BUSINESS AND ADMINISTRATION

BUSINESS SKILLS

Incorporating SCQF Level 6
SVQ in Business and Administration

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 CAN THE APPRENTICESHIPS COVER?

- 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

PLUS CORE SKILLS IN:

- Communication
- Working with others
- Problem solving
- Information and Communication Technology
- Numeracy

PROGRAMME STRUCTURE:

Modern Apprenticeship

10 – 12 months duration. Assessor contact every 5 weeks, rotating between remote and face to face visits to support work based learning and assignments.

Plus many more options that can be discussed with your Account Manager / Assessor.
YOUR PROGRAMME

CHOOSE YOUR PATHWAY

MANDATORY UNITS

- Plan how to manage and improve own performance in a business environment
- Review and maintain work in business environment
- Communicate in a business environment

TYPICAL PATHWAYS

- Personal Assistant
- Front of House/Receptionist
- Assistant Office Manager
- Administration Assistant

LEVEL 6 (SUGGESTED)

- Plan and organise meetings
- Supervise an office facility
- Deliver a presentation
- Manage budgets
- Organise and coordinate events
- Analyse and report data
- Design and produce documents in a business environment
- Solve business problems
- Use office equipment
- Support other people to work in a business environment

PLUS ONE ADDITIONAL PROGRAMME ENHANCEMENT FROM:

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

PLUS MANY MORE OPTIONS THAT CAN BE DISCUSSED WITH YOUR ACCOUNT MANAGER / ASSESSOR

Turning local talent into valuable employees, get in touch today!

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WHAT’S NEXT?

- Digital Applications Support
- Project Management
- Digital Marketing

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