

Group Award Title: SVQ in Business and Administration at SCQF level 6

Group Award Code: GT9H 23

SCQF overall credit: Minimum: 27 Maximum: 65

To attain the qualification, candidates must complete **eight** Units in total. This consists of:

* All the **Group A** mandatory Units must be completed and at least **three** optional Units from **Group B**
* The remaining **two** Units may be selected from **Group B** or **Group C**

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA unit codes. It is important that SQA unit codes are used in all your recording documentation, and when your results are communicated to SQA.

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| **Group A Mandatory Units: Candidates must complete all 3 units** | | | | | | |
| **SQA code** | **NOS ref** | **SSC code** | **Title** | **SCQF**  **level** | **SCQF**  **credits** | **SQA**  **credits** |
| J6WV 04 | [INSBA003](https://www.ukstandards.org.uk/PublishedNos/Develop-self-and-improve-own-performance-in-a-business-environment-INSBA003.pdf#search=INSBA003) | S301 | Develop Self and Improve Own Performance in a Business Environment | 6 | 5 | 1 |
| J6WW 04 | [INSBA008](https://www.ukstandards.org.uk/PublishedNos/Undertake-and-support-work-practices-in-a-business-environment--INSBA008.pdf#search=INSBA008) | S302 | Undertake and Support Work Practices in a Business Environment | 6 | 7 | 1 |
| J6WX 04 | [INSBA014](https://www.ukstandards.org.uk/PublishedNos/Communicate-in-a-business-environment-INSBA014.pdf#search=INSBA014) | S308 | Communicate In a Business Environment | 6 | 3 | 1 |

Additional information

**Restricted combinations:**

Either unit J6X0 04 or J6XA 04 (Document Production) may be selected but not both. a

Either unit FE0F 04 or H98C 04 (Design Information Systems) may be selected. b

Either unit FD9A 04 or FE1M 04 (Manage Information Systems) may be selected.c

One of F9AP 04, F9AV 04, F9AR 04 or F9AW 04 (Bespoke/Specialist software) may be selected. d

Either unit F9C2 04 or F9C3 04 (Data Management Software) may be selected. l

Either unit F9C5 04 or F9C6 04 (Database Software) may be selected. m

Either unit F99E 04 or F99F 04 (Improving Productivity using IT) may be selected. n

Either unit F99T 04 or F99V 04 (IT Security for Users) may be selected. o

Either unit F9CT 04 or F9CV 04 (Presentation Software) may be selected. q

Either unit F99K 04 or F99L 04 (Setting Up an IT System may be selected. p

Either unit F9D1 04 or F9D2 04 (Spreadsheet Software) may be selected. r

Either unit F9A7 04 or F9A8 04 (Using Collaborative Technologies) may be selected. s

