MODERN APPRENTICESHIP PROGRAMME

RT Resources Ltd
Delivering Qualifications in the Workplace

BUSINESS AND ADMINISTRATION
SCQF LEVEL 6

All companies, large and small, rely on efficient and knowledgeable administrative staff. Without accurate document and information processing, collation and distribution both to other departments and to external customers, no company can flourish.

R T Resources in conjunction with the Scottish Qualifications Authority (SQA) and the Council for Administration (CfA), can offer a Modern Apprenticeship (MA) in Business and Administration at SCQF Level 6 while you are training with a local company.

The MA in Business and Administration has been developed specifically for staff working in a general clerical environment and covers such duties as storing, retrieving information, making and receiving calls, and using specialist software.

To complete the Modern Apprenticeship you are required to complete the following:

- ICT & Numeracy at SCQF 5 if you don't already have it and one other from working with others, problem solving or communication at SCQF Level 6
- 3 mandatory units covering self-development, safety & security and verbal and written communication.
- 5 optional units selected by you dependant on your job role.

BUSINESS AND ADMINISTRATION SCQF LEVEL 6
UNITS - 8 units to be chosen in total

- A unit from any other relevant SVQs or Competence based qualifications at SCQF Level 5 or above agreed in writing by the Training Provider and Skills CFA (please note that Business & Administration SVQ at SCQF Level 5 units or the full Business & Administration SVQ at SCQF Level 5 can no longer be used as an enhancement)
- One Core Skill at a higher level
- Relevant short courses at a suitable level
- A unit from PC Passport, basic or advanced ECDL or part ECDL (three or more modules of ECDL)
- Employer-devised training programmes (endorsed by Skills CFA)
- Unit or module from a relevant professional qualification.

Group A Mandatory Units
- Develop Self and Improve Own Performance in A Business Environment
- Undertake and Support Work Practices in a Business Environment
- Communicate In a Business Environment

Group B Optional Units (3-5 units may be selected)
- Design and Produce Documents in a Business Environmenta
- Solve Business Problems
- Collaborate and Provide Support in a Business Environment
- Contribute To Decision-Making in a Business Environment
- Contribute To Negotiations in a Business Environment
- Support Organisational Projects
- Support The Design and Development of Information Systemsb
- Design and Develop an Information Systemb
- Support the Management and Development of an Information Systemc
- Manage and Evaluate Information Systemsc
- Organise and Co-Ordinate Events
- Plan and Organise Meetings
- Monitor Information Systems
- Analyse and Report Data
- Plan Change

Group B Optional Units contd...
- Explore Ideas for Innovation in a Business Environment
- Contribute To Innovation in a Business Environment
- Organise Business Travel or Accommodation
- Deliver and Evaluate Customer Service
- Develop a Presentation
- Deliver a Presentation
- Provide Administrative Support in Schools
- Supervise an Office Facility
- Order Products and Services
- Verify Critical Dates for Sentences
- Verify The Release Process
- Process Court Documentation
- Contribute to Maintaining Security and Protecting Individuals' Rights in the Custodial Environment
- Manage Budgets
- Control Payroll
- Account For Income and Expenditure
- Draft Financial Statements
- Calculate Pay

BUSINESS AND ADMINISTRATION SCQF LEVEL 6
UNITS – 8 units to be chosen in total

Restricted Text Processing Units maximum 1 unit
A maximum of 1 Unit can be selected:
- Prepare Text from Notes
- Prepare Text from Notes Using Touch Typing (60 Wpm)
- Prepare Text from Recorded Audio Instruction (60 Wpm)
- Prepare Text from Shorthand (80 Wpm)

Group C Optional Units 0-2 units can be selected
- Produce and Process Documentsa
- Store and Retrieve Information Using a Filing System
- Provide Reception Services
- Meet and Welcome Visitors
- Take Minutes
- Use Office Equipment in Accordance with Occupational Regulations and Safety Guidelines
- Respond to Change in a Business Environment
- Research Information
- Collate and Organise Data
- Maintain and Issue Stock Items
- Handle Mail
- Use Voicemail Message Systems
- Use a Diary System
- Administer the Recruitment and Selection Process
- Allocate Work to Team Members

Group C Optional Units contd....
- Quality Assure Work in Your Team
- Calculate Critical Dates for Sentences
- Make Administrative Arrangements for the Movement of Individuals Outside the Custodial Establishment
- Administer Documentation for the Appeals Process
- Administer Personal Money for Individuals in Custody
- Prepare Documentation to Help Authorities Decide the Conditions on Which to Release Individuals from Custody
- Make Administrative Arrangements for the Release of Individuals from Custody
- Administer HR Records
- Bespoke Software 2d
- Specialist Software 2d
- Data Management Software 2e
- Database Software 2f
- Improving Productivity Using IT 2g
- IT Security for Users 2h
- Presentation Software 2i
- Setting up an IT System 2j
- Spreadsheet Software 2k
- Using Collaborative Technologies 2l
- Website Software 2m
- Word Processing Software 2n
- Using Email 2o
- Bespoke Software 3d
- Specialist Software 3d
- Data Management Software 3e
- Database Software 3f

BUSINESS AND ADMINISTRATION SCQF LEVEL 6
UNITS – 8 units to be chosen in total

Group C Optional Units contd...

A maximum of 2 Units* can be selected from IT and Finance Units

- Improving Productivity Using IT 3g
- IT Security for Users 3h
- Presentation Software 3i
- Setting up an IT System 3j
- Spreadsheet Software 3k
- Using Collaborative Technologies 3l
- Website Software 3m
- Word Processing Software 3n
- Using Email 3o
- Develop Skills and Competencies About Social Media Channels and Digital Platforms

Restricted Text Processing Units 0-1

- Prepare Text from Notes Using Touch Typing (40 Wpm)
- Prepare Text from Recorded Audio Instruction (40 Wpm)
- Prepare Text from Shorthand (60 Wpm)

There are restricted combinations of units as some units are very similar.
Your Assessor will be able to discuss these combinations and the best units to fulfil your qualification and career aim with you.

You will notice from the lengthy list of units that the Level 6 Business Admin Qulaification can be routed to your particular job, whether it be to specialise in Finance, IT, HR or even Custodial Administration.

Contact us to find out more!

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