

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

- Plan how to manage and improve own performance in a business environment
- Review and maintain work in a business environment
- Communicate in a business environment

Group B Optional Units (3-5 units may be selected)

- Solve business problems
- Support other people to work in a business environment
- Contribute to decision-making in a business environment
- Contribute to negotiations in a business environment
- Allocate work to team members
- Quality assure work in your team
- Supervise an office facility
- Contribute to running a project
- Design and produce documents in a business environment
- Prepare text from notes using touch typing (60 wpm)
- Prepare text from shorthand (80 wpm)
- Prepare text from recorded audio instruction (60 wpm)
- Organise and co-ordinate events
- Plan and organise meetings
- Organise business travel or accommodation
- Deliver, monitor and evaluate customer service to internal and/or external customers

Group B Optional Units contd...

- Develop a presentation
- Deliver a presentation
- Support the design and development of information systems
- Monitor information systems
- Analyse and report data
- Order products and services
- Manage budgets
- Contribute to innovation in a business environment
- Provide administrative support in schools
- Verify Critical Dates for Sentences
- Verify the Release Process
- Administer Agricultural Records
- Make Agricultural Returns, Applications and Claims
- Administer Legal Files
- Build Case Files
- Manage Case Files
- Administer parking and traffic challenges
- Administer statutory parking and traffic appeals
- Administer parking and traffic debt recovery



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Group B Optional Units contd...

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

- Bespoke software 3
- Specialist software 3
- Data management software 3
- Database software 3
- Improving productivity using IT 3
- IT security for users 3
- Presentation software 3
- Setting up an IT system 3
- Spreadsheet software 3
- Using collaborative technologies 3
- Website software 3
- Word processing software 3
- Using email 3

Group C Optional Units 0-2 units can be selected

- Produce documents in a business environment
- Prepare text from notes
- Prepare text from notes using touch typing (40 wpm)
- Prepare text from shorthand (60 wpm)
- Prepare text from recorded audio instruction (40 wpm)
- Support the organisation and co-ordination of events
- Support the organisation of business travel or accommodation
- Support the organisation of meetings
- Handle mail
- Provide reception services
- Meet and welcome visitors
- Use voicemail message systems
- Use a diary system

Group C Optional Units contd....

- Take minutes
- Collate and organise data
- Research information
- Store and retrieve information using a filing system
- Provide archive services
- Support the management and development of an information system
- Design and develop an information system
- Manage and evaluate information systems
- Use office equipment
- Maintain and issue stock items
- Respond to change in a business environment
- Explore ideas for innovation in a business environment
- Plan change
- Administer HR records
- Administer the recruitment and selection process
- Administer parking dispensations
- Use occupational and safety guidelines when using a workstation
- Process court documentation
- Contribute to maintaining security and protecting individuals' rights in the custodial environment
- 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 the Individuals in Custody
- Prepare Documentation to Help Authorities Decide on the Conditions on Which to Release Individuals from Custody
- Make Administrative Arrangements for the Release of Individuals from Custody



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

- Calculate pay
- Control payroll
- Account for income and expenditure
- Draft financial statements
- Bespoke software 2
- Specialist software 2
- Data management software 2
- Database software 2
- Improving productivity using IT 2
- IT security for users 2
- Presentation software 2
- Setting up an IT system 2
- Spreadsheet software 2
- Using collaborative technologies 2
- Website software 2
- Word processing software 2
- Using email 2



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 Qualification 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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