Either unit F9D4 04 or F9D5 04 (Website Software) may be selected. t

Either unit F9D7 04 or F9D8 04 (Word Processing Software) may be selected. u

Either unit F9A4 04 or F9A5 04 (Using Email) may be selected. v

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| **Group B Optional Units: 3 - 5 Units must be selected** | | | | | | |
| **SQA code** | **NOS ref** | **SSC code** | **Title** | **SCQF**  **level** | **SCQF**  **credits** | **SQA**  **credits** |
| J6X0 04 | [INSBA013](https://www.ukstandards.org.uk/PublishedNos/Design-and-produce-documents-in-a-business-environment-INSBA013.pdf#search=INSBA013) | S311 | Design and Produce Documents | 6 | 4 | 1 |
| FE03 04 | [CFABAG127](https://www.ukstandards.org.uk/PublishedNos-old/CFABAG127.pdf#search=CFABAG127) | S303 | Solve Business Problems | 6 | 4 | 1 |
| J6X4 04 | [INSBA009](https://www.ukstandards.org.uk/PublishedNos/Collaborate-and-provide-support-in-a-business-environment-INSBA009.pdf#search=INSBA009) | S304 | Collaborate and Provide Support in a Business Environment | 6 | 6 | 1 |
| FE05 04 | [CFABAG121](https://www.ukstandards.org.uk/PublishedNos-old/CFABAG121.pdf#search=CFABAG121) | S305 | Contribute To Decision-Making in a Business Environment | 6 | 3 | 1 |
| FE06 04 | [CFABAG123](https://www.ukstandards.org.uk/PublishedNos-old/CFABAG123.pdf#search=CFABAG123) | S306 | Contribute To Negotiations in a Business Environment | 7 | 5 | 1 |
| J6WT 04 | [INSBA006](https://www.ukstandards.org.uk/PublishedNos/Support-organisational-projects--INSBA006.pdf#search=INSBA006) | S324 | Support Organisational Projects | 6 | 6 | 1 |
| FE0F 04 | [CFABAD111](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD111.pdf#search=CFABAD111) | S315 | Support The Design and Development of Information Systemsb | 6 | 7 | 1 |
| H98C 04 | [CFABAD112](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD112.pdf#search=CFABAD112) | S413 | Design and Develop an Information Systemb | 8 | 7 | 1 |
| FD9A 04 | [CFABAD121](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD121.pdf#search=CFABAD121) | S226 | Support the Management and Development of an Information  Systemc | 7 | 7 | 1 |
| FE1M 04 | [CFABAD122](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD122.pdf#search=CFABAD122) | S414 | Manage and Evaluate Information Systemsc | 8 | 6 | 1 |
| FE0T 04 | [CFABAA312](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA312.pdf#search=CFABAA312) | S319 | Organise and Co-Ordinate Events | 6 | 8 | 1 |
| FE0V 04 | [CFABAA412](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA412.pdf#search=CFABAA412) | S320 | Plan and Organise Meetings | 6 | 5 | 1 |
| FE0G 04 | [CFABAD131](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD131.pdf#search=CFABAD131) | S316 | Monitor Information Systems | 6 | 7 | 1 |
| FE0H 04 | [CFABAD322](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD322.pdf#search=CFABAD322) | S317 | Analyse and Report Data | 6 | 6 | 1 |
