

BUSINESS & PROJECTS

Project management staff manage the progress of individual elements of a programme.

SCQF Levels	Examples of corresponding (AfC Band Range/Job Roles)	Specialist Qualifications	Apprenticeships
12	<ul style="list-style-type: none"> Heads of Service 		
11	<ul style="list-style-type: none"> Operational Business Manager 	<ul style="list-style-type: none"> Masters in Business Administration PRINCE 2 Practitioner (Not Credit Rated by SCQF) APM Project Risk Management Certificate 	<ul style="list-style-type: none"> Modern Apprenticeship Management at SCQF Level 11
10			<ul style="list-style-type: none"> Graduate Apprenticeship in Business Management
9	<ul style="list-style-type: none"> Project Manager Project Coordinator 	<ul style="list-style-type: none"> PDA Managing Projects & Business Processes APM Project Risk Management Certificate 	<ul style="list-style-type: none"> Modern Apprenticeship Management at SCQF Level 9
8	<ul style="list-style-type: none"> Project Support Officer 	<ul style="list-style-type: none"> HNC/HND Business SVQ Business and Admin at SCQF Level 8 	
7	<ul style="list-style-type: none"> Project Coordinator 	<ul style="list-style-type: none"> HNC/HND Business APMP: The APM Project Management Qualification An Introduction to Business Management 	
6	<ul style="list-style-type: none"> Project Officer/Project Administrator 	<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 6 PRINCE 2 Foundation Qualification (Not credit rated by SCQF) APM Project Fundamentals Qualification (PFQ) 	<ul style="list-style-type: none"> Modern Apprenticeship Business and Administration at SCQF Level 6 Foundation Apprenticeship Business Skills at SCQF Level 6
5	<ul style="list-style-type: none"> Project Officer/Project Administrator 	<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 5 NPA Administration: Office Skills & Services NC Administration NC Business 	<ul style="list-style-type: none"> Modern Apprenticeship in Business & Administration at SCQF Level 5
4		<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business 	

TRANSFERABLE AND MANAGEMENT

The qualifications listed below may be applicable to all job families and roles across Business & Administration. These include team leading and management type qualifications.

Transferable Qualifications	General Leadership and Management Qualifications
<ul style="list-style-type: none"> Masters in Business Administration 	<ul style="list-style-type: none"> PDA in Planning and Implementing Change PDA in Organisational Ethics & Decision Making Project Management SVQ Management at SCQF Level 11
	<ul style="list-style-type: none"> ILM Level 7 Leadership & Management BA (Hons) Business Management SVQ Care services in Leadership & Management at SCQF Level 10
<ul style="list-style-type: none"> PDA Resilience Management PDA Strategic Management PDA Leading Change ILM Level 5 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership ILM Level 5 Leadership & Management
<ul style="list-style-type: none"> PDA Managing Finances PDA Workplace Assessment Using Direct and Indirect Methods PDA in Internal Verification of Workplace Assessment (L&D11) 	<ul style="list-style-type: none"> PDA in Leadership PDA in Project Management PDA in Leadership and Change Diploma Management and Leadership ILM Level 4 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 ILM Level 3 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 7 PDA in Managing Self and Others PDA in Managing Self and Work of Others PDA in Managing Resources and Quality ILM Level 3 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 	<ul style="list-style-type: none"> PDA in Management Team Leading at SCQF Level 6
<ul style="list-style-type: none"> NC Administration NC Business with Information Technology NC Business SVQ Business & Administration at SCQF Level 5 NPA Administration: Information Technology & Audio 	
<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SCQF Levels 4 and 5 	

FINANCE

Staff in this area support a range of finance functions, including accounting and financial management.

