**New units in SVQ Business and Administration SCQF 6 GT9H 23 - Optional pathways from July 2025**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SQA code** | **SSC code** | **Unit title** | **Level** | **Credit** | **Group** | **Restriction (only 1 can be completed)** |
| 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 |
| J7WP 04 | S361 | [Carry out and analyse research](https://www.sqa.org.uk/sqa/files/aq/J7WP04.pdf) | 6 | 6 | C | Research Information FD98 04 |
| J8XC 04 | S265 | [Carry out remote online working and collaboration](https://www.sqa.org.uk/sqa/files/aq/J8XC04.pdf) | 5 | 3 | C | none |
| J8X6 04 | S266 | [Find and store digital information](https://www.sqa.org.uk/sqa/files/aq/J8X604.pdf) | 5 | 3 | C | none |
| J7W0 04 | S261 | [Create enhanced digital presentations](https://www.sqa.org.uk/sqa/files/aq/J7W004.pdf) | 5 | 4 | C | Presentation Software 2 F9CT 04, Presentation Software 3 F9CV 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 2 F9D1 04, Spreadsheet software 3 F9D2 04,  Create formulae and charts in spreadsheets J8X1 04 |
| J8X1 04 | S353 | [Create formulae and charts in spreadsheets](https://www.sqa.org.uk/sqa/files/aq/J8X104.pdf) | 6 | 3 | C | Spreadsheet software 2 F9D1 04, Spreadsheet software 3 F9D2 04,  Create and update spreadsheets with data J8X0 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 2 F9D7 04, Word processing software 3 F9D8 04 |
| J7W3 04 | S354 | [Create and update web pages](https://www.sqa.org.uk/sqa/files/aq/J7W304.pdf) | 6 | 5 | C | Website software 2 F9D4 04, Website software 3 F9D5 04 |
| J8X3 04 | S262 | [Send and receive emails](https://www.sqa.org.uk/sqa/files/aq/J8X304.pdf) | 5 | 3 | C | Using email 2 F9A4 04, Using email 3 F9A5 04, Customise email settings J8X5 04 |
| J8X5 04 | S355 | [Customise email settings](https://www.sqa.org.uk/sqa/files/aq/J8X504.pdf) | 6 | 3 | C | Using email 2 F9A4 04, Using email 3 F9A5 04, Send and receive emails J8X3 04 |