

**Core Skills Signposting
for
SVQ 3
Procurement at SCQF Level 6**

Contents

	Page
Introduction	2
SVQ Qualification Structure	3-4
Core Skills Summary	5-9
Communication Signposting	10-11
Numeracy Signposting	12-13
Information and Communication Technology Signposting	14-15
Problem Solving Signposting	16-17
Working With Others Signposting	18

Introduction

To compliment the Procurement suite of National Occupational Standards, the following guidance on how the units can be used by candidates to demonstrate their competence against core skills has been developed.

In analysing both the performance criteria and knowledge and understanding requirements that are needed by candidates to achieve the specific units, perceived opportunities for the development of core skill competencies have been identified. This is particularly relevant to those working towards the SVQ units.

This process of signposting has been based on the concept of a 'standard' or 'typical' portfolio, because of this it is not possible to say that this signposting will provide an exact match for all candidates. Candidates would not be expected to achieve the sign-posted core skill through the identified opportunities alone.

The process employed to complete this document involved looking at each of the units to identify a base line of evidence requirements, in both terms of performance and product evidence. With this base line established, each of the core skills were then matched against these evidence requirements to identify potential coverage and level.

From the process of analysis it has been possible to identify a range of potential coverage of the core skills. This analysis also identifies the levels at which the core skills can be achieved. The achievable level is perceived as being dependent upon the level of the candidate's responsibility and the complexity of the evidence provided.

Where a unit is common across more than one level of the actual SVQ, opportunities have been identified up to the highest perceived level.

The findings are summarised in a matrix format for each of the units, identifying which core skill applies and at which level.

SVQ 3 in Procurement at SCQF Level 6

Learners must complete 12 units for the qualification.

Candidates must complete all mandatory units, plus 7 optional units. 3 units must be from Group A and 2 units must be from Group B.

Mandatory Units – all 3 units must be completed

SfL121	Analyse information on the procurement of supplies in the supply chain
SfL123	Analyse the performance of suppliers
SfL124	Identify potential suppliers for the supply chain
SfL125	Place orders with suppliers
SfL126	Monitor and progress the delivery of orders

Group A - learners must complete at least 3 units from this group

SfL113	Maintain operational relationships with the supply chain
SfL114	Analyse information on the supply chain
SfL116	Monitor the achievement of project tasks
SfL117	Control supplies at storage locations and facilities
SfL120	Administer contracts
SfL122	Verify the capability of suppliers to meet supply specifications
LANCS3	Promote, monitor and maintain health, safety and security
SfL97	Produce specifications for supplies
SfL129	Obtain information on distribution requirements

Group B - learners must complete at least 2 units from this group

CFABAA626	Plan how to manage and improve own performance in a business environment
CFABAG123	Contribute to negotiations in a business environment
SCDCPC301	Create and maintain effective working relationships with other people

FSPFCC04	Ensure you comply with regulations in your financial services environment
CFABAA615	Communicate in a business environment

Communication	
Reading and Understanding	
SCQF Level 3	Read and understand a simple document related to your work
SCQF Level 4	Read, understand and evaluate a straightforward document related to your work.
SCQF Level 5	Read, understand and evaluate a document related to your work which either presents and analyses factual content, or presents a sustained point of view or central argument.
SCQF Level 6	Read, understand and evaluate a complex document related to your work which either: contains a set of facts and an analysis of them, or a sustained argument. It will be a substantial and detailed text with complex sentences, specialist words, and concepts that may be unfamiliar to you. It is likely to have more than one purpose.
Writing	
SCQF Level 3	Produce a document, or related documents totalling 80 words or more which conveys several pieces of information, opinions or ideas.
SCQF Level 4	Produce a document, or related documents, totalling 300 words or more, which conveys several items of information, opinions or ideas.
SCQF Level 5	Produce a document, or related documents, totalling 500 words or more, which conveys several items of information, opinions, ideas or aspects of a subject.
SCQF Level 6	Produce a well-structured document, or a collection of related documents, totalling 700 words or more, which conveys several items of complex information, opinions or ideas.
Speaking and Listening	
SCQF Level 3	Take part in a simple discussion with at least one other person, or give a short presentation to one or more people, lasting a minimum of two minutes including time for questions.
SCQF Level 4	Take part in a straightforward discussion with at least one other person, or give a short presentation to one or more people, lasting a minimum of three minutes including time for questions.
SCQF Level 5	Make a substantial contribution to a discussion with at least one other person, or make a presentation to others lasting a minimum of four minutes including time for questions.
SCQF Level 6	Make a substantial contribution to a discussion on a complex topic with at least one other person, or make a presentation to others on a complex topic lasting a minimum of five minutes, including time for questions.

