

Business and Administration

SCQF LEVEL 6 MODERN APPRENTICESHIP



11 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 6 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.

Learners on this programme have a broad range of activities with significant complexity, responsibility and autonomy, often in a supervisory or team-leading role.

Learner outcomes

Mandatory units cover managing workload, communicating and planning, and improving own performance in a business environment.

There is also a wide range of optional units including work responsibilities, document production and design, managing events, customer service, managing business resources, and managing information and data.

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

Individuals that want to develop their skills and knowledge further within Business Administration.

What's next?

This qualification will enable learners to progress to higher-level qualifications as their job role develops or changes.



Course overview



Start Date
Flexible



Level
SCQF Level 6



Duration
11 months



Delivery
Blended



Assessment
End of unit and synoptic assessments



Qualification
Business and Administration SCQF Level 6

Business and Administration

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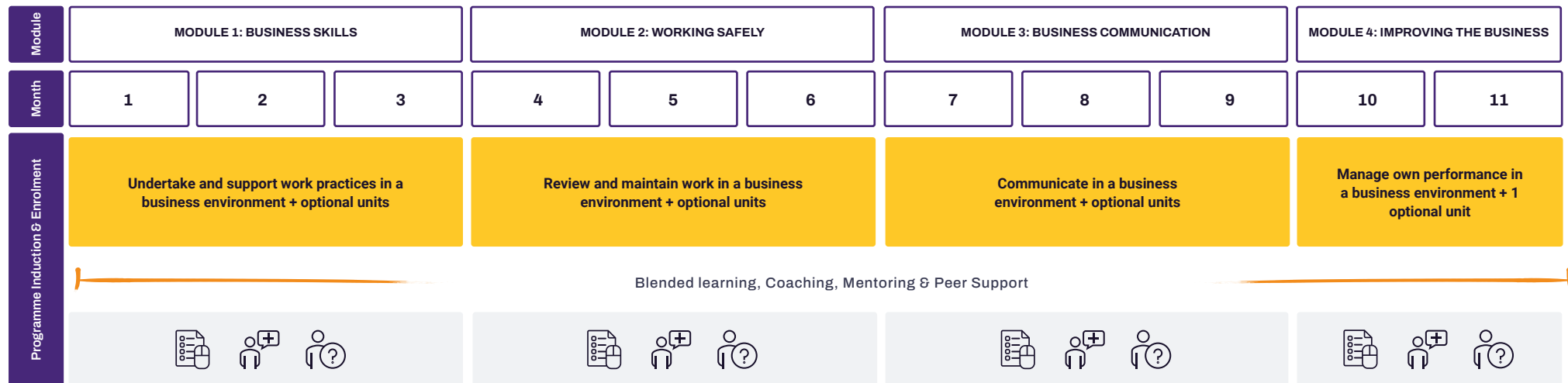


unlocking potential
delivering personalisation
enhancing performance

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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.