SCQF Levels	Examples of corresponding (AfC Band Range/Job Roles)	Specialist Qualifications	Apprenticeships
12	<ul style="list-style-type: none"> Finance Director Head of Finance 	<ul style="list-style-type: none"> CIMA Qualified with Strategic Management Experience 	
11	<ul style="list-style-type: none"> Finance Director Head of Finance 	<ul style="list-style-type: none"> CCAB/CIMA Qualified with Some Experience CIPFA Qualified 	
10	<ul style="list-style-type: none"> Finance Policy Manager Management Accountant 		
9	<ul style="list-style-type: none"> Management Accountant 	<ul style="list-style-type: none"> Association of Accounting Technicians (AAT) Diploma (higher level) 	
8		<ul style="list-style-type: none"> HNC/HND Accounting PDA Managing Finances 	<ul style="list-style-type: none"> Technical Apprenticeship in Accounting at SCQF Level 8
7	<ul style="list-style-type: none"> Buyer - Finance Finance Officer 	<ul style="list-style-type: none"> HNC/HND Accounting PDA Book Keeping PDA Financial Accounting PDA Management Accounting 	
6	<ul style="list-style-type: none"> Payroll officer Payroll Clerk Finance Assistant 	<ul style="list-style-type: none"> Association of Accounting Technicians (AAT) Diploma SVQ Certificate in Payroll at SCQF Level 6 	<ul style="list-style-type: none"> Modern Apprenticeship in Accounting at SCQF Level 6 Modern Apprenticeship Payroll at SCQF Level 6 Foundation Apprenticeship in Accounting
5	<ul style="list-style-type: none"> Payroll/Expenses Support Officer 	<ul style="list-style-type: none"> Association of Accounting Technicians (AAT) Accounting Certificate NC Accounting at SCQF Level 5 	<ul style="list-style-type: none"> Modern Apprenticeship in Accounting at SCQF Level 5
4		<ul style="list-style-type: none"> NC Business at SCQF Level 4 	

TRANSFERABLE AND MANAGEMENT

The qualifications listed below may be applicable to all job families and roles across Business & Administration. These include team leading and management type qualifications.

Transferable Qualifications	General Leadership and Management Qualifications
<ul style="list-style-type: none"> Masters in Business Administration 	<ul style="list-style-type: none"> PDA in Planning and Implementing Change PDA in Organisational Ethics & Decision Making Project Management SVQ Management at SCQF Level 11
<ul style="list-style-type: none"> Care Services Leadership and Management at SCQF level 10 	<ul style="list-style-type: none"> ILM Level 7 Leadership & Management BA (Hons) Business Management
<ul style="list-style-type: none"> PDA Resilience Management PDA Strategic Management PDA Leading Change ILM Level 5 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership ILM Level 5 Leadership & Management
<ul style="list-style-type: none"> PDA Workplace Assessment Using Direct and Indirect Methods PDA in Internal Verification of Workplace Assessment (L&D11) 	<ul style="list-style-type: none"> PDA in Leadership PDA in Project Management PDA in Leadership and Change Diploma in Management (PDA) ILM Level 4 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 ILM Level 3 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 7 PDA in Managing Self and Others PDA in Managing Self and Work of Others PDA in Managing Resources and Quality ILM Level 3 Leadership & Management Management Practice
<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 	<ul style="list-style-type: none"> PDA in Management SVQ Team Leading at SCQF Level 6
<ul style="list-style-type: none"> NC Administration NPA Business with Information Technology NC Business SVQ Business & Administration at SCQF Level 5 NPA Administration: Information Technology & Audio 	
<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SCQF Levels 4 and 5 	

HUMAN RESOURCES

Human Resources (HR) or Personnel Management supports clinical and business operations throughout the NHS.

SCQF Levels	Examples of corresponding (AfC Band Range/Job Roles)	Specialist Qualifications	Apprenticeships
12	<ul style="list-style-type: none"> HR Director 	<ul style="list-style-type: none"> CIPD Level 7 Award in Human Resources 	
11	<ul style="list-style-type: none"> Head of HR 	<ul style="list-style-type: none"> CIPD Level 7 Certificate in Human Resources CIPD Level 7 Diploma in Human Resource Management CIPD Level 7 Diploma in Human Resource Development 	
10		<ul style="list-style-type: none"> CIPD Level 5 Award in Human Resources CIPD Level 5 Award in Learning & Development CIPD Level 5 Certificate in Human Resource Management CIPD Level 5 Certificate in Learning & Development CIPD Level 5 Diploma in Learning & Development CIPD Level 5 Diploma in Applied Human Resources CIPD Level 5 Diploma in Human Resource Management 	
9	<ul style="list-style-type: none"> HR Manager HR Advisor 	<ul style="list-style-type: none"> CIPD Level 5 Award in Human Resources CIPD Level 5 Award in Learning & Development CIPD Level 5 Certificate in Human Resource Management CIPD Level 5 Certificate in Learning & Development CIPD Level 5 Diploma in Learning & Development CIPD Level 5 Diploma in Applied Human Resources CIPD Level 5 Diploma in Human Resource Management 	
8	<ul style="list-style-type: none"> HR Manager HR Advisor 	<ul style="list-style-type: none"> HNC/HND Human Resource Management SVQ in Learning & Development at SCQF Level 8 	<ul style="list-style-type: none"> Technical Apprenticeship in Business Administration at SCQF Level 8
7	<ul style="list-style-type: none"> HR Manager HR Advisor /Business Partner 	<ul style="list-style-type: none"> HNC/HND Human Resource Management 	
6	<ul style="list-style-type: none"> HR Administrator HR Assistant 	<ul style="list-style-type: none"> NPA Human Resources and the Law NPA Legal Studies CIPD Level 3 Foundation Award in Human Resources Essentials CIPD Level 3 Foundation Certificate in Human Resources Practice CIPD Level 3 Foundation Diploma in Human Resources Practice CIPD Level 3 Foundation Award in Learning & Development Essentials CIPD Level 3 Foundation Certificate in Learning & Development Practice CIPD Level 3 Foundation Diploma in Learning & Development Practice 	<ul style="list-style-type: none"> Modern Apprenticeship Business and Administration at SCQF Level 6
5	<ul style="list-style-type: none"> HR Administrator HR Assistant 	<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 5 	<ul style="list-style-type: none"> Modern Apprenticeship in Business & Administration Level at SCQF Level 5
4		<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SVQ Level 4 	

