



MA in Business and Administration SCQF Level 6

To achieve SVQ in Business and Administration at SCQF Level 6 you must complete eight units in total. All three Group A Mandatory Units must be achieved.

Five Optional units are required of which at least three units must be from Group B.

The remaining two units may be selected from either Group B or Group C.

To achieve the MA, certification for two Core Skills at SCQF Level 5 is required.

Certification from an enhancement unit from an approved list of VQs may also be required

Group A

Mandatory units

Candidates must complete all three of these units:

- Develop Self and Improve Own Performance in A Business Environment
- Undertake and Support Work Practices in a Business Environment
- Communicate In a Business Environment

Optional units

Candidates must complete 5 of the following units with a minimum of 3 units from Group B. There are restricted combinations.

Group B

Design and Produce Documents in a Business Environment ^a

Solve Business Problems

Collaborate and Provide Support in a Business Environment

Supervise an Office Facility

Explore Ideas for Innovation in a Business Environment

Deliver and Evaluate Customer Service

Develop a Presentation

Order Products and Services

Manage Budgets

Calculate Pay

Support the Design and Development of Information Systems ^b

Support the Management and Development of an Info. System ^c

Monitor Information Systems

Contribute To Decision-Making in a Business Environment

Organise and Co-Ordinate Events

Plan and Organise Meetings

Support Organisational Projects

Plan Change

Contribute to Innovation in a Business Environment

Organise Business Travel or Accommodation

Deliver a Presentation

Draft Financial Statements

Account For Income and Expenditure

Control Payroll

Design and Develop an Information System ^b

Manage and Evaluate Information Systems ^c

Analyse and Report Data

Contribute to Negotiations in a Business Environment

Restricted Text Processing Units: Maximum allowed = 1 unit

Prepare Text from Notes Using Touch Typing (60 Wpm)

Prepare Text from Recorded Audio Instruction (60 Wpm)

Prepare Text from Notes

Prepare Text from Shorthand (80 Wpm)





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The remaining two units may be selected from either Group B or Group C.

To achieve the MA, certification for two Core Skills at SCQF Level 5 is required.

Certification from an enhancement unit from an approved list of VQs may also be required

Optional Units Group C

Produce and Process Documents ^a
Store and Retrieve Information Using a Filing System
Provide Reception Services
Meet and Welcome Visitors
Take Minutes
Bespoke Software 3 ^d
Specialist Software 3 ^d
Data Management Software 3 ^e
Database Software 3 ^f
Improving Productivity Using IT 3 ^g
IT Security for Users 3 ^h
Presentation Software 3 ⁱ
Setting up an IT System 3 ^j
Spreadsheet Software 3 ^k
Using Collaborative Technologies 3 ^l
Website Software 3 ^m
Word Processing Software 3 ⁿ
Using Email 3 ^o
Use Voicemail Message Systems
Administer the Recruitment and Selection Process
Quality Assure Work in Your Team
Use Office Equipment in Accordance with Occupational Regulations and Safety Guidelines

Respond to Change in a Business Environment
Research Information
Collate and Organise Data
Maintain and Issue Stock Items
Handle Mail
Bespoke Software 2 ^d
Specialist Software 2 ^d
Data Management Software 2 ^e
Database Software 2 ^f
Improving Productivity Using IT 2 ^g
IT Security for Users 2 ^h
Presentation Software 2 ⁱ
Setting up an IT System 2 ^j
Spreadsheet Software 2 ^k
Using Collaborative Technologies 2 ^l
Website Software 2 ^m
Word Processing Software 2 ⁿ
Using Email 2 ^o
Use a Diary System
Administer HR Records
Allocate Work to Team Members
Develop Skills and Competencies About Social Media Channels and Digital Platforms

Restricted Text Processing Units: Maximum allowed = 1 unit

Prepare Text from Notes Using Touch Typing (40 Wpm)
Prepare Text from Recorded Audio Instruction (40 Wpm)

Prepare Text from Shorthand (60 Wpm)





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Five Optional units are required of which at least three units must be from Group B.

The remaining two units may be selected from either Group B or Group C.

To achieve the MA, certification for two Core Skills at SCQF Level 5 is required.

Certification from an enhancement unit from an approved list of VQs may also be required

Restricted Combinations:

Either unit J6X0 04 or J6XA 04 (Document Production) may be selected but not both. ^a

Either unit FE0F 04 or H98C 04 (Design Information Systems) may be selected. ^b

Either unit FD9A 04 or FE1M 04 (Manage Information Systems) may be selected. ^c

One of F9AP 04, F9AV 04, F9AR 04 or F9AW 04 (Bespoke/Specialist software) may be selected. ^d

Either unit F9C2 04 or F9C3 04 (Data Management Software) may be selected. ^l

Either unit F9C5 04 or F9C6 04 (Database Software) may be selected. ^m

Either unit F99E 04 or F99F 04 (Improving Productivity using IT) may be selected. ⁿ

Either unit F99T 04 or F99V 04 (IT Security for Users) may be selected. ^o

Either unit F9CT 04 or F9CV 04 (Presentation Software) may be selected. ^q

Either unit F99K 04 or F99L 04 (Setting Up an IT System) may be selected. ^p

Either unit F9D1 04 or F9D2 04 (Spreadsheet Software) may be selected. ^r

Either unit F9A7 04 or F9A8 04 (Using Collaborative Technologies) may be selected. ^s

Either unit F9D4 04 or F9D5 04 (Website Software) may be selected. ^t

Either unit F9D7 04 or F9D8 04 (Word Processing Software) may be selected. ^u

Either unit F9A4 04 or F9A5 04 (Using Email) may be selected. ^v

Enhancement Unit

Candidate must complete an additional unit from:

- the Group A or B list above;
- another SVQ at SCQF Level 5 or 6;
- one Core Skill at SCQF Level 6

Must be separately assessed and certified

Core Skills

- Numeracy SCQF Level 5
- Information and Communication Technology SCQF Level 5

Must be separately assessed and certified

