

**Administration,
Office
Technologies,
Legal Services
and Police
Studies**

Key:

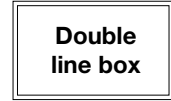
Progression route



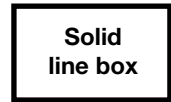
Accelerated progression route



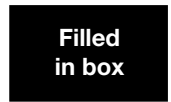
**Academies/
Community Classes**



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

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Certificate:
Tourism, Events and
Customer Service

Equivalent to National 5s

SCQF LEVEL

5

Intermediate
Certificate:
Business Enterprise
with Legal Services

Intermediate
Certificate:
Business, Enterprise
and Customer
Service

Intermediate
Certificate:
Business Enterprise
with Administration

Intermediate
Certificate:
Business Enterprise
with Accounting

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

Equivalent to Highers

SCQF LEVEL

6

Advanced Certificate:
Business Enterprise
with Legal Services

Foundation
Apprenticeship:
Business Skills
(School College
Partnership)

Advanced Certificate:
Tourism, Events and
Customer Service

Advanced Certificate:
Business Enterprise
with Administration

Advanced Certificate:
Business Enterprise
with Accounting

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

Equivalent to Year 1 at
University and Advanced Highers

SCQF LEVEL

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HNC: Police Studies
(School College
Partnership)

HNC:
Police Studies

HNC:
Legal Services

HNC: Administration
and Information
Technology

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

Equivalent to Year 2
at University

SCQF LEVEL

8

HND: Legal Services

HND: Administration
and Information
Technology

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

Equivalent to Year 3
at University

SCQF LEVEL

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BA: Business
Management

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

Equivalent to Year 4
(Honours) at University

SCQF LEVEL

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BA (Hons): Business
Management

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

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, Robert Gordon University, the University of the Highlands and Islands, and the University of the West of Scotland on successful completion of an HNC or an HND. Please see our website for further information.



*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