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**GA TITLE: SVQ in Print Administration at SCQF Level 6**

**GA CODE: GT6Y 23**

**SCQF overall credit:** Minimum 38 Maximum 47

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| To attain the qualification candidates must complete 8 Units in total. This consists of:   * 4 mandatory Units * 4 units from the ‘Optional Section |

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mandatory units: Candidates must complete all 4 units | | | | | | | | |
| SQA code | SSC code | Title | | | SCQF level | SCQF credits | | SQA credits |
| J6JV 04 | PRO031 | Make Sure Your Own Actions Reduce Risks to Health and Safety in the Workplace | | | 5 | 8 | | 1 |
| J6JW 04 | GQAMP97 | Improve the Effectiveness of the Print Organisation Through Good Communication with Others | | | 4 | 3 | | 1 |
| J6JX 04 | GQADPP124 | Send and Receive Digital Files | | | 5 | 3 | | 1 |
| J6JY 04 | ESKISS1 | Spreadsheet Software | | | 6 | 6 | | 1 |
| **Options Group A - Candidates must complete at least 4 units** | | | | | | | | |
| **SQA code** | **SSC code** | | **Title** | **SCQF level** | | | **SCQF credits** | **SQA credits** |
| J6K0 04 | PROPA01 | | Print Production Processes | 5 | | | 8 | 1 |
| J6K1 04 | GQAPA03 | | Produce Print Estimates and Data for Invoicing | 6 | | | 7 | 1 |
| J6K2 04 | GQAPA07 | | Identify Opportunities, Complete and Submit Print Tenders | 6 | | | 7 | 1 |
| J6K3 04 | GQAPA08 | | Monitor Costing Systems | 6 | | | 6 | 1 |
| J6K4 04 | GQAPA05 | | Procure Print Services | 6 | | | 5 | 1 |
| J6K5 04 | CFACSC5 | | Monitor and Solve Customer Service Problems | 6 | | | 6 | 1 |
| J6K6 04 | GQAPA09 | | Monitor and Maintain Quality Systems Within a Printing Environment | 6 | | | 8 | 1 |
| J6K7 04 | GQAPAM509 | | Plan, Schedule and Monitor Print Production | 7 | | | 8 | 1 |
| J6K8 04 | CFAMSSNS12 | | Use Customer Information Effectively | 6 | | | 5 | 1 |