

	Business & Projects		Finance		Human Resources		Information Systems & Information Technology		Office Services		Patient Services		Communications & Public Relations		Modern Apprenticeships, Transferable & General Management Qualifications			
<a href="#">Scottish Credit and Qualifications Framework (SCQF)</a>	Project management staff manage the progress of individual elements of a programme.		Staff in this area support a range of finance functions, including accounting and financial management.		Human Resources (HR) or Personnel Management supports clinical and business operations throughout the NHS.		Staff in this area provide IT support within NHSScotland or work on the development of IT systems.		Personal Assistants and other office administrators work closely with clinical and business teams to ensure that the NHS works efficiently.		staff in this area provide services directly to or for patients.		People involved in public relations or communications are responsible for managing the organisation's reputation and communications strategies.		The Qualifications Listed below may be applicable to all job family areas across Business & Administration. These include team leading & management type qualifications and the Modern Apprenticeships.			
SCQF Levels	Examples of corresponding AFC Band Range/Job Roles	Specialist Qualifications	Examples of corresponding AFC Band Range/Job Roles	Specialist Qualifications	Examples of corresponding AFC Band Range/Job Roles	Specialist Qualifications	Examples of corresponding AFC Band Range/Job Roles	Specialist Qualifications	Examples of corresponding AFC Band Range/Job Roles	Specialist Qualifications	Examples of corresponding AFC Band Range/Job Roles	Specialist Qualifications	Examples of corresponding AFC Band Range/Job Roles	Specialist Qualifications	Modern Apprenticeships	Transferable Qualifications	General Management Qualifications	
12			Level 4 Experts & Emerging Leaders AIC Bands 9, 8a - 8d	CIMA Qualified with Strategic Management Experience	HR Director AIC Bands 8a - 9	CIPD Level 7 Award in Human Resources								Senior Communication & PR Manager AIC Bands 7 - 9	CIPR Diploma	Modern Apprenticeship in Management Level 5	SVQ level 4 leadership & Management for Care services	SVQ Level 5 Management
11			Level 3 Experienced Professionals AIC Bands 8A	CCAB/CIMA Qualified with Some Experience		CIPD Level 7 Certificate in Human Resources											PDA in Planning and Implementing Change	
11	Operational Business Manager AIC Bands 7 - 8b	PRINCE 2 Practitioner (Not Credit Rated by SCQF)				CIPD Level 7 Diploma in Human Resource Management												
11		APM Project Risk Management Certificate			HR Business Partners AIC Bands 7 - 8a	CIPD Level 7 Diploma in Human Resource Development												
10	Project Manager/Project Coordinator AIC Bands 5 - 7	PDA Managing Projects & Business Processes	Level 2 Foundation Professionals AIC Bands 6 - 7	Association of Accounting Technicians (AAT) Diploma (higher level)	HR Manager/Advisor AIC Bands 5 - 7	CIPD Level 9 Diploma in Applied Human Resource Management	IT Business Analyst AIC Bands 6 - 8a	ITIL Diploma in IT Service Management					Corporate Communications Manager AIC Bands 5 - 7	CIPR Advanced Certificate	Modern Apprenticeship in Accounting level 4	PDA Resilience Management	SVQ Management Level 4	
9		APM Project Risk Management Certificate					IT Systems Support Specialist AIC Bands 5 - 7										PDA Strategic Management	PDA in Decision Making and Innovation
9							IT Systems Developer AIC Bands 5-7										PDA Leading Change	PDA in Organisational Ethics & Decision Making
9																	PDA Leadership & Management for Care Services	PDA in Organisational Leadership
8	Project Support Officer AIC Bands 4 - 6	HNC/HND Business	Level 2 Foundation Professionals 4 - 6	HNC/HND Accounting	HR Manager/Advisor AIC Bands 5 - 7	HNC/HND Human Resource Management	IT Support Engineer AIC Bands 5 - 6	HNC/HND Information Technology	Office Manager/Team Leader AIC Bands 4 - 5	SVQ Level 4 Business and Administration	GP Practise Managers AIC Bands 5 - 8a	NES Practice Manager Vocational Training Scheme	Corporate Communications Manager AIC Bands 5 - 7	HNC/HND Marketing	Modern Apprenticeship Business and Administration Level 4	PDA Managing Finances	PDA in Leadership	
8		SVQ Level 4 Business and Administration				CIPD Level 5 Intermediate Award in Human Resources		ITIL Foundation Certificate				SVQ Level 4 Business and Administration		Level 4 Customer Service		SVQ Level 4 Business and Administration	PDA in Project Management	
8						CIPD Level 5 Intermediate Certificate in Human Resource Management							HNC/HND Advertising and Public Relations		PDA Healthcare Professionals: Facilitating Learning, Training and Assessment in the Workplace		PDA in Leadership and Change	
8						CIPD Level 5 Intermediate Certificate in Human Resource Development							HND Hospitality Management				Diploma in Management (PDA)	
