



# Foundation Apprenticeship in Business

## BUSINESS

### SCQF Level 6

Studying business opens doors to opportunities in a wide range of sectors, from office management, managing people and organisations, to economics, and marketing as well as a range of other subjects and skills. It has been estimated 1.9 million new managers will be needed in the UK by 2024, as management and business roles are growing rapidly across all sectors including banking, administration, human resource management and retail management.

### CAREER PATHWAYS

- Clerical assistant
- Administration assistant
- Human resources officer
- Junior secretary

### COURSE DESCRIPTION

This Foundation Apprenticeship gives you the chance to develop the skills and knowledge to enter a career in many business sectors. You will undertake the National Progression Award in Business Skills at SCQF Level 6, learning about the different types of business and the use of IT in business and management as well as undertake the core units of the SVQ in Business Skills at SCQF Level 6. You will learn in a classroom environment, have industry led talks and carry out a work placement with a local employer to undertake the SVQ units of the course.

### COURSE CONTENT

#### NPA elements

- Understanding business
- Management of people and finance
- Web Apps: Word processing
- Web Apps: Spreadsheets
- Contemporary business issues
- Work-based challenge

#### SVQ elements

- Develop self and improve own performance in a business environment
- Communicate in a business environment
- Collaborate and provide support in a business environment
- Design and produce documents in a business environment

#### Skills Developed

- Communication
- Problem solving
- Working with others
- Time management

### ENTRY REQUIREMENTS

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

### COURSE DURATION

1 year

### TARGET YEAR GROUP

S5/S6

### ADDED VALUE FOR FUTURE PROGRESSION

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

UCAS Tariff Points: 42

SCQF Credit Points: 51