SVQ 3 in Soft Furnishings at SCQF Level 6
Core Skills Signposting

NOS Reference (Single element)	PROUSF06	PROUSF09	PROUSF19	PROUSF21	PROUSF22	PROUSF23	PROUSF25	PROUSF26	PROUSF28	PROUSF29	PROUSF32	PROUSF34	PROUSF39	PROUSF43	PROFD6	PROFD7	PROFM26		Units	PROGEN01
Communication SCQF Level 3																			**Communication**	
Task 1: Read a simple document related to your work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	SCQF3	Produce and respond to simple oral communication	X
Task 2: Produce a document or related documents that convey several pieces of information, opinions, or ideas	X													X	X			SCQF 4	Produce and respond to straighforward oral communication	X
Task 3: Take part in a simple discussion on a topic related to your work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	SCQF5	Produce and respond to oral communication	X
Communication SCQF Level 4																		SCQF3	Read, understand, and evaluate simple written communication	X
Task 1: Read, understand, and evaluate a straightforward document related to your work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	SCQF4	Read, understand and evaluate straightforward written communication	X
Task 2: Produce a document or related documents that convey several items of information, opinions, or ideas.	X													X	X			SCQF5	Read, understand and evaluate written communication	X
Task 3: Take part in either a straightforward discussion on a topic related to your work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	SCQF3	Produce a simple written communication	
Communication SCQF Level 5																			**Numeracy**	
Task 1: Read, understand, and evaluate a document related to your work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	SCQF3	Apply simple numerical skills in everyday situations	
Task 2: Produce a well-structured document or a collection of related documents that convey several items of information	X													X	X			SCQF4	Apply a range of straightforward numerical skills in everyday situations	
Task 3: make a substantial contribution to a discussion on a topic related to your work	X													X	X		X	SCQF5	Apply a range of numerical skills in various everyday situations	
Communication SCQF Level 6																		SCQF6	Aply in combination a wide range of numerical methods to solve complex problems in everyday and specialised situations	
Task 1: Read, understand, and evaluate a complex document related to your work	X													X	X				**Problem Solving**	
Task 2: Produce a well-structured document or a collection of related documents that convey several items of complex information	X													X	X			SCQF3	Analyse a simple situation or issue	X
Task 3: make a substantial contribution to a discussion on a complex topic related to your work	X													X	X			SCQF4	Analyse a straightforward situation or issue	X
Numeracy SCQF Level 3																		SCQF5	Analyse a situation or issue	X
Task 1: Carry out a variety of simple number tasks related to your work that involve calculations requiring one or two steps	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF6	Analyse a complex situation or issue	
Task 2: Read and use a simple scale on a graph or a familiar measuring instrument	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF3	Plan, organise and complete a simple task	X
Task 3: Use graphical format to find out information	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF4	Plan, organise and complete a straightforward task	X
Task 4: Use graphical format to communicate information	X													X				SCQF5	Plan, organise and complete a task	X
Numeracy SCQF Level 4																		SCQF6	Plan, organise and complete a complex task	
Task 1: Carry out a variety of straightforward number tasks related to your work that involve calculations requiring a minimum of two step	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF3	Review and evaluate a simple problem solving activity	X
Task 2: Read and use a straightforward scale either on an instrument such as a ruler or on a graph	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF4	Review and evaluate a straightforward problem solving activity	X
Task 3: Use graphical format to find out information	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF5	Review and evaluate a problem solving activity	X
Task 4: Use graphical format to communicate information	X													X					**Working with Others**	
Numeracy SCQF Level 5																		SCQF3	In simple interactions, work with other co-operatively on an activity and/or activities	X
Task 1: Apply a wide range of numerical skills to solve work-related problems.	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF4	In straighfoward interactions, work with other co-operatively on an activity and/or activities	X
Task 2: Use graphical format to find out information	X	X	X	X	X	X	X	X	X	X	X	X	X	X				SCQF5	In interactions, work with other co-operatively on an activity and/or activities	X
Task 3: Use graphical format to communicate information	X													X				SCQF6	In complex interactions, work with other co-operatively on an activity and/or activities	X
Numeracy SCQF Level 6																			**ICT**	
Task 1: Apply a wide range of numerical and statistical skills to solve complex work-related problems														X				SCQF3	Use ICT within simple tasks, to access information	
Task 2: Use graphical format to find out information														X				SCQF4	USE ICT effectively to access information within a range of straightforward tasks	
Task 3: Use graphical format to communicate information														X				SCQF5	Use ICT independently, effectively and repsonsibly to access inforamtion within a range of tasks	
Problem Solving SCQF Level 3																		SCQF6	Use ICT independently to carry out complex searches accross a range of tasks	