| HK2A 04 | CFAM&LCA2 | S420 | Plan Change | 9 | 15 | 1 |
| FN9M 04 | SFJCHCC069 | S254 | Contribute to Maintaining Security and Protecting Individuals’ Rights in the Custodial Environment | 6 | 6 | 1 |
| H98D 04 | [CFABAA113](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA113L.pdf#search=CFABAA113) | S419 | Explore Ideas for Innovation in a Business Environment | 8 | 6 | 1 |
| J6X1 04 | [INSBA002](https://www.ukstandards.org.uk/PublishedNos/Contribute-to-innovation-in-a-business-environment-INSBA002.pdf#search=INSBA002) | S323 | Contribute To Innovation in a Business Environment | 6 | 4 | 1 |
| FE0W 04 | [CFABAA322](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA322L.pdf#search=CFABAA322) | S321 | Organise Business Travel or Accommodation | 6 | 5 | 1 |
| J6X2 04 | [INSBA010](https://www.ukstandards.org.uk/PublishedNos/Deliver-and-evaluate-customer-service-INSBA010.pdf#search=INSBA010) | S325 | Deliver and Evaluate Customer Service | 6 | 3 | 1 |
| FE0D 04 | [CFABAA617](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA617.pdf#search=CFABAA617) | S309 | Develop a Presentation | 6 | 3 | 1 |
| FE0E 04 | [CFABAA623](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA623.pdf#search=CFABAA623) | S310 | Deliver a Presentation | 6 | 3 | 1 |
| FE0M 04 | [CFABAB141](https://www.ukstandards.org.uk/PublishedNos/Provide-administrative-support-in-schools-CFABAB141.pdf) | S329 | Provide Administrative Support in Schools | 6 | 8 | 1 |
| FE08 04 | [CFABAA121](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA121.pdf#search=CFABAA121) | S322 | Supervise an Office Facility | 6 | 5 | 1 |
| FE0J 04 | [CFABAF131](https://www.ukstandards.org.uk/PublishedNos-old/CFABAF131.pdf#search=CFABAF131) | S318 | Order Products and Services | 7 | 5 | 1 |
| FN75 04 | [SFJCHCC061](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC061.pdf#search=SFJCHCC061) | S351 | Verify Critical Dates for Sentences | 7 | 6 | 1 |
| FN76 04 | [SFJCHCC068](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC068.pdf#search=SFJCHCC068) | S352 | Verify The Release Process | 6 | 6 | 1 |
| FN6W 04 | [SFJCHCC062](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC062.pdf#search=SFJCHCC062) | S253 | Process Court Documentation | 6 | 6 | 1 |
| H68K 04 | [CFAM&LEA4](https://www.ukstandards.org.uk/PublishedNos-old/CFAM_LEA4L.pdf#search=CFAM%26LEA4) | S416 | Manage Budgets | 7 | 11 | 1 |
| H5JS 04 | [FSPP4](https://www.ukstandards.org.uk/PublishedNos-old/FSPP4.pdf#search=FSPP4) | S247 | Control Payroll | 7 | 8 | 1 |
| FD9L 04 | [FSPFA3](https://www.ukstandards.org.uk/PublishedNos-old/FSPFA3.pdf#search=FSPFA3) | S248 | Account For Income and Expenditure | 8 | 3 | 1 |
| FD9M 04 | [FSPFA5](https://www.ukstandards.org.uk/PublishedNos-old/FSPFA5.pdf#search=FSPFA5) | S249 | Draft Financial Statements | 8 | 3 | 1 |
| FD8V 04 | [FSPP2](https://www.ukstandards.org.uk/PublishedNos-old/FSPP2.pdf#search=FSPP2) | S125 | Calculate Pay | 6 | 8 | 1 |

