

Our Ref: SVQBA/TH

24 July 2008

To: SQA Co-ordinator

**For the attention of all staff responsible
for the delivery of SVQs in Business and Administration**

Action by Recipient	
	Response required
✓	Note and pass on
	None — update/information only

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Dear Colleague

SVQs in Business and Administration levels 1 - 4

I would like to take this opportunity to introduce myself as the new Qualifications Officer with responsibility for SVQs in Business and Administration. I look forward to working with you over the coming year to continue the high standard of delivery for our candidates in this area.

Incremental Change

There are no changes to any of the SVQ Business Administration frameworks for 2008/9 as CfA and all awarding bodies have agreed not to alter them until 2010. CfA have made some minor changes to the National Occupational Standards but these sit independently of the SVQ frameworks at this time.

Schools Administration Unit

Following requests from a number of centres we intend to add Unit 334 Provide Administrative Support in Schools to the level 3 framework. We will inform you when this unit is available.

Assessment Guidance

Updated Assessment Guidance for all levels of Business and Administration is expected to be complete and available to download from the SQA website by early to mid-September. These documents will carry the date of publication and will be updated periodically in line with incremental change, so please ensure that the most up to date version is being used within your centre.

Portfolios

As you will be aware work has been continuing on updating and improving portfolios for all levels of the SVQ. It is expected that portfolios for levels 2 and 3 will be complete by mid-September. Portfolios for levels 1 and 4 will not be available until December. In the meantime the current portfolios are available to download from the SQA website, however these are not aligned according to incremental change therefore it is imperative that they are amended before use.

Subject Network Event

This year's network event will take place in the form of a half day event at Stirling Management Centre on Friday 3rd October, focusing on the use of e-portfolios. Further information and invitations will be sent in due course.

I hope you find this information helpful. However, if you have any questions or comments, please do not hesitate to contact me.

Yours faithfully



Tony Hamilton
Qualifications Officer