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| GK6W 21 | SVQ 1 Business and Administration at SCQF Level 4 |

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| To attain the qualification candidates must complete **6** Units in total. This comprises:   * 2 mandatory Units * 4 optional Units |

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

**Accredited from 01.08.2015**

To achieve the SVQ, you must complete **six** Units in total.

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

**Restricted** **combinations:**

Either unit S113 or S124may be selected.  a  
Either unit S109 or S212 may be selected.  b

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| **SVQ 1 Business and Administration SCQF Level 4 - GK6W 21**  **Group A: Mandatory Units** | | | | | |
| **SQA**  **No.** | **NOS**  **Ref.** | **SSC No.** | **Unit Title** | SCQF level | SCQF credits |
| FD8G 04 | CFABAF171 | S102 | Support work procedures in a business environment | 4 | 3 |
| F93M 04 | CFABAA613 | S105 | Understand how to communicate in a business environment | 4 | 4 |
| **Group B Optional Units: 2 - 4 Units must be selected** | | | | | |
| FD8K 04 | CFABAA624 | S101 | Accept instructions to manage and improve own performance in a business environment | 4 | 3 |
| F93R 04 | CFABAG125 | S103 | Contribute to solving business problems | 4 | 3 |
| FD8J 04 | CFABAG129 | S104 | Contribute to working with others in a business  environment | 4 | 2 |
| H982 04 | CFABAE141 | S212 | Use occupational and safety guidelines when using a workstation | 4 | 2 |
| F9A3 04 | ESKIEML1 | S113 | Using email 1a | 4 | 2 |
| F9D6 04 | ESKIWP1 | S124 | Word processing software 1a | 4 | 3 |
| **Group C Optional Units: 0 - 2 Units must be selected** | | | | |  |
| FD8T 04 | CFABAA213a | S109 | Prepare text from notes using touch typing (20 wpm)b | 5 | 3 |
| FD9W 04 | CFABAA213 | S212 | Prepare text from notesb | 5 | 3 |
| F93N 04 | CFABAA621 | S106 | Make and receive telephone calls | 5 | 3 |
| FD9P 04 | CFABAA321 | S223 | Support the organisation of business travel or accommodation | 5 | 3 |
| FD94 04 | CFABAA612 | S209 | Handle mail | 5 | 3 |
| FD96 04 | CFABAC311 | S250 | Meet and welcome visitors | 5 | 2 |
| H559 04 | CFABAD332 | S218 | Store and retrieve information using a filing system | 5 | 3 |
| FD99 04 | CFABAD334 | S219 | Provide archive services | 4 | 2 |
| F93V 04 | CFABAA231 | S220 | Use office equipment | 6 | 4 |