**Qualification structure**

**SVQ 3 Business and Administration SCQF level 6 (GK6Y 23)**

**Accredited from 01.08.2015**

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

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**.

A maximum of **two** units from **IT** and **Finance** may be selected.

**Restricted combinations:**

Either unit S311 or S211 may be selected but not both. a

Only one unit may be selected from S312, S212 or S213. b

Either unit S313 or S214 may be selected. c

Either unit S314 or S215 may be selected. d

Either unit S319 or S222 may be selected. e

Either unit S320 or S224 may be selected. f

Either unit S321 or S223 may be selected. g

Either unit S226 or S414 may be selected. h

Either unit S315 or S413 may be selected. i

Either unit S323 or S419 may be selected. j

Only one unit may be selected from S339a, S339b, S236a or S236b. k

Either unit S340 or S237 may be selected. l

Either unit S341 or S238 may be selected. m

Either unit S342 or S239 may be selected. n

Either unit S343 or S240 may be selected. o

Either unit S344 or S241 may be selected. p

Either unit S345 or S242 may be selected. q

Either unit S346 or S243 may be selected. r

Either unit S347 or S244 may be selected. s

Either unit S348 or S245 may be selected. t

Either unit S349 or S246 may be selected. u

Either unit S350 or S252 may be selected. v

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| **SVQ 3 Business and Administration SCQF Level 6 – GK6Y 23****Group A Mandatory Units** |
| **SQA No.** | **NOS No.** | **SSC Unit No.** | **Unit Title** |
| FD9Y 04 | CFABAA626 | S301 | Plan how to manage and improve own performance in a business environment |
| FE01 04 | CFABAF173 | S302 | Review and maintain work in a business environment |
| FE02 04 | CFABAA615 | S308 | Communicate in a business environment |
| **Group B Optional Units: 3 - 5 Units must be selected** |
| FE03 04 | CFABAG127 | S303 | Solve business problems |
| FE04 04 | CFABAG1211 | S304 | Support other people to work in a business environment |
| FE05 04 | CFABAG121 | S305 | Contribute to decision-making in a business environment |
| FE06 04 | CFABAG123 | S306 | Contribute to negotiations in a business environment |
| H987 04 | CFAM&LDB2 | S3071 | Allocate work to team members |
| H988 04 | CFAM&LDB3 | S3072 | Quality assure work in your team |
| FE08 04 | CFABAA121 | S322 | Supervise an office facility |
| FE09 04 | CFABAA151 | S324 | Contribute to running a project |
| FE0X 04 | CFABAA212 | S311 | Design and produce documents in a business environment a |
| FE11 04 | CFABAA213c | S312 | Prepare text from notes using touch typing (60 wpm) b |
| FE0Y 04 | CFABAD311b | S313 | Prepare text from shorthand (80 wpm) c |
| FE10 04 | CFABAD312b | S314 | Prepare text from recorded audio instruction (60 wpm) d |
| FE0T 04 | CFABAA312 | S319 | Organise and co-ordinate events e |
| FE0V 04 | CFABAA412 | S320 | Plan and organise meetings f |
| FE0W 04 | CFABAA322 | S321 | Organise business travel or accommodation g |
| H989 04 | CFABAC121 | S325 | Deliver, monitor and evaluate customer service to internal and/or external customers |
| FE0D 04 | CFABAA617 | S309 | Develop a presentation |
| FE0E 04 | CFABAA623 | S310 | Deliver a presentation |
| FE0F 04 | CFABAD111 | S315 | Support the design and development of information systems i |
| FE0G 04 | CFABAD131 | S316 | Monitor information systems |
| FE0H 04 | CFABAD322 | S317 | Analyse and report data |
| FE0J 04 | CFABAF131 | S318 | Order products and services |
| H68K 04 | CFAM&LEA4 | M&LEA4 | Manage budgets |
| FE0L 04 | CFABAA112 | S323 | Contribute to innovation in a business environment j |
| FE0M 04 | CFABAB141 | S329 | Provide administrative support in schools |
| FN75 04 | SFJCHCC061 | S351 | Verify Critical Dates for Sentences |
| FN76 04 | SFJCHCC068 | S352 | Verify the Release Process |
| FN7A 04 | CFAAA121 | S353 | Administer Agricultural Records |
| FN7C 04 | CFAAA122 | S354 | Make Agricultural Returns, Applications and Claims |
| FN77 04 | CFABAB111 | S355 | Administer Legal Files |
| FN78 04 | CFABAB112 | S356 | Build Case Files |
| FN79 04 | CFABAB113 | S357 | Manage Case Files |
| H98A 04 | CFASPA2 | S330 | Administer parking and traffic challenges, representations and civil parking appeals |
| FE0P 04 | CFASPA3 | S331 | Administer statutory parking and traffic appeals |
| FE0R 04 | CFASPA4 | S332 | Administer parking and traffic debt recovery |
| **A maximum of 2 Units\* can be selected from IT Units** |
| F9AR 04 | ESKIBS3 | S339 | Bespoke software 3 k |
| F9AW 04 | ESKISS3 | S339 | Specialist software 3 k |
