

# Business and Administration

## SCQF LEVEL 5 MODERN APPRENTICESHIP



9 - 12 Month Programme

Business and Administration plays an integral role in the success of an organisation. A well-defined and developed Business and Administration function keeps a business running.

### Introduction to the course

The SCQF Level 5 Business and Administration apprenticeship is designed to equip those working in business and administration with the skills and knowledge they need to demonstrate competence in their job role.

### Learner outcomes

This qualification involves a range of activities enabling learners to become successful within Business and Administration.

Mandatory units cover undertaking allocated work, communicating and managing own performance in a business environment.

There is also a wide range of optional units including document production, supporting events, meetings and diaries, customer service, IT and various specialist administrative functions.

### Assessment

Assessment is through performance in the workplace and will be based on performance evidence, i.e.

observation (in person, screen sharing) and work products generated by the candidate (word-processed documents, letters, spreadsheets, travel/ accommodation bookings, receipts, e-mail correspondence, database reports, graphic elements, etc.). The specific evidence produced will depend on the choice of optional units.

### A good fit for

This apprenticeship is designed for people who want to gain an internationally-recognised qualification which demonstrates that they have the skills, knowledge and behaviours required to carry out their role successfully.

### What's next?

Completion of the apprenticeship will allow learners to progress onto the Business and Administration SCQF Level 6 apprenticeship.



### Course overview



**Start Date**  
Flexible



**Level**  
SCQF Level 5



**Duration**  
9 - 12 months



**Delivery**  
Blended



**Assessment**  
End of unit and synoptic assessments



**Qualification**  
Business and Administration SCQF Level 5

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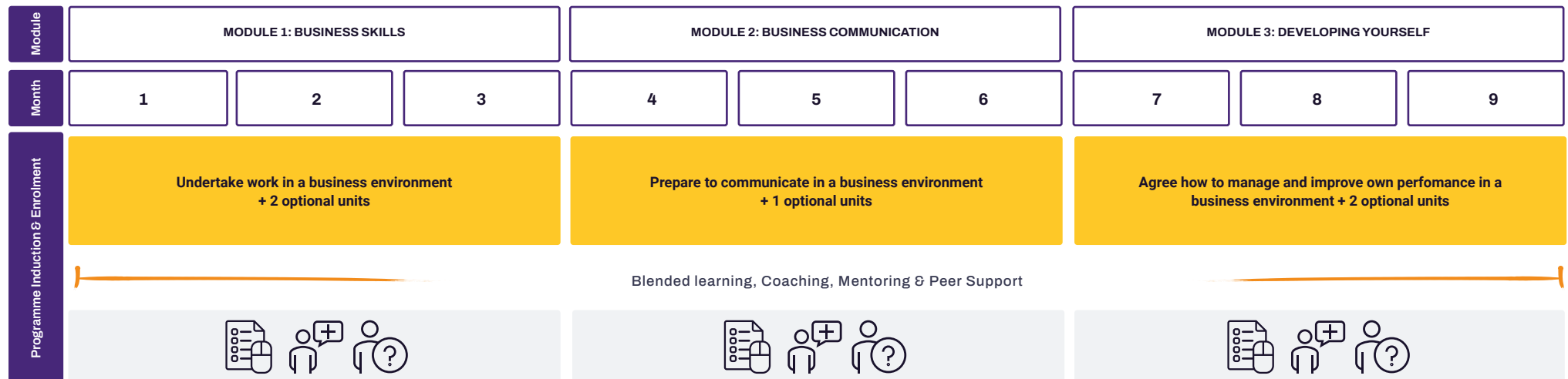


unlocking potential  
delivering personalisation  
enhancing performance

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## Blended Delivery Model



### Key



Online  
learning



Progress  
reviews



Assessment  
visit

The optional units available will be discussed with your skills coach at the start of the programme, as part of your personal development plan.