

Group Award Title: SVQ in Business and Administration at SCQF level 5

Group Award Code: GT9J 22

SCQF overall credit: Minimum: 18 Maximum: 48

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.

|  |
| --- |
| **Mandatory units: Candidates must complete all 3 units** |
| **SQA code** | **NOS Ref** | **SSC code** | **Title** | **SCQF****level** | **SCQF****credits** | **SQA****credits** |
| FD8W 04 | [CFABAA625](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA625.pdf#search=CFABAA625) | S201 | Agree How to Manage and Improve Own Performance in a Business Environment | 5 | 4 | 1 |
| FD8X 04 | [CFABAF172](https://www.ukstandards.org.uk/PublishedNos-old/CFABAF172.pdf#search=CFABAF172) | S202 | Undertake Work in a Business Environment | 5 | 2 | 1 |
| F93W 04 | [CFABAA614](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA614.pdf#search=CFABAA614) | S205 | Prepare to Communicate in a Business Environment | 5 | 3 | 1 |

Additional information

**Restricted combinations:**

Either unit F93T 04 or FE0X 04 (Document production) may be selected but not both. a

Only one unit may be selected from FD9W 04, FD9X 04 or FE11 04 (Prepare Text from Notes). b

Either unit FD9T 04 or FE0Y 04 (Prepare Text from Shorthand) may be selected.  c

Either unit FD9V 04 or FE10 04 (Prepare Text from Audio) may be selected.  d

Only one unit may be selected from F9AN 04, F9AT 04, F9AV 04 or F9AP 04 (Bespoke/Specialist Software).e

Either unit F9C1 04 or F9C2 04 (Data Management Software) may be selected. f

Either unit F9C4 04 or F9C5 04 (Database Software) may be selected. g

Either unit F99D 04 or F99E 04 (Improving Productivity using IT) may be selected. h

Either unit F99R 04 or F99T 04 (IT Security for Users) may be selected. i

Either unit F9CR 04 or F9CT 04 (Presentation Software) may be selected. j

Either unit F99J 04 or F99K 04 (Setting up an IT System) may be selected. k

Either unit F9D0 04 or F9D1 04 (Spreadsheet Software) may be selected. l

Either unit F9A6 04 or F9A7 04 (Using Collaborative Technologies) may be selected. m

