



GM31 24 SVQ in Business and Administration at SCQF level 8

- ◆ 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.

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

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

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