

## Qualification structure

### SVQ 2 Business and Administration SCQF level 5 (GK6X 22)

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 S211 or S311 may be selected but not both. <sup>a</sup>

Only one unit may be selected from S212, S213 or S312. <sup>b</sup>

Either unit S214 or S313 may be selected. <sup>c</sup>

Either unit S215 or S314 may be selected. <sup>d</sup>

Either unit S222 or S319 may be selected. <sup>e</sup>

Either unit S223 or S321 may be selected. <sup>f</sup>

Either unit S224 or S320 may be selected. <sup>g</sup>

Only one unit may be selected from S236a, S236b, S114a or S114b. <sup>h</sup>

Either unit S237 or S115 may be selected. <sup>i</sup>

Either unit S238 or S116 may be selected. <sup>j</sup>

Either unit S239 or S117 may be selected. <sup>k</sup>

Either unit S240 or S118 may be selected. <sup>l</sup>

Either unit S241 or S119 may be selected. <sup>m</sup>

Either unit S242 or S120 may be selected. <sup>n</sup>

Either unit S243 or S121 may be selected. <sup>o</sup>

Either unit S244 or S122 may be selected. <sup>p</sup>

Either unit S245 or S123 may be selected. <sup>q</sup>

Either unit S246 or S124 may be selected. <sup>r</sup>

Either unit S252 or S113 may be selected. <sup>s</sup>



## SVQ 2 Business and Administration SCQF Level 5 - GK6X 22

### Group A Mandatory Units

SQA No.	NOS Ref.	SSC No.	Unit Title
FD8W 04	CFABAA625	S201	<a href="#">Agree how to manage and improve own performance in a business environment</a>
FD8X 04	CFABAF172	S202	<a href="#">Undertake work in a business environment</a>
F93W 04	CFABAA614	S205	<a href="#">Prepare to communicate in a business environment</a>

### Group B Optional Units: 3 - 5 Units must be selected

FD8Y 04	CFABAG126	S203	<a href="#">Plan how to solve business problems</a>
FD90 04	CFABAG1210	S204	<a href="#">Work with other people in a business environment</a>
F93T 04	CFABAA211	S211	<a href="#">Produce documents in a business environment<sup>a</sup></a>
FD9W 04	CFABAA213	S212	<a href="#">Prepare text from notes<sup>b</sup></a>
FD9X 04	CFABAA213b	S213	<a href="#">Prepare text from notes using touch typing (40 wpm)<sup>b</sup></a>
FD9T 04	CFABAA311a	S214	<a href="#">Prepare text from shorthand (60 wpm)<sup>c</sup></a>
FD9V 04	CFABAD312a	S215	<a href="#">Prepare text from recorded audio instruction (40 wpm)<sup>d</sup></a>
FD9N 04	CFABAA311	S222	<a href="#">Support the organisation and co-ordination of events<sup>e</sup></a>
FD9P 04	CFABAA321	S223	<a href="#">Support the organisation of business travel or accommodation<sup>f</sup></a>
FD9R 04	CFABAA411	S224	<a href="#">Support the organisation of meetings<sup>g</sup></a>
H983 04	CFABAA622	S206	<a href="#">Use voicemail message systems</a>
FD92 04	CFABAA431	S207	<a href="#">Use a diary system</a>
FD93 04	CFABAA441	S208	<a href="#">Take minutes</a>
FD94 04	CFABAA612	S209	<a href="#">Handle mail</a>
F93X 04	CFABAC312	S210	<a href="#">Provide reception services</a>
FD96 04	CFABAC311	S250	<a href="#">Meet and welcome visitors</a>
H984 04	CFABAD321	S216	<a href="#">Collate and organise data</a>
FD98 04	CFABAD323	S217	<a href="#">Research information</a>
H559 04	CFABAD332	S218	<a href="#">Store and retrieve information using a filing system</a>
FD99 04	CFABAD334	S219	<a href="#">Provide archive services</a>
FD9A 04	CFABAD121	S226	<a href="#">Support the management and development of an information system</a>
F93V 04	CFABAA231	S220	<a href="#">Use office equipment</a>
H985 04	CFABAF141	S221	<a href="#">Maintain and issue stock items</a>
FD9F 04	CFABAA111	S225	<a href="#">Respond to change in a business environment</a>
FD9G 04	CFABAB151	S227	<a href="#">Administer HR records</a>
FD9H 04	CFABAB152	S228	<a href="#">Administer the recruitment and selection process</a>
FD9J 04	CFABAB131	S251	<a href="#">Administer parking dispensations</a>
FN6W 04	SFJCHCC062	S253	<a href="#">Process court documentation</a>
FN9M 04	SFJCHCC069	S254	<a href="#">Contribute to maintaining security and protecting individuals' rights in the custodial environment</a>
FN6X 04	SFJCHCC060	S255	<a href="#">Calculate critical dates for sentences</a>
FN6Y 04	SFJCHCC063	S256	<a href="#">Make administrative arrangements for the movement of individuals outside the custodial establishment</a>
FN70 04	SFJCHCC064	S257	<a href="#">Administer documentation for the appeals process</a>
FN71 04	SFJHCC065	S258	<a href="#">Administer personal money for the individuals in custody</a>
FN72 04	SFJCHCC066	S259	<a href="#">Prepare documentation to help authorities decide on the conditions on which to release individuals from custody</a>
FN74 04	SFJCHCC067	S260	<a href="#">Make administrative arrangements for the release of individuals from custody</a>

### A maximum of 2 Units\* from IT may be selected

F9AP 04	ESKIBS2	S236a	<a href="#">Bespoke software 2<sup>h</sup></a>
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F9AV 04	ESKISS2	S236b	<a href="#">Specialist software 2<sup>h</sup></a>
F9C2 04	ESKIDMS2	S237	<a href="#">Data management software 2<sup>i</sup></a>
F9C5 04	ESKIDB2	S238	<a href="#">Database software 2<sup>j</sup></a>
F99E 04	ESKIIPU2	S239	<a href="#">Improving productivity using IT 2<sup>k</sup></a>
F99T 04	ESKIITS2	S240	<a href="#">IT security for users 2<sup>l</sup></a>
F9CT 04	ESKIPS2	S241	<a href="#">Presentation software 2<sup>m</sup></a>
F99K 04	ESKISIS2	S242	<a href="#">Setting up an IT system 2<sup>n</sup></a>
F9D1 04	ESKISS2	S243	<a href="#">Spreadsheet software 2<sup>o</sup></a>
F9A7 04	ESKIUCT2	S244	<a href="#">Using collaborative technologies 2<sup>p</sup></a>
F9D4 04	ESKIWS2	S245	<a href="#">Website software 2<sup>q</sup></a>
F9D7 04	ESKIWP2	S246	<a href="#">Word processing software 2<sup>r</sup></a>
F9A4 04	ESKIEML2	S252	<a href="#">Using email 2<sup>s</sup></a>

**Group C Optional Units: 0 - 2 Units must be selected**

FE09 04	CFABAA151	S324	<a href="#">Contribute to running a project</a>
FE0X 04	CFABAA212	S311	<a href="#">Design and produce documents in a business environment <sup>a</sup></a>
FE11 04	CFABAA213c	S312	<a href="#">Prepare text from notes using touch typing(60 wpm) <sup>b</sup></a>
FE0Y 04	CFABAD311b	S313	<a href="#">Prepare text from shorthand (80 wpm) <sup>c</sup></a>
FE10 04	CFABAD312b	S314	<a href="#">Prepare text from recorded audio instruction (60 wpm) <sup>d</sup></a>
FE0T 04	CFABAA312	S319	<a href="#">Organise and co-ordinate events<sup>e</sup></a>
FE0W 04	CFABAA322	S321	<a href="#">Organise business travel or accommodation<sup>f</sup></a>
FE0V 04	CFABAA412	S320	<a href="#">Plan and organise meetings<sup>g</sup></a>
F93N 04	CFABAA621	S106	<a href="#">Make and receive telephone calls</a>
FE0D 04	CFABAA617	S309	<a href="#">Develop a presentation</a>
FE0E 04	CFABAA623	S310	<a href="#">Deliver a presentation</a>
H989 04	CFABAC121	S325	<a href="#">Deliver, monitor and evaluate customer service to internal and/or external customers</a>
FE0F 04	CFABAD111	S315	<a href="#">Support the design and development of information systems</a>
FE0G 04	CFABAD131	S316	<a href="#">Monitor information systems</a>
FE0H 04	CFABAD322	S317	<a href="#">Analyse and report data</a>
FE0M 04	CFABAB141	S329	<a href="#">Provide administrative support in schools</a>
H98A 04	CFASPA2	S330	<a href="#">Administer parking and traffic challenges, representations and parking charge appeals</a>
FE0P 04	CFABAB133	S331	<a href="#">Administer statutory parking and traffic appeals</a>
FE0R 04	CFABAB134	S332	<a href="#">Administer parking and traffic debt recovery</a>
FN75 04	SFJCHCC061	S351	<a href="#">Verify Critical Dates for Sentences</a>
FN76 04	SFJCHCC068	S352	<a href="#">Verify the Release Process</a>
FN7A 04	CFAAA121	S353	<a href="#">Administer Agricultural Records</a>
FN7C 04	CFAAA122	S354	<a href="#">Make Agricultural Returns, Applications and Claims</a>
FN77 04	CFABAB111	S355	<a href="#">Administer Legal Files</a>
FN78 04	CFABAB112	S356	<a href="#">Build Case Files</a>
FN79 04	CFABAB113	S357	<a href="#">Manage Case Files</a>
H982 04	CFABAE141	S112	<a href="#">Use occupational and safety guidelines when using a workstation</a>

**A maximum of 2 units\* from IT and Financial Services may be selected**

H5JS 04	FSP P4	S247	<a href="#">Control payroll</a>
FD9L 04	FSP FA3	S248	<a href="#">Account for income and expenditure</a>
FD9M 04	FSP FA5	S249	<a href="#">Draft financial statements</a>
FD8V 04	FSP P2	S125	<a href="#">Calculate pay</a>
F9AN 04	ESKIBS1	S114a	<a href="#">Bespoke software 1<sup>h</sup></a>
F9AT 04	ESKIBS1	S114b	<a href="#">Specialist software 1<sup>h</sup></a>
F9C1 04	ESKIDMS1	S115	<a href="#">Data management software 1<sup>i</sup></a>
F9C4 04	ESKIDB1	S116	<a href="#">Database software 1<sup>j</sup></a>
F99D 04	ESKIPU1	S117	<a href="#">Improving productivity using IT 1<sup>k</sup></a>
F99R 04	ESKIITS1	S118	<a href="#">IT security for users 1<sup>l</sup></a>



F9CR 04	ESKIPS1	S119	<a href="#">Presentation software 1<sup>m</sup></a>
F99J 04	ESKISIS1	S120	<a href="#">Setting up an IT system 1<sup>n</sup></a>
F9D0 04	ESKISS1	S121	<a href="#">Spreadsheet software 1<sup>o</sup></a>
F9A6 04	ESKIUCT1	S122	<a href="#">Using collaborative technologies1<sup>p</sup></a>
F9D3 04	ESKIWS1	S123	<a href="#">Website software 1<sup>q</sup></a>
F9D6 04	ESKIWP1	S124	<a href="#">Word processing software 1<sup>r</sup></a>
F9A3 04	ESKIEML1	S113	<a href="#">Using email 1<sup>s</sup></a>

