

# Course & Interview Information

**Fast Track in  
Business & Accounting**  
Level 6

AY 2025-26 (Jan start)

Business Team





# Interview Overview

- Please read through this material which provides an overview of the course
- To complete core skills diagnostic testing (issued prior to interview) - Communications, Numeracy & ICT
- To conduct a 1-2-1 interview with you (via telephone)





# Course Overview

- This course will provide candidates with the skills and knowledge in the areas of business management, business administration, and accounting.
- The course is tailored to prepare learners for employment or further education. It is suitable for school leavers (previously studied at N5 – minimum 4 passes at C or above) and mature applicants who meet the entry requirements or have relevant work experience.
- Learners will have a unique opportunity to study over **one** academic semester – 18 weeks.



A top-down view of a dark wooden desk. In the top left is a white smartphone. Next to it is a black pencil. A white notebook is open, with a pair of black-rimmed glasses resting on its pages. Below the notebook is a white keyboard. In the bottom right corner, a white cup of coffee sits on a matching saucer.

# Course Aims

- These courses teach you about all aspects of contemporary business, and provides the skills and knowledge needed to ensure managerial and administrative efficiency in business.
- The course is designed to have a core business theme which incorporates accounting and administration units.
- The course will also allow you to develop transferable skills that all employers are looking for such as:
  - Communication – verbal and written
  - Time Management
  - Problem Solving
  - Critical Thinking
  - Adaptability
  - Teamwork

# Core Units\*

- Business Formation
- Marketing: Basic Principles and Applications
- UK Economic Activity
- Management Accounting
- Financial Accounting for Limited Companies
- Spreadsheets for Administrators
- Communication Level 6

\*NB: Units could be subject to change





# Progression – August 2026

Successful completion of this course will allow for progression onto HN level courses in:

- Business
- Administration & IT
- Accounting



# Future Prospects

A business or administration qualification opens lots of doors to employment, such as:

- Trainee Managers
- Assistant Managers
- Business Development Assistants
- Business Managers
- Personal Assistants
- Team Leaders
- Trainee Accountant

With the option of potential careers in:

- Business Development
- Human Resource Management
- Marketing
- Financial Services
- Project Management
- Estate Agent

# Fast Track Academic Semester

- **Induction**
  - w/c 12th January 2026
- **Course Start**
  - w/c 19th January 2026
- **Scheduled Holidays**
  - Fri 13th February 2026 (1 day)
  - Mon 6th Apr - Fri 17th April 2026 (2 weeks)
  - Mon 4th May 2026 (1 day)
- **Course Finish**
  - w/c 1st June 2026







# Course Funding

- If you are successful in securing a place at college, **you must** ensure that you have funding in place! Do this as soon as possible – even if it is a conditional offer!
- The sooner you apply, the sooner funding can be confirmed and in place in good time for the start of the course.



# What Will Happen Next?

- Once we have reviewed your application, your scores from the diagnostic testing and you have completed your interview, a decision will be made on your place at college.
- Within 14 days, we aim to have provided you with either a:
  - Unconditional Offer
  - Conditional Offer
  - Place on a Waiting List
  - No Offer – where this is the case, we will endeavour to signpost you to an appropriate alternative course and/or level







# Any Questions?

Stuart McGregor

Curriculum and Quality Leader

[stuart.mcgregor@dundeeandangus.ac.uk](mailto:stuart.mcgregor@dundeeandangus.ac.uk)

0300 123 1010