

ENTRY REQUIREMENTS

Education level: **National 5** in **Maths** and **English** is desired. Other qualifications & experience may be considered.

SCQF **LEVEL 5,6,8** (tech cert.)

DURATION: 12-18 MONTHS

META SKILLS

Meta-skills are innate, timeless, higher-order skills that create adaptive learners and promote success; these are: **self-management, social intelligence & innovation.**

FUNDING OPTIONS AVAILABLE

OVERVIEW

The main purpose of the Business Administration apprenticeship is to equip individuals working in business and administration with the necessary skills and knowledge to demonstrate competence in their job roles. This program aims to develop professionals who are proficient in handling various administrative tasks, ensuring efficient and effective business operations.

LEARNER OUTCOMES

This qualification equips learners with the skills to excel in Business Administration.

Upon completion, you'll be able to:

Undertake Allocated Work: Efficiently manage and complete tasks assigned to you.

Communicate Effectively: Engage clearly and professionally in a business environment.

Manage Performance: Monitor and improve your work performance within a business setting.

Specialise in Various Functions: Choose from a wide range of optional units, including document production, supporting events, meetings and diaries, customer service, IT, and various specialist administrative functions.

Continuously Improve: Analyse feedback, identify areas for improvement, and implement changes to enhance business operations and customer satisfaction.

ASSESSMENTS

We use a blended approach to assess our apprentices taking a holistic view of their capabilities, encompassing both theoretical knowledge gained through a modular approach and practical skills demonstrated in the workplace.

CAREER PROGRESSION

The business administration apprenticeship could be a pathway to further career opportunities, such as office manager, executive assistant, or administrative coordinator.