TRANSFERABLE AND MANAGEMENT

The qualifications listed below may be applicable to all job families and roles across Business & Administration. These include team leading and management type qualifications.

Transferable Qualifications	General Leadership and Management Qualifications
<ul style="list-style-type: none"> Masters in Business Administration SVQ Care Services Leadership and Management at SCQF level 10 	<ul style="list-style-type: none"> PDA in Organisational Ethics & Decision Making Project Management SVQ Management at SCQF Level 11 ILM Level 7 Leadership & Management BA (Hons) Business Management
<ul style="list-style-type: none"> PDA Resilience Management PDA Leading Change ILM Level 5 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership ILM Level 5 Leadership & Management PDA in Planning and Implementing Change
<ul style="list-style-type: none"> PDA Strategic Management PDA Managing Finances PDA Workplace Assessment Using Direct and Indirect Methods PDA in Internal Verification of Workplace Assessment 	<ul style="list-style-type: none"> PDA in Leadership PDA in Project Management PDA in Leadership and Change Diploma in Management and Leadership at SCQF Level 8 ILM Level 4 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 ILM Level 3 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 7 PDA in Managing Self and Others PDA in Managing Self and Work of Others PDA in Managing Resources and Quality ILM Level 3 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 	<ul style="list-style-type: none"> PDA in Management SVQ Team Leading at SCQF Level 6
<ul style="list-style-type: none"> NC Administration NPA Business with Information Technology NC Business SVQ Business & Administration at SCQF Level 5 NPA Administration: Information Technology & Audio 	
<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SCQF Levels 4 and 5 	

DIGITAL, INFORMATION TECHNOLOGY AND SERVICES

Staff in this area provide IT support within NHSScotland, or work on the development of IT systems.