Either unit F9D3 04 or F9D4 04 (Website software) may be selected. n

Either unit F9D6 04 or F9D7 04 (Word Processing software) may be selected. o

Either unit F9A3 04 or F9A4 04 (Using Email) may be selected. p

|  |
| --- |
| **Group B Optional Units: 3 - 5 Units must be selected** |
| **SQA code** | **NOS Ref** | **SSC Code** | **Title** | **SCQF****level** | **SCQF****credits** | **SQA****credits** |
| FD90 04 | [CFABAG1210](https://www.ukstandards.org.uk/PublishedNos-old/CFABAG1210.pdf#search=CFABAG1210) | S204 | Work with Other People in a Business Environment | 5 | 3 | 1 |
| F93T 04 | [CFABAA211](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA211.pdf#search=CFABAA211) | S211 | Produce Documents in a Business Environmenta | 5 | 4 | 1 |
| FD99 04 | [CFABAD334](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD334.pdf#search=CFABAD334) | S219 | Provide Archive Services | 5 | 2 | 1 |
| H985 04 | [CFABAF141](https://www.ukstandards.org.uk/PublishedNos-old/CFABAF141L.pdf#search=CFABAF141) | S221 | Maintain and Issue Stock Items | 5 | 3 | 1 |
| FD9F 04 | [CFABAA111](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA111.pdf#search=CFABAA111) | S225 | Respond To Change in a Business Environment | 5 | 3 | 1 |
| H984 04 | [CFABAD321](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD321L.pdf#search=CFABAD321) | S216 | Collate and Organise Data | 5 | 3 | 1 |
| FD9N 04 | [CFABAA311](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA311.pdf#search=CFABAA311)  | S222 | Support the Organisation and Co-Ordination of Events | 5 | 5 | 1 |
| FD9P 04 | [CFABAA321](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA321.pdf#search=CFABAA321) | S223 | Support the Organisation of Business Travel or Accommodation | 5 | 3 | 1 |
| FD9R 04 | [CFABAA411](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA411.pdf#search=CFABAA411) | S224 | Support the Organisation of Meetings | 5 | 4 | 1 |
| H983 04 | [CFABAA622](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA622L.pdf#search=CFABAA622) | S206 | Use Voicemail Message Systems | 5 | 1 | 1 |
| F93N 04 | [CFABAA621](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA621.pdf#search=CFABAA621) | S106 | Make and Receive Telephone Calls | 5 | 3 | 1 |
| FD92 04 | [CFABAA431](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA431.pdf#search=CFABAA431) | S207 | Use a Diary System | 5 | 3 | 1 |
| FD93 04 | [CFABAA441](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA441.pdf#search=CFABAA441) | S208 | Take Minutes | 5 | 4 | 1 |
| FD94 04 | [CFABAA612](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA612.pdf#search=CFABAA612) | S209 | Handle Mail | 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 |
| FD98 04 | [CFABAD323](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD323L.pdf#search=CFABAD323) | S217 | Research Information | 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 |
| 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 |
| FD9G 04 | [CFABAB151](https://www.ukstandards.org.uk/PublishedNos/Administer-HR-Records-CFABAB151.pdf) | S227 | Administer HR Records | 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 |
| FE0F 04 | [CFABAD111](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD111.pdf#search=CFABAD111) | S315 | Support the Design and Development of Information Systems | 6 | 7 | 1 |
| J6WT 04 | [INSBA006](https://www.ukstandards.org.uk/PublishedNos/Support-organisational-projects--INSBA006.pdf#search=INSBA006) | S324 | Support Organisational Projects  | 6 | 6 | 1 |
| FE0X 04 | [CFABAA212](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA212.pdf#search=CFABAA212) | S311 | Design and Produce Documents in a Business Environmenta | 6 | 4 | 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 |
|  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 |
| 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 |
| 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 |
| FN6W 04 | [SFJCHCC062](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC062.pdf#search=SFJCHCC062) | S253 | Process Court Documentation | 6 | 6 | 1 |
| FN9M 04 | [SFJCHCC069](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC069.pdf#search=SFJCHCC069) | S254 | Contribute to Maintaining Security and Protecting Individuals’ Rights in the Custodial Environment  | 6 | 6 | 1 |
| FN76 04 | [SFJCHCC068](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC068.pdf#search=SFJCHCC068) | S352 | Verify the Release Process | 6 | 6 | 1 |
| FN75 04 | [SFJCHCC061](https://www.ukstandards.org.uk/PublishedNos-old/SFJCHCC061.pdf#search=SFJCHCC061) | S351 | Verify Critical Dates for Sentences | 7 | 6 | 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 |

|  |
| --- |
| **Group B Text/Touch typing Restricted Options maximum of 2** |
| **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 |
| FD9X 04 | [CFABAA213b](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA213b.pdf#search=CFABAA213b) | S213 | Prepare Text from Notes Using Touch Typing (40 Wpm) | 5 | 3 | 1 |
| FE11 04 | [CFABAA213c](https://www.ukstandards.org.uk/PublishedNos-old/CFABAA213c.pdf#search=CFABAA213c) | S312 | Prepare Text from Notes Using Touch Typing (60 Wpm) | 6 | 4 | 1 |
| FD9T 04 | [CFABAD311a](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD311a.pdf#search=CFABAD311a) | S214 | Prepare Text from Shorthand (60 Wpm) | 5 | 8 | 1 |
| FE0Y 04 | [CFABAD311b](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD311b.pdf#search=CFABAD311b) | S313 | Prepare Text from Shorthand (80 Wpm) | 6 | 8 | 1 |
| FD9V 04 | [CFABAD312a](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD312a.pdf#search=CFABAD312a) | S215 | Prepare Text from Recorded Audio Instruction (40 Wpm) | 5 | 4 | 1 |
| FE10 04 | [CFABAD312b](https://www.ukstandards.org.uk/PublishedNos-old/CFABAD312b.pdf#search=CFABAD312b) | S314 | Prepare Text from Recorded Audio Instruction (60 Wpm) | 6 | 4 | 1 |

