

## 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 2

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 2 in Business and Administration Units Signposted to SCQF levels

Unit	Unit Title	C	N	PS	WWO	ICT
S201	Agree how to manage and improve own performance in a business environment	3	/	4	4	/
S202	Undertake work in a business environment	3	/	/	4	3
S205	Prepare to communicate in a business environment	3	/	/	/	/
S203	Plan how to solve business problems	3	/	4	4	/
S204	Work with other people in a business environment	3	/	4	4	/
S211	Produce documents in a business environment	3	/	/	/	3
S212	Prepare text from notes	3	/	/	3	3
S213	Prepare text from notes using touch typing (40 wpm)	4	/	/	4	4
S214	Prepare text from shorthand (60 wpm)	3	/	/	/	3
S215	Prepare text from recorded audio instruction (40 wpm)	4	/	/	/	4
S222	Support the organisation and co-ordination of events	3	3	4	4	3
S223	Support the organisation of business travel or accommodation	3	3	4	3	3
S224	Support the organisation of meetings	3	/	3	3	3
S206	Use voicemail message systems	/	/	/	/	/
S207	Use a diary system	3	/	/	3	/
S208	Take minutes	3	/	/	3	3
S209	Handle mail	3	3	3	/	/
S210	Provide reception services	3	/	/	3	3
S250	Meet and welcome visitors	3	/	3	3	/
S216	Collate and report data	3	3	4	/	3
S217	Research information	3	/	4	4	3
S218	Store and retrieve information using a filing system	3	/	/	/	3
S219	Provide archive services	3	3	4	3	3

Unit	Unit Title	C	N	PS	WWO	ICT
S226	Support the management and development of an information system	3	/	4	4	3
S220	Use office equipment	3	/	3	/	/
S221	Maintain and issue stock items	3	3	3	/	/
S225	Respond to change in a business environment	3	/	4	3	/
S227	Administer HR records	/	/	/	4	/
S228	Administer the recruitment and selection process	5	/	/	4	/
S251	Administer parking dispensations	5	5	5	5	4
S236a	<i>Bespoke software 2</i>	4	4	/	/	5
S236b	<i>Specialist Software 2</i>	4	4	/	/	5
S237	<i>Data management software 2</i>	4	4	/	/	5
S238	<i>Database software 2</i>	4	4	4	/	5
S239	<i>Improving productivity using IT 2</i>	5	5	5	5	5
S240	<i>IT Security for users 2</i>	4	4	4	/	5
S241	<i>Presentation software 2</i>	4	4	4	/	5
S242	<i>Setting up an IT System 2</i>	4	4	4	/	4
S243	<i>Spreadsheet software 2</i>	/	/	4	/	5
S244	<i>Using collaborative technologies 2</i>	5	5	4	5	5
S245	<i>Website software 2</i>	4	4	4	/	5
S246	<i>Word processing software 2</i>	4	4	4	/	5
S252	<i>Using email 2</i>	5	4	4	/	5
S247	Control payroll	5	3-5 <sup>1</sup>	4	4	4
S248	Account for income and expenditure	4	3-5 <sup>2</sup>	3	/	4
S249	Draft financial statements	5	3-5 <sup>3</sup>	4	/	4
S253	Process court documentation	4	/	3	4	4

<sup>1</sup> Numeracy is partial covered at SCQF level 3 and 4 and fully covered at level 5

<sup>2</sup> Numeracy is partial covered at SCQF level 3 and 4 and fully covered at level 5

<sup>3</sup> Numeracy is partial covered at SCQF level 3 and 4 and fully covered at level 5

Unit	Unit Title	C	N	PS	WWO	ICT
S254	Contribute to maintaining security and protecting individuals' rights in the custodial environment	4	/	4	4	/
S255	Calculate critical dates for sentences	4	4	3	3	4
S256	Make administrative arrangements for the movement of individuals outside the custodial establishment	4	/	4	4	4
S257	Administer documentation for the appeals process	3	/	3	4	3
S258	Administer personal money for individuals in custody	4	4	3	4	4
S259	Prepare documentation to help authorities decide the conditions on which to release individuals from custody	5	/	4	4	4
S260	Make administrative arrangements for the release of individuals from custody	4	/	3	4	4
S324	Contribute to running a project	4	4	5	5	/
S311	Design and produce documents in a business environment	4	/	/	4	4
S312	Prepare text from notes using touch typing (60 wpm)	4	/	/	4	4
S313	Prepare text from shorthand (80 wpm)	4	/	/	/	4
S314	Prepare text from recorded audio instruction (60wpm)	4	/	/	/	4
S319	Organise and co-ordinate events	4	4	5	5	4
S320	Plan and organise meetings	4	4	5	5	4
S321	Organise business travel or accommodation	4	4	4	5	4
S106	Make and receive telephone calls	3	/	3	3	/
S309	Develop a presentation	4	/	4	4	4
S310	Deliver a presentation	4	/	4	/	4
	Deliver, monitor and evaluate customer service to internal and/or external customers	4	/	4	4	/
S315	Support the design and development of an information system	4	/	5	5	4
S316	Monitor information systems	4	/	5	5	4
S317	Analyse and report data	4	4	5	5	4
S329	Provide administrative support in schools	5	/	5	5	/

Unit	Unit Title	C	N	PS	WWO	ICT
S330	Administer parking and traffic challenges, representations and civil parking appeals	5	/	6	6	4
S331	Administer statutory parking and traffic appeals	5	/	6	6	4
S332	Administer parking and traffic debt recovery	5	5	6	6	4
S351	Verifying critical dates for sentences	5	4	5	5	4
S352	Verifying the release process	5	4	5	5	4
S353	Administer agricultural records	5	4	4	4	4
S354	Make agricultural returns, applications and claims	4	/	4	4	4
S355	Administer legal files	4	/	4	4	4
S356	Build case files	4	/	4	4	4
S357	Manage case files	4	/	4	4	4
S112	Use occupational and safety guidelines when using a workstation	3	/	/	/	/
S114a	<i>Bespoke software 1</i>	3	3	/	/	4
S114b	<i>Specialist software 1</i>	3	3	/	/	4
S115	<i>Data management software 1</i>	3	3	/	/	4
S116	<i>Database software 1</i>	3	3	3	/	4
S117	<i>Improving productivity using IT 1</i>	4	4	4	4	4
S118	<i>IT Security for users 1</i>	3	3	3	/	4
S119	<i>Presentation software 1</i>	3	3	3	/	4
S120	<i>Setting up an IT system 1</i>	3	3	3	/	4
S121	<i>Spreadsheet software 1</i>	3	3	3	/	4
S122	<i>Using collaborative technologies 1</i>	3	3	3	4	4
S123	<i>Website software 1</i>	3	3	3	/	4
S124	<i>Word processing software 1</i>	3	3	3	/	4
S113	<i>Using email 1</i>	4	3	3	/	4
S125	<i>Calculate pay</i>	4	4	3	3	4