

## Core Skills Mapping against the Level 2, 3 and 4 Modern Apprenticeship Qualifications

### SCQF Level 5 Certificate in Accounting

	SCQF Level	NOS unit reference
<b>Mandatory (Core qualification) units</b>		
Principles of recording and processing financial transactions	5	FA-1
Banking procedures	6	FA-1
Preparing and recording financial documentation	4	FA-2
Maintaining and reconciling the cash book	5	FA-2
Maintaining petty cash records	5	FA-2
Processing ledger transactions and extracting a trial balance	5	FA-3
Maintaining the journal	5	FA-3
Maintaining control accounts	4	FA-3
Work effectively in accounting and finance	5	PS-1
Basic principles of costing	5	MA-1
Provide basic cost and revenue information	5	MA-1
Computerised Accounting (imported unit from eskills)	5	
<b>Additional unit</b>		
Professional ethics in accounting and finance	8	PS-2

4 of the Core Skills have been mapped to the SCQF Level 5 Certificate in Accounting which can be found on page 7 of this document. These Core Skills are ICT, Working With Others, Communication and Problem Solving and full coverage is covered within the “Work effectively in accounting in finance” unit against the PS-1 NOS unit. The Numeracy Core Skill has partial coverage so that the apprentice will not need to undertake the full Core Skill. The details of coverage can be found on pages 42-52.

### SCQF Level 6 Diploma in Accounting

	SCQF Level	NOS unit reference
<b>Mandatory (Core qualification) units</b>		
Principles of accounts preparation	6	FA-4
Extending the trial balance using accounting adjustments	6	FA-4
Accounting for fixed assets	6	FA-4
Preparing accounts for partnerships	6	FA-4
Prepare final accounts for sole traders	6	FA-4
Principles of cash management	7	TM-1
Cash management	7	TM-1
Principles of Costing	6	MA-2
Providing cost and revenue information	6	MA-2
Principles of VAT	6	T-3
Preparing and completing VAT returns	6	T-3
Spreadsheets (imported unit from eskills)	6	
Professional ethics in accounting and finance	8	PS-2

2 of the Core Skills have been mapped to the SCQF Level 6 Diploma in Accounting which can be found on page 8 of this document.

**These Core Skills are Numeracy and Communication and full coverage is covered within the majority of the qualification units. The ICT, Problem Solving and Working With Others Core Skills have partial coverage so that the apprentice will not need to undertake these full Core Skills. The details of coverage can be found on in this document.**

### SCQF Level 8 Diploma in Accounting

<b>Mandatory (Core qualification) units</b>	<b>SCQF Level</b>	<b>NOS unit reference</b>
Principles of drafting financial statements	8	FA-5
Drafting financial statements	8	FA-5
Principles of budgeting	8	MA-3
Drafting budgets	8	MA-3
Principles of managing financial performance	8	MA-4
Measuring financial performance	8	MA-4
Principles of internal control	8	FS-1
Evaluating accounting systems	6	FS-1
<b>Optional units - 2 pairs from 4</b>		
Principles of credit management	7	TM-2
Control of debt and credit	7	TM-2
<b>Principles of personal tax</b>	8	T-1
<b>Calculating personal tax</b>	8	T-1
Principles of business tax	8	T-2
Calculating business tax	8	T-2
<b>Principles of external audit</b>	8	A-1
<b>Auditing financial statements</b>	8	A-1

**3 of the Core Skills have been mapped to the SCQF Level 8 Diploma in Accounting which can be found on page 84 of this document. These Core Skills are Communication, Numeracy and Problem Solving and full coverage is covered within the “Work effectively in accounting in finance” unit against the PS-1 NOS unit. The ICT and Working With Others Core Skills have partial coverage so that the apprentice will not need to undertake these full Core Skills. The details of coverage can be found at the end of this document.**

**Mapping**  
**of**  
**NOS for Finance and Accountancy**  
**against**  
**SQA Workplace Core Skills**

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The following NOS units have been mapped:

PS1 Work Effectively In Accountancy and Finance  
PS2 Professional Ethics in Accountancy and Finance  
FA1 Process Income  
FA2 Process Expenditure  
FA3 Account for Income and Expenditure  
FA4 Prepare Accounts  
FA5 Draft Financial Statements  
MA1 Provide Cost And Revenue Information  
MA2 Provide Management Information  
MA3 Draft Budgets  
MA4 Monitor Financial Performance  
T1 Calculate Personal Tax  
T2 Calculate Business Tax  
T3 Report VAT  
TM1 Administer Cash Balances  
TM2 Grant and Control Credit  
FS1 Review Accounting Systems  
A1 Implement External Audit Procedures  
P1 Create and Maintain Employee Records  
P2 Calculate Pay  
P3 Determine Entitlements and Deductions  
P4 Control Payroll  
P5 Complete End-of-Period Procedures  
P6 Process Expenses and Benefits in Kind

