

➤ SQA Advanced Diploma

The Pathway to Success



Contents

Introduction	3
About Qualifications Scotland	3
What is the SQA Advanced Diploma?	3
How the Course Works	4
Where Can This Take You?	5
Recognised Worldwide	5
Subject Areas	
Administration and Information Technology	6
Business	7
Business with Accounting	8
Business with Human Resource Management	9
Business with Information Technology	10
Business with Marketing	11
Computing: Networking	12
Computing: Software Development	13
Computing: Technical Support	14
Creative Art and Design	15
Electronic Engineering	16
Financial Services	17
Global Trade and Business	18
Hospitality Management	19
Supply Chain Management	20
Travel and Tourism	21
Enrolment	
How to Enrol	22
Contact Information	23

About Qualifications Scotland

At Qualifications Scotland, we believe every learner can achieve their full potential. That's why, as Scotland's national awarding body, we design and deliver trusted qualifications that recognise knowledge and skills. Based in Scotland, we create qualifications that are valued and used worldwide. Working closely with industry experts, we ensure our qualifications give people the skills and recognition they need for their next steps in learning or work.

What is the SQA Advanced Diploma?

The SQA Advanced Diploma is a higher education qualification that opens doors to university and careers.

Study time: **2 years**

What you'll gain:

- A qualification equal to an associate degree
- Practical skills employers want
- A route to university abroad

Universities worldwide recognise this qualification. You can use it to progress to year 2 or 3 of a degree programme.
degree programme.

How the course works

Course length: usually 2 years
(you can be flexible with timing)

Course structure

- 30 units in your chosen subject
- Workplace Communication in English
- Research Skills

Study time for each unit

- 40 hours in class
- 40 hours independent study

English language requirement:

Before starting year 1, you'll need to meet our English language requirement at Level B1 or above. Speak to your university for further information.

Where can this take you?

University progression

More than two thirds of students who complete this diploma progress to university abroad.

Your options:

- Apply for year 2 or 3 of a degree programme
- Study in the UK, USA, Australia, Canada, New Zealand, or Europe
- Many students go on to complete a master's degree

Career opportunities

This qualification prepares you for work in your chosen field. You'll have practical skills and knowledge that employers value.

Recognised worldwide

Universities and employers around the world recognise our qualifications—a mark of quality you can trust.

We maintain rigorous standards throughout our programmes, with subject experts conducting regular quality checks. This ensures your qualification provides the specific skills and knowledge that global employers and universities are looking for.

With an established presence in China, we have worked with the Chinese Service Centre for Scholarly Exchange (CSCSE) since 2003. This partnership remains a leading foreign higher education programme in China. We support staff at all our partner universities to ensure high-quality delivery everywhere.

Administration and Information Technology

Gain the skills to work in modern administrative roles.

This qualification develops your high-level administrative and IT expertise for today's digital business environment. You will learn to integrate advanced technology with business operations to manage efficient office systems.

Potential career roles:

- Office Manager
- Senior Administrator
- Personal Assistant
- Operations Officer

Structure:

- IT in Business - Word Processing and Presentation
- IT in Business - Spreadsheets
- IT in Business - Databases
- Office Administration
- Recording Financial Transactions
- Personal Development Planning
- Communication - Business Communication
- Behavioural Skills for Business
- Human Resource Management: Introduction
- Developing the Individual within a Team
- Office Management
- Administration and IT: Graded Unit 1
- Presentation Skills
- Digital Technologies for Administrators
- IT in Business - Advanced Word Processing
- IT in Business - Advanced Spreadsheets
- IT in Business - Advanced Databases
- Info and Comm Technology in Business
- Administration and IT: Graded Unit 2
- Business Accounting
- Economic Issues: An Introduction
- Preparing Financial Forecasts
- Human Resource Management Practice
- Creating a Culture of Customer Care
- Administration and IT: Graded Unit 3

Business

Build your global business career with practical leadership skills.

This qualification provides an up-to-date insight into the core pillars of industry: management, human resources, economics, and administration. It is designed to create versatile professionals capable of working across various commercial sectors.

