

Foundation Apprenticeship: Business Skills

What is a Foundation Apprenticeship?

Foundation Apprenticeships are work-based qualifications for senior phase pupils. They combine the best of academic and vocational learning in one single qualification.



Why Business Skills?

As a business administrator or budding manager, you'll have a highly transferable set of knowledge and skills that can be applied in all sectors.

Administration, management and leadership are key and complimentary business skills. Modern businesses value them all and require you not only to not only be able to demonstrate high levels of technical ability, but are also looking for "soft" skills such as communication, problem solving, adaptability, teamwork, planning and organisation.

If you have the right set of knowledge skills and behaviours, you can apply them in all sectors: small and large businesses alike from private, public and charitable sectors – these skills offer you a world of choice in various career sectors.

What's involved?

Our Foundation Apprenticeships can be completed over one or two years depending on your qualifications when you begin the course. You will study an NPA Business Skills at SCQF level 6 and an additional unit on Contemporary Business Issues.

The National Progression Award will include units in

- Understanding Business
- Management of People and Finance
- Web Apps: Word Processing
- Web Apps: Spreadsheets
- Contemporary Business Issues

You will also undertake work-based learning through work experience with an industry partner. During that time you will develop essential skills for the workplace and be assessed on your performance in areas 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

How is it delivered?

All of our Foundation Apprenticeships are delivered as Virtual Classes use online technologies, such as Google Hangouts. They are studied in timetabled sessions alongside your other subject choices and will have a college lecturer in virtual attendance during the class.

You will also work closely with a local business to gain work experience.

What are the entry requirements?

3 passes at National 5 ideally including Maths and English. Applicants should demonstrate a keen interest in working in this sector.

Each application will be considered on a case-by-case basis supported by a satisfactory reference and interview.



What do I get at the end of it?

You will finish your Foundation Apprenticeship with an academic qualification (NPA Business Skills) and invaluable workplace experience.

Having worked closely within a business, you will have learned the importance of:

- customer handling
- planning and organisation
- problem solving
- written communication
- team working

In addition to IT applications, office skills and knowledge of the business environment.

Course progression – what's next?

A qualification in Business Skills could lead to jobs like: **administrative assistant, purchasing manager, management consultant, company secretary, human resources officer, local government officer, receptionist and project manager.**

A Foundation Apprenticeship in Business Skills could help you to gain entry to the Modern Apprenticeship in Business Administration at SCQF Level 6.

Or you could consider moving on to an HNC, HND or degree study in a related subject.

How do I apply

- From November, senior phase pupils choose as part of option choices
- You can apply online at www.whc.uhi.ac.uk/schools and select your chosen subject
- You will need to provide a reference from your guidance teacher.

Who do I contact?

Application is online, but you will need to speak to your guidance teacher in the first instance.

www.whc.uhi.ac.uk/schools

You can also email us directly at schools.whc@uhi.ac.uk