The SQA core skills are:

1. Communication
2. ICT
3. Numeracy
4. Problem Solving
5. Working with Others.

The workplace core skills are available at SCQF levels 3, 4, 5 and 6. The Modern Apprenticeship Group (MAG) recommends that core skills in MAs should normally be at SCQF 4 for a level 2 apprenticeship and SCQF 5 for a level 3 apprenticeship. The NOS units have therefore been mapped against the core skills at SCQF 4 and 5. Additionally a mapping against SCQF 3 core skills is included where either:

1. the core skill is present to some degree at SCQF 3 but completely absent at SCQF 4  
or
2. the core skill is completely present at SCQF 3 and only partially present at SCQF 4.

It should be noted that the Financial Services Skills Council has advised us that in all probability PCs would be used throughout these units and ICT has been mapped on that basis. We understand that the FSSC will stipulate in their MA frameworks that, should a candidate not use a PC, then the ICT core skill would have to be separately certificated.

It may be helpful to give an explanation as to why in certain cases Numeracy is only partially present at SCQF 4 but completely present at SCQF 5. The reason is that Numeracy at SCQF 3 and 4 contains a performance criterion on measuring (eg with a ruler or scales). The NOS contain no measuring of this kind at all. There is no performance criterion on measuring at Numeracy SCQF 5.

## Summary of Mapping Results

The tables below show a summary of the mapping.

	No coverage
	Partial coverage
	Full coverage

Summary of Core Skill Mapping Results SCQF 3					
NOS unit	Communication	ICT	Numeracy	Problem Solving	Working with Others
FA1					
FA2					
FA3					
TM1					
P1					
P2					
P3					

Summary of Core Skill Mapping Results SCQF 4					
NOS unit	Communication	ICT	Numeracy	Problem Solving	Working with Others
PS1					
PS2					
FA1					
FA2					
FA3					
FA4					
FA5					
MA1					
MA2					
MA3					
MA4					
T1					
T2					
T3					
TM1					
TM2					
FS1					
A1					
P1					
P2					
P3					
P4					



P5					
P6					

Summary of Core Skill Mapping Results SCQF 5					
NOS unit	Communication	ICT	Numeracy	Problem Solving	Working with Others
PS1					
PS2					
FA1					
FA2					
FA3					
FA4					
FA5					
MA1					
MA2					
MA3					
MA4					
T1					
T2					
T3					
TM1					
TM2					
FS1					
A1					
P1					
P2					
P3					
P4					
P5					
P6					

### Detailed Mapping

The grids which follow show the detail of the core skills mapping. Each learning outcome in the financial services units has been mapped against the performance criteria in the five core skills.

A ✓ indicates a good match, ie a candidate achieving the learning outcome in the financial services units will also demonstrate the core skills competence.

















































Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

ICT SCQF level 4										
SVQ		Task 1			Task 2		Task 3			Task 4
Unit	pc	1	2	3	1	2	1	2	3	1
MA-1	1									
	2									
	3									
	4	√	√	√	√	√				√
	5	√	√	√	√	√				√
	6									
	7									
	8									
	9									
	10									
MA-2	1	√	√	√	√	√				√
	2	√	√	√	√	√				√
	3	√	√	√	√	√				√
	4	√	√	√	√	√				√
	5	√	√	√	√	√				√
	6									
	7									
	8									
	9	√	√	√	√	√				√
	10									
	11	√	√	√	√	√				√
	12	√	√	√	√	√				√
MA-3	1									
	2	√	√	√	√	√				√
	3	√	√	√	√	√				√
	4	√	√	√	√	√				√
	5	√	√	√	√	√				√
	6	√	√	√	√	√				√
	7	√	√	√	√	√				√
	8	√	√	√	√	√				√
	9	√	√	√	√	√				√
	10									
	11									
	12									
	13	√	√	√	√	√				√
	14									
	15									
	16									
MA-4	1									
	2	√	√	√	√	√				√
	3	√	√	√	√	√				√
	4									
	5	√	√	√	√	√				√
	6	√	√	√	√	√				√



Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	7	√	√	√	√	√				√
	8	√	√	√	√	√				√
	9						√	√	√	
	10	√	√	√	√	√				√
	11									
	12	√	√	√	√	√				√
	13	√	√	√	√	√				√
	14									
	15	√	√	√	√	√				√
	16	√	√	√	√	√				√
	17	√	√	√	√	√				√



Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	8								
	9								
TM-1	1	√	√	√	√	√			√
	2								
	3	√	√	√	√	√			√
	4	√	√	√	√	√			√
	5	√	√	√	√	√			√
	6								
	7								
	8								√
	9								
	10								

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

ICT SCQF level 4										
SVQ		Task 1			Task 2		Task 3			Task 4
Unit	pc	1	2	3	1	2	1	2	3	1
TM-2	1	√	√	√	√	√	√	√	√	√
	2									
	3	√	√	√	√	√				√
	4									
	5									
	6	√	√	√	√	√				√
	7	√	√	√	√	√				√
	8									
	9	√	√	√	√	√				√
	10									
	11									
FS-1	1									
	2	√	√	√	√	√				√
	3									
	4									
	5									
	6	√	√	√	√	√				√
	7									
	8									
	9									
	10	√	√	√	√	√				√
A-1	1	√	√	√	√	√				√
	2									
	3									
	4	√	√	√	√	√				√
	5									
	6									
	7									
	8	√	√	√	√	√				√
	9	√	√	√	√	√				√
	10	√	√	√	√	√				√
	11									
	12	√	√	√	√	√				√
	13	√	√	√	√	√				√
	14									
	15									
	16									√
P-1	1	√	√	√	√	√				√
	2	√	√	√	√	√				√
	3	√	√	√	√	√				√
	4									
	5	√	√	√	√	√				√
	6	√	√	√	√	√				√
	7	√	√	√	√	√				√





Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	16									
	17									
P-5	1	√	√	√	√	√				√
	2	√	√	√	√	√				√
	3	√	√	√	√	√				√
	4	√	√	√	√	√				√
	5	√	√	√	√	√				√
	6									
	7	√	√	√	√	√				√

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

ICT SCQF level 4										
SVQ		Task 1			Task 2		Task 3			Task 4
Unit	pc	1	2	3	1	2	1	2	3	1
P-6	1									
	2									
	3									
	4									
	5	√	√	√	√	√				√
	6	√	√	√	√	√				√
	7	√	√	√	√	√				√
	8	√	√	√	√	√				√







Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

Numeracy SCQF level 4									
SVQ		Task 1					Task 2	Task 3	Task 4
Unit	pc	1	2	3	4	5	1	1	1
PS-1	1								
	2	√	√	√	√	√		√	√
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								√
	11								
	12								
	13								
	14								
	15								
FA-1	1	√	√	√	√	√			
	2	√							
	3								
	4	√							
	5								
	6								
	7	√	√	√	√	√			
	8								
	9								
	10	√	√	√	√	√			√
	11	√	√	√	√	√			
	12	√	√	√	√	√		√	



Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	10								
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Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

Numeracy SCQF level 4									
SVQ		Task 1					Task 2	Task 3	Task 4
Unit	pc	1	2	3	4	5	1	1	1
MA-1	1								
	2							√	
	3								
	4	√	√	√	√	√			
	5	√	√	√	√	√			
	6	√	√	√	√	√			
	7	√						√	
	8								√
	9								
	10	√						√	
MA-2	1	√	√	√	√	√		√	√
	2	√	√	√	√	√		√	
	3								
	4	√	√	√	√	√			
	5	√	√	√	√	√			
	6								
	7								
	8	√	√	√	√	√		√	
	9	√	√	√	√	√		√	√
	10								
	11	√	√	√	√	√			√
	12								√
MA-3	1	√						√	
	2								
	3	√	√	√	√	√			
	4							√	
	5	√	√	√	√	√		√	√
	6	√	√	√	√	√		√	√
	7	√	√	√	√	√			√
	8	√	√	√	√	√			√
	9	√	√	√	√	√			√
	10								
	11								
	12								
	13								√
	14	√	√	√	√	√		√	
	15	√	√	√	√	√		√	√
	16								
MA-4	1	√	√	√	√	√		√	√
	2	√	√	√	√	√			
	3	√							
	4	√						√	
	5	√	√	√	√	√		√	√
	6	√	√	√	√	√		√	√

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

7	✓	✓	✓	✓	✓	✓	✓	
8	✓	✓	✓	✓	✓	✓		
9	✓	✓	✓	✓	✓	✓	✓	
10							✓	
11								
12	✓	✓	✓	✓	✓	✓	✓	✓
13	✓	✓	✓	✓	✓	✓	✓	✓
14								
15								✓
16								✓
17								





Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	8								
	9								
TM-1	1	√	√	√	√	√		√	
	2								
	3	√	√	√	√	√			√
	4	√	√	√	√	√			√
	5	√	√	√	√	√			
	6	√							
	7	√							
	8								
	9							√	
	10	√	√	√	√	√			





Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	16								
	17								
P-5	1	√	√	√	√	√		√	
	2	√	√	√	√	√			
	3	√	√	√	√	√		√	
	4	√	√	√	√	√		√	
	5								√
	6								
	7	√	√	√	√	√			√

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

Numeracy SCQF level 4									
SVQ		Task 1					Task 2	Task 3	Task 4
Unit	pc	1	2	3	4	5	1	1	1
P-6	1							√	
	2							√	
	3								
	4								
	5	√	√	√	√	√			√
	6								√
	7	√	√	√	√	√			
	8	√	√	√	√	√			

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

Numeracy SCQF level 5								
SVQ		Task 1					Task 2	Task 3
Unit	pc	1	2	3	4	5	1	1
FA-1	1	√	√	√	√	√		
	2	√						
	3							
	4	√						
	5							
	6							
	7	√	√	√	√	√		
	8							
	9							
	10	√	√	√	√	√		
	11	√	√	√	√	√		√
	12	√	√	√	√	√	√	

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

Numeracy SCQF level 5								
SVQ		Task 1					Task 2	Task 3
Unit	pc	1	2	3	4	5	1	1
FA-2	1	√						
	2	√	√	√	√	√	√	
	3	√	√	√	√	√		
	4	√	√	√	√	√		
	5							
	6	√						√
	7							
	8							√
	9	√	√	√	√	√		
	10							
	11							
	12							
	13							
FA-3	1	√						√
	2	√	√	√	√	√		
	3	√					√	
	4	√	√	√	√	√		√
	5							
	6	√	√	√	√	√		
	7	√	√	√	√	√	√	
	8	√	√	√	√	√	√	
	9	√	√	√	√	√		
	10	√	√	√	√	√		√
	11	√	√	√	√	√	√	√
	12							
FA-4	1	√	√	√	√	√	√	√
	2							
	3	√	√	√	√	√		
	4	√	√	√	√	√		√
	5	√	√	√	√	√		√
	6	√						√
	7	√	√	√	√	√		
	8	√	√	√	√	√		√
	9	√	√	√	√	√		√
	10							
FA-5	1							
	2							
	3	√	√	√	√	√	√	√
	4	√	√	√	√	√	√	√
	5	√	√	√	√	√		
	6	√	√	√	√	√		
	7	√	√	√	√	√	√	√
	8	√	√	√	√	√	√	

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	9						√	
	10							



Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

Numeracy SCQF level 5								
SVQ		Task 1					Task 2	Task 3
Unit	pc	1	2	3	4	5	1	1
MA-1	1							
	2						√	
	3							
	4	√	√	√	√	√		
	5	√	√	√	√	√		
	6	√	√	√	√	√		
	7	√					√	
	8							√
	9							
	10	√					√	
MA-2	1	√	√	√	√	√	√	√
	2	√	√	√	√	√	√	
	3							
	4	√	√	√	√	√		
	5	√	√	√	√	√		
	6							
	7							
	8	√	√	√	√	√	√	
	9	√	√	√	√	√	√	√
	10							
	11	√	√	√	√	√		√
	12							√
MA-3	1	√					√	
	2							
	3	√	√	√	√	√		
	4						√	
	5	√	√	√	√	√	√	√
	6	√	√	√	√	√	√	√
	7	√	√	√	√	√		√
	8	√	√	√	√	√		√
	9	√	√	√	√	√		√
	10							
	11							
	12							
	13							√
	14	√	√	√	√	√	√	
	15	√	√	√	√	√	√	√
	16							
MA-4	1	√	√	√	√	√	√	√
	2	√	√	√	√	√		
	3	√						
	4	√					√	
	5	√	√	√	√	√	√	√
	6	√	√	√	√	√	√	√

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	7	√	√	√	√	√	√	
	8	√	√	√	√	√	√	
	9	√	√	√	√	√	√	
	10						√	
	11							
	12	√	√	√	√	√	√	√
	13	√	√	√	√	√	√	√
	14							
	15							√
	16							√
	17							