Potential career roles:

- Trainee Manager
- Business Development Officer
- Commercial Assistant
- Administrative Supervisor

Structure:

- Accounting for Business: An Introduction
- Business Law: An Introduction
- Communication - Business Communication
- Creating a Culture of Customer Care
- Economics Issues: An Introduction
- Economics: Micro and Macro Theory and Application
- Business Fundamentals with Emerging Technologies
- Managing People and Organisations
- Marketing: An Introduction
- IT in Business: Spreadsheets
- Personal Development Planning
- Human Resource Management: Introduction
- Business: Graded Unit 1
- Project Management: Strategy, Decision Making, and Risk
- Business Contractual Relationships
- Managing Business Culture and Strategy
- Economics: The World Economy
- Preparing Financial Forecasts
- Statistics for Business
- Business: Graded Unit 2
- Continuous Workforce Development
- Presentation Skills
- International Marketing: An Introduction

Business with Accounting

Specialise in financial management while building your business foundation.

This qualification combines essential business fundamentals with rigorous accounting expertise. You will gain the practical skills and theoretical knowledge required to manage financial data and support strategic decision-making in a corporate environment.

Potential career roles:

- Accounts Assistant
- Junior Accountant
- Financial Administrator
- Business Analyst

Structure:

- Accounting for Business: An Introduction
- Business Law: An Introduction
- Communication - Business Communication
- Creating a Culture of Customer Care
- Economic Issues: An Introduction
- Economics: Micro & Macro Theory & Application
- Business Fundamentals with Emerging Technologies
- Managing People and Organisations
- Marketing: An Introduction
- Recording Financial Information
- IT in Business: Spreadsheets
- Business with Accounting: Graded Unit 1
- Project Management: Strategy, Decision Making, and Risk
- Business Contractual Relationships
- Managing Business Culture and Strategy
- Company Law: An Introduction
- Economics: The World Economy
- Financial Reporting and Analysis
- Management Accounting for Decision Making
- Preparing Financial Forecasts
- Statistics for Business
- Business with Accounting: Graded Unit 2

Business with Human Resource Management

Learn how to manage and develop people in organisations.

This qualification blends theoretical business knowledge with the practical HR skills employers expect. You will focus on the lifecycle of employment, from initial recruitment to professional development and employee relations.

Potential career roles:

- HR Coordinator
- Recruitment Consultant
- Training & Development Officer
- Payroll Administrator

Structure:

- Accounting for Business: An Introduction
- Business Law: An Introduction
- Communication - Business Communication
- Creating a Culture of Customer Care
- Economic Issues: An Introduction
- Economics: Micro & Macro Theory & Application
- Grievance and Discipline Handling
- Business Fundamentals with Emerging Technologies
- Human Resource Management: Introduction
- Managing People and Organisations
- Marketing: An Introduction
- IT in Business: Spreadsheets
- Business with Human Resource Management: Graded Unit 1
- Project Management: Strategy, Decision Making, and Risk
- Business Contractual Relationships
- Managing Business Culture and Strategy
- Human Resource Management Practice
- Economics: The World Economy
- Preparing Financial Forecasts
- Statistics for Business
- Continuous Workforce Development
- Business with Human Resource Management: Graded Unit 2

Business with Information Technology

Combine business skills with IT expertise.

Information technology is the backbone of modern commerce. This qualification focuses on identifying and implementing the right IT solutions to solve business challenges, focusing on strategic business context rather than just software systems.

Potential career roles:

- IT Business Analyst
- Systems Coordinator
- Digital Project Assistant
- Information Manager

Structure:

- Accounting for Business: An Introduction
- Business Law: An Introduction
- Communication - Business Communication
- Creating a Culture of Customer Care
- Economic Issues: An Introduction
- Economics: Micro & Macro Theory & Application
- Business Fundamentals with Emerging Technologies
- IT in Business: Advanced Word Processing
- Managing People and Organisations
- Marketing: An Introduction
- Digital Technologies for Administrators
- IT in Business: Spreadsheets
- Business with Information Technology: Graded Unit 1
- Project Management: Strategy, Decision Making, and Risk
- Business Contractual Relationships
- Managing Business Culture and Strategy
- Economics: The World Economy
- IT in Business: Advanced Databases
- IT in Business: Advanced Spreadsheets
- IT in Business: Desktop Publishing
- Preparing Financial Forecasts
- Presentation Skills
- Statistics for Business
- Business with Information Technology: Graded Unit 2

Business with Marketing

Develop your creative and strategic marketing expertise.

Marketing involves the perfect blend of concept creation, pricing, promotion, and distribution. This qualification gives you a deep business insight while allowing you to specialise in how brands communicate with their audiences.

