

Business and Administration SCQF 6 Modern Apprenticeship

Why Limelight Careers?

Limelight Careers is an experienced and reputable Vocational Skills Development Company specialising in three areas:

Jobs Apprenticeships Training

Each one of these areas is described below:

Jobs

We provide a free recruitment service for employers looking to take on young adults into digital marketing roles and support them through a modern apprenticeship.

Apprenticeships

We are a Scottish Qualifications Authority approved center. We are also an approved training provider/partner with Skills Development Scotland. Following successful recruitment into permanent employment, these partnerships allow us to support candidates to work towards Modern Apprenticeships in Business Administration, Customer Service, Providing Financial Services, Digital Marketing and Management.

Training

We provide continued professional development through the delivery of Scottish Vocational Qualifications (SVQs) and Short Courses.



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Business and Administration

SCQF 6 Modern Apprenticeship

About this qualification

SVOs in Business and Administration are designed for people at various levels within business organisations and are therefore appropriate to many job roles, from junior administrators through to office managers.

How is the qualification funded?

Funding is available for all employees of all ages. Full funding contribution is paid by SDS for employees who are aged 16 - 24. For those who are disabled and care-experienced, this is extended up to and including age 29.



Skills
Development
Scotland

Who pays the apprentice?

Like any other employee of your business, you'll pay the Modern Apprentice's wages. This is not set, but we do encourage all employers to pay the living wage.

Is this the right qualification for you?

At SCQF level 6, candidates have a broad range of activities with significant complexity, responsibility and autonomy, often in a supervisory or team-leading role. Mandatory units cover managing workload, communicating and planning, and improving own performance in a business environment. There is again a wide range of optional units including work responsibilities, document production and design, managing events, customer service, managing business resources, and managing information and data.



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The qualification includes:

3 Mandatory Units

→ [Plan how to manage and improve own performance](#)

→ [Review and maintain work in a business environment](#)

→ [Communicate in a business environment](#)

All the Group A mandatory Units must be completed and at least three optional Units from Group B. The remaining two Units may be selected from Group B or Group C. Please see below for some of the common units:

Develop and deliver a presentation

Design and produce documents

Take minutes

Analyse and report data

[Click here for more optional units](#)



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Benefits of Modern Apprenticeships

Key benefits to the employer:

- Motivated and committed staff
- Higher staff retention
- Qualification to suit business needs
- Employees trained to a nationally recognised standard
- Customer confidence

Key benefits to the employee:

- Variety and choice of learning
- National recognition of skills and experience
- Appreciation of the value they add to business

What our candidates say



gained new skills
qualification is great
clear plan
definitely recommend
instant feedback
interesting
assessor was very helpful
confidence boost
great assessor
explained clearly

Advertising Process

If required, we can offer support to advertise your vacancies. At the start of each qualification, we meet with the candidate and line manager to explain the Modern Apprenticeship program, set the candidate up for success and complete the required paperwork. We advertise vacancies through our key channels:

Apprenticeship.scot

The Guarantee

limelightcareers.co.uk



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