

## Administration (Level 5)

UHI Shetland

### Venues

Lerwick Campus

### Content

The NC Administration course provides an exciting new opportunity to gain the skills required for working in an administrative role within any organisation in the public or private sector. As part of the programme there will be the opportunity to plan and take part in a real event.

This course is suitable for school leavers or other young people looking for employment in an administrative field; it may also be attractive if you are a mature student wishing to change career direction or return to full-time study.

### Start Date

September

### Qualification

NC

### Study Method

Part time (day)

### Course Length

2 years

### Department

Business, Leisure and Tourism

### Entry Requirements

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

### SCQF Level

5

### SCQF Points

«SCQFPoints»

## Progression Routes

Relevant HNC

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Lerwick  
Shetland Islands  
ZE1 0PX

## Website

[www.shetland.uhi.ac.uk](http://www.shetland.uhi.ac.uk)