Numeracy SCQF level 5								
SVQ		Task 1					Task 2	Task 3
Unit	pc	1	2	3	4	5	1	1
T-1	1	√	√	√	√	√		
	2	√						
	3	√						√
	4	√	√	√	√	√		√
	5							
	6	√	√	√	√	√		
	7	√	√	√	√	√		
	8	√	√	√	√	√	√	
	9	√						
	10	√	√	√	√	√		
	11	√	√	√	√	√		
	12	√	√	√	√	√		
	13	√						
	14	√						
	15							
	16							
	17							
	18							
T-2	1							
	2	√					√	
	3	√	√	√	√	√		√
	4	√	√	√	√	√		
	5	√	√	√	√	√		
	6	√	√	√	√	√		√
	7	√	√	√	√	√		
	8							
	9	√	√	√	√	√		
	10	√						
	11	√						
	12	√						
	13	√	√	√	√	√		

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	14							
	15	√	√	√	√	√	√	
	16							
	17	√						
	18							
	19							
T-3	1						√	
	2	√	√	√	√	√		√
	3	√	√	√	√	√		
	4	√						
	5							
	6	√	√	√	√	√		
	7						√	
	8							
	9							
TM-1	1	√	√	√	√	√	√	
	2							
	3	√	√	√	√	√		√
	4	√	√	√	√	√		√
	5	√	√	√	√	√		
	6	√						
	7	√						
	8							
	9						√	
	10	√	√	√	√	√		

Numeracy SCQF level 5								
SVQ		Task 1					Task 2	Task 3
Unit	pc	1	2	3	4	5	1	1
TM-2	1	√	√	√	√	√	√	
	2							
	3							
	4							
	5							
	6	√	√	√	√	√	√	
	7							
	8							
	9							
	10							
	11	√	√	√	√	√		√
A-1	1							
	2							
	3							
	4							
	5	√						
	6							

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	7							
	8							
	9	√	√	√	√	√	√	√
	10							
	11	√						
	12	√						
	13	√						√
	14							
	15							
	16							

Numeracy SCQF level 5								
SVQ		Task 1					Task 2	Task 3
Unit	pc	1	2	3	4	5	1	1
P-3	1							
	2	√						
	3							
	4	√	√	√	√	√		
	5	√	√	√	√	√		
	6	√	√	√	√	√	√	
	7						√	
	8	√	√	√	√	√		
	9	√	√	√	√	√	√	
	10							
	11	√	√	√	√	√		
	12						√	
	13							
	14							
	15							
P-4	1						√	
	2	√	√	√	√	√	√	
	3	√	√	√	√	√		
	4							
	5	√	√	√	√	√		
	6	√	√	√	√	√		
	7	√	√	√	√	√		
	8	√	√	√	√	√		
	9	√						
	10							
	11							
	12							
	13	√	√	√	√	√		√
	14							
	15							
	16							
	17							
P-5	1	√	√	√	√	√	√	
	2	√	√	√	√	√		
	3	√	√	√	√	√	√	
	4	√	√	√	√	√	√	
	5							√
	6							
	7	√	√	√	√	√		√
P-6	1						√	
	2						√	
	3							
	4							

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	5	√	√	√	√	√		√
	6							√
	7	√	√	√	√	√		
	8	√	√	√	√	√		







Problem Solving SCQF level 4									
SVQ		Task 1		Task 2			Task 3		
Unit	pc	1	2	1	2	3	1	2	
PS-1	1								
	2								
	3								
	4	√	√	√	√	√	√	√	
	5								
	6	√							
	7	√							
	8		√	√	√	√			
	9							√	√
	10								
	11								
	12								
	13								
	14								
	15								
PS-2	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9	√	√	√	√	√			
	10								
	11								
	12								
	13								
	14								
	15								
	16								
FA-4	1								
	2								
	3	√	√	√	√	√			
	4								
	5								
	6								
	7								
	8								
	9								
	10								
FA-5	1								
	2								
	3								

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	4							
	5	√	√	√	√	√		
	6							
	7							
	8							
	9							
	10							

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

Problem Solving SCQF level 4								
SVQ		Task 1		Task 2			Task 3	
Unit	pc	1	2	1	2	3	1	2
MA-1	1	√	√	√				
	2				√	√		
	3					√		
	4					√		
	5					√		
	6					√		
	7					√		
	8					√		
	9					√		
	10					√		
MA-2	1	√	√	√	√	√		
	2					√		
	3					√		
	4					√		
	5					√		
	6					√		
	7					√		
	8					√		
	9					√		
	10					√		
	11					√		
	12					√		
MA-3	1	√	√	√	√	√		
	2					√		
	3					√		
	4					√		
	5					√		
	6					√		
	7					√		
	8					√		
	9					√		
	10					√		
	11					√		
	12					√		
	13					√		
	14							√
	15							√
	16							
MA-4	1	√	√	√	√	√		
	2					√		
	3					√		
	4					√		
	5					√		
	6					√		