Numeracy	
Using Number	
SCQF Level 3	Carry out a variety of simple number tasks related to your work which involve calculations requiring one or two steps.
SCQF Level 4	Carry out a variety of straightforward number tasks related to your work which involve calculations requiring a minimum of two steps.
SCQF Level 5	Apply a wide range of numerical skills to solve work related problems.
SCQF Level 6	Apply a wide range of numerical and statistical skills to solve complex work related problems.
Measuring	
SCQF Level 3	Read and use a simple scale on a graph or a familiar measuring instrument, for example a ruler or thermometer.
SCQF Level 4	Read and use a straightforward scale either on an instrument such as a ruler or on a graph.
SCQF Level 5	Not required at this level.
SCQF Level 6	Not required at this level.
Use the graphical format to find out information	
SCQF Level 3	Extract information from at least one of the following: a table, chart, graph, diagram.
SCQF Level 4	Extract and interpret information from at least one of the following: a table, chart, graph, diagram.
SCQF Level 5	Interpret information from a series of straightforward related graphical forms such as tables, graphs, charts or diagrams.
SCQF Level 6	Extract, analyse and interpret information from complex graphical forms such as qualitative graphs, or graphs where part of the axis has been omitted, histograms, graphs showing relationships or complex variables, graphs requiring interpolation and extrapolation.
Use graphical format to communicate information	
SCQF Level 3	Communicate information by completing at least one of the following: table; chart; graph; diagram.
SCQF Level 4	Select an appropriate graphical form and use it to communicate information through at least one of the following: table; chart; graph; diagram.
SCQF Level 5	Select an appropriate graphical form and use it to communicate information through at least one of the following: table, chart, graph, diagram.
SCQF Level 6	Select an appropriate graphical form and use it to communicate information such as a table, line graph, bar chart, pie chart, histogram, diagram, qualitative form.

Information and Communication Technology

Performing ICT Operations

SCQF Level 3	Carry out ICT activities related to your work which involve simple operations
SCQF Level 4	Carry out ICT activities related to your work which involve straightforward operations
SCQF Level 5	Carry out ICT activities related to your work including using hardware responsibly and presenting information in an appropriate mode.
SCQF Level 6	Carry out a range ICT activities related to your work including resolving common hardware and software problems and presenting information in an appropriate mode.

Processing Information

SCQF Level 3	Carry out simple ICT activities related to your work which involve using menu/list-based applications software.
SCQF Level 4	Carry out a range of straightforward ICT activities related to your work which involve application software.
SCQF Level 5	Carry out a range of non-routine ICT activities related to your work which involve application software.
SCQF Level 6	Carry out a range of complex ICT activities related to your work which involve application software, selecting and launching application software, entering, processing and output of data.

Accessing Information

SCQF Level 3	Use ICT to locate information relevant to your work, using local or remote data sources, and locating information which matches one keyword and is an appropriate format.
SCQF Level 4	Use ICT to locate information relevant to your work, locating information in different formats from a range of local or remote data sources, using appropriate search techniques, and selecting relevant information which matches criteria..
SCQF Level 5	Use ICT to locate information relevant to your work locating information in different formats from a range of local or remote data sources, applying a search strategy, evaluating information found against given criteria and evaluating search strategy.
SCQF Level 6	Use ICT to locate information relevant to your work, locating information in different formats from a range of local or remote data sources, applying a complex search strategy, evaluating information found against chosen criteria and evaluating search strategy.

