

August 2009

To: SQA Co-ordinator
CSMs
All colleges

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

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Dear Colleague

New NQGA and NPA qualifications in Administration and Business

The purpose of this letter is to update you on the availability of new NQGA and NPA qualifications in the areas of Administration and Business. Further details relating to the qualifications listed below are available on SQA's website (www.sqa.org.uk/nqga) and Assessment Support Packs (ASPs) for most mandatory and some optional Units are available to download from SQA's secure website (www.sqa.org.uk/sqasecure).

National Certificate in Business level 4 — G973 44

This qualification is available for delivery in centres from August 2009.

The mandatory Units are as follows:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Introduction to Internet and On-line Communications	F1F9 10	6	4	1
Communication OR English for Speakers of other Languages: Everyday Communication	F3GB 10 DV34 10	6	4	1
Financial Accounting: An Introduction	F5G1 10	6	4	1
Marketing: An Introduction	F5G2 10	6	4	1
Business Enterprise	DV4G 10	6	4	1
Enterprise Activity	D36N 10	6	4	1
Developing Skills for Employment	F5G4 10	6	4	1
Skills for Customer Care	F38W 10	6	4	1
Economics: Basic Principles	F5G3 10	6	4	1

Candidates must choose and pass a minimum of a further three Units from the list of optional Units to achieve the 12 credits required. Further details are contained in the Arrangements document.

National Certificate in Business level 5 — G8WT 45

This qualification has been available for delivery in centres since August 2008.

The mandatory Units are as follows:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Recording of Cash Data	D0W0 11	6	5	1
PC Passport: IT Software — Spreadsheet & Database	F1FB 11	6	5	1
PC Passport: IT Software — Word Processing & Presenting Information	F1FC 11	6	5	1
Communications	D01B 11	6	5	1
Enterprise Activity	D36N 11	6	5	1
Marketing: Basic Principles	F390 11	6	5	1
Skills for Customer Care (SCQF level 5)	F38X 11	6	5	1
Market Operations and the Scottish Economy (SCQF level 5)	F391 11	6	5	1

Candidates must choose and pass a minimum of a further four Units from the list of optional Units to achieve the 12 credits required. Further details are contained in the Arrangements document.

Enquiries in relation to the above qualifications may be directed to Gordon Moffat, Qualifications Officer by e-mail (gordon.moffat@sqa.org.uk) or telephone 0845 213 5487.

National Certificate in Administration level 5 — G99P 45

This qualification is available for delivery in centres from August 2009.

The mandatory Units are as follows:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Information Technology for Administrators Intermediate 2	DM3R 11	6	5	1
Word Processing (level 5)	F59L 11	6	5	1
Front of Office	F59P 11	6	5	1
Central Services	F59S 11	6	5	1
Managing your Time and Resources	F59T 11	6	5	1
Handling Business Documents	F59W 11	6	5	1

Researching & Preparing Presentations	F5A0 11	6	5	1
Event Organisation	F5A3 11	6	5	1
Communication	F3GB 11	6	5	1

Candidates must choose and pass a minimum of a further three Units from the list of optional Units to achieve the 12 credits required. Further details are contained in the arrangements document.

National Progression Award in Administration: Information Technology and Audio level 5 — G9CE 45

This qualification is available for delivery in centres from August 2009.

The mandatory Units are as follows:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Information Technology for Administrators	DM3R 11	6	5	1
Word Processing (level 5)	F59L 11	6	5	1
Audio (level 4)	F5AD 10	6	4	1

Candidates who achieve all of the mandatory Units will be awarded the NPA.

National Progression Award in Administration: Office Skills and Services level 5 — G9CF 45

This qualification is available for delivery in centres from August 2009.

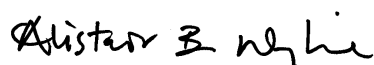
The mandatory Units are as follows:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Front of Office Skills	F59P 11	6	5	1
Central Services	F595 11	6	5	1
Researching and Preparing Presentations	F5A0 11	6	5	1

Candidates who achieve all of the mandatory Units will be awarded the NPA.

Enquiries in relation to the above qualifications may be directed to Julie McCorkindale, Qualifications Officer by e-mail (julie.mccorkindale@sqa.org.uk) or telephone 0845 213 5486.

Yours sincerely



Alistair Wylie
Qualifications Manager
Science & Technology