

Our Ref: SM

12 February 2007

To: SQA Co-ordinator
**For the attention of all staff responsible for the
delivery of Scottish Vocational Qualifications
Business and Administration**

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

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Dear Colleague

SVQ Business and Administration, levels 1-4

I hope you find the following information useful in supporting you in the delivery of the awards.

Incremental change

As you know, the SVQs in Business and Administration are now subject to the Cfa's incremental change programme. As part of this, you may have recently received notification from Cfa of a number of changes to the awards.

Please note that SQA will only implement changes to frameworks on an annual basis (1 August each year) and centres should take action only on changes which are notified by SQA, not by the Cfa.

Network events

To ensure that you are fully supported in delivering these awards, network events will be held each year, free of charge. These will provide full information on changes to the frameworks and will include development workshops also.

Following the network event in September 2006, further regional events have been planned for April/May. Invitations and programmes will be sent out nearer the time and details of the event will also be placed on the subject page of our website.

We would encourage you to come along and are happy to receive any suggestions and ideas of what you would find most useful to include.

Cfa events

In response to a number of enquiries, please be advised that we will ensure all SQA centres are fully supported through our own network events and update letters. We cannot make comment on how useful or not the Cfa events will be and it is up to individual centres to decide on whether to attend or not.

Assessment guidance

As advised in my last letter, we have been working to produce further guidance to support you in assessing the SVQ awards. This is now in final draft and will be available to you shortly. The new guidance complements the original guidance produced in collaboration with Cfa and other awarding bodies and covers specific Units identified as requiring additional support. The new guidance should provide a benchmark for the level and standard of evidence the External Verification team would expect to see.

Whilst the Cfa is producing new guidance, SQA has taken the decision not to collaborate in this project and their document will not be available free of charge to SQA centres.

Specialist option — Investigate cases

The submission to add the above specialist optional Unit to the level 3 award has now been approved by our Accreditation department and has been added to the framework.

Imported Units

Following queries from a number of centres, I would like to clarify the following relating to the imported Units within the frameworks: When assessing these Units, please follow the Business and Administration standards for that Unit but refer to the corresponding sector assessment strategy.

Credit value — IT Units

Please note that the IT Units contained in the Business and Administration awards carry only one credit value, not the multiple credit values contained in the E-Skills frameworks.

Feedback from external verification

Please note the following arising from queries and issues relating to external verification visits:

Access to evidence on visits

Please be advised that centres must ensure that External Verifiers are able to access all candidate evidence requested at the site of their visit, including e-portfolios or remotely located candidate evidence.

Evidence covering Knowledge and Understanding

All Knowledge and Understanding items should not be signed off by Assessors without corresponding evidence being available for them.

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

Yours faithfully



Sue Macfarlane
Qualifications Manager — HN/SVQ Business & IT