Keeping information safe

SCQF Level 3	Demonstrate safe practice in using ICT to handle information by keeping information safe by observing common ICT security measures.
SCQF Level 4	Demonstrate safe practice in using ICT to handle information by recognising security risks and acting accordingly.
SCQF Level 5	Demonstrate safe practice in using ICT to handle information by keeping data secure.
SCQF Level 6	Demonstrate safe practice in using ICT to handle information by keeping data secure, using passwords, using virus protection software, backing up data and maintain a personal file area.

Problem Solving

Critical Thinking

SCQF Level 3	Investigate reasons why a simple problem related to your work has arisen.
SCQF Level 4	Investigate reasons why a straightforward problem related to your work has arisen. The problem will occur in a familiar situation. A number of steps will need to be taken to deal with the problem.
SCQF Level 5	Investigate and analyse why a non-routine problem in your workplace has arisen. The problem is likely to involve either a situation which is unfamiliar to you, or a familiar situation where you need to clarify the relationships between the contributing factors.
SCQF Level 6	Investigate and analyse a complex problem related to your work. The problem is likely to involve a situation which is unfamiliar to you and the analysis of complex or unfamiliar variables.

Planning And Organising

SCQF Level 3	Plan, organise and carry out a simple activity to deal with a problem, recognising the main reasons for the problem and suggesting a way to deal with the problem.
SCQF Level 4	Plan, organise and carry out a straightforward activity to deal with the problem, working out an action plan, choosing and obtaining the resources you will need and carrying out your action plan.
SCQF Level 5	Plan, organise and carry out an activity to deal with the problem, working out an action plan, choosing and obtaining the resources you will need, and carrying out your action plan.
SCQF Level 6	Plan, organise and carry out your suggested approach, working out an action plan, choosing and obtaining resources and carrying out your action plan.

Reviewing And Evaluating

SCQF Level 3	Check how well your approach to the problem solving activity worked in practice, asking your assessor's advice on how to identify the strengths and weaknesses of your problem solving activity.
SCQF Level 4	Check how well your approach to the problem solving activity worked in practice, identifying the strengths and weaknesses of your problem solving activity, suggesting ways of solving similar problems in the future based on this experience.
SCQF Level 5	Check how well the problem solving activity worked in practice, working out how you will decide whether each stage of your problem solving activity has been successful, gathering evidence to help you decide how well your problem solving activity worked, deciding how effective each stage has been and devising ways of solving similar problems in future.
SCQF Level 6	Check how well the problem solving activity worked in practice, identifying the criteria you will use to decide how effective every aspect of your problem solving activity has been, gathering evidence relevant to chosen criteria, recommending ways of solving similar problems in future.

Working with Others	
Work co-operatively with others	
SCQF Level 3	Work co-operatively with at least one other person to identify your role and how it relates to the roles of others. Carry out your role, adapting your actions and behaviour, asking for and providing information and support.
SCQF Level 4	Work co-operatively with at least one other person to identify the main roles within the activity, what your role is, what tasks you will do and how they relate to others. Carry out your role, adapting your actions and behaviour, asking for and providing information and support.
SCQF Level 5	Work co-operatively with at least one other person to identify the main roles within the activity, what your role is, what tasks you will do and how these relate to others. Organise and carry out your role, pro-actively seek and offer support to and from others.
SCQF Level 6	Work co-operatively with at least one other person to analyse and organise the requirements of your own role and the roles of others. Negotiate working methods, modify your behaviour, and motivate yourself and others to progress towards a common goal.
Reviewing co-operative contribution	
SCQF Level 3	Check how well you contributed by deciding on measures you can use to judge how well you co-operated, asking for feedback on your contribution, making a judgement on how well you co-operated and setting personal objectives for how you could improve your own co-operative working skills in the future.
SCQF Level 4	Check how well you and others contributed by deciding on measures you can use to judge how well you co-operated with others, asking for feedback on your contribution making a decision on how well you co-operated with others, and how well the co-operative working arrangements operated overall, setting objectives for how you could improve your own co-operative working skills and future co-operative working arrangements.
SCQF Level 5	Check how well you and others involved contributed to the co-operative working activity, developing criteria to evaluate your own and others contribution, asking for feedback, using your chosen criteria to decide how well you co-operated with others, and how well the co-operative working arrangements operated overall, justifying your decision with supporting evidence, setting objectives for improving your own co-operative working skills and future co-operative working arrangements.
SCQF Level 6	Check how well you and others involved contributed to the co-operative working activity, developing criteria to evaluate your own and others contribution, seeking and considering feedback and advice, using your chosen criteria and feedback to evaluate how well you co-operated and co-operative working arrangements worked overall, using conclusions and reflection to set objectives for improving own co-operative working skills and make recommendations on any future co-operative working arrangements.