SCQF Levels	Examples of corresponding (AfC Band Range/Job Roles)	Specialist Qualifications	Apprenticeships
12			
11	<ul style="list-style-type: none"> Senior Software Engineer Senior Specialist Information Analyst Senior Product Manager 	<ul style="list-style-type: none"> MBA (Technology Management) MSc in Technology Management MSc in Computing (Computing, Software Engineering or Information Security and Forensics) MSc in Cyber Security Postgraduate Diploma in Computing Postgraduate Certificate in Computing Postgraduate Certificate in Technology Management Postgraduate Diploma in Technology Management 	<ul style="list-style-type: none"> Graduate Apprenticeship Cyber Security
10		<ul style="list-style-type: none"> BSc (Honours) Computing and IT BSc (Honours) Computing and IT (Communications and Networking) BSc (Honours) Computing and IT (Communications and Software) BSc (Honours) Computing and IT (Software) BSc (Honours) Data Science 	<ul style="list-style-type: none"> Graduate Apprenticeship Cyber Security Graduate Apprenticeship in IT Management for Business Graduate Apprenticeship in Data Science
9	<ul style="list-style-type: none"> IT Business Analyst Senior Information Analyst IT Systems Support Specialist IT Systems Developer Specialist Data & Information Analyst 	<ul style="list-style-type: none"> ITIL Diploma in IT Service Management 	
8	<ul style="list-style-type: none"> IT Support Engineer/ Information Analyst 	<ul style="list-style-type: none"> HNC/HND Information Technology ITIL Foundation Certificate Diploma for Information Security Professionals Communication & Information Technologies Diploma for IT & Telecommunications Professionals 	<ul style="list-style-type: none"> Technical Apprenticeship in Data Analytics Technical Apprenticeship in IT and Telecommunications Technical Apprenticeship in Information Security
7	<ul style="list-style-type: none"> IT Officer Software Engineer Digital Content Manager 	<ul style="list-style-type: none"> HNC/HND Technologies in Business PDA Information Technology in Business Diploma in Creative and Digital Media Communication & Information Technologies HNC in Cyber Security 	<ul style="list-style-type: none"> Modern Apprenticeship in Creative and Digital Media at SCQF Level 7
6	<ul style="list-style-type: none"> IT Administrator IT Support Analyst 	<ul style="list-style-type: none"> NC Computing with Digital Media NPA Business with Information Technology Diploma for IT & Telecommunications Professionals Diploma for Information Security Professionals NPA Cyber Security NPA in Professional Computer Fundamentals at SCQF level 6 	<ul style="list-style-type: none"> Modern Apprenticeship in Digital Applications Modern Apprenticeship in IT and Telecommunications at SCQF Level 6 Modern Apprenticeship in Information Security Foundation Apprenticeship in Creative and Digital Media at SCQF level 6 A Foundation Apprenticeship in Information Technology at SCQF level 6
5		<ul style="list-style-type: none"> Diploma for IT & Telecommunications Professionals NPA Cyber Security NPA Administration: Information Technology & Audio 	<ul style="list-style-type: none"> Modern Apprenticeship in IT and Telecommunications at SCQF Level 5
4		<ul style="list-style-type: none"> NPA Cyber Security 	

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The qualifications listed below may be applicable to all job families and roles across Business & Administration. These include team leading and management type qualifications.

Transferable Qualifications	General Leadership and Management Qualifications
<ul style="list-style-type: none"> Masters in Business Administration 	<ul style="list-style-type: none"> PDA in Organisational Ethics & Decision Making SVQ Management at SCQF Level 11
<ul style="list-style-type: none"> SVQ Care Services Leadership and Management at SCQF level 10 	<ul style="list-style-type: none"> ILM Level 7 Leadership & Management BA (Hons) Business Management
<ul style="list-style-type: none"> PDA Resilience Management PDA Leading Change ILM Level 5 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership ILM Level 5 Leadership & Management PDA in Planning and Implementing Change
<ul style="list-style-type: none"> PDA Managing Finances PDA Workplace Assessment Using Direct and Indirect Methods PDA Healthcare Professionals: Facilitating Learning, Training and Assessment in the Workplace PDA Strategic Management 	<ul style="list-style-type: none"> PDA in Leadership PDA in Project Management PDA in Leadership and Change Diploma in Management (PDA) ILM Level 4 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 ILM Level 3 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 7 PDA in Managing Self and Others PDA in Managing Self and Work of Others PDA in Managing Resources and Quality ILM Level 3 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 	<ul style="list-style-type: none"> PDA in Management SVQ Team Leading at SCQF Level 6
<ul style="list-style-type: none"> NC Administration NC Business with Information Technology NC Business SVQ Business & Administration at SCQF Level 5 NPA Administration: Information Technology & Audio 	
<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SCQF Level 4 	

OFFICE SERVICES

Personal Assistants and other office administrators work closely with clinical and business teams to ensure that the NHS works efficiently.

SCQF Levels	Examples of corresponding (AfC Band Range/Job Roles)	Specialist Qualifications	Apprenticeships
12			
11	<ul style="list-style-type: none"> Service Manager 	<ul style="list-style-type: none"> Masters in Business Administration 	<ul style="list-style-type: none"> Professional Apprenticeship Management at SCQF Level 11
10			
9	<ul style="list-style-type: none"> Service Manager 		<ul style="list-style-type: none"> Technical Apprenticeship Management at SCQF Level 9
8	<ul style="list-style-type: none"> Office Manager Team Leader 	<ul style="list-style-type: none"> SVQ Business and Admin at SCQF Level 8 HNC/HND Care and Administrative Practice 	
7	<ul style="list-style-type: none"> Office Manager Team Leader 	<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 HNC/HND Care and Administrative Practice 	<ul style="list-style-type: none"> Modern Apprenticeship Management at SCQF Level 7
6	<ul style="list-style-type: none"> Service Support Administrator Personal Assistant 	<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 	<ul style="list-style-type: none"> Modern Apprenticeship Business and Administration at SCQF Level 6 Modern Apprenticeship in Healthcare Support (Non-Clinical) at SCQF Level 6 Foundation Apprenticeship Business Skills at SCQF Level 6
5	<ul style="list-style-type: none"> Office Administrator 	<ul style="list-style-type: none"> NPA Administration: Information Technology & Audio NPA Administration: Medical Receptionist NPA Administration: Medical (Administrative Secretary) NPA Administration: Information Technology and Audio 	
4		<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 	

