

Administration & Management

You could work in **Business Administration and Management, Customer Service, Economics, Human Resource Management, Public Services Administration**

Useful subjects to study in school

National Subjects (National 3, 4, 5 and Higher)

Administration and IT
Business
Business Management
Economics
Modern Studies
Politics
Psychology

School/College Partnership Options

NPA Administrative Activities
NPA Administration: Medical
(Administrative Secretary)
NPA Administration: Office Skills and Services
NPA Business and Marketing
NPA Business Skills
NPA Business with Information Technology
NPA Enterprise and Business

Foundation Apprenticeships

Business Skills

Leaving School with Qualifications at:

**National 3,
National 4,
National 5**
or
**College course at
SCQF Levels
4 and 5**

or

**Highers or
College course or
Foundation
Apprenticeship
at SCQF Level 6**

Progression Routes (There may also be other courses available in your local area)

Further Education - NC, NQ and NPA (SCQF Levels 4, 5 and 6)

Administration (Office Skills and Services or Information Technology and Audio), Administration: Medical Receptionist, Administration: Medical (Administrative Secretary), Administrative Activities, Business (and Accounting, Administration, Digital, Finance, Human Resource Management, IT), Business and Marketing, Business Skills, Business with Information Technology, Enterprise and Business, Public Administration

Workplace Learning - Modern Apprenticeships (SCQF Levels 5 and/or 6)

Business Administration, Customer Service, Payroll

Workplace Learning - Modern Apprenticeships (SCQF Levels 7 or 8)

Business Administration, Management, Project Management

Higher Education at College - HNC and HND (SCQF Levels 7 and 8)

Administration and Information Technology (with different pathways), Business (with different pathways), Management and Leadership, Rural Business Management, Technologies in Business

Workplace Learning - Graduate Apprenticeship (SCQF Level 10)

Business Management (Business Analysis, Financial Services or Project Management)

University Degree – BA Hons, BSc Hons, MA Hons, MBus (SCQF Levels 9, 10 and 11)

Business Analysis, Business (with different pathways), Business and Finance, Business Management (with different pathways), Business Studies, Economics, Equine Business Management, International Business Management (with different pathways), Human Resource Management, Marketing and Business, Mathematics and Business, Risk Management, Rural Business Management, Social and Public Policy, Sport and Business Management

Your Personal Qualities

You are Analytical, Observant, Responsible, Sociable

You're interested in Business, Managing People and Projects, Organising Things

Your Core Skills are Communication, Decision Making, Leadership, Numeracy, Organisation, Proactivity, Teamwork