Potential career roles:

- Marketing Executive
- Market Research Assistant
- Digital Communications Officer
- Brand Coordinator

Structure:

- Accounting for Business: An Introduction
- Business Law: An Introduction
- Communication - Business Communication
- Creating a Culture of Customer Care
- Economic Issues: An Introduction
- Economics: Micro & Macro Theory & Application
- Business Fundamentals with Emerging Technologies
- Managing People and Organisations
- Market Research Theory
- Marketing: An Introduction
- Marketing Practice: An Introduction
- IT in Business: Spreadsheets
- Business with Marketing: Graded Unit 1
- Project Management: Strategy, Decision Making, and Risk
- Business Contractual Relationships
- Managing Business Culture and Strategy
- Economics: The World Economy
- International Marketing: An Introduction
- Marketing Research Applications
- Marketing Planning for a Domestic Market
- Preparing Financial Forecasts
- Statistics for Business
- Business with Marketing: Graded Unit 2

Computing: Networking

Design and maintain the digital infrastructure of the modern world.

As computer networks and the internet remain crucial to the global workplace, this qualification provides the technical skills to manage them. You will cover routing, switching, infrastructure, and network maintenance.

Potential career roles:

- Network Engineer
- Systems Administrator
- Internet Services Manager
- Network Security Technician

Structure:

- Developing Software: Introduction
- Professionalism and Ethics in Computing
- Computer System Fundamentals
- Troubleshooting Computer Problems
- Team Working in Computing
- Computing: Graded Unit 1 (Exam)
- Client Operating Systems
- Network Security Concepts
- PC Hardware and Operating Systems Essentials
- Digital Forensics
- Cloud Computing
- Mathematics for Computing 1
- Computing: Introduction to Project Management
- Computer Networking: Practical
- Networking Technology
- Routing Technology
- Server Administration
- Convergence Technologies
- Switching Technologies
- Internetworking Technology
- Computing: Networking Graded Unit 2 (Project)

Computing: Software Development

Learn to create software solutions.

This qualification focuses on the full software lifecycle: creating new applications, modifying existing systems, and maintaining complex products. You will gain the coding and analytical skills required for a high-level career in tech.

Potential career roles:

- Software Developer
- Web Programmer
- Systems Analyst
- Database Manager

Structure:

- Developing Software: Introduction
- Professionalism and Ethics in Computing
- Computer System Fundamentals
- Troubleshooting Computer Problems
- Database Design Fundamentals
- Relational Database Management Systems
- SQL: Introduction
- Software Development: Developing Small Standalone Applications
- Software Development: Programming Foundations
- Computing: Introduction to Project Management
- Mathematics for Computing 1
- Team Working in Computing
- Computing: Graded Unit 1 (Exam)
- Software Development: Object Oriented Programming
- Systems Development: Object Oriented Analysis and Design
- Software Development: Data Structures
- Scripting for Interactivity
- Self Describing Data (XML)
- Software Development: Rapid Applications Development and Prototyping
- Web Development Dynamically Generated Content
- Computing: Software Development: Graded Unit 2

Computing: Technical Support

Master the skills to support users and complex computing systems.

This qualification provides the practical skills needed for vital systems support roles. You will learn to manage the intersection of hardware, software, and the people who use them to ensure business continuity.

Potential career roles:

- Senior Computer Technician
- IT Support Manager
- Network Administrator
- Technical Support Engineer

Structure:

- Developing Software: Introduction
- Professionalism and Ethics in Computing
- Computer System Fundamentals
- Troubleshooting Computer Problems
- Team Working in Computing
- Computing: Graded Unit 1 (Exam)
- Client Operating Systems
- Computer Networks: Building Local Area Networks
- Mathematics for Computing 1
- Cloud Computing
- Computing: Introduction to Project Management
- Technical Support: Supporting Users: Hardware
- Technical Support: Supporting Users: Software
- Software Development: Programming Foundations
- Security Concepts
- Network Server Operating Systems
- Network Technology and Data Communications
- Providing Technical Support to Users
- Open Source Operating Systems: Introduction to Command Line Administration
- Open Source Operating Systems: Basic Server Administration
- Managing a Web Server
- Computing: Technical Support: Graded Unit 2 (Project)

Creative Art and Design

Turn your creative passion into a professional design career.

This qualification provides the practical portfolio and theoretical knowledge required to succeed in the creative industries. You will explore visual communication and the design industry to find your unique professional voice.

