

Admin, Events and Travel (NPA)

South Lanarkshire College

Content

The qualification has been designed to provide you with excellent administrative skills relevant to all industries, together with an excellent introduction to the events industry and the travel and tourism industry. It will prepare you for progression to an HNC or HND qualification or for employment in any of these sectors.

Core Units:

IT software applications: word processing, spreadsheets, database; Research and prepare presentations; An Introduction to the events industry; Organising an event; An Introduction to the travel and tourism industry; Tourist destinations; Front of office/reception skills; Office administration/central services; Customer service skills; Corporate events.

Optional units:

Working as air cabin crew; Airport and ground operations; Communication; Marketing; Digital culture: social software; First aid; Language.

You will achieve two NPA Awards:

NPA in Administration: Office Skills and Services at SCQF Level 5; NPA in Events at SCQF Level 6

Start Date

August

Qualification

Other

Study Method

Part time (day)

Course Length

1 year

Department

Events Management

Entry Requirements

3 subjects at National 4 including Numeracy and Communication; or other relevant national qualifications at SCQF Level 4.
Entry based on successful performance at interview.

SCQF Level

5/6

Progression Routes

Relevant HNC/D

Address

College Way
East Kilbride
G75 0NE

Website

www.south-lanarkshire-college.ac.uk