

Business Skills (SCQF Level 6)

SCQF Level 6 (24 Credit Points)

Why Study a Foundation Apprenticeship?

Studying for a Foundation Apprenticeship gives you the chance to combine work based qualifications such as Scottish Vocational Qualifications (SVQs) or National Certificate (NC) with practical work experience in industry.

Who Can Apply?

The Foundation Apprenticeship (FA) in Business Skills is for pupils staying on at school. You can choose an FA as one of your subjects in S5 or S6.

Entry Requirements

These vary depending on whether you start the Foundation Apprenticeship in S5 or S6. It could range from some subjects at National 5 to 1 or 2 Highers. Check with your school for details.

Course Content

National Progression Award in Business Skills

- Understanding Business
- Management of People and Finance
- Contemporary Business Issues
- PC Passport: Working with IT Software – Word Processing and Presenting Information
- PC Passport: Working with IT Software – Spreadsheet and database.

SVQ in Business and Administration (as part of your work placement)

- plan, manage and improve your performance
- communicate
- support other people to work in a business environment
- design and produce documents.

Qualifications Gained

- National Progression Award (NPA) in Business Skills at SCQF Level 6
- a Contemporary Business Issues unit
- core units of a qualification in Business and Administration at SCQF Level 6
- a work placement unit at SCQF Level 6.

Duration

1 - 2 years

What can I go on to next?

- Employment.
- A Modern Apprenticeship.
- You could continue your studies at college or university, gaining an HND or degree in a business discipline.

How to Apply

To apply for a Foundation Apprenticeship you should complete an application form through your school. You may be required to attend an interview and complete a relevant aptitude test.

Have a look at the [apprenticeships.scot](https://www.apprenticeships.scot) website to see what your school offers and to enquire.

Related Career Areas

- Administration and Management
- Buying, Selling and Related Work
- Communications and Media