



27 February 2008

To: SQA Co-ordinator

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

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**For the attention of the person responsible for the delivery of the SPA in  
Enterprise and Employability**

Dear Colleague

I am writing to inform you of a change to the above named framework.

An extra Unit (DM3P 10 Administrative Services) has been added to the framework G7NL 10. This is intended to provide an alternative to DR0F 10 Administrative Support.

Please see enclosed summary of the updated G7NL 10 framework.

I hope you find this information helpful in your delivery of the qualification. Please don't hesitate to contact me if you wish any further clarification.

Yours sincerely

*Laura Kincaid*

Laura Kincaid  
Qualifications Officer  
HN/SVQ Business and IT

**Enterprise and Employability — Intermediate 1 (G7NL10): 6.0 credits needed**

**STRUCTURE (Mandatory): 6.0 credits needed**

Enterprise Activity — I1(D36N10) (1.0)
Life and Work — A3(E94L09) (1.0)
Establishing Your Business — I1(D6YC10) (0.25)
Vocational Awareness and Development — Using Work-Related Skills — A2(D0EX08) (1.0)
Your Business and E-Commerce — I1(D89J10) (0.25)
Customer Service Skills for the Entrepreneur — I1(DK2R10) (0.5)
Financial Skills for a Small Business: An Introduction — I1(DK2W10) (1.0)
Administrative Support — I1(D00710) (1.0) (Finished)
Administrative Support — I1(DR0F10) (1.0)
<b>OR</b>
Administrative Services — I1(DM3P10) (1.0)