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	7					√		
	8					√		
	9					√		
	10					√		
	11					√		
	12					√		
	13						√	√
	14					√		
	15					√		
	16						√	
	17							√

Problem Solving SCQF level 4								
SVQ		Task 1		Task 2			Task 3	
Unit	pc	1	2	1	2	3	1	2
TM-1	1	√	√	√	√	√		
	2	√						
	3		√	√				
	4					√		
	5						√	√
	6						√	
	7						√	
	8						√	
	9						√	
	10						√	
TM-2	1	√	√	√	√	√		
	2		√	√				
	3				√	√		
	4		√	√				
	5					√		
	6					√		
	7					√		
	8					√		
	9					√		
	10		√	√	√	√		
	11						√	
FS-1	1	√		√	√	√		
	2		√	√	√	√		
	3						√	√
	4						√	√
	5						√	√
	6							√
	7							√
	8							
	9						√	√
	10							
A-1	1	√						

Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	2	✓						
	3	✓						
	4	✓						
	5	✓						
	6		✓	✓	✓			
	7		✓	✓	✓			
	8		✓	✓	✓			
	9					✓		
	10					✓		
	11					✓		
	12					✓		
	13						✓	✓
	14							✓
	15							
	16							

Problem Solving SCQF level 4								
SVQ		Task 1		Task 2			Task 3	
Unit	pc	1	2	1	2	3	1	2
P-4	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11	√	√					
	12			√	√	√		
	13							
	14	√	√	√	√	√		
	15							
	16							
	17							









Working with Others SCQF level 4										
SVQ		Task 1					Task 2			
Unit	pc	1	2	3	4	5	1	2	3	4
PS-1	1									
	2									
	3	√			√	√				
	4		√	√			√	√	√	√
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
PS-2	1	√			√	√				
	2	√			√	√				
	3			√						
	4			√						
	5			√						
	6			√						
	7			√						
	8					√				
	9	√		√		√				
	10			√						
	11			√						
	12			√						
	13			√						
	14			√						
	15			√						
	16			√						



Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	17	✓				✓				
--	----	---	--	--	--	---	--	--	--	--

Working with Others SCQF level 4										
SVQ		Task 1					Task 2			
Unit	pc	1	2	3	4	5	1	2	3	4
TM-1	1									
	2	√			√	√				
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
TM-2	1			√						
	2	√		√	√	√				
	3			√						
	4	√		√	√	√				
	5	√			√	√				
	6			√						
	7			√						
	8	√			√	√				
	9			√						
	10			√						
	11			√						
FS-1	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8	√	√		√	√	√			
	9	√		√	√	√				
	10	√		√	√	√				
A-1	1									
	2									
	3									
	4									
	5									
	6									
	7	√	√	√	√	√				
	8			√		√				
	9			√						
	10			√						
	11			√		√				
	12			√		√				
	13			√		√				





Working with Others SCQF level 5								
SVQ		Task 1			Task 2			
Unit	pc	1	2	3	1	2	3	4
PS-2	1			√				
	2			√				
	3		√					
	4		√					
	5		√					
	6		√					
	7		√					
	8				√			
	9			√	√			
	10			√				
	11			√				
	12			√				
	13			√				
	14			√				
	15			√				
	16			√				
TM-2	1		√					
	2		√	√				
	3		√					
	4		√	√				
	5			√				
	6		√					
	7		√					
	8				√			
	9			√				
	10			√				
	11			√				
FS-1	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8		√		√			
	9			√	√			
	10			√	√			
A-1	1							
	2							
	3							
	4							
	5							
	6							
	7		√	√	√			



Mapping of NOS for Finance and Accountancy against SQA Workplace Core Skills

	8		√	√				
	9		√					
	10		√					
	11		√	√				
	12		√	√				
	13		√	√				
	14			√				
	15			√				
	16							

# **Mapping**

**of**

**NOS for Finance and Accountancy  
Level 4**

**against**

**SQA Workplace Core Skills at SCQF6**

**July 2010**

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The following NOS units have been mapped:

FA5 Draft Financial Statements  
MA3 Draft Budgets  
MA4 Monitor Financial Performance  
T1 Calculate Personal Tax  
T2 Calculate Business Tax  
TM2 Grant and Control Credit  
FS1 Review Accounting Systems  
A1 Implement External Audit Procedures

The SQA core skills are:

6. Communication
7. ICT
8. Numeracy
9. Problem Solving
10. Working with Others.

The workplace core skills are available at SCQF levels 3, 4, 5 and 6. The Modern Apprenticeship Group (MAG) recommends that core skills in MAs should normally be at SCQF 6 for a level 4 apprenticeship. The NOS units have therefore been mapped against the core skills at SCQF 6.

