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| **Core Skills Signposting** |
| **Qualification Title(s)** | SVQ in Business and Administration SCQF Level 5 |
| **Developed by** | Instructus  |
| **Approved by ACG** | 23/02/2022 |
| **Version**  | 1 |

## Introduction

Core Skills signposting indicates if there are opportunities within units to develop Core Skills in the workplace to a specified SCQF level. The signposting document should also acknowledge where there are no opportunities to develop Core Skills. This signposting can be used by providers and assessors to plan the development and assessment of Core Skills.

The five Core Skills are:

 Communication

 Information and Communication Technology

 Numeracy

 Problem Solving

 Working with Others

\*SSO may insert additional introductory text to contextualise the core skills signposting to their sector\*

**Key:**

|  |  |
| --- | --- |
| / | No coverage |
|  | Some or partially coverage |
|  | Full coverage |

## Core Skills Signposting

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| Qualification or Suite Title **SVQ in Business and Administration SCQF Level 5** |

| **Unit**  | **Unit Title**  | **C** | **N** | **PS** | **WWO** | **ICT** |
| --- | --- | --- | --- | --- | --- | --- |
| CFABAA625 | Agree how to manage and improve own performance in a business environment  | **4** | **4** | **4** | **4** | **4** |
| CFABAF172 | Undertake work in a business environment | **4** | **/** | **4** | **4** | **4** |
| CFABAA614 | Prepare to communicate in a business environment | **4** | **4** | **4** | **4** | **4** |
| CFABAG1210 | Work with other people in a business environment | **3** | **/** | **4** | **4** | **/** |
| CFABAA211 | Produce documents in a business environment | **3** | **/** | **/** | **/** | **3** |
| CFABAD334 | Provide archive services | **3** | **3** | **4** | **3** | **3** |
| CFABAF141 | Maintain and issue stock items  | **3** | **3** | **3** | **/** | **/** |
| CFABAA111 | Respond to change in a business environment | **3** | **/** | **4** | **3** | **/** |
| CFABAD321 | Collate and organise data | **3** | **3** | **4** | **/** | **3** |
| CFABAA311 | Support the organisation and co-ordination of events | **3** | **3** | **4** | **4** | **3** |
| CFABAA321 | Support the organisation of business travel or accommodation | **3** | **3** | **4** | **3** | **3** |
| CFABAA411 | Support the organisation of meetings | **3** | **/** | **3** | **3** | **3** |
| CFABAA622 | Use voicemail message systems | **4** | **/** | **/** | **/** | **4** |
| CFABAA621 | Make and receive telephone calls | **3** | **/** | **3** | **3** | **/** |
| CFABAA431 | Use a diary system | **3** | **/** | **/** | **3** | **/** |
| CFABAA441 | Take minutes | **3** | **/** | **/** | **3** | **3** |
| CFABAA612 | Handle mail | **3** | **3** | **3** | **/** | **/** |
| CFABAC312 | Provide reception services | **3** | **/** | **/** | **3** | **3** |
| CFABAC311 | Meet and welcome visitors | **3** | **/** | **3** | **3** | **/** |
| CFABAD323 | Research information | **3** | **/** | **4** | **4** | **3** |
| CFABAD332 | Store and retrieve information using a filing system | **3** | **/** | **/** | **/** | **3** |
| INSBA024 | Use office equipment in accordance with occupational regulations and safety guidelines | **3** | **/** | **3** | **/** | **/** |
| CFABAD111 | Support the design and development of information systems | **4** | **/** | **5** | **5** | **4** |
| INSBA006 | Support organisational projects | **4** | **4** | **5** | **5** | **/** |
| CFABAA212 | Design and produce documents in a business environment | **4** | **/** | **/** | **4** | **4** |
| CFABAA617 | Develop a presentation | **4** | **/** | **4** | **4** | **4** |
| CFABAA623 | Deliver a presentation | **4** | **/** | **4** | **/** | **4** |
| INSBA010 | Deliver and evaluate customer service | **4** | **/** | **4** | **4** | **/** |
| CFABAB141 | Provide administrative support in schools | **5** | **/** | **5** | **5** | **/** |
| CFABAA213 | Prepare text from notes | **3** | **/** | **/** | **3** | **3** |
| CFABAA213b | Prepare text from notes using touch typing (40 wpm) | **4** | **/** | **/** | **4** | **4** |
| CFABAA213c | Prepare text from notes using touch typing (60 wpm) | **4** | **/** | **/** | **4** | **4** |
