

# **Administration (Level 5)**

**UHI Orkney** 

#### **Venues**

Kirkwall

#### **Content**

The course is designed to help develop and enhance Front Office, Reception and Customer Services skills to anyone who is looking to obtain employment or promotion in these areas.

Those that are moving into a job with an administration role for the first time; Those in administration roles who have little or no formal training; Those who want to improve their career prospects.

#### **Start Date**

August

# Qualification

NC

# **Study Method**

Full time

# **Course Length**

1 year

# **Department**

**Business and Computing** 

#### **Entry Requirements**

4 subjects at National 4; or relevant national qualifications at SCQF Level 4.

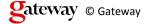
# **SCQF Level**

5

# **SCQF Points**

«SCQFPoints»

# **Progression Routes**





**HNC Business** 

# **Combination Courses**

«htmlCombinationCourse»

«htmlCombinationUCASCode»

# **Address**

School Place Kirkwall Orkney KW15 1NY

# Website

www.orkney.uhi.ac.uk/

