**New units in SVQ Business and Administration SCQF 5 GT9J 22 - Optional pathways from July 2025**

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| **SQA code** | **SSC code** | **Unit title** | **Level** | **Credit** | **Group** | **Restriction (only 1 can be completed)** |
| J8XC 04 | S265 | [Carry out remote online working and collaboration](https://www.sqa.org.uk/sqa/files/aq/J8XC04.pdf) | 5 | 3 | B | none |
| J8X6 04 | S266 | [Find and store digital information](https://www.sqa.org.uk/sqa/files/aq/J8X604.pdf) | 5 | 3 | B | none |
| J8X9 04 | S356 | [Use digital communications](https://www.sqa.org.uk/sqa/files/aq/J8X904.pdf) | 6 | 3 | B | none |
| J8XA 04 | S357 | [Participate in online social media collaborations](https://www.sqa.org.uk/sqa/files/aq/J8XA04.pdf) | 6 | 3 | B | none |
| J7VY 04 | S358 | [Plan and manage social media collaboration activities](https://www.sqa.org.uk/sqa/files/aq/J7VY04.pdf) | 6 | 5 | B | none |
| J8XD 04 | S359 | [Operate safely and securely when working online](https://www.sqa.org.uk/sqa/files/aq/J8XD04.pdf) | 6 | 4 | B | none |
| J8XE 04 | S362 | [Maintain health, safety and wellbeing when working with Digital Technology](https://www.sqa.org.uk/sqa/files/aq/J8XE04.pdf) | 6 | 3 | B | Operate safely and securely when working online J6WS 04 |
| J7W0 04 | S261 | [Create enhanced digital presentations](https://www.sqa.org.uk/sqa/files/aq/J7W004.pdf) | 5 | 4 | C | Presentation Software 1 F9CR 04, Presentation Software 2 F9CT 04 |
| J8X0 04 | S263 | [Create and update spreadsheets with data](https://www.sqa.org.uk/sqa/files/aq/J8X004.pdf) | 5 | 3 | C | Spreadsheet software 1 F9D0 04, Spreadsheet software 2 F9D1 04, |
| J8X2 04 | S264 | [Create and edit digital documents](https://www.sqa.org.uk/sqa/files/aq/J8X204.pdf) | 5 | 3 | C | Word processing software 1 F9D6 04, Word processing software 2 F9D7 04 |
| J8X3 04 | S262 | [Send and receive emails](https://www.sqa.org.uk/sqa/files/aq/J8X304.pdf) | 5 | 3 | C | Using email 1 F9A3 04, Using email 2  F9A4 04 |