

# Diploma in Business Administration

SCQF Level 6

Skills  
Development  
Scotland



## Why choose GP Strategies Scottish Apprenticeships?

20+ years of experience in delivering modern apprenticeships

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Achievement rate 10% over the national average

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Consistently 'All Green with High Confidence' across our External Verification visits

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Effective remote delivery across the whole of Scotland

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Fully accredited with Qualification Scotland

## Employer benefits

Dedicated account manager with tailored consultation

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Unlock potential by creating an adaptive and resilient workforce

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Remote delivery providing flexible workplace options

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83% of employers say they have seen improved productivity

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79% of employers say this has boosted staff morale

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72% of employers say this has helped with staff retention

## Apprentice benefits

Earn while you learn

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Industry-recognised qualification

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Support and guidance throughout

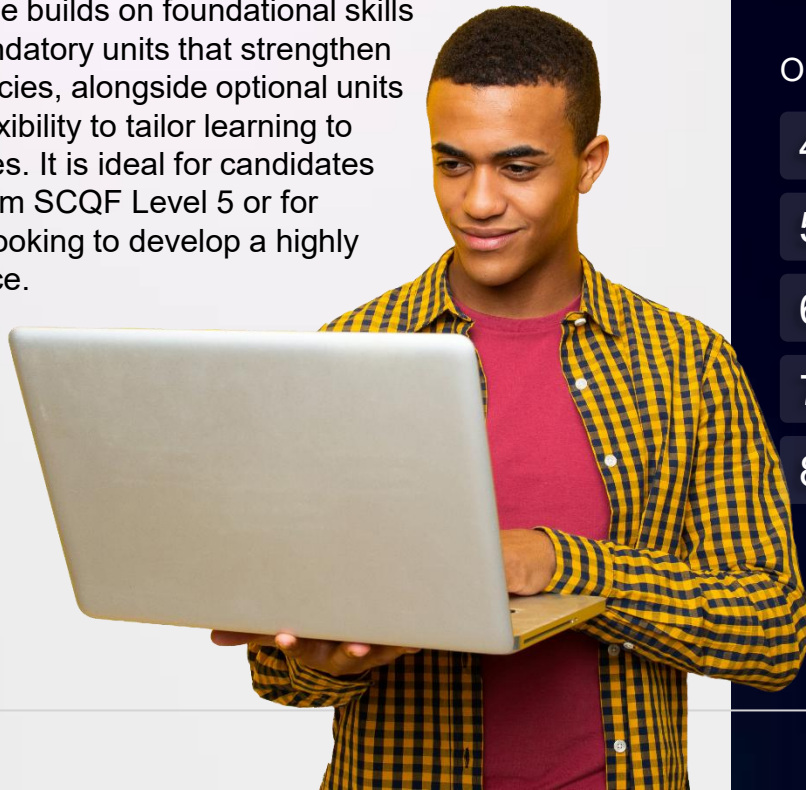
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Enhanced career opportunities

# The role of a business and administration apprentice

This apprenticeship is designed to help individuals develop core skills and knowledge for business support roles, enabling them to carry out tasks effectively and build confidence in applying these competencies within their workplace.

This programme builds on foundational skills by offering mandatory units that strengthen core competencies, alongside optional units that provide flexibility to tailor learning to specific job roles. It is ideal for candidates progressing from SCQF Level 5 or for organisations looking to develop a highly skilled workforce.



# Learning journey example

(The qualification includes 3 mandatory units and 5 optional units)

- 1 Develop self and improve own performance in a business environment
- 2 Undertake and support work practises in a business environment
- 3 Communicate in a business environment

Optional:

- 4 Solve business problems
- 5 Collaborate and provide support in a business environment
- 6 Contribute to decision-making in a business environment
- 7 Support organisational projects
- 8 Plan and organise meetings

# Evidence Gathering

Apprentices are supported and guided by a dedicated assessor throughout the apprenticeship programme.



## Collaborate and provide support in a business environment

Candidates learn to collaborate and provide support in a business environment. They work effectively with colleagues to achieve organisational goals and objectives by supporting team members, sharing work goals, and seeking feedback. This unit also emphasises recognising the strengths and weaknesses of colleagues, promoting a professional image of the organisation, and contributing to problem-solving through planning, evaluating, and addressing business challenges.



## Plan and Organise Meetings

This standard is about planning and organising meetings. It includes ensuring the necessary activities are carried out before, during and after the meeting. Meetings may be face-to-face or conducted remotely using appropriate technology. It is for administrators who plan and organise meetings.



## Plan and manage social media collaboration activities

It involves planning the use of digital technologies for collaboration, then setting up and adjusting them to meet needs. It includes organising collaborative and social networking content; engaging in online networks, forums and communities in line with organisational guidelines.

It also includes working as part of a virtual team to produce and archive agreed outcomes.

These are just some of the topics that apprentices can work towards. Your assessor will help you create a tailored programme to suit your needs.

# Supplied by our partners

## e-Portfolio

Our online portfolio is OneFile, which is easily accessible from any device at any time. This tool helps you gather evidence to build your portfolio, track your progress, and view any upcoming appointments booked with your assessor. Stay up to date with your progress, ask questions, and expand your knowledge with the click of a button.

## Professional and Vendor Qualification

GP Strategies Scotland is an approved apprenticeship provider with Skills Development Scotland and Qualification Scotland. Additional training opportunities are available.



Qualifications  
Scotland  
Approved Centre



# What happens next?

## Initial meeting

Establish customer requirement

Identify most suitable solution

## Set up

Complete formal agreements

Apprentice induction and initial assessment

Awarding body registration

## Programme commencement

Induction appointment with assessor

Candidate e-Portfolio assigned

First action plan created

## Support and feedback

Regular meetings with assessor, remotely through Microsoft Teams, telephone, and email

Quarterly updates with account manager

## Review and evaluation

13-week reviews are carried out with the manager, candidate, and assessor to reflect on progress, celebrate success, and discuss any issues.

## Celebrate success

Completion certificates sent to apprentice



# GP Strategies

SCOTTISH APPRENTICESHIPS™

If you would like any further information, contact:  
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GP Strategies Scottish Apprenticeships – committed to equality and valuing diversity.

