

20 March 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

Assessment guidance: SVQs Business and Administration levels 2-3

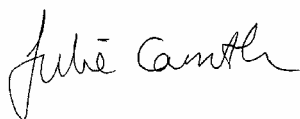
In response to feedback at our recent networking events, I am pleased to provide you with supplementary assessment guidance for levels 2 and 3 of the SVQs Business and Administration that were accredited in 2005.

Please note that some Units from each level have been selected at the request of centres and we are keen to respond to any feedback you may wish to give regarding the contents of the document.

It is intended that you make use of this document in conjunction with assessment guidance that has previously been issued. The document will be updated as incremental change to the standards occurs.

If you require further information, please do not hesitate to contact me at the number above.

Yours faithfully



Julie Carruth
Qualifications Officer — HN/SVQ Business & IT

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