**NC Administration – Revised framework**

**Mandatory Units – 10 credits**

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| The mandatory Units are: **Unit title** | **Code** | **Change** | **SCQF**  **credit**  **points** | **SCQF**  **level** | **SQA credit value** |
| Word Processing | F59L 11 | Unit to be updated | 6 | 5 | 1 |
| Front of Office Skills | F59P 11 | Unit to be updated | 6 | 5 | 1 |
| Central Services | F59S 11 | Unit to be updated | 6 | 5 | 1 |
| Managing your Time and wellbeing | F59T 11 | Unit to be updated | 6 | 5 | 1 |
| Handling Business Documents | F59W 11 | Unit to be updated | 6 | 5 | 1 |
| Researching and Preparing Presentations | F5A0 11 | Unit to be updated | 6 | 5 | 1 |
| Event Organisation | F5A3 11 | ASP to be updated | 6 | 5 | 1 |
| Spreadsheets for Administrators |  | New | 6 | 5 | 1 |
| Database for Administrators |  | New | 6 | 5 | 1 |
| Communication  **OR**  Literacy | F3GB 11    H23W 75 |  | 6  6 | 5  5 | 1  1 |

The optional Units are divided into four groups.

Candidates must complete 2 credits from the optional Units, from the following:

Group A — minimum of zero credits and a maximum of 2 credits

Group B — minimum of zero credits and a maximum of 2 credits

Group C — minimum of zero credits and a maximum of 2 credits

Group D — minimum of zero credits and a maximum of 1 credit

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| **Group A (Minimum zero, Maximum three) Unit title** | **Code** | **Change** | **SCQF**  **credit**  **points** | **SCQF**  **level** | **SQA credit value** |
| Spreadsheets for Administrators | F5A5 12 | To be reviewed in line with new unit | 6 | 6 | 1 |
| Word Processing | F5A7 10 | Review once F59L 11 updated | 6 | 4 | 1 |
| Word Processing | F5A9 12 | Review once F59L 11 updated | 6 | 6 | 1 |
| Word Processing: Medical | F7KV 10 |  | 6 | 4 | 1 |
| Word Processing: Medical | F7KV 11 |  | 6 | 5 | 1 |
| Desktop Publishing | D976 12 | Check for a more up to date unit | 6 | 6 | 1 |
| Word Processing: Legal | F7KT 10 |  | 6 | 4 | 1 |
| Word Processing: Legal | F7KT 11 |  | 6 | 5 | 1 |
| Skills Development for Administrators | F5AF 11 |  | 6 | 5 | 1 |
| Administrative Theory and Practice | J1YB 76 |  | 6 | 6 | 1 |
| Communication in Administration | J21Y 76 |  | 6 | 6 | 1 |
| IT Solutions for Administrators  OR  Administrative Services | J21V 76  DM3P 12 |  | 6  6 | 6  6 | 1  1 |
| **Maximum 1 credit** | | | | | |
| Administration and IT (Higher External Assessment) | X801 76 |  | 6 | 6 | 4 |

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| **Group B (Minimum zero, Maximum 3) Unit title** | **Code** | **SCQF**  **credit**  **points** | **SCQF**  **level** | **SQA credit value** |
| Audio: An Introduction | F5AD 10 | 6 | 4 | 1 |
| Audio: Intermediate | F5AE 11 | 6 | 5 | 1 |
| Audio: Medical | F7KS 10 | 6 | 4 | 1 |
| Audio: Medical | F7KS 11 | 6 | 5 | 1 |
| Audio: Legal | F7KR 10 | 6 | 4 | 1 |
| Audio: Legal | F7KR 11 | 6 | 5 | 1 |
| E-touch Typing | H8KD 44 | 6 | 4 | 1 |
| E-touch Typing: Copy Speed Test (30 wpm) | H8KE 44 | 6 | 4 | 1 |
| E-touch Typing: Copy Speed Test (40 wpm) | H8KF 45 | 6 | 5 | 1 |
| E-touch Typing: Copy Speed Test (50 wpm) | H8KG 45 | 6 | 5 | 1 |
| E-touch Typing: Copy Speed Test (60 wpm) | H8KH 45 | 6 | 5 | 1 |
| E-touch Typing: Copy Speed Test (70 wpm) | H8KJ 45 | 6 | 5 | 1 |

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| **Group C (Minimum zero, Maximum 3) Unit title** | **Code** | **SCQF**  **credit**  **points** | **SCQF**  **level** | **SQA credit value** |
| Numeracy (CfE Unit)  OR  Numeracy (Core Skills Unit)  OR  Numeracy (CfE Unit)  OR  Numeracy (Core Skills Unit)  OR  Numeracy (Core Skills Unit) | H225 74  F3GF 10  H225 75  F3GF 11  F3GF 12 | 6  6  6  6  6 | 4  4  5  5  6 | 1  1  1  1  1 |
| Communication | F3GB 12 | 6 | 6 | 1 |
| Recording Cash Transactions | FN14 11 / J1K4 45 | 6 | 5 | 1 |
| Human Resources: Administration | F5AG 12 | 6 | 6 | 1 |
| Work Placement | HF88 45\* | 6 | 5 | 1 |
| Developing Skills for Employment | F393 11 | 6 | 5 | 1 |
| Medical Terminology: An Introduction | F5AK 11 | 6 | 5 | 1 |
| Medical Reception and Records | F5AJ 11 | 6 | 5 | 1 |
| Medical Administration | FF2E 10 | 6 | 4 | 1 |
| Contract Law: An Introduction | F392 11 | 6 | 5 | 1 |
| Work Placement | HF88 44\* | 6 | 4 | 1 |
| Recording of Credit Transactions | FN15 11 | 6 | 5 | 1 |

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| **Group D (Minimum zero, Maximum one) Unit title** | **Code** | **SCQF**  **credit**  **points** | **SCQF**  **level** | **SQA credit value** |
| ESOL: Basic Operational Reading and Writing Skills | F2VK 33 | 6 | 6 | 1 |
| ESOL: Basic Operational Speaking and Listening Skills | F2VJ 33 | 6 | 6 | 1 |
| ESOL: Developing Basic Listening and Speaking Skills | F1J0 40 | 6 | 5 | 1 |
| ESOL: Developing Basic Reading and Writing Skills | F1J1 40 | 6 | 5 | 1 |