**Modern Apprenticeship in Business and Administration**

The qualification consists of:

* Level 2 (SCQF 5) Modern Apprenticeship in Business and Administration
* or
* Level 3 (SCQF 6) Modern Apprenticeship in Business and Administration
* Enhancement at each level
* Core Skills if necessary
* Enhancement: Communication Core Skill at SCQF6. The course is intended to help develop your communication skills in a business context. If you already hold this qualification, you will be invited to do a HNC unit in Business Communication.

**Modern Apprenticeship**

The qualification is accredited throughInstructus.The qualification is awarded by SQA.

**Duration:** The apprenticeship scheme may last between 1 to 2 years for each level with attendance atShetland UHI Lerwick campus.

**Attendance at College**

You will be assessed through an E-portfolio if there is no college attendance, workplace assessments and the compilation of a portfolio of evidence. For Core Skills and Enhancement you may be required to attend classes at Shetland College until completion.

**Typical duties will include:**

You would run an organised and efficient office so your colleagues can get their work done. You could work anywhere from a small business to a large employer such as the Civil Service or NHS.

Depending on the size of your department, you would:

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| * Deal with post and emails
 | * Make sure that there is enough stationery
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| * Answer the telephone and pass on calls and messages
 | * Do reception duties such as greeting and looking after visitors
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| * Type and set up documents such as letters and reports
 | * Keep computer records up to date
 |
| * Organise records and files
 | * Use office equipment such as printers and photocopiers
 |
| * Arrange meetings and events
 | * Make travel arrangements for staff
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| * You'd need good skills in typing, spelling and grammar.
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Further information on job profiles may be found on <http://myworldofwork.co.uk>

 **Personal Qualities, Skills and Qualifications**

Entry to a Modern Apprenticeship depends on the employer; some may require National 4/5 qualifications (SCQF level 4/5).

**Useful Subjects: English, Maths, Administration, ICT Subjects, Business Subjects**

Source: My World of Work: <http://myworldofwork.co.uk>

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