Core Skills Signposting: Business and Administration

This document presents the core skill signposting for:

**SVQ 4 in Business & Administration at SCQF Level 8**

The following tables signpost the five Core Skills to the individual units in this SVQ

**Key:**

|  |  |
| --- | --- |
| / | No coverage |
|  | Some or partially coverage |
|  | Full coverage |

**Core Skills Signposting – SVQ 4 in Business and Administration at SCQF Level 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit** | **Unit Title** | **C** | **N** | **PS** | **WWO** | **ICT** |
| **CFABAA627** | Manage and be accountable for own performance in a business environment | **5** | **/** | **6** | **6** | **/** |
| **CFABAF174** | Manage work in a business environment | **5** | **/** | **6** | **6** | **5** |
| **CFAM&LEC5** | Use information to take effective decisions | **5** | **5** | **6** | **6** | **5** |
| **CFABAA113** | Explore ideas for innovation in a business environment | **5** | **/** | **6** | **6** | **/** |
| **CFABAA119** | Propose and design administrative services | **5** | **/** | **6** | **6** | **/** |
| **CFABAA413** | Chair meetings | **5** | **/** | **/** | **5** | **/** |
| **CFABAD112** | Design and develop an information system | **5** | **/** | **6** | **/** | **5** |
| **CFABAD122** | Manage and evaluate information systems | **5** | **/** | **6** | **6** | **5** |
| **CFABAF111** | Invite tenders and select contractors | **6** | **/** | **6** | **6** | **/** |
| **CFABAF121** | Monitor and evaluate the performance of contractors | **6** | **/** | **6** | **6** | **/** |
| **CFABAG124** | Negotiate in a business environment | **5** | **/** | **6** | **6** | **/** |
| **CFABAG128** | Evaluate and solve business problems | **5** | **/** | **6** | **6** | **/** |
| **CFABAH114** | Monitor and evaluate trends and events that affect organisations | **5** | **/** | **5** | **/** | **5** |
| **CFABAH121** | Develop and establish systems and procedures to review organisational performance | **6** | **/** | **6** | **6** | **5** |
| **CFABAH122** | Assist in improving organisational performance | **6** | **/** | **6** | **6** | **5** |
| **CFABAA118** | Manage an office facility | **5** | **/** | **6** | **6** | **/** |
| **CFABAA122** | Implement, monitor and maintain administrative services | **5** | **/** | **6** | **6** | **/** |
| **CFABAA616** | Manage communications in a business environment | **5** | **/** | **/** | **/** | **/** |
| **CFABAF132** | Prepare specifications for contracts | **5** | **/** | **5** | **5** | **/** |
| **CFACSB15** | Build and maintain effective customer relations | **6** | **6** | **6** | **6** | **6** |
| **CFACSD16** | Develop a customer service strategy for a part of an organisation | **6** | **6** | **6** | **6** | **6** |
| **CFAPRE008** | Engage audiences through digital, including social media | **6** | **/** | **/** | **/** | **6** |
| **CFAPRE009** | Engage internal audiences | **6** | **/** | **/** | **/** | **6** |
| **CFAM&LBA2** | Provide leadership in your area of responsibility | **6** | **4** | **5** | **6** | **/** |
| **CFAM&LCA4** | Implement change | **6** | **5** | **6** | **6** | **/** |
| **CFAM&LEA3** | Manage the use of financial resources | **6** | **6** | **6** | **5** | **/** |
| **CFAM&LEB3** | Manage physical resources | **5** | **6** | **6** | **6** | **6** |
| **CFAM&LEB4** | Manage the environmental and social impacts of your work | **5** | **/** | **5** | **5** | **/** |
| **CFAM&LFA5** | Manage projects | **6** | **6** | **6** | **6** | **6** |
| **CFAM&LAA3** | Develop and maintain your professional networks | **6** | **4** | **5** | **6** | **/** |
| **CFAM&LBB4** | Ensure compliance with legal, regulatory, ethical and social requirements | **6** | **5** | **6** | **6** | **/** |
| **CFAM&LCA2** | Plan change | **6** | **6** | **6** | **5** | **/** |
| **CFAM&LDA2** | Recruit, select and retain people  | **5** | **5** | **5** | **6** | **/** |
| **CFAM&LDB1** | Build teams | **5** | **/** | **/** | **5** | **/** |
| **CFAM&LDB4** | Manage people’s performance at work | **4** | **/** | **5** | **5** | **/** |
| **CFAM&LDC4** | Coach individuals | **5** | **/** | **5** | **5** | **/** |
| **CFAM&LDD2** | Develop and sustain productive working relationships with stakeholders | **6** | **4** | **6** | **6** | **/** |
| **CFAM&LDD3** | Develop and sustain collaborative relationships with other departments | **6** | **4** | **6** | **6** | **/** |
| **CFAM&LEA4** | Manage budgets | **6** | **6** | **5** | **6** | **/** |
| **CFAM&LEB1** | Provide healthy, safe, secure and productive working environments and practices | **5** | **5** | **5** | **5** | **/** |
| **CFAM&LEC3** | Develop knowledge and make it available | **5** | **/** | **5** | **4** | **6** |
| **CFAM&LEC4** | Communicate information and knowledge | **5** | **/** | **/** | **5** | **5** |
| **CFAM&LFA3** | Manage business processes | **6** | **6** | **6** | **6** | **/** |