no budget, who you have decided pays for fixings etc. Complete a form about health and safety considerations, (on Teams) and paste up a copy of the form. Finally give a detailed time-line from where the process starts to the final production.*

*2hrs approximately*

We are so disappointed that things have had to be cut short and have all enjoyed getting to know **every single student**, although it is sad to see them go in such an abrupt manner, we hope to have all students back in June at some point to celebrate their success!

Keep safe, keep in touch and our very best wishes.



DG Council, Foundation Apprenticeships