

Core Skills Signposting: Business and Administration NOS

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 3

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 3 in Business and Administration Units Signposted to SCQF levels

Unit	Unit Title	C	N	PS	WWO	ICT
S301	Plan how to manage and improve own performance in a business environment	4	/	5	5	/
S302	Review and maintain work in a business environment	4	/	4	5	4
S308	Communicate in a business environment	4	/	/	/	/
S303	Solve business problems	4	/	5	5	/
S304	Support other people to work in a business environment	4	/	4	5	/
S305	Contribute to decision-making in a business environment	4	/	5	5	/
S306	Contribute to negotiations in a business environment	4		5	5	/
M&LD B2	Allocate work to team members	5	4	5	/	/
M&LD B3	Quality assure work in your team	5	5	6	5	/
S322	Supervise an office facility	4	/	5	5	/
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
-	Deliver, monitor and evaluate customer service to internal and/or external customers	4	/	4	4	/
S309	Develop a presentation	4	/	4	4	4
S310	Deliver a presentation	4	/	4		4
S315	Support the design and development of an information system	4	/	5	5	4

Unit	Unit Title	C	N	PS	WVO	ICT
S316	Monitor information systems	4	/	5	5	4
S317	Analyse and report data	4	4	5	5	4
S318	Order products and services	4	4	5	5	/
M&LE A4	Manage budgets	6	6	5	5	/
S323	Contribute to innovation in a business environment	4	/	5	5	/
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
S329	Provide administrative support in schools	5	/	5	5	/
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
S339a	<i>Bespoke software 3</i>	5	5	4	/	6
S339b	<i>Specialist software 3</i>	5	5	4	/	6
S340	<i>Data management software 3</i>	5	5	/	/	6
S341	<i>Database software 3</i>	5	5	5	/	6
S342	<i>Improving productivity using IT 3</i>	6	6	6	6	6
S343	<i>IT security for users 3</i>	5	5	5	/	5
S344	<i>Presentation software 3</i>	5	5	5	/	6
S345	<i>Setting up an IT system 3</i>	5	5	5	/	6
S346	<i>Spreadsheet software 3</i>	/	/	5	/	6
S347	<i>Using collaborative technologies 3</i>	6	6	5	6	6
S348	<i>Website software 3</i>	5	5	5	/	6

Unit	Unit Title	C	N	PS	WWO	ICT
S349	Word processing software 3	5	5	5	/	6
S350	Using email 3	6	5	5	/	6
S351	Verify critical dates for sentences	5	4	5	5	4
S352	Verify the release process	5	4	5	5	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
S209	Handle mail	3	3	3	/	/
S210	Provide reception services	3	/	/	3	3
S250	Meet and welcome visitors	3	/	3	3	/
S206	Use voicemail message systems	/	/	/	/	/
S207	Use a diary system	3	/	/	3	/
S208	Take minutes	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
S226	Support the management and development of an information system	3	/	4	4	3
S413	Design and develop an information system	5	/	6	/	5
S414	Manage and evaluate information systems	5	/	6	6	5

Unit	Unit Title	C	N	PS	WVO	ICT
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	/
S419	Implement and evaluate innovation in a business environment	5	/	6	6	/
M&LC A2	Plan change	6	6	5	6	/
S227	Administer HR records	/	/	/	4	/
S228	Administer the recruitment and selection process	5	/	/	4	/
S251	Administer parking dispensations	5	5	5	5	4
S112	Use occupational and safety guidelines when using a workstation	3	/	/	/	/
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
S125	<i>Calculate pay</i>	4	4	3	3	4
S247	Control payroll	5	3-5 ¹	4	4	4

¹ Numeracy is partial covered at SCQF level 3 and 4 and fully covered at level 5

Unit	Unit Title	C	N	PS	WVO	ICT
S248	Account for income and expenditure	4	3-5 ²	3	/	4
S249	Draft financial statements	5	3-5 ³	4	/	4
S253	Process court documentation	4	/	3	4	4
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

² Numeracy is partial covered at SCQF level 3 and 4 and fully covered at level 5

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