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| GM31 24 | SVQ in Business and Administration at SCQF level 8 |

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| * To achieve this qualification you must complete eight units: * Three units must be completed from Group A - Mandatory Units * Five Optional Units must be completed, of which at least two must be from Group B. * No more than one SCQF Level 7 unit can be taken from Group C - Optional units (Level 7 units moved to Group D) * Either unit CFABAH121 (\*HL46 04) (Develop and establish systems and procedures to review organisational performance) or CFABAH122 (\*HL47 04)(Assist in improving organisational performance) may be selected but not both |

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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| Group A Mandatory Units: Candidates must complete all 3 Units from this group | | | | |
| SQA code | SSC code | Title | SCQF level | SCQF credits |
| FE74 04 | CFABAA627 | Manage and be Accountable for Own Performance in a Business Environment | 7 | 5 |
| FE75 04 | CFABAF174 | Manage Work in a Business Environment | 8 | 7 |
| H8H1 04 | CFAM&LEC5 | Use Information to Take Effective Decisions | 8 | 4 |

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| Group B Optional Units 2 - 5 units must be completed | | | | |
| SQA code | SSC code | Title | SCQF level | SCQF credits |
| H98D 04 | CFABAA113 | Explore Ideas for Innovation in a Business Environment | 8 | 6 |
| FE16 04 | CFABAA119 | Propose and Design Administrative Services | 8 | 8 |
| FE1A 04 | CFABAA413 | Chair Meetings | 8 | 4 |
| H98C 04 | CFABAD112 | Design and Develop an Information System | 8 | 7 |
| FE1M 04 | CFABAD122 | Manage and Evaluate Information Systems | 8 | 6 |
| FE1E 04 | CFABAF111 | Invite Tenders and Select Contractors | 8 | 6 |
| HL44 04 | CFABAF121 | Monitor and Evaluate the Performance of Contractors | 8 | 6 |
| FE14 04 | CFABAG124 | Negotiate in a Business Environment | 8 | 7 |
| FE12 04 | CFABAG128 | Evaluate and Solve Business Problems | 8 | 6 |
| HL45 04 | CFABAH114 | Monitor and Evaluate Trends and Events that Affect organisations | 8 | 6 |
| HL46 04\* | CFABAH121 | Develop and Establish Systems and Procedures to Review Organisational Performance | 8 | 6 |
| HL47 04\* | CFABAH122 | Assist in Improving Organisational Performance | 8 | 6 |

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| Group C Optional Units 0 - 3 units must be completed | | | | |
| SQA code | SSC code | Title | SCQF level | SCQF credits |
| H9Y8 04 | CFACSB15 | Build and Maintain Effective Customer Relations | 8 | 8 |
| FE3V 04 | CFACSD16 | Develop a Customer Service Strategy for a Part of an Organisation | 8 | 11 |
| HL48 04 | CFAPRE008 | Engage Audiences Through Digital, Including Social Media | 8 | 5 |
| HL49 04 | CFAPRE009 | Engage Internal Audiences | 8 | 6 |
| HL3Y 04 | CFAM&LAA3 | Develop and Maintain Your Professional Networks | 9 | 10 |
| H8GY 04 | CFAM&LBA2 | Provide Leadership in Your Area of Responsibility | 8 | 9 |
| H8H3 04 | CFAM&LBB4 | Ensure Compliance with Legal, Regulatory, Ethical and Social Requirements | 9 | 12 |
| HK2A 04 | CFAM&LCA2 | Plan Change | 9 | 15 |
| FM4X 04 | CFAM&LCA4 | Implement Change | 8 | 11 |
| H5XR 04 | CFAM&LDA2 | Recruit, Select and Retain People | 9 | 14 |
| H58V 04 | CFAM&LDD2 | Develop and Sustain Productive Working Relationships with Stakeholders | 9 | 12 |
| H5K4 04 | CFAM&LEA3 | Manage the Use of Financial Resources | 8 | 14 |
| H58W 04 | CFAM&LEB3 | Manage Physical Resources | 8 | 5 |
| H7CD 04 | CFAM&LEB4 | Manage the Environmental and Social Impacts of Your Work | 8 | 4 |
| HL41 04 | CFAM&LEC3 | Develop Knowledge and Make it Available | 9 | 4 |
| FM5P 04 | CFAM&LFA3 | Manage Business Processes | 9 | 15 |
| H8H0 04 | CFAM&LFA5 | Manage Projects | 8 | 11 |

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| Group D Optional Units 0 - 1 units must be completed | | | | |
| SQA code | SSC code | Title | SCQF level | SCQF credits |
| FE15 04 | CFABAA118 | Manage an Office Facility | 7 | 6 |
| FE18 04 | CFABAA122 | Implement, Monitor and Maintain Administrative Services | 7 | 7 |
| FE76 04 | CFABAA616 | Manage Communications in a Business Environment | 7 | 3 |
| FE1C 04 | CFABAF132 | Prepare Specifications for Contracts | 7 | 5 |
| H683 04 | CFAM&LDB1 | Build Teams | 7 | 8 |
| H58X 04 | CFAM&LDB4 | Manage People's Performance at Work | 7 | 14 |
| HL43 04 | CFAM&LDC4 | Coach Individuals | 7 | 6 |
| H41Y 04 | CFAM&LDD3 | Develop and Sustain Collaborative Relationships with Other Departments | 7 | 5 |
| H68K 04 | CFAM&LEA4 | Manage Budgets | 7 | 11 |
| H8H2 04 | CFAM&LEB1 | Provide Healthy, Safe, secure and Productive Working Environments and Practices | 7 | 7 |
| H8GX 04 | CFAM&LEC4 | Communicate Information and Knowledge | 7 | 3 |

\* Restricted combination