



# FOUNDATION APPRENTICESHIP IN BUSINESS SKILLS

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**SCQF Level 6**

## CAREER PATHWAYS

- Administration assistant
- Clerical assistant
- Data entry clerk
- Filing/records clerk
- Junior secretary
- Office clear
- Receptionist

## COURSE DESCRIPTION

The Foundation Apprenticeship (FA) will give you the chance to develop the skills and knowledge to enter a career in the many business sectors of today's economy.

You will learn about the different types of business, and the use of IT in Business and Management, along with practical skills in business environment. This course provides real life experiences, work placements along with classroom activity, industry talks and visits.

## COURSE CONTENT

- Understanding business
- Management of people and finance
- PC Passport: working with IT software – word processing and presenting information
- PC Passport: working with IT software – spreadsheet and database
- Contemporary business issues
- Work placement
- Plan how to manage and improve own performance in a business environment
- Communicate in a business environment
- Support other people to work in a business environment
- Design and produce documents in a business environment

## SKILLS DEVELOPED

- ICT skills
- Management skills
- Communication skills
- Problem solving skills
- Time management

## ENTRY REQUIREMENTS

- Achieved or working towards completing four National 5s, one of which must be English
- Planning to study a minimum of one Higher in S5, preferably to include English or Maths
- An excellent attendance record in school

## TARGET YEAR GROUP

S4 or S5

## PROGRESSION PATHWAYS

FAs are accepted by colleges and universities as part of their entry requirements. For full details, check out [apprenticeships.scot](http://apprenticeships.scot).

Fife College will accept achievement of the FA in Business Skills as equivalent to two Highers which will support you to gain entry to HNC: Administration and Information Technology, HNC: Legal Services, or HNC: Business at SCQF Level 7.

Insight Tariff Points: 340

SCQF Credit Points: 51