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| **Restricted Text Processing Units maximum 1 unit** | | | | | | |
| **SQA code** | **NOS ref** | **SSC code** | **Title** | **SCQF**  **level** | **SCQF**  **credits** | **SQA**  **credits** |
| FD9W 04 | [CFABAA213](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA213.pdf#search=CFABAA213) | S212 | Prepare Text from Notes | 6 | 4 | 1 |
| FE11 04 | [CFABAA213](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA213c.pdf#search=CFABAA213c) | S312 | Prepare Text from Notes Using Touch Typing (60 Wpm) | 6 | 4 | 1 |
| FE10 04 | [CFABAD312](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD312b.pdf#search=CFABAD312b) | S314 | Prepare Text from Recorded Audio Instruction (60 Wpm) | 6 | 4 | 1 |
| FE0Y 04 | [CFABAD311](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD311b.pdf#search=CFABAD311b) | S313 | Prepare Text from Shorthand (80 Wpm) | 6 | 8 | 1 |

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| **Group C Optional Units: 0 - 2 Units must be selected** | | | | | | |
| **SQA code** | **NOS ref** | **SSC code** | **Title** | **SCQF**  **level** | **SCQF**  **credits** | **SQA**  **credits** |
| J6XA 04 | [INSHOU01](https://www.ukstandards.org.uk/PublishedNos/Produce-and-process-documents-INSHOU01.pdf#search=INSHOU01) | S211b | Produce and Process Documentsa | 5 | 4 | 1 |
| H559 04 | [CFABAD332](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD332L.pdf#search=CFABAD332) | S218 | Store and Retrieve Information Using a Filing System | 5 | 3 | 1 |
| F93X 04 | [CFABAC312](https://www.ukstandards.org.uk/PublishedNos-old/CFABAC312.pdf#search=CFABAC312) | S210 | Provide Reception Services | 5 | 3 | 1 |
| FD96 04 | [CFABAC311](https://www.ukstandards.org.uk/PublishedNos-old/CFABAC311.pdf#search=CFABAC311) | S250 | Meet and Welcome Visitors | 5 | 3 | 1 |
| FD93 04 | [CFABAA441](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA441.pdf#search=CFABAA441) | S208 | Take Minutes | 5 | 4 | 1 |
| J6WS 04 | [INSBA024](https://www.ukstandards.org.uk/PublishedNos/Use-office-equipment-in-accordance-with-occupational-regulations-and-safety-guidelines-INSBA024.pdf#search=INSBA024) | S112 | Use Office Equipment in Accordance with Occupational Regulations and Safety Guidelines | 5 | 3 | 1 |
| FD9F 04 | [CFABAA111](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA111.pdf#search=%22Respond%20to%20change%20in%20a%20business%20environment%22) | S225 | Respond to Change in a Business Environment | 5 | 3 | 1 |
| FD98 04 | [CFABAD323](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD323L.pdf#search=CFABAD323) | S217 | Research Information | 5 | 4 | 1 |
| H984 04 | [CFABAD321](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD321L.pdf#search=CFABAD321) | S216 | Collate and Organise Data | 5 | 3 | 1 |
| H985 04 | [CFABAF141](https://www.ukstandards.org.uk/PublishedNos-old/CFABAF141L.pdf#search=%22Maintain%20and%20issue%20stock%20items%22) | S221 | Maintain and Issue Stock Items | 5 | 3 | 1 |
| FD94 04 | [CFABAA612](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA612.pdf#search=CFABAA612) | S209 | Handle Mail | 5 | 3 | 1 |
| H983 04 | [CFABAA622](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA622L.pdf#search=CFABAA622) | S206 | Use Voicemail Message Systems | 5 | 1 | 1 |
| FD92 04 | [CFABAA431](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA431.pdf#search=CFABAA431) | S207 | Use a Diary System | 5 | 3 | 1 |
| FD9H 04 | [CFABAB152](https://www.ukstandards.org.uk/PublishedNos/Administer-the-recruitment-and-selection-process-CFABAB152.pdf) | S228 | Administer the Recruitment and Selection Process | 5 | 4 | 1 |
| H987 04 | [CFAM&LDB2](https://www.ukstandards.org.uk/PublishedNos-old/CFAM_LDB2L.pdf#search=CFAM%26LDB2) | S3071 | Allocate Work to Team Members | 5 | 6 | 1 |
| H988 04 | [CFAM&LDB3](https://www.ukstandards.org.uk/PublishedNos-old/CFAM_LDB3L.pdf#search=CFAM%26LDB3) | S3072 | Quality Assure Work in Your Team | 5 | 6 | 1 |
| FN6X 04 | [SFJCHCC060](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC060.pdf#search=SFJCHCC060) | S255 | Calculate Critical Dates for Sentences | 5 | 6 | 1 |
| FN6Y 04 | [SFJCHCC063](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC063.pdf#search=SFJCHCC063) | S256 | Make Administrative Arrangements for the Movement of Individuals Outside the Custodial Establishment | 5 | 6 | 1 |
| FN70 04 | [SFJCHCC064](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC064.pdf#search=SFJCHCC064) | S257 | Administer Documentation for the Appeals Process | 5 | 6 | 1 |
| FN71 04 | [SFJCHCC065](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC065.pdf#search=SFJCHCC065) | S258 | Administer Personal Money for Individuals in Custody | 5 | 6 | 1 |
