

## Business Skills in Scotland

Employers tell us that there are major skills gaps which are in important areas that can have a large impact on their businesses. In particular they need individuals with strong skills in

- > Customer handling
- > Planning and organisation
- > Problem solving
- > Written communication
- > Team working

...in addition to the key practical and formal qualifications that a Foundation apprenticeship can provide such as IT applications, office skills and knowledge of the business environment.

### What will I study?

You will study an NPA at SCQF level 6 Business Skills and an additional unit on Contemporary Business Issues. You will be assessed through projects and assignments.

### How and where will I study?

This course will be delivered using Video Conference sessions with college tutors. Work placements will be organised and monitored by West Highland College UHI and will be chosen on an individual basis.

### Entry requirements

You will need a good level of English and Maths and ideally a business subject too. You should be predicted to achieve or have achieved a variety of Nat 5s as you will be working towards SCQF level 6.

### How to apply

You will need to fill in an application form which you can **get from your guidance teacher** or from the schools section on our website:



## Foundation Apprenticeship in Business Skills



**AVAILABLE in  
all our partner  
HIGH SCHOOLS\***

\*Subject to demand

[www.whc.uhi.ac.uk/schools](http://www.whc.uhi.ac.uk/schools)

Ideal for S5-S6 pupils with an interest in the world of Business – Enterprise, HR, Digital Marketing, Procurement, Logistics and many more

[www.whc.uhi.ac.uk/schools](http://www.whc.uhi.ac.uk/schools)

## Why choose a Foundation Apprenticeship?

You study for a Foundation Apprenticeship, generally over two years\*, usually starting in fifth year with your Highers and National 5s.

The difference is you will be working to a college level of course work and gain real, practical work experience.

- ✓ Get a qualification that employers recognise and the skills you need to start a career in that industry
- ✓ Open up your options after school
- ✓ Work on real projects with an employer to give you a chance to try out a career and see if it's right for you
- ✓ Get a qualification that strengthens your application for further study if that's what you choose

## Why choose to study Business?

Administration, Management and Leadership are key and complimentary business skills. Modern businesses value all of these and are looking to recruit those with strong business skills as well as a high level of "soft" skills such as communication, problem solving, adaptability, team work, planning and organisation.

A Foundation Apprenticeship in Business Skills could be a great start to a business career.

Business administrators and budding managers have a highly transferable set of knowledge skills and behaviours that can be applied in all sectors. This includes small and large businesses alike from the private sector, public sector and charitable sector. The role may involve working independently or as part of a team and could involve developing, implementing, maintaining and improving administrative services and business processes.

Business administrators are often in key positions to advance their key skills and behaviours to progress towards management positions.

A Foundation Apprenticeship in Business Skills is properly "grounded" in the highly respected profession of Business Administration whilst giving young people the opportunity to appreciate and understand other management and business priorities and to benefit from a work placement to provide crucial experience of the world of business.

*\* May be completed in a shorter time under certain circumstances and dependent upon suitable entry requirements.*

## What will I study?

The National Progression Award will include units in

- Understanding Business
- Management of People and Finance
- PC Passport : Working with IT Software – Word Processing & Presenting Information
- PC Passport : Working with IT Software – Spreadsheet & Database
- Contemporary Business Issues

You will also undertake work-based learning through extended work experience with an industry partner. During that time you will develop essential skills for the workplace and be assessed on your performance against subjects such as:

- Planning how to manage your performance in a business environment
- Communicating in a business environment
- Supporting other people to work in a business environment
- Designing and producing documents for business

## Where could it take me?

- ✓ Gain entry to the Modern Apprenticeship in Business Administration SCQF Level 6
- ✓ Move on to an HNC, HND or degree study in a related subject
- ✓ Start work in roles such as:
  - > Digital Marketing
  - > Procurement
  - > Supply Chain Management
  - > Enterprise
  - > Events Management
  - > Office Management

## Foundation Apprenticeships are recognised by more and more Scottish Universities including:

- Abertay University
- Heriot Watt University
- Robert Gordon University
- University of Aberdeen
- University of Dundee
- University of Glasgow
- University of the Highlands and Islands
- University of Stirling