Potential career roles:

- Graphic Designer
- Illustrator
- Digital Content Creator
- New Media Artist

Structure:

- Visual Communication: An Introduction
- Digital Imaging
- Art and Design: Context
- Art and Design: Project
- Working in the Field of Visual Communication
- Visual Communication: Social Media
- Visual Communication: Sustainable Design
- Typography: An Introduction
- Graphic Design
- Developmental Drawing
- Illustration
- Photography: Image Editing Graded Unit 1
- Digital Imaging Project
- Creative Project for Artists and Designers
- Design Production
- Preparing for a Role in the Field of Visual Communication
- Typography
- Art and Design: Digital Media Project
- Graphic Design Project
- Illustration Project
- Developmental Drawing Portfolio Graded Unit 2

Electronic Engineering

Learn engineering skills for the modern world.

From transport to telecommunications, engineers design and maintain the world around us. This qualification provides practical skills in electrical principles, digital electronics, and fault finding for the modern engineering sector.

Potential career roles:

- Senior Electronics Technician
- Engineering Design Assistant
- Test and Development Engineer
- Systems Assembly Manager

Structure:

- Communication: Practical skills
- Information Technology: Application Software
- Business Awareness and Continual Professional Development
- DC and AC Principles
- Analogue Electronic Principles
- Combinational Logic
- Sequential Logic
- High Level Engineering Software
- Electronic Testing Skills
- Electronic Construction Skills
- Electronic Networks and Resonance
- Telecommunications Fundamentals
- Active Electronics Circuit
- Engineering Mathematics 1
- Power Supply Circuits
- MSI Devices
- Programmable Logic Devices
- High Level Language: External I/O Transfer
- Field Programmable Gate Arrays
- Printed Circuit Board Design, Manufacture and Test
- MCU/MPU Assembly Language Programming
- Applications of Signal Processing and Conditioning
- Electronic Fault Finding
- Implementing Small Local Area Networks
- Applications of Programmable Logic Controllers
- Engineering Mathematics 2
- Electronics: Group Award Graded Unit:1 (Exam)
- Electronics: Group Award Graded Unit 2 (Project)

Financial Services

Build your career in the global financial sector.

This qualification prepares you for the high-stakes world of banking, insurance, and financial planning. You will gain the specific regulatory knowledge and practical skills that global financial institutions demand.

Potential career roles:

- Financial Advisor Assistant
- Banking Officer
- Insurance Underwriter
- Investment Administrator

Structure:

- Business Accounting
- Business Law: An Introduction
- Communication - Business Communication
- Creating a Culture of Customer Care
- Economic Issues: An Introduction
- Financial Sector: An Introduction
- Information Technology: Applications Software 1
- Managing People and Organisations
- Marketing: An Introduction
- Personal Financial Services
- Principles of Insurance
- Financial Services: Graded Unit 1
- Economics: The World Economy
- Financial Services: International Transactions
- Financial Services Regulatory Framework
- Income Tax
- Information Technology: Applications Software 2
- Investment
- Pension Provision
- Personal and Business Lending
- Preparing Financial Forecasts
- Financial Services: Graded Unit 2

Global Trade and Business

Prepare for a high-impact career in the international marketplace.

As businesses expand across borders, they require professionals who understand global strategy. This qualification combines business fundamentals with international marketing and economics to help you navigate the competitive global market.

Potential career roles:

- Export/Import Coordinator
- International Trade Consultant
- Global Logistics Assistant
- International Business Development Manager

Structure:

- Business Law: An Introduction
- Business Contractual Relationships
- Accounting for Business: An Introduction
- Economic Issues: An Introduction
- Managing People and Organisations
- Communication – Business Communication
- International Marketing: An Introduction
- International Marketing: The Mix
- Project Management: Strategy, Decision Making, and Risk
- Managing Business Culture and Strategy
- Global Trade and Business: Graded Unit 1
- Economics: Micro and Macro Theory and Application
- Economics: The World Economy
- International Trade Institutions
- Using Sources of Export Assistance
- International Business Environment: Geographical Influences
- Business Fundamentals with Emerging Technologies
- Marketing: An Introduction
- Global Business Organisations
- Global Trade and Business: Graded Unit 2
- International Purchasing and Supply
- International Physical Distribution

Hospitality Management

Enter the dynamic hospitality industry.

The hospitality industry offers exciting leadership opportunities worldwide. This qualification provides the management skills and operational knowledge required to succeed in luxury hotels, restaurants, and international event management.

