GA3Y 24   SVQ 4 Business and Administration at SCQF Level 7

To attain the qualification candidates must complete **8** Units in total. This comprises:

♦   3 mandatory Units
♦   5 optional Units

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA Unit codes. It is important that the SQA Unit codes are used in all your recording documentation and when your results are communicated to SQA.

Restricted combinations
[a] Either unit S410 or S324 may be selected but not both.
[b] Either unit S416 or S327 may be selected.
[c] Either unit S413 or S315 may be selected.
[d] Either unit S420 or S421 may be selected.

Mandatory Units: Candidates must complete 3 Units from this group				
SQA code	SSC code	Title	SCQF level	SCQF credits
FE74 04	S401	Manage and be Accountable for Own Performance in a Business Environment	7	5
FE75 04	S402	Manage Work in a Business Environment	8	7
FE76 04	S412	Manage Communications in a Business Environment	7	3
Group A Optional Units :Candidates must complete 3-5 units				
SQA code	SSC code	Title	SCQF level	SCQF credits
FE12 04	S403	Evaluate and Solve Business Problems	8	6
FE13 04	S404	Make Decisions in a Business Environment	7	4
FE14 04	S405	Negotiate in a Business Environment	8	7
FE15 04	S406	Manage an Office Facility	7	6
FE16 04	S407	Propose and Design Administrative Services	8	8
FE17 04	S408	Prepare, Co-ordinate and Monitor	8	6

		Operational Plans		
FE18 04	S409	Implement, Monitor and Maintain Administrative Services	7	7
FE19 04	S410	Plan, Run and Evaluate Projects [a]	8	10
FE1A 04	S411	Chair Meetings	8	4
FE1C 04	S415	Prepare Specifications for Contracts	7	5
FE1D 04	S416	Manage Budgets [b]	7	5
FE1E 04	S417	Invite Tenders and Select Contractors	8	6
FE1F 04	S418	Monitor and Evaluate Contracts	8	6
FE1G 04	S419	Implement and Evaluate Innovation in a Business Environment	8	6
FE1H 04	S420	Plan Change for a Team [d]	8	6
FE1J 04	S421	Plan Change Across Teams [d]	9	6
FE1K 04	S422	Implement, Monitor and Review Change	9	6
FE1L 04	S413	Design and Develop Information Systems [c]	8	7
FE1M 04	S414	Manage and Evaluate Information Systems	8	6
F2H7 04	S424	Manage Physical Resources	8	9
F2H3 04	S425	Manage the Environmental Impact of Your Work	8	4
DR7K 04	S426	Recruit, Select and Keep Colleagues	9	12
DR73 04	S427	Provide Leadership for Your Team	6	9
DR75 04	S428	Provide Leadership in Your Area of Responsibility	8	9
DR7C 04	S429	Provide Learning Opportunities for Colleagues	8	11
DP7M 04	S430	Develop Productive Working Relationships with Colleagues and Stakeholders	10	12
Group B Optional Units :Candidates must complete 0- 2 units				
FE09 04	S324	Contribute to Running a Project [a]	6	5
FE0T 04	S319	Organise and Co-ordinate Events	6	8
FE0V 04	S320	Plan and Organise Meetings	6	5
FE0W 04	S321	Organise Business Travel or Accommodation	6	5

FE0A 04	S325	Deliver, Monitor and Evaluate Customer Service to Internal Customers	6	3
FE0C 04	S326	Deliver, Monitor and Evaluate Customer Service to External Customers	6	3
FE0D 04	S309	Develop a Presentation	6	3
FE0E 04	S310	Deliver a Presentation	6	3
FE0F 04	S315	Support the Design and Development of Information Systems [c]	6	7
FE0G 04	S316	Monitor Information Systems	6	7
FE0H 04	S317	Analyse and Report Data	6	6
FE0J 04	S318	Order Products and Services	7	5
FE0K 04	S327	Agree a Budget [b]	6	4