| F9C3 04 | ESKIDMS3 | S340 | Data management software 3 l |
| F9C6 04 | ESKIDB3 | S341 | Database software 3 m |
| F99F 04 | ESKIIPU3 | S342 | Improving productivity using IT 3 n |
| F99V 04 | ESKIITS3 | S343 | IT security for users 3 o |
| F9CV 04 | ESKIPS3 | S344 | Presentation software 3 p |
| F99L 04 | ESKISIS3 | S345 | Setting up an IT system 3 q |
| F9D2 04 | ESKISS3 | S346 | Spreadsheet software 3 r |
| F9A8 04 | ESKIUCT3 | S347 | Using collaborative technologies 3 s |
| F9D5 04 | ESKIWS3 | S348 | Website software 3 t |
| F9D8 04 | ESKIWP3 | S349 | Word processing software 3 u |
| F9A5 04 | ESKIEML3 | S350 | Using email 3v |
| **Group C Optional Units: 0 - 2 Units must be selected** |
| F93T 04 | CFABAA211 | S211 | Produce documents in a business environment a |
| FD9W 04 | CFABAA213 | S212 | Prepare text from notes b |
| FD9X 04 | CFABAA213b | S213 | Prepare text from notes using touch typing (40 wpm) b |
| FD9T 04 | CFABAA311a | S214 | Prepare text from shorthand (60 wpm) c |
| FD9V 04 | CFABAD312a | S215 | Prepare text from recorded audio instruction (40 wpm) d |
| FD9N 04 | CFABAA311 | S222 | Support the organisation and co-ordination of events e |
| FD9P 04 | CFABAA321 | S223 | Support the organisation of business travel or accommodation g |
| FD9R 04 | CFABAA411 | S224 | Support the organisation of meetings f |
| FD94 04 | CFABAA612 | S209 | Handle mail |
| F93X 04 | CFABAC312 | S210 | Provide reception services |
| FD96 04 | CFABAC311 | S250 | Meet and welcome visitors |
| H983 04 | CFABAA622 | S206 | Use voicemail message systems |
| FD92 04 | CFABAA431 | S207 | Use a diary system |
| FD93 04 | CFABAA441 | S208 | Take minutes |
| H984 04 | CFABAD321 | S216 | Collate and organise data |
| FD98 04 | CFABAD323 | S217 | Research information |
| H559 04 | CFABAD332 | S218 | Store and retrieve information using a filing system |
| FD99 04 | CFABAD334 | S219 | Provide archive services |
| FD9A 04 | CFABAD121 | S226 | Support the management and development of an information system h |
| H98C 04 | CFABAD112 | S413 | Design and develop an information system i |
| FE1M 04 | CFABAF141 | S414 | Manage and evaluate information systems h |
| F93V 04 | CFABAA111 | S220 | Use office equipment |
| H985 04 | CFABAB151 | S221 | Maintain and issue stock items |
| FD9F 04 | CFABAB131 | S225 | Respond to change in a business environment |
| H98D 04 | CFABAA113 | S419 | Explore ideas for innovation in a business environment j |
| FM4W 04 | CFAMLC5 | S420 | Plan change |
| FD9G 04 | CFABAB151 | S227 | Administer HR records |
| FD9H 04 | CFABAB152 | S228 | Administer the recruitment and selection process |
| FD9J 04 | CFABAB131 | S251 | Administer parking dispensations |
| H982 04 | CFABAE141 | S112 | Use occupational and safety guidelines when using a workstation |
| FN6W 04 | SFJCHCC062 | S253 | Process court documentation |
| FN9M 04 | SFJCHCC069 | S254 | Contribute to maintaining security and protecting individuals’ rights in the custodial environment  |
| FN6X 04 | SFJCHCC060 | S255 | Calculate critical dates for sentences |
| FN6Y 04 | SFJCHCC063 | S256 | Make administrative arrangements for the movement of individuals outside the custodial establishment |
| FN70 04 | SFJCHCC064 | S257 | Administer documentation for the appeals process |
| FN71 04 | SFJHCC065 | S258 | Administer Personal Money for the Individuals in Custody |
| FN72 04 | SFJCHCC066 | S259 | Prepare Documentation to Help Authorities Decide on the Conditions on Which to Release Individuals from Custody |
| FN74 04 | SFJCHCC067 | S260 | Make Administrative Arrangements for the Release of Individuals from Custody |
| **A maximum of 2 Units\* can be selected from IT and Finance Units** |
| FD8V 04  | FSP P2 | S125 | Calculate pay |
| FD9K 04  | FSP P4 | S247 | Control payroll |
| FD9L 04  | FSP FA3 | S248 | Account for income and expenditure |
| FD9M 04 | FSP FA5 | S249 | Draft financial statements |
| F9AP 04 | SFJCHCC066 | S236 | Bespoke software 2 k |
| F9AV 04 | SFJCHCC067 | S236 | Specialist software 2 k |
| F9C2 04 | ESKIBS2 | S237 | Data management software 2 l |
| F9C5 04 | ESKISS2 | S238 | Database software 2 m |
| F99E 04 | ESKIDMS2 | S239 | Improving productivity using IT 2 n |
| F99T 04 | ESKIDB2 | S240 | IT security for users 2 o |
| F9CT 04 | ESKIIPU2 | S241 | Presentation software 2 p |
| F99K 04 | ESKIITS2 | S242 | Setting up an IT system 2 q |
| F9D1 04 | ESKIPS2 | S243 | Spreadsheet software 2 r |
| F9A7 04 | ESKISIS2 | S244 | Using collaborative technologies 2 s |
| F9D4 04 | ESKISS2 | S245 | Website software 2 t |
| F9D7 04 | ESKIUCT2 | S246 | Word processing software 2 u |
| F9A4 04 | ESKIWS2 | S252 | Using email 2v |