

HNC
Administration and Digital
Business Technologies
Distance Learning
Information Pack

Contents

Contents

Introduction 1

Personal Academic Tutors 1

HNC Administration and IT Course 2

Programme Information 2

Programme Aims 3

Programme Content and Structure 4

Unit Summary 5

Distance Learning – What to Expect..... 8

Expectations of Our Distance Learning Students..... 9

Recommended Reading 9

Academic Calendar..... 9

What Next 10

Offer of a Place 10

Support Service Available 11

Additional Support for Learning..... 11

Student Fees and Funding..... 11

Introduction

Personal Academic Tutors

You will have been interviewed by Alison Kirk, a lecturer within the Administration teaching team at UHI Perth and Personal Academic Tutor (PAT) for the distance learning HNC Administration and Digital Business Technologies course. If you have any queries regarding the course after your interview, contact Alison Kirk, details below:

Alison Kirk: alison.kirk.perth@uhi.ac.uk

HNC Administration and Digital Business Technologies

Programme Information

Programme Title:	HNC Administration and Digital Business Technologies
Course code:	GH5Z 47
Duration:	1 year full time, 2 years part time
Accredited by:	Qualifications Scotland (QS)
SCQF Level:	7

The HNC Administration and Digital Business Technologies course is a higher education level qualification which is equivalent to year 1 of a degree programme.

Successful completion of the HNC Administration and Digital Business Technologies course provides direct entry to the HND Administration Management and Digital Business Technologies course. Successful completion of the HND Administration Management and Digital Business Technologies course provides direct entry to year three of the BA (Hons) Business & Management course.

Programme Aims

This course aims to provide learners with the knowledge and skills they need to be successful in senior administrative and/or junior leadership roles.

The qualification gives learners a broad foundation of knowledge and skills in business administration, planning and organising themselves and their work, organisational structures, and current and emerging digital technologies.

The specific aims of the course are to:

- Develop technical and administrative knowledge of current administrative practice.
- Develop the knowledge that underpins the technical expertise developed throughout the course.
- Provide progression to HND Administration Management and Digital Business Technologies.
- Provide progression to degree qualifications.
- Provide optional routes to facilitate local industry needs and specialisation.
- Develop interpersonal skills relevant to an administrative role.
- Develop personal effectiveness, communication and presentation skills.
- Prepare for employment.
- Develop problem-solving skills within a range of time constraints.
- Promote values of sustainability and corporate and social responsibility.

Programme Content and Structure

Higher National Certificates (HNCs) are at SCQF level 7 and are made up of 120 SCQF credit points.

The table below lists the credits achieved by unit. If a unit is completed in both semesters the credit(s) achieved are in total and not per semester.

Table 1: Programme content and structure

Unit code	Unit title	SCQF credit points	SCQF level	Semester
J89E 47	Law for Business: An Introduction	8	7	1
J99X 47	Administration Applications in Practice	24	7	1 & 2
J9A0 47	Digital Technologies in Practice	32	7	1 & 2
J99Y 47	Administration Fundamentals	24	7	1 & 2
J9GD 47	Creating a Culture of Customer Care	8	7	1 & 2
J75E 47	Communication: Practical Skills	8	7	1 & 2
J691 47	Emerging Technologies and Experiences	8	7	1 & 2
J9KK 47	GP Medical Administration	8	7	2

Unit Summary

J89E 47 Law for Business: An Introduction

This unit introduces learners to areas of law that affect the operations of business organisations. It covers introductory content in legal areas that are fundamental to and have an impact on the structure and operation of a business organisation.

J99X 47 Administration Applications in Practice

This unit develops knowledge and practical skills in using software applications in the business environment. Learners also improve their problem-solving skills by identifying issues, analysing situations and implementing solutions.

J9A0 47 Digital Technologies in Practice

This unit extends learning into collaborative and online environments. Learners explore how digital tools support communication, research, content creation and secure working practices. They consider digital presence, credibility and online professionalism, developing the skills needed to work responsibly and effectively in modern, digitally connected organisations.

J99Y 47 Administration Fundamentals

This unit develops learners' knowledge and understanding of the administrative function in today's working environment. It gives an overview of the role of the administration team within an organisation and how an administrator can support to the wider organisation.

Learners develop the skills needed to ensure smooth business operations and to improve efficiency. They explore the importance of effective communication and compliance with HR and legislative policies, as well as personal development activities.

