

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/