

Administration, Office Technologies, Legal Services and Police Studies Course and Career Planner

Key:

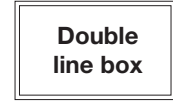
Progression route



Accelerated progression route



Academies/Community Classes



College courses



School College Partnership courses



Courses share progression options



This planner shows possible routes of progression. For full entry requirements for each course, always check online.



Potential Career Opportunities

Equivalent to National 4s

SCQF LEVEL

4

Equivalent to National 5s

SCQF LEVEL

5

Equivalent to Highers

SCQF LEVEL

6

Equivalent to Year 1 at University and Advanced Highers

SCQF LEVEL

7

Equivalent to Year 2 at University

SCQF LEVEL

8

Equivalent to Year 3 at University

SCQF LEVEL

9

Equivalent to Year 4 (Honours) at University

SCQF LEVEL

10

Articulation to university*

Articulation routes for direct entry to years 2 or 3 of a related degree exist for degree courses at Abertay University, Glasgow Caledonian University, the University of the Highlands and Islands, Robert Gordon University, and the University of the West of Scotland on successful completion of an HND. Please see our website for further information.

Certificate: Business Enterprise with Customer Service

Intermediate Certificate: Enterprise and Business with Legal Services

Intermediate Certificate: Business Enterprise with Customer Service

Intermediate Certificate: Enterprise and Business with Administration

Intermediate Certificate: Enterprise and Business with Accounting

Advanced Certificate: Enterprise and Business with Legal Services

Foundation Apprenticeship: Business Skills (School College Partnership)

Advanced Certificate: Tourism, Events and Business

Advanced Certificate: Enterprise and Business with Accounting

Advanced Certificate: Enterprise and Business with Administration

HNC: Police Studies (School College Partnership)

HNC: Police Studies

HNC: Legal Services (School College Partnership)

HNC: Legal Services

HNC: Administration and Information Technology

HNC: Administration and Information Technology (School College Partnership)

HND: Legal Services

HND: Administration and Information Technology

BA Business Management

BA (Hons) Business Management

Office junior, administrative assistant, clerical assistant, receptionist, trainee administrator, customer services

Accounts assistant, payroll assistant, HR assistant, administrative assistant, legal assistant, office administrator, retail operative, sales assistant, retail supervisor, customer services, retail display assistant, travel and tourism operatives

Office administrator, office supervisor, personal assistant, HR administrator, paralegal, mortgage executive, public sector legal departments, banking, management, accounting, sheriff officer, court officer, Scottish courts service, precognition agent, estates agent, police officer

Team leader, administrator, office supervisor, personal assistant, HR administrator, executive secretary, office manager, paralegal, mortgage executive, public sector legal departments, banking, management, accounting, sheriff officer, court officer, Scottish courts service, precognition agent, estates agent

Human resource manager, banker, administrator, financial analyst, operations manager, secondary school teacher

Human resource manager, team leader, administrator, financial analyst, management accountant, operations manager



*An Articulation Route is a pathway between an HNC or HND and a degree programme, agreed between a college and a university. HNC = Higher National Certificate, HND = Higher National Diploma