



Foundation Degrees

Supporting your Employees to complete a Foundation Degree

Foundation Degrees are vocational qualifications which combine academic study with work-based learning. They can appeal particularly to those who may not have considered higher education previously and are open to people at any level within an organisation. They are available part-time over a period of 3 to 4 years, allowing employees to study whilst continuing to work.

The Benefits for your Business

Supporting your staff to complete a Foundation Degree will enable you to:

- Upgrade the knowledge and skills of your workforce in line with your business needs
- Demonstrate in a practical way your organisation's commitment to staff development, thereby increasing employee motivation and improving staff retention
- Spread good practice throughout your business, by encouraging trained employees to pass their new skills onto others
- Generate business solutions and develop new ideas, by assigning employees key project work as part of their course based assignments

For your Employees

Taking a Foundation Degree will enable them to:

- Study for a higher education qualification whilst remaining in employment
- Attend class-based elements of the course locally
- Gain recognition and credit for their professional experience. Not only does relevant work experience count towards the entry criteria for Foundation Degrees, learners can also use their knowledge of their role and the business in case studies for their course based assignments
- Consolidate their existing practical knowledge with theory and develop new skills directly relevant to their chosen profession
- Progress to an honours degree or further professional qualifications upon successful completion
- Enhance their career potential and open up opportunities for promotion

The Employer's Role

Throughout the programme of study, the employer undertakes to support their employee by:

- Helping the employee to achieve their learning objectives by ensuring that they are given workplace tasks that enable them to apply what they have learnt to practical situations. In most cases this should be possible within the employee's existing job.
- Allowing the employee time out of the workplace to attend the academic based elements of the course, undertake examinations or to carry out additional study
- Making workplace resources available to the employee and allowing them to use business information in case studies for their assignments (within agreed limits of confidentiality)
- Where possible, providing the support of a mentor (who will be different to the employee's existing supervisor)
- Assisting the employee financially by subsidising all or part of the costs of the course
- Being aware of any problems or difficulties facing the employee and seeking the support of the Foundation Degree provider where required, so that issues may be addressed
- Allowing visiting tutors access to the employee and their supervisor / mentor at pre-arranged times



The Employee's Role

Throughout the programme of study, the learner is expected to:

- Strive to enhance their academic, professional and personal skills
- Attend timetabled classes and ensure their employer is aware of the times when they will be away from the workplace
- Put into practice in the workplace the skills and knowledge acquired during the class-based elements of the course
- Devote time to private study and complete required assignments
- Inform employer and Foundation Degree provider of any difficulties being encountered and seek appropriate support and guidance where required
- Draw on the knowledge and experience of their mentor
- Respond to and act on feedback from employer, mentor and Foundation Degree provider

The Foundation Degree Provider's Role

We support employers and their employees by:

- Helping employers understand the learning objectives of the employee
- Engaging in the periodic review of the work-based learning experiences offered by the employer, to ensure that they link well with the theoretical training
- Ensuring that the employee is fully aware of attendance requirements and submission dates for assignments
- Responding to the needs and concerns of both the employer and the employee by providing support and guidance
- Providing appropriate resources to support the employee in their private study
- Providing support, training and assessment for workplace mentors

There are also many other ways you can be involved with Foundation Degrees. You could support our programmes by:

Offering student work placement opportunities

Assisting with the design and development of Foundation Degrees

Mentoring students on work placement

Allowing students to visit your workplace to see how your industry or business functions at first hand

Providing students with live projects

Giving lectures or presentations about the industry in which you work

To contact us about offering your employees the opportunity to undertake a Foundation Degree or to learn more about getting involved with Foundation Degrees in other ways please call 01225 386513, email learningpartnerships@bath.ac.uk or visit www.bath.ac.uk/learning-partnerships