It should be noted that the Financial Services Skills Council has advised us that in all probability PCs would be used throughout these units and ICT has been mapped on that basis. We understand that the FSSC will stipulate in their MA framework that, should a candidate not use a PC, then the ICT core skill would have to be separately certificated.

## ***Summary of Mapping Results***

The tables below show a summary of the mapping.

<b>Summary of Core Skill Mapping Results SCQF 6</b>					
<b>NOS unit</b>	<b>Communication</b>	<b>ICT</b>	<b>Numeracy</b>	<b>Problem Solving</b>	<b>Working with Others</b>
FA5					
MA3					
MA4					
FS1					
TM2					
T1					
T2					
A1					

### **Detailed Mapping**

The grids which follow show the detail of the core skills mapping. Each learning outcome in the financial services units has been mapped against the performance criteria in the five core skills.

A ✓ indicates a good match, ie a candidate achieving the learning outcome in the financial services units will also demonstrate the core skills competence.

Communication SCQF level 6																						
SVQ		Task1			Task 2							Task 3										
Unit	pc	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9	10	
FA-5	1																					
	2																					
	3	√	√	√	√	√	√	√	√	√	√											
	4																					
	5											√	√	√	√	√	√	√	√	√	√	
	6					√	√	√	√	√	√	√										
	7																					
	8																					
	9																					
	10					√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
MA-3	1	√	√	√																		
	2																					
	3																					
	4																					
	5																					
	6	√	√	√																		
	7																					
	8					√	√	√	√	√	√	√										
	9																					
	10	√	√	√																		
	11																					
	12					√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
	13					√	√	√	√	√	√	√										
	14																					
	15																					
	16					√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
MA-4	1																					
	2																					
	3																					
	4	√	√	√																		
	5																					
	6					√	√	√	√	√	√	√										
	7																					
	8																					
	9																					
	10																					
	11											√	√	√	√	√	√	√	√	√	√	
	12	√	√	√																		
	13																					
	14												√	√	√	√	√	√	√	√	√	
	15					√	√	√	√	√	√	√										
	16					√	√	√	√	√	√	√										
	17					√	√	√	√	√	√	√										
FS-1	1	√	√	√																		
	2																					
	3																					
	4																					
	5																					
	6					√	√	√	√	√	√	√										
	7					√	√	√	√	√	√	√										
	8												√	√	√	√	√	√	√	√	√	
	9												√	√	√	√	√	√	√	√	√	
	10												√	√	√	√	√	√	√	√	√	
TM-2	1																					
	2	√	√	√								√	√	√	√	√	√	√	√	√	√	
	3																					
	4											√	√	√	√	√	√	√	√	√	√	
	5											√	√	√	√	√	√	√	√	√	√	
	6																					
	7																					
	8												√	√	√	√	√	√	√	√	√	
	9																					
	10	√	√	√																		



Communication SCQF level 6																					
SVQ		Task1			Task 2							Task 3									
Unit	pc	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9	10
T-1	1	√	√	√																	
	2																				
	3																				
	4																				
	5																				
	6																				
	7																				
	8																				
	9																				
	10																				
	11																				
	12																				
	13																				
	14		√	√	√																
	15																				
	16																				
	17												√	√	√	√	√	√	√	√	√
	18																				
T-2	1	√	√	√																	
	2																				
	3		√	√	√																
	4																				
	5																				
	6																				
	7																				
	8																				
	9																				
	10		√	√	√																
	11																				
	12																				
	13		√	√	√																
	14																				
	15																				
	16																				
	17																				
	18												√	√	√	√	√	√	√	√	√
19																					
A-1	1	√	√	√																	
	2																				
	3																				
	4				√	√	√	√	√	√	√										
	5																				
	6																				
	7											√	√	√	√	√	√	√	√	√	√
	8				√	√	√	√	√	√	√										
	9				√	√	√	√	√	√	√										
	10		√	√	√																
	11				√	√	√	√	√	√	√										
	12				√	√	√	√	√	√	√										
	13		√	√	√	√	√	√	√	√	√										
	14											√	√	√	√	√	√	√	√	√	√
	15											√	√	√	√	√	√	√	√	√	√
	16		√	√	√																