|  |
| --- |
| **Group C Optional Units: 0 - 2 Units must be selected** |
| **SQA code** | **NOS Ref** | **SSC Code** | **Title** | **SCQF****level** | **SCQF****credits** | **SQA****credits** |
| F9AP 04 | [ESKIBS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIBS2.pdf#search=ESKIBS2) | S114a | Bespoke Software 2b | 5 | 3 | 1 |
| F9AV 04 | [ESKIBS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIBS2.pdf#search=ESKIBS2) | S236b | Specialist Software 2c | 5 | 3 | 1 |
| F9C2 04 | [ESKIDMS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIDMS2.pdf#search=ESKIDMS2) | S237 | Database Management Software 2d | 5 | 3 | 1 |
| F9C5 04 | [ESKIDB2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIDB2.pdf#search=ESKIDB2) | S238 | Database Software 2e | 5 | 4 | 1 |
| F99E 04 | [ESKIPU2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIPU2.pdf#search=ESKIPU2) | S239 | Improving Productivity Using IT 2f | 5 | 4 | 1 |
| F99T 04 | [ESKIITS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIITS2.pdf#search=ESKIITS2) | S240 | IT Security for Users 2g | 5 | 2 | 1 |
| F9CT 04 | [ESKIPS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIPS2.pdf#search=ESKIPS2) | S241 | Presentation Software 2h | 5 | 4 | 1 |
| F99K 04 | [ESKISIS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKISIS2.pdf#search=ESKISIS2) | S242 | Set Up an IT System 2i | 5 | 4 | 1 |
| F9D1 04 | [ESKISS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKISS2.pdf#search=ESKISS2) | S243 | Spreadsheet Software 2j | 5 | 4 | 1 |
| F9A7 04 | [ESKIUCT2](https://www.sqa.org.uk/sqa/files/aq/F9A704.pdf) | S244 | Using Collaborative Technologies 2k | 5 | 4 | 1 |
| F9D4 04 | [ESKIWS2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIWS2.pdf#search=ESKIWS2) | S245 | Website Software 2l | 5 | 4 | 1 |
| F9D7 04 | [ESKIWP2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIWP2.pdf#search=ESKIWP2) | S246 | Word Processing Software 2m | 5 | 4 | 1 |
| F9A4 04 | [ESKIEML2](https://www.ukstandards.org.uk/PublishedNos-old/ESKIEML2.pdf#search=ESKIEML2) | S252 | Using Email 2n | 5 | 3 | 1 |
| F9AN 04 | [ESKIBS1](https://www.sqa.org.uk/sqa/files/aq/F9AN04.pdf) | S114a | Bespoke Software 1b | 4 | 2 | 1 |
| F9AT 04 | [ESKIBS1](https://www.sqa.org.uk/sqa/files/aq/F9AT04.pdf) | S114b | Specialist Software 1c | 4 | 2 | 1 |
| F9C1 04 | [ESKIDMS1](https://www.sqa.org.uk/sqa/files/aq/F9C104.pdf) | S115 | Data Management Software 1d | 4 | 2 | 1 |
| F9C4 04 | [ESKIDB1](https://www.sqa.org.uk/sqa/files/aq/F9C404.pdf) | S116 | Database Software 1e | 4 | 3 | 1 |
| F99D 04 | [ESKIPU1](https://www.sqa.org.uk/sqa/files/aq/F99D04.pdf) | S117 | Improving Productivity Using IT 1f | 4 | 3 | 1 |
| F99R 04 | [ESKIITS1](https://www.sqa.org.uk/sqa/files/aq/F99R04.pdf) | S118 | IT Security for Users 1g | 4 | 1 | 1 |
| F9CR 04 | [ESKIPS1](https://www.sqa.org.uk/sqa/files/aq/F9CR04.pdf) | S119 | Presentation Software 1h | 4 | 3 | 1 |
| F99J 04 | [ESKISIS1](https://www.sqa.org.uk/files/aq/F99J04.pdf) | S120 | Setting Up an IT System 1i | 4 | 3 | 1 |
| F9D0 04 | [ESKISS1](https://www.sqa.org.uk/sqa/files/aq/F9D004.pdf) | S121 | Spreadsheet Software 1j | 4 | 3 | 1 |
| F9A6 04 | [ESKIUCT1](https://www.sqa.org.uk/sqa/files_ccc/F9A6_04_IT_Using_Collaborative_Technologies_1.pdf) | S122 | Using Collaborative Technologies 1k | 4 | 3 | 1 |
| F9D3 04 | [ESKIWS1](https://www.sqa.org.uk/sqa/files/aq/F9D304.pdf) | S123 | Website Software 1l | 4 | 3 | 1 |
| F9D6 04 | [ESKIWP1](https://www.sqa.org.uk/files/aq/F9D604.pdf) | S124 | Word Processing Software 1m | 4 | 3 | 1 |
| F9A3 04 | [ESKIEML1](https://www.sqa.org.uk/sqa/files_ccc/F9A3_04_IT_Using_Email_1.pdf) | S113 | Using Email 1n | 4 | 2 | 1 |