



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 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

- 4 National 5s at grade C or above, one of which must be English
- School Transition Form
- You must be capable of working at SCQF Level 6 (Higher) in S5, preferably English, Business, Admin & IT or Maths
- An excellent attendance record in school.

TARGET YEAR GROUP

S5 or S6

ADDED VALUE FOR FUTURE PROGRESSION

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, or HNC: Business at SCQF Level 7.

Insight Tariff Points: 340

SCQF Credit Points: 51