| FN72 04 | [SFJCHCC066](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC066.pdf#search=SFJCHCC066) | S259 | Prepare Documentation to Help Authorities Decide the Conditions on Which to Release Individuals from Custody | 5 | 6 | 1 |
| FN74 04 | [SFJCHCC067](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC067.pdf#search=SFJCHCC067) | S260 | Make Administrative Arrangements for the Release of Individuals from Custody | 5 | 6 | 1 |
| FD9G 04 | [CFABAB151](https://www.ukstandards.org.uk/PublishedNos/Administer-HR-Records-CFABAB151.pdf) | S227 | Administer HR Records | 5 | 3 | 1 |
| J6X3 04 | INSDGM008 | S360 | Develop Skills and Competencies About Social Media Channels and Digital Platforms | 6 | 6 | 1 |
| F9AP 04 | [ESKIBS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIBS2.pdf#search=ESKIBS2) | S236a | Bespoke Software 2d | 5 | 3 | 1 |
| F9AV 04 | [ESKIBS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIBS2.pdf#search=ESKIBS2) | S236b | Specialist Software 2d | 5 | 3 | 1 |
| F9C2 04 | [ESKIDMS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIDMS2.pdf#search=ESKIDMS2) | S237 | Data Management Software 2e | 5 | 3 | 1 |
| F9C5 04 | [ESKIDB2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIDB2.pdf#search=ESKIDB2) | S238 | Database Software 2f | 5 | 4 | 1 |
| F99E 04 | [ESKIPU2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIPU2.pdf#search=ESKIPU2) | S239 | Improving Productivity Using IT 2g | 5 | 4 | 1 |
| F99T 04 | [ESKIITS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIITS2.pdf#search=ESKIITS2) | S240 | IT Security for Users 2h | 5 | 2 | 1 |
| F9CT 04 | [ESKIPS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIPS2.pdf#search=ESKIPS2) | S241 | Presentation Software 2i | 5 | 4 | 1 |
| F99K 04 | [ESKISIS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKISIS2.pdf#search=ESKISIS2) | S242 | Setting up an IT System 2j | 5 | 4 | 1 |
| F9D1 04 | [ESKISS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKISS2.pdf#search=ESKISS2) | S243 | Spreadsheet Software 2k | 5 | 4 | 1 |
| F9A7 04 | [ESKIUCT2](https://www.sqa.org.uk/sqa/files/aq/F9A704.pdf) | S244 | Using Collaborative Technologies 2l | 5 | 4 | 1 |
| F9D4 04 | [ESKIWS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIWS2.pdf#search=ESKIWS2) | S245 | Website Software 2m | 5 | 4 | 1 |
| F9D7 04 | [ESKIWP2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIWP2.pdf#search=ESKIWP2) | S246 | Word Processing Software 2n | 5 | 4 | 1 |
| F9A4 04 | [ESKIEML2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIEML2.pdf#search=ESKIEML2) | S252 | Using Email 2o | 5 | 3 | 1 |
| F9AR 04 | [ESKIBS3](https://www.sqa.org.uk/sqa/files_ccc/S339a_F9AR_04_Bespoke_Software_3.pdf) | S339a | Bespoke Software 3d | 6 | 4 | 1 |
| F9AW 04 | [ESKIBS3](https://www.sqa.org.uk/sqa/files_ccc/S339a_F9AR_04_Bespoke_Software_3.pdf) | S339b | Specialist Software 3d | 6 | 4 | 1 |
| F9C3 04 | [ESKIDMS3](https://www.ukstandards.org.uk/PublishedNos-old/ESKIDMS3.pdf#search=ESKIDMS3) | S340 | Data Management Software 3e | 6 | 4 | 1 |
| F9C6 04 | [ESKIDB3](https://www.ukstandards.org.uk/PublishedNos-old/ESKIDB3.pdf#search=ESKIDB3) | S341 | Database Software 3f | 6 | 6 | 1 |
| F99F 04 | ESKIPU3 | S342 | Improving Productivity Using IT 3g | 6 | 5 | 5 |
| F99V 04 | ESKIITS3 | S343 | IT Security for Users 3h | 6 | 3 | 3 |
| F9CV 04 | ESKIPS3 | S344 | Presentation Software 3i | 6 | 6 | 6 |
| F99L 04 | ESKISIS3 | S345 | Setting up an IT System 3j | 6 | 5 | 5 |
| F9D2 04 | ESKISS3 | S346 | Spreadsheet Software 3k | 6 | 6 | 6 |
| F9A8 04 | ESKIUCT3 | S347 | Using Collaborative Technologies 3l | 6 | 6 | 6 |
| F9D5 04 | ESKIWS3 | S348 | Website Software 3m | 6 | 5 | 5 |
| F9D8 04 | ESKIWP3 | S349 | Word Processing Software 3n | 6 | 6 | 6 |
| F9A5 04 | ESKIEML3 | S350 | Using Email 3o | 6 | 3 | 3 |

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| **Restricted Text Processing Units 0-1** | | | | | | |
| **SQA code** | **NOS ref** | **SSC code** | **Title** | **SCQF**  **level** | **SCQF**  **credits** | **SQA**  **credits** |
| FD9X 04 | [CFABAA213](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA213b.pdf#search=CFABAA213b) | S213 | Prepare Text from Notes Using Touch Typing (40 Wpm) | 5 | 3 | 1 |
| FD9V 04 | [CFABAD312](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD312a.pdf#search=CFABAD312a) | S215 | Prepare Text from Recorded Audio Instruction (40 Wpm) | 5 | 4 | 1 |
| FD9T 04 | [CFABAD311](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD311a.pdf#search=CFABAD311a) | S214 | Prepare Text from Shorthand (60 Wpm) | 5 | 8 | 1 |