8						CIPD Level 5 Intermediate Diploma in Human Resource Management							CIPR Foundation Award				SVQ Management Level 4	
8						CIPD Level 5 Intermediate Diploma in Human Resource Development												
7	Project Coordinator AIC Bands 4 - 5	HNC/HND Business	Level 2 Foundation Professionals AIC Bands 3 - 4	HNC/HND Accounting	HR Manager/Advisor AIC Bands 5 - 7	HNC/HND Human Resource Management	IT Officer AIC Bands 4 - 5	HNC/HND Information Technology	Office Manager/Team Leader AIC Bands 4 - 5	SVQ 3 Healthcare Support (Non-Clinical)	Reception Manager/Team Leader AIC Bands 4 - 5	SVQ 3 Healthcare Support (Non-Clinical)		HNC/HND Marketing	Modern Apprenticeship Creative and Digital Media	SVQ 3 Healthcare Support (Non-Clinical)	SVQ Management Level 3	
7		SVQ 3 Healthcare Support (Non-Clinical)		PDA Book Keeping				PDA Information Technology in Business					Diploma in Creative Digital Media	Modern Apprenticeship Healthcare Support (Non-Clinical)		PDA in Managing Self and Others		
7		APMP: The APM Project Management Qualification		PDA Financial Accounting				Diploma in Creative Digital Media					HNC/HND Advertising and Public Relations		PDA in Managing Self and Work of Others			
7				PDA Management Accounting				SVQ 3 Healthcare Support (Non-Clinical)					SVQ 3 Healthcare Support (Non-Clinical)		PDA in Managing Resources and Quality			
7																		
6	Project Officer/Project Administrator AIC Bands 2 - 4	SVQ3 Business and Administration	Level 1 Finance Technicians / Payroll officer/Clerk AIC Bands 3 - 4	Association of Accounting Technicians (AAT) Diploma	HR Administrator / HR Assistant AIC Bands 2 - 4	NPA Human Resources and the Law	IT Administrator AIC Bands 2 - 4	NC Digital Media Computing	Office Administrator / Personal Assistant AIC Bands 2 - 5	City & Guilds (C&G) Diploma for Medical Secretaries	Medical Receptionist/Ward Clerk AIC Bands 2 - 4	SVQ2 Healthcare Support (Non clinical)		SVQ2 Healthcare Support (Non clinical)	Modern Apprenticeship in Customer Services (Level 3)	SVQ3 Business and Administration	PDA in Management	
6		SVQ 2 Healthcare Support (Non clinical)		Certificate in Payroll		NPA Legal Studies		NPA Business with Information Technology		City & Guilds (C&G) Certificate in Medical Administration		City & Guilds (C&G) Certificate in Medical Terminology	Level 3 Customer Service	Modern Apprenticeship in accounting Level 3	SVQ2 Healthcare Support (Non clinical)	SVQ Management (Level 3)		
6		PRINCE 2 Foundation Qualification (Not credit rated by SCQF)				CIPD Level 3 Foundation Award in Human Resources Essentials (QCF)		SVQ2 Healthcare Support (Non clinical)		City & Guilds (C&G) Certificate in Medical Terminology		City & Guilds (C&G) Diploma for Medical Secretaries		Modern Apprenticeship Payroll Level 3				
6		Introductory Certificate: The APM Project Fundamentals Qualification				CIPD Level 3 Foundation Certificate in Human Resources Practice (QCF)				SVQ2 Healthcare Support (Non clinical)		City & Guilds (C&G) Certificate in Medical Administration		Modern Apprenticeship Business and Administration level 3				
6						CIPD Level 3 Foundation Diploma in Human Resources Practice (QCF)				SVQ3 Business and Administration		SVQ3 Business and Administration		Modern Apprenticeship Healthcare Support (Non-Clinical)				
6						CIPD Level 3 Foundation Award in Learning & Development Essentials (QCF)												
6						CIPD Level 3 Foundation Certificate in Learning & Development Practice (QCF)												
6						CIPD Level 3 Foundation Diploma in Learning & Development Practice (QCF)												
5	Project Officer/Project Administrator AIC Bands 2 - 4	SVQ 2 Business and Administration	Level 1 Finance Technicians AIC Bands 2 - 3	Association of Accounting Technicians (AAT) Accounting Certificate	HR Administrator / HR Assistant AIC Bands 2 - 4	SVQ 2 Business and Administration		NPA Administration: Information Technology & Audio	Office Administrator / AIC Bands 2 - 4	NPA Administration: Information Technology & Audio	Medical Receptionist/Ward Clerk AIC Bands 2 - 4	NPA Administration: Information Technology & Audio		NC Digital Media Computing	Modern Apprenticeship in Business & Administration Level 2	NC Administration	SVQ Team Leading (Level 2)	
5		NPA Administration: Office Skills & Services		NC Administration		NC Administration		NC Business with Information Technology		NC Administration		NC Administration				NC Business with Information Technology		
5		NC Administration						NC Digital Media Computing								NC Digital Media Computing		
5																		
5																		
4		SVQ1 Business and Administration				SVQ1 Business and Administration		NC Digital Media Computing		SVQ1 Business and Administration		SVQ1 Business and Administration		NC Digital Media Computing		SVQ1 Business and Administration		
4		NC Business				NC Business										NC Business		

For a more detailed explanation of the work-related qualifications listed within the pathway e.g. NPA, SVQ, HNC/HND, NC and PDA please refer to The NHS Education for Scotland publication [The Well Qualified Workforce](#)