

ADMINISTRATION, OFFICE TECHNOLOGIES AND LEGAL SERVICES COURSE AND CAREER PLANNER



KEY:

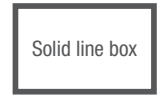
Progression route



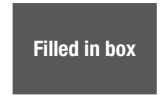
Accelerated progression route



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

SCQF LEVEL 4
Equivalent to National 4s

SCQF LEVEL 5
Equivalent to National 5s

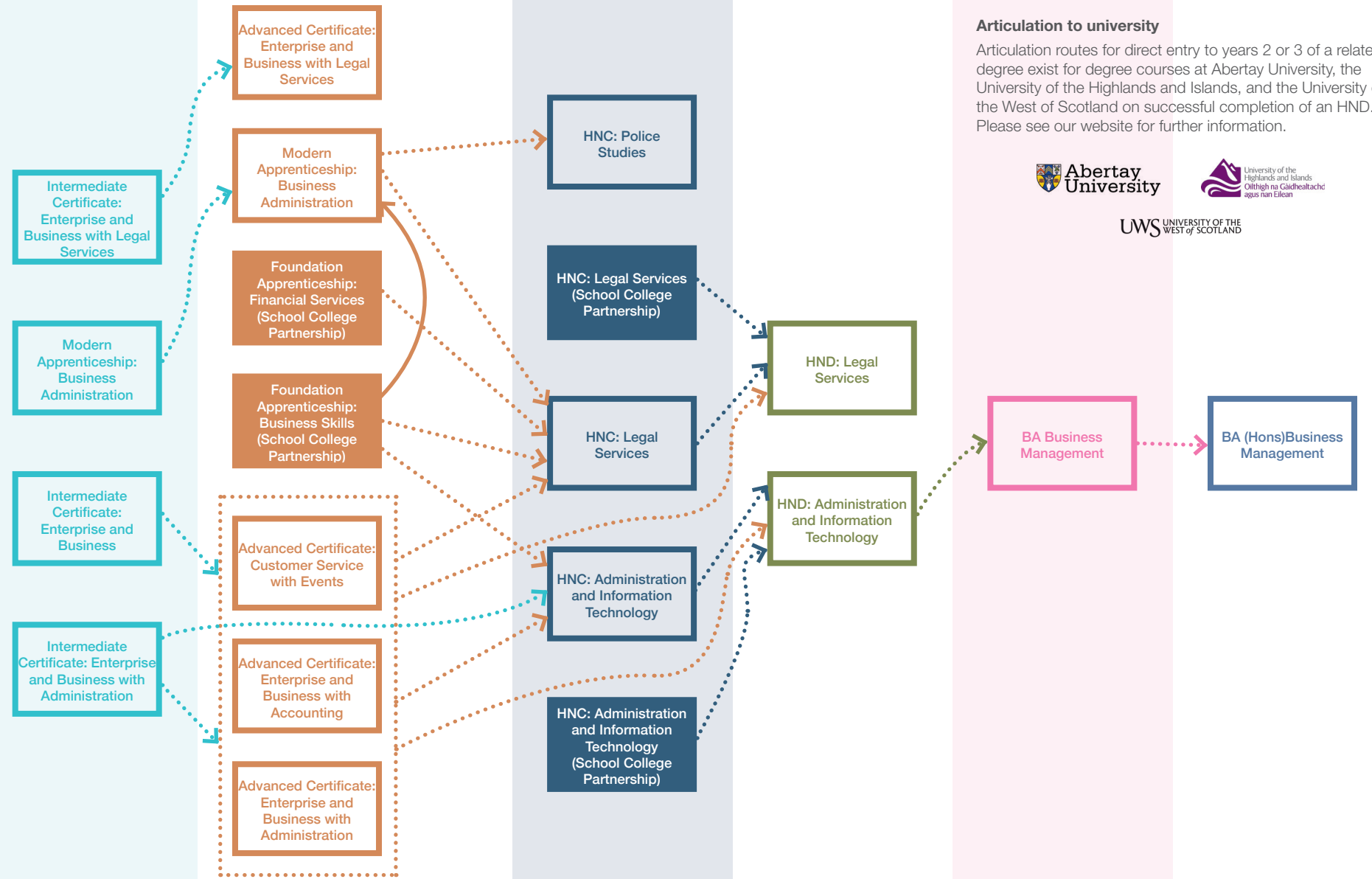
SCQF LEVEL 6
Equivalent to Highers

SCQF LEVEL 7
Equivalent to Year 1 at University and Advanced Highers

SCQF LEVEL 8
Equivalent to Year 2 at University

SCQF LEVEL 9
Equivalent to Year 3 at University

SCQF LEVEL 10
Equivalent to Year 4 (Honours) at University



Articulation to university

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



Business, administration, customer services, MAs, travel industry, hospitality industry

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

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

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

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