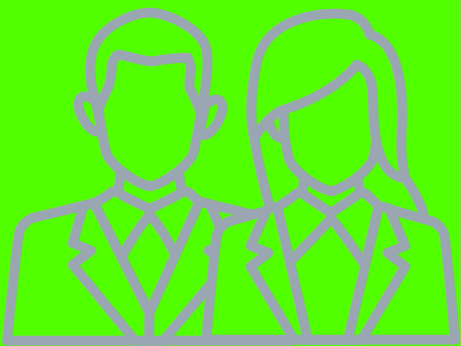


# Limelight Careers



## Business and Administration SVQ SQCF 6

Limelight Careers offer Scottish Vocational Qualifications (SVQ) and Modern Apprenticeships in Business and Administration. Funding may be available from Skills Development Scotland (SDS) to support professional development.



## Who does this qualification suit?

SVQs in Business and Administration are designed for people at various levels within business organisations and are therefore appropriate to many job roles, from junior administrators through to office managers.

No prior qualifications are required to undertake this qualification, although experience in and/or knowledge of the subject would be an advantage, particularly at SCQF levels 6



## Is this qualification right for you?

At SCQF level 6, candidates have a broad range of activities with significant complexity, responsibility and autonomy, often in a supervisory or team-leading role. Mandatory units cover managing workload, communicating and planning, and improving own performance in a business environment. There is again a wide range of optional units including work responsibilities, document production and design, managing events, customer service, managing business resources, and managing information and data.



# SVQ in Business and Administration at SCQF level 6

This qualification is for candidates who work in an administration role. It consists of

- 3 mandatory units and
- 5 optional units

## 3 Mandatory Units

→ Plan how to manage and improve own performance

→ Review and maintain work in a business environment

→ Communicate in a business environment

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. Please see below for some of the common units:

