

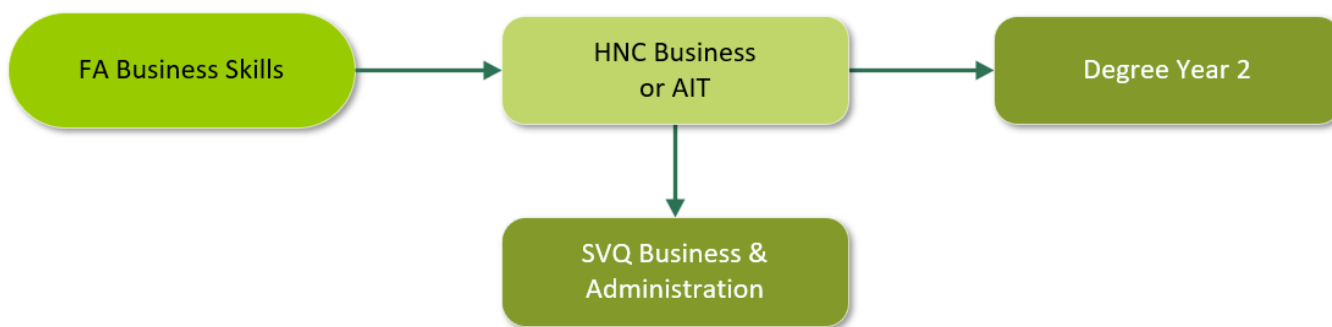


S6 Foundation Apprenticeship: Business Skills



Units:	IT Software: Word and PowerPoint IT Software: Spreadsheets and Database Contemporary Business Issues
SVQ Units:	Plan how to manage and improve performance Communicate in a business environment Support other people to work in a business env. Design and produce documents in a business env.
Entry:	Achieved Higher Business Management
Attendance:	Tuesday / Thursday afternoons. 1 year course
Apply:	Visit www.shetland.uhi.ac.uk/schools/ for more information and for how to apply

Focus on Contemporary Business Issues, IT skills and work placement including a range of units from SVQ 3 Business and Administration award.



University of the Highlands and Islands Shetland

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