



Scottish Qualifications Authority  
 Ughdarras Theisteanas Na H-Alba

Our ref: SVQ Update Jun14  
 25 June 2014

Action by Recipient	
✓	Note and pass on

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Dear Colleague

## SVQ Business and Administration Level 4

### Behaviours within Imported Management Units

The Level 4 SVQ in Business and Administration contains seven units that are imported from the SVQ Management suite. Due to a recent change in the Management area, the behaviours within these units no longer need to be assessed. Within the Management units available on SVQ Business and Administration webpage, the behaviours are listed as Performance Indicators (PIs) below the title “Behaviours which underpin effective performance”. It is not necessary to gather and map evidence against these PIs. These behaviours should be evident naturally through performance across the rest of the unit.

The units affected are:

F2H7 04	S424	Manage physical resources
F2H3 04	S425	Manage the environmental impact of your work
DR7K 04	S426	Recruit, select and keep colleagues
DR73 04	S427	Provide leadership for your team
DR75 04	S428	Provide leadership in your area of responsibility
DR7C 04	S429	Provide learning opportunities for colleagues
DP7M 04	S430	Develop productive working relationships with colleagues and stakeholders

The full statement from the Qualification Manager for SVQs in Management is copied below:

*“You may have noticed that the new optional Units that we introduced in April 2013 are in a slightly different format from the other Management SVQ Units. A key difference is the behaviours. The statement accompanying the behaviours of the new optional Units states that “when performing to this standard, you are likely to demonstrate the following*

*behaviours” whereas the statement for the Units accredited in 2011 is “you will exhibit the following behaviours”.*

*SQA has until now required the behaviours to be assessed. However, following a recent Awarding Body Forum meeting with Skills CFA and discussions with SQA’s Accreditation department, we have been advised that while behaviours are desirable and likely to be demonstrated through performance, they do not need to be assessed. Therefore, behaviours should be used as guidance on how the performance criteria should be achieved, but not assessment in themselves.”*

If you have any queries on this, please contact:

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I hope you find this update useful.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tony Hamilton', written in a cursive style.

Tony Hamilton  
Qualifications Officer  
Humanities, Arts and Business