

Business Administration

SCQF Level 6

In today's fast-paced business environment, future proofing your business means investing in technology skills and in your people.

Our **Business Administration Apprenticeship Programme** is designed to do just that. You can upskill your existing staff, or bring in new talent to master the administration skills you need to support your business operations and create efficiency, now and in the future.

What's learned: 12-month duration

Workplace Core Skills

- Communication
- Working With Others
- Problem Solving
- Information and Communication Technology
- Numeracy

Mandatory Units

- Developing and improving own performance
- Undertaking and supporting work practices
- Communicating appropriately and effectively

Selection Units

Choose from a wide range including:

- Using office equipment
- Designing documents
- Analysing data
- Reporting
- Problem solving
- Collaboration and support

Additional Enhancement Unit

Choose from a wide range including:

- Planning and organising meetings
- Supervising an office facility
- Delivering a presentation
- Managing budgets
- Troubleshooting



The Programme Advantage

Skills Enhancement: Your learners are trained in essential business functions, from communication and data management to basic finance and customer service.

Practical Experience: Hands-on experience in your own business setting is a key element of the programme, ensuring all learners can apply their skills effectively within your business context.

Qualification and Recognition: On completing the programme learners are awarded with a nationally recognised qualification, signalling their competent professionalism and your investment in your staff.



What It Brings to Your Business

Skilled Workforce: The programme contributes to making your team more versatile and dynamic, equipping learners to handle a range of administrative roles.

Innovation and Adaptability: If you are looking to streamline operations and introduce innovative time and cost saving processes, the programme trains in the latest business practices which can be adapted and applied within your organisation.

Cost Savings: Reduce recruitment costs by nurturing talent within your organisation, or bringing in young talent, tailored to your specific business needs.



Our Pledge to Your Success

Quality Assurance: We ensure your learners receive the finest training, relevant to the demands of today's business world.

Ongoing Support: Our commitment extends beyond training; we provide a robust support system for both the learner and the employer throughout the qualification journey.

Customisable Programmes: We recognise the uniqueness of your business needs and offer flexible training structures to align with your goals.

"We have worked with QA for 15 years and it is a trusted relationship. I would encourage employers to engage with QA and take on apprentices, because business should back talent."

Martin Darroch, Chief Executive, Harper MacLeod



Take the first step today

Contact us to discover how Business Administration apprenticeships can support your business

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