**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  |  | 66 | 55 | 11 |

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 |  | 66 | 66 | 11 |
| **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 10H225 75F3GF 11F3GF 12 | 66666 | 44556 | 11111 |
| 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 |