

Our Ref: SVQBA/TH

May 2009

To: SQA Co-ordinator
For the attention of 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

CfA — Review of National Occupational Standards

SQA has been notified by the Council for Administration (CfA) that the first consultation events for the review of the Business and Administration National Occupational Standards (NOS) will commence in June of this year, for implementation in August 2010. SQA will make a submission to accredit SVQs based on the new NOS in line with this timescale. If you require more information about the review, please contact CfA Standards and Qualification Manager, Uta Sempf at utas@cfa.uk.com.

Schools Administration Unit

This Unit has been accredited as an option within the level 3 SVQ (G8LH 23) and may also be suitable for administrators within educational establishments other than schools. The full title and Unit code is *Provide Administrative Support in Schools* (F4HN 04). Support materials for the level 3 SVQ have been updated to reflect the inclusion of this Unit and are available on our website (www.sqa.org.uk).

Network event

An SVQ network event will be held in September or October of this year. No details have been finalised at this stage but more information will be provided in due course. The event will be co-ordinated by SQA Events team who will send invitations to all centres approved to offer SVQs in Business and Administration.

E-Portfolios

On 3 February of this year, the CfA hosted an E-portfolio event within SQA's offices, in which they gave interactive demonstrations of the specific E-Portfolio package endorsed by CfA. To avoid any confusion, I should take this opportunity to point out that the package demonstrated at this event is not endorsed by SQA and that SQA is in the process of exploring options in relation to the possible endorsement of any E-Portfolio products in the future.

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

Yours faithfully

A handwritten signature in black ink that reads "Tony Hamilton". The signature is written in a cursive style with a prominent loop at the end.

Tony Hamilton
Qualifications Officer
Industry & Business