**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. a

Only one unit may be selected from S212, S213 or S312. b

Either unit S214 or S313 may be selected.  c

Either unit S215 or S314 may be selected.  d

Either unit S222 or S319 may be selected.  e

Either unit S223 or S321 may be selected. f

Either unit S224 or S320 may be selected. g

Only one unit may be selected from S236a, S236b, S114a or S114b. h

Either unit S237 or S115 may be selected. i

Either unit S238 or S116 may be selected. j

Either unit S239 or S117 may be selected. k

Either unit S240 or S118 may be selected. l

Either unit S241 or S119 may be selected. m

Either unit S242 or S120 may be selected. n

Either unit S243 or S121 may be selected. o

Either unit S244 or S122 may be selected. p

Either unit S245 or S123 may be selected. q

Either unit S246 or S124 may be selected. r

Either unit S252 or S113 may be selected. s

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| **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 | Agree how to manage and improve own performance in a business environment |
| FD8X 04 | CFABAF172 | S202 | Undertake work in a business environment |
| F93W 04 | CFABAA614 | S205 | Prepare to communicate in a business environment |
| **Group B Optional Units: 3 - 5 Units must be selected** |
| FD8Y 04 | CFABAG126 | S203 | Plan how to solve business problems |
| FD90 04 | CFABAG1210 | S204 | Work with other people in a business environment |
| F93T 04 | CFABAA211 | S211 | Produce documents in a business environmenta |
| FD9W 04 | CFABAA213 | S212 | Prepare text from notesb |
| 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 eventse |
| FD9P 04 | CFABAA321 | S223 | Support the organisation of business travel or accommodationf |
| FD9R 04 | CFABAA411 | S224 | Support the organisation of meetingsg |
| H983 04 | CFABAA622 | S206 | Use voicemail message systems |
| FD92 04 | CFABAA431 | S207 | Use a diary system |
| FD93 04 | CFABAA441 | S208 | Take minutes |
| FD94 04 | CFABAA612 | S209 | Handle mail |
| F93X 04 | CFABAC312 | S210 | Provide reception services |
| FD96 04 | CFABAC311 | S250 | Meet and welcome visitors |
| 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 |
| F93V 04 | CFABAA231 | S220 | Use office equipment |
| H985 04 | CFABAF141 | S221 | Maintain and issue stock items |
| FD9F 04 | CFABAA111 | S225 | Respond to change in a business environment |
| FD9G 04 | CFABAB151 | S227 | Administer HR records |
| FD9H 04 | CFABAB152 | S228 | Administer the recruitment and selection process |
| FD9J 04 | CFABAB131 | S251 | Administer parking dispensations |
| 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\* from IT may be selected** |
| F9AP 04 | ESKIBS2 | S236a | Bespoke software 2h |
| F9AV 04 | ESKISS2 | S236b | Specialist software 2 h |
| F9C2 04 | ESKIDMS2 | S237 | Data management software 2i |
| F9C5 04 | ESKIDB2 | S238 | Database software 2j |
| F99E 04 | ESKIIPU2 | S239 | Improving productivity using IT 2k |
| F99T 04 | ESKIITS2 | S240 | IT security for users 2l |
| F9CT 04 | ESKIPS2 | S241 | Presentation software 2m |
| F99K 04 | ESKISIS2 | S242 | Setting up an IT system 2n |
| F9D1 04 | ESKISS2 | S243 | Spreadsheet software 2o |
| F9A7 04 | ESKIUCT2 | S244 | Using collaborative technologies 2p |
| F9D4 04 | ESKIWS2 | S245 | Website software 2q |
| F9D7 04 | ESKIWP2 | S246 | Word processing software 2r |
| F9A4 04 | ESKIEML2 | S252 | Using email 2s |
| **Group C Optional Units: 0 - 2 Units must be selected** |
| FE09 04 | CFABAA151 | S324 | Contribute to running a project |
| FE0X 04 | CFABAA212 | S311 | Design and produce documents in a business environmenta |
| 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 eventse |
| FE0W 04 | CFABAA322 | S321 | Organise business travel or accommodationf |
| FE0V 04 | CFABAA412 | S320 | Plan and organise meetingsg |
| F93N 04 | CFABAA621 | S106 | Make and receive telephone calls |
| FE0D 04 | CFABAA617 | S309 | Develop a presentation |
| FE0E 04 | CFABAA623 | S310 | Deliver a presentation |
| H989 04 | CFABAC121 | S325 | Deliver, monitor and evaluate customer service to internal and/or external customers |
| FE0F 04 | CFABAD111 | S315 | Support the design and development of information systems |
| FE0G 04 | CFABAD131 | S316 | Monitor information systems |
| FE0H 04 | CFABAD322 | S317 | Analyse and report data |
| FE0M 04 | CFABAB141 | S329 | Provide administrative support in schools |
| H98A 04 | CFASPA2 | S330 | Administer parking and traffic challenges, representations and parking charge appeals |
| FE0P 04 | CFABAB133 | S331 | Administer statutory parking and traffic appeals |
| FE0R 04 | CFABAB134 | S332 | Administer parking and traffic debt recovery |
| 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 |
| H982 04 | CFABAE141 | S112 | Use occupational and safety guidelines when using a workstation |
| **A maximum of 2 units\* from IT and Financial Services may be selected** |
| H5JS 04 | FSP P4 | S247 | Control payroll |
| FD9L 04 | FSP FA3 | S248 | Account for income and expenditure |
| FD9M 04 | FSP FA5 | S249 | Draft financial statements |
| FD8V 04 | FSP P2 | S125 | Calculate pay |
| F9AN 04 | ESKIBS1 | S114a | Bespoke software 1h |
| F9AT 04 | ESKIBS1 | S114b | Specialist software 1h |
| F9C1 04 | ESKIDMS1 | S115 | Data management software 1i |
| F9C4 04 | ESKIDB1 | S116 | Database software 1j |
| F99D 04 | ESKIPU1 | S117 | Improving productivity using IT 1k |
| F99R 04 | ESKIITS1 | S118 | IT security for users 1l |
| F9CR 04 | ESKIPS1 | S119 | Presentation software 1m |
| F99J 04 | ESKISIS1 | S120 | Setting up an IT system 1n |
| F9D0 04 | ESKISS1 | S121 | Spreadsheet software 1o |
| F9A6 04 | ESKIUCT1 | S122 | Using collaborative technologies1p |
| F9D3 04 | ESKIWS1 | S123 | Website software 1q |
| F9D6 04 | ESKIWP1 | S124 | Word processing software 1r |
| F9A3 04 | ESKIEML1 | S113 | Using email 1s |