

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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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 systemsⁱ
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 3ⁿ
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 3^v
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 systemⁱ
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 2ⁿ
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 2^v

