

FOUNDATION APPRENTICESHIPS



EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

BUSINESS SKILLS

Joint Qualification Title: GL8J 46 Foundation Apprenticeship in Business Skills		
Group Award Title	Unit Title	SCQF Credit points
GL8H 46 NPA in Business Skills	H20R 76 Understanding Business	6
	H20S 76 Management of People and Finance	6
	F1FE 12 PC Passport: Working with IT Software - Word Processing and Presenting Information	6
	F1FJ 12 PC Passport: Working with IT Software - Spreadsheet and Database	6
	HE9E 46 Contemporary Business Issues	6
	HF88 46 Work Placement	6
GK6Y 23 SVQ in Business and Administration (part of)	FD9Y 04 Plan how to manage and improve own performance in a business environment	4
	FE02 04 Communicate in a business environment	3
	FE04 04 Support other people to work in a business environment	4
	FE0X 04 Design and produce documents in a business environment	4
SQA Group Certification	HE6E 04 Mandatory certification unit	0
TOTAL SCQF CREDIT POINTS		51

In partnership with

