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| **Core Skills Signposting** | |
| **Qualification Title(s)** | SVQ in Business and Administration SCQF Level 6 |
| **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 6** |

| **Unit** | **Unit Title** | **C** | **N** | **PS** | **WWO** | | **ICT** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| INSBA003 | Develop self and improve own performance in a business environment | **5** | **5** | **5** | **5** | | **5** |
| INSBA008 | Undertake and support work practices in a business environment | **5** | **5** | **5** | **5** | | **5** |
| INSBA014 | Communicate in a business environment | **5** | **5** | **5** | **5** | | **5** |
| CFABAG127 | Solve business problems | **6** | **6** | **6** | **6** | | **6** |
| INSBA009 | Collaborate and provide support in a business environment | **6** | **/** | **6** | **6** | | **/** |
| CFABAG121 | Contribute to decision-making in a business environment | **5** | **/** | **5** | **4** | | **4** |
| CFABAG123 | Contribute to negotiations in a business environment | **5** | **/** | **6** | **6** | | **4** |
| INSBA006 | Support organisational projects | **4** | **4** | **5** | **5** | | **/** |
| INSBA013 | Design and produce documents in a business environment | **4** | **/** | **/** | **4** | | **4** |
| CFABAA312 | Organise and co-ordinate events | **4** | **4** | **5** | **5** | | **4** |
| CFABAA412 | Plan and organise meetings | **4** | **4** | **5** | **5** | | **4** |
| CFABAA322 | Organise business travel or accommodation | **4** | **4** | **4** | **5** | | **4** |
| INSBA010 | Deliver and evaluate customer service | **4** | **/** | **4** | **4** | | **/** |
| CFABAA617 | Develop a presentation | **4** | **/** | **4** | **4** | | **4** |
| CFABAA623 | Deliver a presentation | **4** | **/** | **4** | **/** | | **4** |
| CFABAD111 | Support the design and development of information systems | **4** | **/** | **5** | **5** | | **4** |
| CFABAD112 | Design and develop an information system | **5** | **/** | **6** | **/** | | **5** |
| CFABAD121 | Support the management and development of an information system | **3** | **/** | **4** | **4** | | **3** |
| CFABAD122 | Manage and evaluate information systems | **5** | **/** | **6** | **6** | | **5** |
| CFABAD131 | Monitor information systems | **4** | **/** | **5** | **5** | | **4** |
| CFABAD322 | Analyse and report data | **4** | **4** | **5** | **5** | | **4** |
| CFABAB141 | Provide administrative support in schools | **5** | **/** | **5** | **5** | | **/** |
| CFABAA121 | Supervise an office facility | **4** | **5** | **6** | **6** | | **6** |
| CFABAF131 | Order products and services | **4** | **4** | **5** | **5** | | **/** |
| CFABAA113 | Explore ideas for innovation in a business environment | **5** | **/** | **6** | **6** | | **/** |
| CFAMLC5 | Plan change | **6** | **6** | **5** | **6** | | **/** |
| INSBA002 | Contribute to innovation in a business environment | **4** | **/** | **5** | **5** | | **/** |
| INSHOU01 | Produce and process documents | **3** | **/** | **/** | **3** | | **3** |
| CFABAA321 | Support the organisation of business travel or accommodation | **3** | **3** | **4** | **3** | | **3** |
| CFABAD332 | Store and retrieve information using a filing system | **3** | **/** | **/** | **/** | | **3** |
| CFABAC312 | Provide reception services | **3** | **/** | **/** | **3** | | **3** |
| CFABAC311 | Meet and welcome visitors | **3** | **/** | **3** | **3** | | **/** |
| CFABAA311 | Support the organisation and co-ordination of events | **3** | **3** | **4** | **4** | | **3** |
| CFABAA411 | Support the organisation of meetings | **3** | **/** | **3** | **3** | | **3** |
| CFABAA441 | Take minutes | **3** | **/** | **/** | **3** | | **3** |
| INSBA024 | Use office equipment in accordance with occupational regulations and safety guidelines | **3** | **/** | **3** | **/** | | **/** |
| CFABAA111 | Respond to change in a business environment | **3** | **/** | **4** | **3** | | **/** |
| CFABAD323 | Research information | **3** | **/** | **4** | **4** | | **3** |
| CFABAD321 | Collate and organise data | **3** | **3** | **4** | **/** | | **3** |
| CFABAF141 | Maintain and issue stock items | **3** | **3** | **3** | **/** | | **/** |
| CFABAA612 | Handle mail | **3** | **3** | **3** | **/** | | **/** |
| CFABAA622 | Use voicemail message systems | **4** | **/** | **/** | **/** | | **4** |
| CFABAA431 | Use a diary system | **3** | **/** | **/** | **3** | | **/** |
| CFABAB152 | Administer the recruitment and selection process | **5** | **/** | **/** | **4** | | **/** |
| CFAM&LDB2 | Allocate work to team members | **5** | **4** | **5** | **/** | | **/** |
| CFAM&LDB3 | Quality assure work in your team | **5** | **5** | **6** | **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** |
| SFJCHCC061 | Verify critical dates for sentences | **5** | **4** | **5** | **5** | | **4** |
| SFJCHCC068 | Verify the release process | **5** | **5** | **5** | **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** |
| CFABAB151 | Administer HR records | **/** | **/** | **/** | **4** | | **/** |
| CFAM&LEA4 | Manage budgets | **6** | **6** | **5** | **5** | | **/** |
| FSPP2 | Calculate pay | **4** | **4** | **3** | **3** | | **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** |
| 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** |
| ESKIBS3 | Bespoke software 3 | **5** | **5** | **4** | | **/** | **6** |
| ESKIBS3 | Specialist software 3 | **5** | **5** | **4** | | **/** | **6** |
| ESKIDMS3 | Database management software 3 | **5** | **5** | **/** | | **/** | **6** |
| ESKIDB3 | Database software 3 | **5** | **5** | **5** | | **/** | **6** |
| ESKIPU3 | Improving productivity using IT 3 | **6** | **6** | **6** | | **6** | **6** |
| ESKIITS3 | IT security for users 3 | **5** | **5** | **5** | | **/** | **5** |
| ESKIPS3 | Presentation software 3 | **5** | **5** | **5** | | **/** | **6** |
| ESKISIS3 | Set up an IT system 3 | **5** | **5** | **5** | | **/** | **6** |
| PROPA523/H7TJ 04 | Spreadsheet software 3 | **/** | **/** | **5** | | **/** | **6** |
| ESKIUCT3 | Using collaborative technologies 3 | **6** | **6** | **5** | | **6** | **6** |
| ESKIWS3 | Website software 3 | **5** | **5** | **5** | | **/** | **6** |
| ESKIWP3 | Word processing software 3 | **5** | **5** | **5** | | **/** | **6** |
| ESKIEML3 | Using email 3 | **6** | **5** | **5** | | **/** | **6** |
| INSDGM008 | Develop skills and competencies about social media channels and digital platforms | **5** | **/** | **/** | | **5** | **6** |

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