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<ul style="list-style-type: none"> Masters in Business Administration 	<ul style="list-style-type: none"> PDA in Organisational Ethics & Decision Making Project Management SVQ Management at SCQF Level 11
<ul style="list-style-type: none"> Care Services Leadership and Management at SCQF level 10 	<ul style="list-style-type: none"> ILM Level 7 Leadership & Management BA (Hons) Business Management
<ul style="list-style-type: none"> PDA Resilience Management PDA Leading Change ILM Level 5 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership ILM Level 5 Leadership & Management PDA in Planning and Implementing Change
<ul style="list-style-type: none"> HNC/HND Human Resource Management PDA Strategic Management PDA Managing Finances PDA Workplace Assessment using Direct & Indirect Methods PDA in Internal Verification of Workplace Assessment 	<ul style="list-style-type: none"> PDA in Leadership PDA in Project Management PDA in Leadership and Change Diploma in Management (PDA) ILM Level 4 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 ILM Level 3 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 7 PDA in Managing Self and Others PDA in Managing Self and Work of Others PDA in Managing Resources and Quality ILM Level 3 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 	<ul style="list-style-type: none"> PDA in Management Team Leading at SCQF Level 6
<ul style="list-style-type: none"> NC Administration at SCQF Level 5 NPA Business with Information Technology NC Business SVQ Business & Administration at SCQF Level 5 NPA Administration: Information Technology & Audio 	
<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SCQF Level 4 	

PATIENT SERVICES

Staff in this area provide services directly to or for patients.

SCQF Levels	Examples of corresponding (AfC Band Range/Job Roles)	Specialist Qualifications	Apprenticeships
12	<ul style="list-style-type: none"> Heads of Service 		
11	<ul style="list-style-type: none"> GP Practice Manager Service Manager 	<ul style="list-style-type: none"> Masters in Business Administration 	<ul style="list-style-type: none"> Professional Apprenticeship Management at SCQF Level 11
10		<ul style="list-style-type: none"> Certificate in Promoting Public Health 	
9			<ul style="list-style-type: none"> Technical Apprenticeship Management at SCQF Level 9
8	<ul style="list-style-type: none"> GP Practice Managers Service Manager 	<ul style="list-style-type: none"> HNC/HND Care and Administrative Practice 	
7	<ul style="list-style-type: none"> Reception Manager Team Leader Senior Call Handler 	<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 HNC Care and Administrative Practice PDA Medical Administration at SCQF level 7 	<ul style="list-style-type: none"> Modern Apprenticeship Management at SCQF Level 7
6	<ul style="list-style-type: none"> Medical Receptionist Ward Clerk Call Handler 	<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 PDA in Dental and Medical Reception Skills 	<ul style="list-style-type: none"> Modern Apprenticeship Business and Administration at SCQF Level 6 Modern Apprenticeship in Healthcare Support at SCQF Level 6 Foundation Apprenticeship Business Skills at SCQF Level 6
5	<ul style="list-style-type: none"> Medical Receptionist Ward Clerk Call Handler 	<ul style="list-style-type: none"> NPA Administration: Information Technology & Audio NPA Administration: Medical Receptionist NPA Administration: Medical (Administrative Secretary) 	<ul style="list-style-type: none"> Modern Apprenticeship in Business and Administration Level at SCQF Level 5
4	<ul style="list-style-type: none"> Audio Typist 	<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SCQF Level 4 	

