

## Qualification Structure:

# SVQ Level 4 Business and Administration at SCQF Level 7 (GA3Y 24)

To achieve the SVQ Level 4 Business and Administration you must complete **eight** units in total.

All three Mandatory Units must be completed and at least three units from **Group A**, the remaining two units may be selected from **Group A** or **Group B** (*see rules of combination below*).

Restricted combinations

Either unit S410 or S324 may be selected but not both. <sup>a</sup>

Either unit S416 or S327 may be selected. <sup>b</sup>

Either unit S413 or S315 may be selected. <sup>c</sup>

Either unit S420 or S421 may be selected. <sup>d</sup>

<b>Mandatory Units</b>		
SQA No.	Unit No.	Unit Title
FE74 04	S401	Manage and be accountable for own performance in a business environment
FE75 04	S402	Manage work in a business environment
FE76 04	S412	Manage communications in a business environment
<b>Group A: 3 - 5 Units must be selected</b>		
<b>Work Responsibilities</b>		
FE12 04	S403	Evaluate and solve business problems
FE13 04	S404	Make decisions in a business environment
FE14 04	S405	Negotiate in a business environment
<b>Business Support Services</b>		
FE15 04	S406	Manage an office facility
FE16 04	S407	Propose and design administrative services
FE17 04	S408	Prepare, co-ordinate and monitor operational plans
FE18 04	S409	Implement, monitor and maintain administrative services
<b>Project Management</b>		
FE19 04	S410	Plan, run and evaluate projects <sup>a</sup>
<b>Events and Meetings</b>		
FE1A 04	S411	Chair meetings
<b>Business Resources</b>		
FE1C 04	S415	Prepare specifications for contracts
FE1D 04	S416	Manage budgets <sup>b</sup>
FE1E 04	S417	Invite tenders and select contractors
FE1F 04	S418	Monitor and evaluate contracts
<b>Innovation and Change</b>		
FE1G 04	S419	Implement and evaluate innovation in a business environment
FE1H 04	S420	Plan change for a team <sup>d</sup>

FE1J 04	S421	Plan change across teams <sup>d</sup>
FE1K 04	S422	Implement, monitor and review change
<b>Manage Information and Data</b>		
FE1L 04	S413	Design and develop information systems <sup>c</sup>
FE1M 04	S414	Manage and evaluate information systems
<b>Business Resources</b>		
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
<b>Group B: 0 - 2 Units must be selected</b>		
<b>Project Management</b>		
FE09 04	S324	Contribute to running a project <sup>a</sup>
<b>Events and Meetings</b>		
FE0T 04	S319	Organise and co-ordinate events
FE0V 04	S320	Plan and organise meetings
FE0W 04	S321	Organise business travel or accommodation
<b>Customer Service</b>		
FE0A 04	S325	Deliver, monitor and evaluate customer service to internal customers
FE0C 04	S326	Deliver, monitor and evaluate customer service to external customers
<b>Communications</b>		
FE0D 04	S309	Develop a presentation
FE0E 04	S310	Deliver a presentation
<b>Manage Information and Data</b>		
FE0F 04	S315	Support the design and development of information systems <sup>c</sup>
FE0G 04	S316	Monitor information systems
FE0H 04	S317	Analyse and report data
<b>Business Resources</b>		
FE0J 04	S318	Order products and services
FE0K 04	S327	Agree a budget <sup>b</sup>