

Our Ref: SVQBA/TH

November 2009

To: SQA Co-ordinator

**For the attention of any staff responsible for the delivery of Scottish Vocational Qualifications in Business and Administration**

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

Contact: Tony Hamilton at Glasgow  
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Dear Colleague

**Revised SVQs in Business and Administration — update**

The Council for Administration's (CfA) review of the National Occupational Standards which will form the basis of the revised SVQs in Business and Administration is nearing completion, with a final deadline of 20 November 2009 for any feedback on draft standards.

Meetings between CfA, SQA and other Awarding Body representatives will take place over the month of November to allocate credit and level to all SVQ Units developed by CfA. Units from other sectoral areas, and therefore outwith the control of CfA, may not be credit and levelled by 1 August 2010 for the implementation of the new SVQs. These meetings will also be used to consult on the structure of the new qualifications.

CfA plan to submit the final SVQ structures and Assessment Strategy for the UK Commission for Employment and Skills (UKCES) approval in January 2010. When these are approved SQA will begin work on producing assessment guidance and other supporting documentation as part of its submission to be re-accredited as an Awarding Body for SVQs in Business and Administration.

**Addendum to SVQ Business and Administration Assessment Strategy — Specialist Human Resource Administration Standards**

CfA have updated the Assessment Strategy for NVQs and SVQs in Business and Administration. The specific change is an addendum which has been added in relation to the Human Resource Administration standards developed by CfA recently. The addendum introduces the same criteria regarding occupational

competence as that applied to other specialist Units within the Assessment Strategy.

Given the resources required and the proximity to the start date of the revised SVQ, SQA will not be seeking accreditation to offer the new Human Resource Administration standards as Units within the existing SVQ. Therefore the addendum does not affect centres currently delivering SVQs in Business and Administration as certificated by SQA. These standards and resultant Units will be included within the new SVQ offered by SQA from August 2010.

### **SVQ network event**

This year's network event was held in the Stirling Management Centre on 30 September 2009 and was very well attended despite some travel and parking difficulties. The event was very successful and afforded colleagues from centres the opportunity to speak directly to SQA External Verifiers, as well as participate in workshops to illustrate best practice in assessment and internal verification. SQA are grateful for the high percentage of delegates who provided feedback which will be used to inform the organisation of next year's event.

Yours faithfully



Tony Hamilton  
Qualifications Officer  
Industry & Business