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<ul style="list-style-type: none"> Care Services Leadership and Management at SCQF level 10 	<ul style="list-style-type: none"> ILM Level 7 Leadership & Management BA (Hons) Business Management
<ul style="list-style-type: none"> PDA Resilience Management PDA Leading Change ILM Level 5 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership ILM Level 5 Leadership & Management PDA in Planning and Implementing Change
<ul style="list-style-type: none"> PDA Managing Finances PDA Workplace Assessment using Direct & Indirect Methods (LD9DI) PDA Healthcare Professionals: Facilitating Learning, Training and Assessment in the Workplace PDA in Internal Verification of Workplace Assessment (L&D11) PDA Strategic Management 	<ul style="list-style-type: none"> PDA in Leadership PDA in Project Management PDA in Leadership and Change Diploma in Management ILM Level 4 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 ILM Level 3 Coaching & Mentoring 	<ul style="list-style-type: none"> SVQ Management at SCQF Level 7 PDA in Managing Self and Others PDA in Managing Self and Work of Others PDA in Managing Resources and Quality ILM Level 3 Leadership & Management
<ul style="list-style-type: none"> SVQ Healthcare Support (Non clinical) at SCQF Level 6 SVQ Business and Administration at SCQF Level 6 	<ul style="list-style-type: none"> PDA in Management SVQ Team Leading at SCQF Level 6
<ul style="list-style-type: none"> NC Administration NPA Business with Information Technology NC Business SVQ Business & Administration at SCQF Level 5 NPA Administration: Information Technology & Audio 	
<ul style="list-style-type: none"> SVQ Business and Administration at SCQF Level 4 NC Business at SCQF Level 4 	

COMMUNICATIONS & PUBLIC RELATIONS

People involved in public relations or communications are responsible for managing the organisation's reputation and communications strategies.

SCQF Levels	Examples of corresponding (AfC Band Range/Job Roles)	Specialist Qualifications	Apprenticeships
12	▪ Senior Communication & PR Manager	▶ CIPR Diploma	
11			
10		▶ Marketing & Society	
9	▪ Corporate Communications Manager	▶ CIPR Advanced Certificate	
8	▪ Corporate Communications Manager	▶ HNC/HND Marketing ▶ Customer Service at SCQF Level 8 ▶ HNC/HND Advertising and Public Relations ▶ CIPR Foundation Award	
7		▶ HNC/HND Marketing ▶ Diploma in Creative Digital Media ▶ HNC/HND Advertising and Public Relations	▶ Modern Apprenticeship in Creative and Digital Media at SCQF Level 7
6		▶ Customer Service at SCQF Level 6 ▶ NC in Computing with Digital Media	
5			
4			

TRANSFERABLE AND MANAGEMENT

The qualifications listed below may be applicable to all job families and roles across Business & Administration. These include team leading and management type qualifications.

Transferable Qualifications	General Leadership and Management Qualifications
▶ Masters in Business Administration	▶ PDA in Planning and Implementing Change ▶ PDA in Organisational Ethics & Decision Making ▶ Project Management ▶ SVQ Management at SCQF Level 11
▶ SVQ Care Services Leadership and Management at SCQF level 10	▶ ILM Level 7 Leadership & Management ▶ BA (Hons) Business Management
▶ PDA Resilience Management ▶ PDA Strategic Management ▶ PDA Leading Change ▶ ILM Level 5 Coaching & Mentoring	▶ SVQ Management at SCQF Level 9 ▶ PDA in Decision Making and Innovation ▶ PDA in Organisational Leadership ▶ ILM Level 5 Leadership & Management
▶ PDA Managing Finances ▶ PDA Workplace Assessment using Direct & Indirect Methods (LD9DI) ▶ PDA Healthcare Professionals: Facilitating Learning, Training and Assessment in the Workplace ▶ PDA in Internal Verification of Workplace Assessment (L&D11)	▶ PDA in Leadership ▶ PDA in Project Management ▶ PDA in Leadership and Change ▶ Diploma in Management and Leadership at SCQF Level 8 ▶ ILM Level 4 Leadership & Management
▶ SVQ Healthcare Support (Non-Clinical) at SCQF Level 7 ▶ ILM Level 3 Coaching & Mentoring	▶ SVQ Management at SCQF Level 7 ▶ PDA in Managing Self and Others ▶ PDA in Managing Self and Work of Others ▶ PDA in Managing Resources and Quality ▶ ILM Level 3 Leadership & Management
▶ SVQ Healthcare Support (Non clinical) at SCQF Level 6 ▶ SVQ Business and Administration at SCQF Level 6	▶ PDA in Management ▶ SVQ Team Leading at SCQF Level 6
▶ NC Administration ▶ NPA Business with Information Technology ▶ NC Business at SCQF Level 5 ▶ SVQ Business & Administration at SCQF Level 5 ▶ NPA Administration: Information Technology & Audio	
▶ SVQ Business and Administration at SCQF Level 4 ▶ NC Business at SCQF Level 4	