J9GD 47 Creating a Culture of Customer Care

This unit provides learners with the knowledge and understanding to recognise and evaluate effective customer care in a customer service environment. Learners analyse factors affecting customer care and judge the effectiveness of a customer care strategy by applying them to the workplace. The unit emphasises the importance of customer care, its value to organisations, and how it is critical to employees' work.

J75E 47 Communication: Practical Skills

This unit helps learners to develop skills in summarising, evaluating and analysing written information on a complex vocational issue, and producing written information on a complex vocational issue. They also develop skills in contributing and responding to oral information on a complex vocational issue. There is a particular emphasis on employability.

J691 47 Emerging Technologies and Experiences

This unit introduces learners to new or emerging digital technologies in the public domain. It also covers the associated experiences made possible by these technologies. Learners will gain an appreciation of recently developed digital technologies, such as big data and virtual reality, along with the types of digital technology emerging, such as machine learning.

J9KK 47 GP Medical Administration

This unit develops learners' knowledge and skills in GP medical administration. It is primarily intended for learners who are already employed or who wish to pursue a career or further study in medical administration in NHS Scotland (NHSS) GP practices. The unit prepares learners for employment in a medical administration role in general practice. Learners carry out activities that reflect the reality and importance of medical administration roles and responsibilities in general practice.

Distance Learning – What to Expect

All learning materials will be available in UHI's Virtual Learning Environment – Brightspace. Brightspace is the university's Virtual Learning Environment (VLE). You will be able to access Brightspace once you have been enrolled on your units/modules. For more information on Brightspace please visit [Support with your studies - Brightspace](#).

You will work through the learning materials in a self-directed manner, following the guidance provided by your Lecturer. Lecturers will ask you to submit practice assessment tasks, often referred to as Tutor Marking Assignments (TMAs), to receive feedback in advance of undertaking assessment work.

Lecturers will provide guidance online via Brightspace and/or your student email. You will be able to contact Lecturers directly should you have any queries. Your Personal Academic Tutor will provide academic guidance and support when required.

Each credit you study will require approximately 3-5 hours of study per week. This means you will need to set aside approximately 12-15 hours per week for your studies during semester. There are no real-time classes to attend, instead you will work independently through tasks and content each week ensuring work is completed on or before the deadline.

Expectations of Our Distance Learning Students

While studying with us we expect students to take a mature attitude towards their studies. This includes:

- Meeting all deadlines for assessment work.
- Taking responsibility for your studies.
- Being self-motivated to undertake the required learning.
- Being an independent learner.
- A positive attitude towards your studies.
- Using your initiative when required.

Recommended Reading

Essential Texts

There are no recommended essential texts for this programme. However, the lecturer for each unit may recommend specific articles, books and websites that may be of interest.

Recommended Texts

As above.

Academic Calendar

The calendar for next academic year can be found here once it is published: [Student Life - Academic calendar](#)

What Next

Offer of a Place

If you meet the entry requirements for the course, you will receive an offer via email from Nicola McAulay who is the Distance Learning Administrator. This **offer should be accepted within 7 days** by emailing distance.learning.perth@uhi.ac.uk.

If you do not meet the entry requirements or do not meet the conditions set, then guidance will be provided as to how to get more information about alternative options to access the HNC Administration and Digital Business Technologies course in the future.

Support Service Available

If you need any support prior to starting your studies with us the following services are available, go to the Student Services webpage for further information: [Student services - UHI Perth](#)

Additional Support for Learning

Help to arrange appropriate support for you if you have a medical condition, disability or learning difficulty that could affect your studies. This includes setting up a Personal Learning Support Plan (PLSP) to facilitate individual support measures for you.

Contact: additional.support.perth@uhi.ac.uk

Student Fees and Funding

This following information is correct at the time of printing but may be subject to change.

Part Time Fee Grant

This scheme is run by the Student Awards Agency for Scotland (SAAS) and provides assistance towards the cost of part-time tuition fees for anyone aged 16 and over, living in Scotland, earning £25,000 per year or less. To be eligible to apply for this funding, applicants must be studying a part-time Higher education course such as a Higher National Certificate (HNC), Higher National Diploma (HND), or a Degree. They also must be studying between 30 and 119 SCQF points which means at least 4 HN credits per year.

Further information can be found here: [Part-time funding - SAAS](#)

Self-Funding

If you are paying for your own fees for each year of your study, you can either pay this in full or we can arrange a payment plan.

The Student Funding Team can help you with general funding advice, as well as providing assistance with your funding application.

Contact: studentfunding.perth@uhi.ac.uk