



BUSINESS AND ADMINISTRATION

INCORPORATING SCQF LEVEL 6 SVQ
IN BUSINESS AND ADMINISTRATION

SCOTLAND



Our Business and Administration Modern Apprenticeship delivers high quality on the job training and assessment designed to develop learners into a valued member of your team. The programme gives learners the qualifications, skills and practical experience to take on a range of administration based roles.



WHAT'S LEARNED?

Essential communication skills, including understanding business writing and email etiquette

Data entry, reporting and analysing business data

Basic finance and budget management skills

Planning, running and documenting meetings

Managing customer facing operations, including providing service and support



CORE SKILLS

Communication

Working with others

Problem solving

Information and Communication Technology



PROGRAMME STRUCTURE

Modern Apprenticeship

- 10 – 12 months duration.
- Skills coach contact every 5 weeks, remote visits to support work based learning and assignments.



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QA LTD Scotland



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QALtd



Business and Administration

SCQF Level 6 Modern Apprenticeship

MANDATORY UNITS

Developing self and improving own performance in business

Undertaking and supporting work practices in a business environment

Communicating in a business environment

TYPICAL PATHWAYS

Personal Assistant

Front of House Receptionist

Assistant Office Manager

Administration Assistant

CHOOSE YOUR OWN CLASSROOM AND WORKPLACE UNITS AND COURSES FROM:

LEVEL 6 (SUGGESTED)

Using office equipment

Collaborating and providing support in a business environment

Designing and producing documents in a business environment

Analysing and reporting data

Solving business problems

PLUS ONE ADDITIONAL PROGRAMME ENHANCEMENT FROM:

Planning and organising meetings

Supervising an office facility

Delivering a presentation

Managing budgets

Solving business problems

Plus many more options that can be discussed with your Account manager / Skills coach

LEADING TO:

Modern Apprenticeship including SQA SVQ in Business and Administration at SCQF Level 6

FOR MORE INFORMATION CONTACT US AT

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