Potential career roles:

- Hotel Manager
- Food and Beverage Manager
- Events Coordinator
- Front Office Manager

Structure:

- Accommodation Operations
- Business Accounting
- Food and Beverage Management
- Food Hygiene Intermediate
- Hospitality Financial and Control Systems
- Hospitality Front Office Procedures
- Hospitality Front Sales Management
- Hospitality Industry
- Hospitality Supervision
- Information Technology: Application Software 1
- Managing Hospitality Organisations
- Hospitality Management: Group Award Graded Unit 1
- Accommodation Management
- Work Placement
- Gastronomy
- Managing Financial Resources in Hospitality
- Human Resource Management Practice
- Kitchen Planning and Design
- Management of Food and Beverage Operations
- Managing People and Organisations
- Hospitality Management: Group Award Graded Unit 2

Supply Chain Management

Manage the global flow of goods, services, and information.

Supply chain management is essential to every business on the planet. This qualification provides a working knowledge of logistics and operations, developing the interpersonal skills needed to coordinate complex global movements.

Potential career roles:

- Logistics Manager
- Warehouse/Distribution Manager
- Operations Manager
- Supply Chain Analyst

Structure:

- Supply Chain Fundamental
- Supply Chain Logistics: An Introduction
- Supply Chain: Total Quality Management
- Supply Chain Business Analysis: An Introduction to Techniques
- Legal Aspects of Commercial Transactions
- Supply Chain Service Levels: Setting the Standards
- Supply Chain Organisations: Structures and Function
- Supply Chain: Tactics and Techniques
- Supply Chain: Capacity Planning and Production Operations
- International Trade and Payments
- Supply Chain: Business Strategy
- Supply Chain:
- An Introduction to Enterprise Planning
- Cost Accounting
- International Physical Distribution
- Logistics Planning
- Supply Chain: Storage and Distribution
- Supply Chain: Business Excellence
- Supply Chain: Associated Law
- Supply Chain: Lean and Agile Approaches
- Purchasing Strategy
- Managing People and Organisations
- Supply Chain Management: Graded Unit 1
- Supply Chain Management: Graded Unit 2

Travel and Tourism

Join a growing global industry

Tourism is one of the world's most vital economic sectors. This qualification provides the dynamic skills needed to thrive in travel management, with a specific focus on emerging global trends and popular destinations.

Potential career roles:

- Travel Agency Manager
- Tourism Development Officer
- Tour Operations Manager
- Resort Representative

Structure:

- Air Travel
- Applying Marketing Principles in Travel and Tourism
- Business Accounting
- Communication - Business Communication
- Creating a Culture of Customer Care
- Developing Skills for Personal Effectiveness
- Economic Issues: An Introduction
- Information Technology: Applications Software 1
- International Tourist Destinations
- Retail Travel Practice
- Information and Communication Technology in Business
- Travel and Tourism: Graded Unit 1
- Air Travel Advanced
- Developing the Individual within a Team
- Presentation Skills
- Marketing Planning in Travel and Tourism
- Planning and Sustainable Development in Tourism
- Economics: Micro and Macro Theory and Application
- Economics: The World Economy
- Tour Guiding and Resort Representation
- Tour Operations
- Travel and Tourism: Graded Unit 2

What you'll receive

When you successfully complete your diploma, you'll get:

- An SQA Advanced Diploma certificate
- A record of all the units you've completed

English language support

Foundation year

The programme includes English language learning to prepare you for study and work overseas.

Communication skills

You'll complete Workplace Communication in English as part of your qualification. This develops the language skills you need for your career.

Your questions answered

- 1 Is this qualification recognised?**
Yes. Universities and employers worldwide recognise SQA Advanced Diploma qualifications.
- 2 Can I use this qualification to go to university?**
Yes. More than two thirds of students with an SQA Advanced Diploma progress to university in the UK, USA, Australia, Canada, New Zealand, or Europe.
- 3 What year of university can I enter?**
You can apply for year 2 or 3 of an undergraduate degree programme depending on the partnership agreement with the university. Each university sets its own entry requirements.
- 4 How long does the course take?**
Usually 2 years, but timing is flexible.
- 5 Do I need English language skills?**
Yes. You need to meet our English language requirement (minimum Level B1) to start year 1. Contact your university for more details.





Find out more about the qualification:

Visit: china.qualifications.gov.scot

Call: +44 (0)141 500 5030

Email: international@qualifications.gov.scot



Enrol at a Chinese university

To find a participating university and begin your application, visit the Chinese Service Centre for Scholarly Exchange (CSCSE):

Visit: cscse.edu.cn