Procurement Core Skills Signposting

Communication									
	Reading And Understanding			Writing			Speaking and Listening		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
Mandatory Units									
SfL121		X			X			X	
SfL123		X			X			X	
SfL124	X			X			X		
SfL125	X			X				X	
SfL126							X		
Group A – Optional units									
SfL113	X			X				X	
SfL114		X			X			X	
SfL116		X							X
SfL117			X		X			X	
SfL120		X			X			X	
SfL122		X						X	
LANCS3									
SfL97		X			X				X
SfL129	X			X				X	
Group B – Optional Units									
CFABAA626	X			X			X		
CFABAG123	X			X			X		
SCDCPC301									

FSPFCC04	X								
CFABAA615	X			X			X		

Numeracy										
	Using Number Skills			Measuring	Use the graphical format to find out information			Use graphical format to communicate information		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
Mandatory Units										
SfL121	X			X	X			X		
SfL123	X			X	X			X		
SfL124										
SfL125										
SfL126										
Group A - Optional units										
SfL113										
SfL114		X		X		X			X	
SfL116							X			X
SfL117						X			X	
SfL120		X		X		X			X	
SfL122										
LANCS3										
SfL97	X									
SfL129						X			X	
Group B - Optional Units										
CFABAA626										
CFABAG123										
SCDCPC301										

FSPFCC04										
CFABAA615										

Information and Communication Technology

	Performing ICT Operations			Processing Information			Accessing Information			Keeping Information Safe		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
Mandatory Units												
SfL121		X		X			X				X	
SfL123		X			X			X			X	
SfL124		X		X			X				X	
SfL125		X		X			X				X	
SfL126												
Group A - Optional units												
SfL113		X			X			X			X	
SfL114		X			X			X			X	
SfL116		X			X			X			X	
SfL117		X			X			X			X	
SfL120		X		X			X				X	
SfL122		X			X			X			X	
LANCS3												
SfL97		X		X							X	
SfL129		X			X			X			X	
Group B - Optional Units												
CFABAA626												
CFABAG123												
SCDCPC301												
FSPFCC04										X		

CFABAA615												
-----------	--	--	--	--	--	--	--	--	--	--	--	--

Problem Solving									
	Critical Thinking			Planning and Organising			Reviewing and Evaluating		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
Mandatory Units									
SfL121	X								
SfL123		X			X			X	
SfL124		X			X			X	
SfL125	X								
SfL126		X			X			X	
Group A – Optional units									
SfL113		X			X			X	
SfL114		X			X			X	
SfL116		X			X			X	
SfL117		X			X			X	
SfL120		X			X			X	
SfL122		X			X			X	
LANCS3	X	X		X	X		X	X	
SfL97		X			X			X	
SfL129		X			X			X	
Group B - Optional Units									
CFABAA626		X			X			X	
CFABAG123		X			X			X	
SCDCPC301									
FSPFCC04	X			X			X		

CFABAA615									
-----------	--	--	--	--	--	--	--	--	--

Working with Others						
	Work co-operatively with others			Reviewing co-operative contribution		
	SCQF Level 4	SCQF Level 5	SCQF Level 6	SCQF Level 4	SCQF Level 5	SCQF Level 6
Mandatory Units						
SfL121		X				
SfL123		X			X	
SfL124		X			X	
SfL125	X					
SfL126		X			X	
Group A – Optional units						
SfL113		X			X	
SfL114		X			X	
SfL116		X			X	
SfL117		X			X	
SfL120		X			X	
SfL122		X			X	
LANCS3	X	X		X	X	
SfL97		X			X	
SfL129		X			X	
Group B - Optional Units						
CFABAA626		X			X	
CFABAG123		X			X	
SCDCPC301						
FSPFCC04						
CFABAA615						