| CFABAD311a | Prepare text from shorthand (60 wpm) | **3** | **/** | **/** | **/** | **3** |
| CFABAD311b | Prepare text from shorthand (80 wpm) | **4** | **/** | **/** | **/** | **4** |
| CFABAD312q | Prepare text from recorded audio instruction (40 wpm) | **4** | **/** | **/** | **/** | **4** |
| CFABAD312b | Prepare text from recorded audio instruction (60 wpm) | **4** | **/** | **/** | **/** | **4** |
| CFABAB151 | Administer HR records | **/** | **/** | **/** | **4** | **/** |
| CFABAB152 | Administer the recruitment and selection process | **5** | **/** | **/** | **4** | **/** |
| SFJCHCC062 | Process court documentation | **4** | **/** | **3** | **4** | **4** |
| SFJCHCC069 | Contribute to maintaining security and protecting individuals’ rights in the custodial environment  | **4** | **/** | **4** | **4** | **/** |
| SFJCHCC060 | Calculate critical dates for sentences | **4** | **4** | **3** | **3** | **4** |
| SFJCHCC063 | Make administrative arrangements for the movement of individuals outside the custodial establishment | **4** | **/** | **4** | **4** | **4** |
| SFJCHCC064 | Administer documentation for the appeals process | **3** | **/** | **3** | **4** | **3** |
| SFJCHCC065 | Administer personal money for the individuals in custody | **4** | **4** | **3** | **4** | **4** |
| SFJCHCC066 | Prepare documentation to help authorities decide the conditions on which to release individuals from custody | **5** | **/** | **4** | **4** | **4** |
| SFJCHCC067 | Make administrative arrangements for the release of individuals from custody | **4** | **/** | **3** | **4** | **4** |
| SFJCHCC061 | Verify critical dates for sentences | **5** | **4** | **5** | **5** | **4** |
| SFJCHCC068 | Verify the release process | **5** | **5** | **5** | **5** | **4** |
| FSPP4 | Control payroll | **5** | **3-5\*** | **4** | **4** | **4** |
| FSPFA3 | Account for income and expenditure | **4** | **3-5\*** | **3** | **/** | **4** |
| FSPFA5 | Draft financial statements | **5** | **3-5\*** | **4** | **/** | **4** |
| FSPP2 | Calculate pay | **4** | **4** | **3** | **3** | **4** |
| ESKIBS2 | Bespoke or specialist software | **4** | **4** | **/** | **/** | **5** |
| ESKISS2 | Specialist software | **4** | **4** | **/** | **/** | **5** |
| ESKIDMS2 | Database management software | **4** | **4** | **/** | **/** | **5** |
| ESKIDB2 | Database software | **4** | **4** | **4** | **/** | **5** |
| ESKIPU2 | Improving productivity using IT | **5** | **5** | **5** | **5** | **5** |
| ESKIITS2 | IT security for users | **4** | **4** | **4** | **/** | **5** |
| ESKIPS2 | Presentation software | **4** | **4** | **4** | **/** | **5** |
| ESKISIS2 | Set up an IT system | **4** | **4** | **4** | **/** | **5** |
| ESKISS2 | Spreadsheet software | **/** | **/** | **4** | **/** | **5** |
| ESKITU031 | Select and use collaborative IT tools and social networks | **5** | **5** | **4** | **5** | **5** |
| ESKIWS2 | Website software | **4** | **4** | **4** | **/** | **5** |
| ESKIWP2 | Word processing software | **4** | **4** | **4** | **/** | **5** |
| ESKIEML2 | Using email | **5** | **4** | **4** | **/** | **5** |
| ESKIBS1 | Bespoke software 1 | **3** | **3** | **/** | **/** | **4** |
| ESKIBS1 | Specialist software 1 | **3** | **3** | **/** | **/** | **4** |
| ESKIDMS1 | Data management software 1 | **3** | **3** | **/** | **/** | **4** |
| ESKIDB1 | Database software 1 | **3** | **3** | **3** | **/** | **4** |
| ESKIPU1 | Improving productivity using IT 1  | **4** | **4** | **4** | **4** | **4** |
| ESKIITS1 | IT security for users 1 | **3** | **3** | **3** | **/** | **4** |
| ESKIPS1 | Presentation software 1 | **3** | **3** | **3** | **/** | **4** |
| ESKISIS1 | Setting up an IT System 1 | **3** | **3** | **3** | **/** | **4** |
| ESKISS1 | Spreadsheet software 1 | **3** | **3** | **3** | **/** | **4** |
| ESKIUCT1 | Using collaborative technologies 1 | **3** | **3** | **3** | **4** | **4** |
| ESKIWS1 | Website software 1 | **3** | **3** | **3** | **/** | **4** |
| ESKIWP1 | Word Processing software 1 | **3** | **3** | **3** | **/** | **4** |
| ESKIEML1 | Using email 1 | **4** | **3** | **3** | **/** | **4** |

*\* Numeracy is partially covered at SCQF level 3 and 4 and fully covered at level 5*