



Qualification structure

SVQ Business and Administration SCQF level 5 (GK6X 22)

Accredited from 01.08.2015

To achieve the SVQ, you must complete **eight** Units in total.

All the Group A mandatory Units must be completed and at least **three** optional Units from **Group B**. The remaining **two** Units may be selected from **Group B** or **Group C**.

A maximum of **two** units from **IT** and **Finance** may be selected.

Restricted combinations:

Either unit S211 or S311 may be selected but not both. ^a

Only one unit may be selected from S212, S213 or S312. ^b

Either unit S214 or S313 may be selected. ^c

Either unit S215 or S314 may be selected. ^d

Either unit S222 or S319 may be selected. ^e

Either unit S223 or S321 may be selected. ^f

Either unit S224 or S320 may be selected. ^g

Only one unit may be selected from S236a, S236b, S114a or S114b. ^h

Either unit S237 or S115 may be selected. ⁱ

Either unit S238 or S116 may be selected. ^j

Either unit S239 or S117 may be selected. ^k

Either unit S240 or S118 may be selected. ^l

Either unit S241 or S119 may be selected. ^m

Either unit S242 or S120 may be selected. ⁿ

Either unit S243 or S121 may be selected. ^o

Either unit S244 or S122 may be selected. ^p

Either unit S245 or S123 may be selected. ^q

Either unit S246 or S124 may be selected. ^r

Either unit S252 or S113 may be selected. ^s

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Group A Mandatory Units

SQA No.	NOS Ref.	SSC No.	Unit Title
FD8W 04	CFABAA625	S201	Agree how to manage and improve own performance in a business environment
FD8X 04	CFABAF172	S202	Undertake work in a business environment
F93W 04	CFABAA614	S205	Prepare to communicate in a business environment
Group B Optional Units: 3 - 5 Units must be selected			
FD8Y 04	CFABAG126	S203	Plan how to solve business problems
FD90 04	CFABAG1210	S204	Work with other people in a business environment
F93T 04	CFABAA211	S211	Produce documents in a business environment ^a
FD9W 04	CFABAA213	S212	Prepare text from notes ^b
FD9X 04	CFABAA213b	S213	Prepare text from notes using touch typing (40 wpm) ^b
FD9T 04	CFABAA311a	S214	Prepare text from shorthand (60 wpm) ^c
FD9V 04	CFABAD312a	S215	Prepare text from recorded audio instruction (40 wpm) ^d
FD9N 04	CFABAA311	S222	Support the organisation and co-ordination of events ^e
FD9P 04	CFABAA321	S223	Support the organisation of business travel or accommodation ^f
FD9R 04	CFABAA411	S224	Support the organisation of meetings ^g
H983 04	CFABAA622	S206	Use voicemail message systems
FD92 04	CFABAA431	S207	Use a diary system
FD93 04	CFABAA441	S208	Take minutes
FD94 04	CFABAA612	S209	Handle mail
F93X 04	CFABAC312	S210	Provide reception services
FD96 04	CFABAC311	S250	Meet and welcome visitors
H984 04	CFABAD321	S216	Collate and organise data
FD98 04	CFABAD323	S217	Research information
H559 04	CFABAD332	S218	Store and retrieve information using a filing system
FD99 04	CFABAD334	S219	Provide archive services
FD9A 04	CFABAD121	S226	Support the management and development of an information system
F93V 04	CFABAA231	S220	Use office equipment
H985 04	CFABAF141	S221	Maintain and issue stock items
FD9F 04	CFABAA111	S225	Respond to change in a business environment
FD9G 04	CFABAB151	S227	Administer HR records
FD9H 04	CFABAB152	S228	Administer the recruitment and selection process
FD9J 04	CFABAB131	S251	Administer parking dispensations
FN6W 04	SFJCHCC062	S253	Process court documentation
FN9M 04	SFJCHCC069	S254	Contribute to maintaining security and protecting individuals' rights in the custodial environment
FN6X 04	SFJCHCC060	S255	Calculate critical dates for sentences
FN6Y 04	SFJCHCC063	S256	Make administrative arrangements for the movement of individuals outside the custodial establishment
FN70 04	SFJCHCC064	S257	Administer documentation for the appeals process
FN71 04	SFJHCC065	S258	Administer personal money for the individuals in custody
FN72 04	SFJCHCC066	S259	Prepare documentation to help authorities decide on the conditions on which to release individuals from custody
FN74 04	SFJCHCC067	S260	Make administrative arrangements for the release of individuals from custody

A maximum of 2 Units* from IT may be selected			
F9AP 04	ESKIBS2	S236a	Bespoke software 2 ^h
F9AV 04	ESKISS2	S236b	Specialist software 2 ^h
F9C2 04	ESKIDMS2	S237	Data management software 2 ⁱ
F9C5 04	ESKIDB2	S238	Database software 2 ^j
F99E 04	ESKIIPU2	S239	Improving productivity using IT 2 ^k
F99T 04	ESKIITS2	S240	IT security for users 2 ^l
F9CT 04	ESKIPS2	S241	Presentation software 2 ^m
F99K 04	ESKISIS2	S242	Setting up an IT system 2 ⁿ
F9D1 04	ESKISS2	S243	Spreadsheet software 2 ^o
F9A7 04	ESKIUCT2	S244	Using collaborative technologies 2 ^p
F9D4 04	ESKIWS2	S245	Website software 2 ^q
F9D7 04	ESKIWP2	S246	Word processing software 2 ^r
F9A4 04	ESKIEM2	S252	Using email 2 ^s
Group C Optional Units: 0 - 2 Units must be selected			
FE09 04	CFABAA151	S324	Contribute to running a project
FE0X 04	CFABAA212	S311	Design and produce documents in a business environment ^a
FE11 04	CFABAA213c	S312	Prepare text from notes using touch typing(60 wpm) ^b
FE0Y 04	CFABAD311b	S313	Prepare text from shorthand (80 wpm) ^c
FE10 04	CFABAD312b	S314	Prepare text from recorded audio instruction (60 wpm) ^d
FE0T 04	CFABAA312	S319	Organise and co-ordinate events ^e
FE0W 04	CFABAA322	S321	Organise business travel or accommodation ^f
FE0V 04	CFABAA412	S320	Plan and organise meetings ^g
F93N 04	CFABAA621	S106	Make and receive telephone calls
FE0D 04	CFABAA617	S309	Develop a presentation
FE0E 04	CFABAA623	S310	Deliver a presentation
H989 04	CFABAC121	S325	Deliver, monitor and evaluate customer service to internal and/or external customers
FE0F 04	CFABAD111	S315	Support the design and development of information systems
FE0G 04	CFABAD131	S316	Monitor information systems
FE0H 04	CFABAD322	S317	Analyse and report data
FE0M 04	CFABAB141	S329	Provide administrative support in schools
H98A 04	CFASPA1	S330	Administer parking and traffic challenges, representations and parking charge appeals
FE0P 04	CFABAB133	S331	Administer statutory parking and traffic appeals
FE0R 04	CFABAB134	S332	Administer parking and traffic debt recovery
FN75 04	SFJCHCC061	S351	Verify Critical Dates for Sentences
FN76 04	SFJCHCC068	S352	Verify the Release Process
FN7A 04	CFAAA121	S353	Administer Agricultural Records
FN7C 04	CFAAA122	S354	Make Agricultural Returns, Applications and Claims
FN77 04	CFABAB111	S355	Administer Legal Files
FN78 04	CFABAB112	S356	Build Case Files
FN79 04	CFABAB113	S357	Manage Case Files
H982 04	CFABAE141	S112	Use occupational and safety guidelines when using a workstation
A maximum of 2 units* from IT and Financial Services may be selected			
H5JS 04	FSP P4	S247	Control payroll
FD9L 04	FSP FA3	S248	Account for income and expenditure
FD9M 04	FSP FA5	S249	Draft financial statements
FD8V 04	FSP P2	S125	Calculate pay
F9AN 04	ESKIBS1	S114a	Bespoke software 1 ^h

F9AT 04	ESKIBS1	S114b	Specialist software 1 ^h
F9C1 04	ESKIDMS1	S115	Data management software 1 ⁱ
F9C4 04	ESKIDB1	S116	Database software 1 ^j
F99D 04	ESKIPU1	S117	Improving productivity using IT 1 ^k
F99R 04	ESKIITS1	S118	IT security for users 1 ^l
F9CR 04	ESKIPS1	S119	Presentation software 1 ^m
F99J 04	ESKISIS1	S120	Setting up an IT system 1 ⁿ
F9D0 04	ESKISS1	S121	Spreadsheet software 1 ^o
F9A6 04	ESKIUCT1	S122	Using collaborative technologies 1 ^p
F9D3 04	ESKIWS1	S123	Website software 1 ^q
F9D6 04	ESKIWP1	S124	Word processing software 1 ^r
F9A3 04	ESKIEM1	S113	Using email 1 ^s