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Task 1: Investigate reasons why a simple problem related to your work has arisen	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Task 2: Plan, organise, and carry out a simple activity to deal with the problem	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Task 3: Check how well your approach to the problem-solving activity worked in practice	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Problem Solving SCQF Level 4																	
Task 1: Investigate reasons why a straightforward problem related to your work has arisen.	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Task 2: Plan, organise, and carry out a straightforward activity to deal with the problem	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Task 3: Check how well your approach to the problem-solving activity worked in practice	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Problem Solving SCQF Level 5																	
Task 1: Investigate and analyse why a non-routine problem in your workplace has arisen.	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Task 2: Plan, organise, and carry out your suggested approach	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Task 3: Check how well your approach to the problem-solving activity worked in practice	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Problem Solving SCQF Level 6																	
Task 1: Investigate and analyse a complex problem related to your work.	X													X			X
Task 2: Plan, organise, and carry out your suggested approach	X													X			X
Task 3: Check how well your approach to the problem-solving activity worked in practice	X													X			
Working with Others SCQF Level 3																	
Task 1: Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal.	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Task 2: Checking and evaluating. Check how well you contributed to the co-operative activity and/or activities														X			X
Working with Others SCQF level 4																	
Task 1: Work co-operatively with others. Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Task 2: Checking and evaluating Check how well you contributed to the co-operative activity and/or activities														X	X		
Working with Others SCQF level 5																	
Task 1: Work co-operatively with others Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal. (non-routine)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Task 2: Checking and evaluating. Check how well you and others involved contributed to the co-operative activity and/or activities.														X	X		
Working with Others SCQF level 6																	
Task 1: Work co-operatively with others. Work co-operatively with at least one other person who may be a colleague ,client or customer to achieve a common goal.	X													X	X		
Task 2: Checking and evaluating. Check how well you and others involved contributed to the co-operative activity and/or activities.														X	X		
ICT SCQF Level 3																	
Task 1: Carry out ICT activities related to your work that involve simple operations																	
Task 2: Carry out simple ICT activities related to your work that involve using menu-based applications software.																	
Task 3: Use ICT to find information relevant to your work																	
Task 4: Keeping information safe																	
ICT SCQF Level 4																	
Task 1: Carry out ICT activities related to your work that involve straightforward operations.																	
Task 2: Carry out a range of straightforward ICT activities related to your work that involve familiar application software																	
Task 3: Use ICT to find information relevant to your work.																	

	Units	PROGEN01
SCQF3	Use ICT to perform simple processing tasks	
SCQF4	Use ICT effectively to perform a range of straightforward processing tasks	
SCQF5	Use ICT independently, effectively and responsibly to carry out a range of processing tasks	
SCQF6	Use ICT independently to carry out a range of processing tasks	

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Task 4: Demonstrate safe practice in using ICT to handle information																				
ICT SCQF Level 5																				
Task 1: Carry out ICT activities related to your work.																				
Task 2: Carry out a range of non-routine ICT activities related to your work that involve application software.																				
Task 3: Find information in different formats from a range of local or remote data sources																				
Task 4: Demonstrate safe practice in using ICT to handle information																				
ICT SCQF Level 6																				
Task 1: resolve common hardware and software problems and present information in a suitable way that is helpful to others																				
Task 2: Carry out a range of complex ICT activities related to your work that involve application software.																				
Task 3: find information in different formats from a range of local or remote data sources																				
Task 4: Demonstrate safe practice in using ICT to handle information.																				