

## Core Skills Signposting: Business and Administration NOS

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This document presents the core skill signposting for the current Business & Administration (B&A) Scottish Vocational Qualifications (SVQs) at the following level:

- B&A SVQ 1

The following tables signpost the five SQA Core Skills standards to the Business and Administration National Occupational Standards.

**Key:**

/	No coverage
/	Some or partially coverage
/	Full coverage

## Core Skills Signposting

### SVQ 1 in Business and Administration Units Signposted to SCQF levels

Unit	Unit Title	C	N	PS	WWO	ICT
S102	Support work procedures in a business environment	3	/	3	3	3
S105	Understand how to communicate in a business environment	3	/	/	3	/
S101	Accept instructions to manage and improve own performance in a business environment	3	/	4	3	/
S103	Contribute to solving business problems	3	/	3	3	/
S104	Contribute to working with others in a business environment	3	/	3	4	/
S109	Prepare text from notes using touch typing (20 wpm)	3	/	/	/	3
S212	Prepare text from notes	3	/	/	3	3
S223	Support the organisation of business travel or accommodation	3	3	4	3	3
S106	Make and receive telephone calls	3	/	3	3	/
S209	Handle mail	3	3	3	/	/
S250	Meet and welcome visitors	3	/	3	3	/
S218	Store and retrieve information using a filing system	3	/	/	/	3
S219	Provide archive services	3	3	4	3	3
S220	Use office equipment	3	/	3	/	/
S112	Use occupational and safety guidelines when using a workstation	3	/	/	/	/
S113	<i>Using email 1</i>	4	3	3	/	4
S124	<i>Word processing software 1</i>	3	3	3	/	4