ICT SCQF level 6										
SVQ		Task 1		Task 2		Task 3				Task 4
Unit	pc	1	2	1	2	1	2	3	4	1
MA-3	1									
	2									
	3									
	4		√	√	√					√
	5		√	√	√					√
	6		√	√	√					√
	7		√	√	√					√
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
MA-4	1									
	2									
	3									
	4									
	5		√	√	√					√
	6		√	√	√					√
	7		√	√	√					√
	8		√	√	√					√
	9									
	10		√	√	√					√
	11									
	12		√	√	√					√
	13		√	√	√					√
	14									
	15									
	16									
	17									

Numeracy SCQF level 6									
SVQ		Task 1					Task 2		Task 1
Unit	pc	1	2	3	4	5	1	2	1
FA-5	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8	√	√	√	√	√			
	9								
	10								
MA-3	1	√					√	√	
	2								
	3	√	√	√	√	√			
	4						√	√	
	5	√	√	√	√	√	√	√	√
	6	√	√	√	√	√	√	√	√
	7	√	√	√	√	√			√
	8	√	√	√	√	√			√
	9	√	√	√	√	√			√
	10								
	11								
	12								
	13								√
	14	√	√	√	√	√	√	√	
	15	√	√	√	√	√	√	√	√
	16								
MA-4	1	√	√	√	√	√	√	√	√
	2	√	√	√	√	√			
	3	√							
	4	√					√	√	
	5	√	√	√	√	√	√	√	√
	6	√	√	√	√	√	√	√	√
	7	√	√	√	√	√	√	√	
	8	√	√	√	√	√	√	√	
	9	√	√	√	√	√	√	√	
	10						√	√	
	11								
	12	√	√	√	√	√	√	√	√
	13	√	√	√	√	√	√	√	√
	14								
	15								√
	16								√
	17								

Numeracy SCQF level 6									
SVQ		Task 1					Task 2		Task 1
Unit	pc	1	2	3	4	5	1	2	1
FA-5	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8	√	√	√	√	√			
	9								
	10								
MA-3	1	√					√	√	
	2								
	3	√	√	√	√	√			
	4						√	√	
	5	√	√	√	√	√	√	√	√
	6	√	√	√	√	√	√	√	√
	7	√	√	√	√	√			√
	8	√	√	√	√	√			√
	9	√	√	√	√	√			√
	10								
	11								
	12								
	13								√
	14	√	√	√	√	√	√	√	
	15	√	√	√	√	√	√	√	√
	16								
MA-4	1	√	√	√	√	√	√	√	√
	2	√	√	√	√	√			
	3	√							
	4	√					√	√	
	5	√	√	√	√	√	√	√	√
	6	√	√	√	√	√	√	√	√
	7	√	√	√	√	√	√	√	
	8	√	√	√	√	√	√	√	
	9	√	√	√	√	√	√	√	
	10						√	√	
	11								
	12	√	√	√	√	√	√	√	√
	13	√	√	√	√	√	√	√	√
	14								
	15								√
	16								√
	17								

Problem Solving SCQF level 6														
SVQ		Task 1					Task 2				Task 3			
Unit	pc	1	2	3	4	5	1	2	3	4	1	2	3	4
FS-1	1	√												
	2		√	√	√	√	√	√	√	√				
	3										√	√	√	√
	4										√	√	√	√
	5										√	√	√	√
	6													√
	7													√
	8													
	9										√	√	√	√
	10													

Working with Others SCQF level 6												
SVQ		Task 1						Task 2				
Unit	pc	1	2	3	4	5	6	1	2	3	4	
FS-1	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8		√			√	√	√				
	9			√	√	√	√	√				
	10			√	√	√	√	√				
TM-2	1		√									
	2		√	√		√	√					
	3		√									
	4		√			√	√	√				
	5					√	√	√				
	6			√								
	7			√	√							
	8					√	√	√				
	9			√								
	10			√								
	11			√								
A-1	1											
	2											
	3											
	4											
	5											
	6											
	7		√	√	√	√	√	√				
	8			√	√	√	√	√				
	9			√								
	10			√								
	11			√	√	√	√	√				
	12			√	√	√	√	√				
	13			√	√	√	√	√				
	14					√	√	√				
	15					√	√	√				
	16											