

## 10384 - Level 3 Diploma in Business Administration - Mapping of old NVQ units to new units

This mapping document is intended to show where old units may map in part to new units. It is not intended to show full unit equivalences.

Unit no.	Unit Level	Ofqual Ref.	New unit title	Maps to old NVQ unit:
<b>Mandatory Group A</b>				
1	3	Y/506/1910	Communicate in a business environment	Communicate in a business environment (K/601/2527) (L3) Communication In A Business Environment (M/600/5062) (L4)
2	3	T/506/2952	Manage personal and professional development	Manage own professional development within an organisation (L/600/9586) (L3) Evaluate and improve own performance in a business environment (F/601/2520) (L3) Manage personal development (F/600/9469) (L3) Manage and be accountable for own performance in a business environment (L/601/2553) (L4) Evaluate and improve own performance in a business environment (R/601/2554) (L4)
3	3	R/506/1940	Principles of business communication and information	
4	3	Y/506/1941	Principles of administration	
5	3	D/506/1942	Principles of business	
<b>Optional Group B</b>				
6	3	D/506/1911	Contribute to the improvement of business performance	Promote continuous improvement (H/601/1554) (L3)
7	3	H/506/1912	Negotiate in a business environment	Negotiate in a business environment (D/601/2525) (L3) Negotiate in a business environment (K/601/2561) (L4)

8	3	K/506/1913	Develop a presentation	Develop a presentation (M/601/2528) (L3)
9	3	M/506/1914	Deliver a presentation	Deliver a presentation (T/601/2529)(L3)
10	3	T/506/1915	Create bespoke business documents	Design and produce documents in a business environment (M/601/2531) (L3)
11	3	A/506/1916	Contribute to the development and implementation of an information system	Support the design and development of an information system (L/601/2536) (L3) Support the management and development of an information system (J/601/2518) (L2)
12	3	F/506/1917	Monitor information systems	Monitor information systems (R/601/2537) (L3)
13	3	J/506/1918	Evaluate the provision of business travel or accommodation	Evaluate the organisation of business travel or accommodation (K/601/2544) (L3) Organise business travel or accommodation (H/601/2543) (L3)
14	3	L/506/1919	Provide administrative support in schools	Provide administrative support in schools (D/601/7787) (L3)
15	3	F/506/1920	Administer parking and traffic challenges, representations and civil parking appeals	Administer parking and traffic challenges, representations and civil parking appeals (L/601/2648) (L3)
16	3	R/506/1923	Administer statutory parking and traffic appeals	Administer statutory parking and traffic appeals (R/601/2649) (L3)
17	3	T/506/1932	Administer parking and traffic debt recovery	Administer parking and traffic debt recovery (J/601/2650) (L3)
18	3	J/506/1935	Administer legal files	Administer legal files (H/601/7791) (L3)
19	3	L/506/1936	Build legal case files	Build case files (K/601/7792) (L3)
20	3	Y/506/1938	Manage legal case files	Manage case files (M/601/7793) (L3)
21	3	K/506/1944	Manage an office facility	Supervise an office facility (T/601/2546) (L3)
22	3	M/506/1945	Analyse and present business data	Analyse and report data (Y/601/2538) (L3)
23	2	Y/506/1809	Produce business documents	Produce documents in a business environment (T/601/2482) (L2)
24	2	R/506/1811	Store and retrieve information	Store and retrieve information (R/601/2490) (L2) Use a filing system (Y/601/2460) (L1)
25	2	Y/506/1812	Produce minutes of meetings	Take minutes (M/601/2478) (L2)
26	2	D/506/1813	Handle mail	Handle mail (T/601/2479) (L2)

27	2	M/506/1816	Prepare text from shorthand	Prepare text from shorthand _60 wpm_ (J/601/2485) (L2) Prepare text from shorthand _80 wpm_ (A/601/2533) (L3)
28	2	T/506/1817	Prepare text from recorded audio instruction	Prepare text from recorded audio instruction _40 wpm_ (L/601/2486) (L2) Prepare text from recorded audio instruction _60 wpm_ (F/601/2534) (L3)
29	2	Y/506/2295	Maintain and issue stationery and supplies	Maintain and issue stationery stock items (M/601/2495) (L2)
30	2	L/506/1869	Contribute to the organisation of an event	Support the organisation of an event (L/601/2505) (L2) Support the co-ordination of an event (D/601/2508) (L2)
31	2	D/506/1875	Organise business travel or accommodation	Support the organisation of business travel or accommodation (Y/601/2510) (L2) Organising Business Travel and Accommodation (Y/600/4987) (L2) Organise business travel or accommodation (H/601/2543) (L3)
32	2	H/506/1876	Provide administrative support for meetings	Support the organisation of meetings (T/601/2515) (L2) Plan and organise meetings (D/601/2542) (L3)
33	2	T/506/1879	Administer human resource records	Administer human resource records (T/601/2790) (L2)
34	2	A/506/1883	Administer the recruitment and selection process	Administer the recruitment and selection process (A/601/2791) (L2)
35	2	R/506/1887	Administer parking dispensations	Administer parking dispensations (J/601/2647) (L2)
36	2	R/506/1890	Administer finance	
37	2	M/506/1895	Buddy a colleague to develop their skills	Buddy a colleague to develop their customer service skills (M/601/1542) (L2)
38	2	L/506/1905	Employee rights and responsibilities	Principles of personal responsibilities and working in a business environment (L/601/7638) (L2)
39	4	R/506/1954	Support environmental sustainability in a business environment	Support sustainability in a business environment (D/601/2556) (L4) Manage the environmental impact of work activities (M/600/9712) (L4) Work in a business environment (J/601/2521) (L3) Make customer service environmentally friendly and sustainable (F/601/1237) (L4)

40	4	D/506/1956	Resolve administrative problems	Solve business problems (L/601/2522) (L3) Evaluate and solve business problems (K/601/2558) (L4)
41	4	H/506/1957	Prepare specifications for contracts	Prepare specifications for contracts (F/601/2565) (L4)
42	2	K/506/1815	Prepare text from notes using touch typing	Prepare text from notes using touch typing (20 wpm) (D/601/2458) (L1) Prepare text from notes using touch typing _40 wpm_ (F/601/2484) (L2) Prepare text from notes using touch typing _60 wpm_ (T/601/2532) (L3)
<b>Optional Group C</b>				
43	3	T/506/1820	Promote equality, diversity and inclusion in the workplace	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (M/600/9628) (L4) Work in a business environment (J/601/2521) (L3)
44	3	A/506/1821	Manage team performance	Plan, allocate and monitor work of a team (Y/600/9669) (L3) Set objectives and provide support for team members (M/600/9600) (L3)
45	3	J/506/1921	Manage individuals' performance	Address performance problems affecting team members (F/600/9679) (L4)
46	3	L/506/1922	Manage individuals' development in the workplace	Develop your own and others' customer service skills (K/601/1555) (L3) Support learning and development within own area of responsibility (M/600/9676) (L4) Support individuals to develop and take responsibility for their performance (D/600/9690) (L4)
47	3	Y/506/1924	Chair and lead meetings	Lead and manage meetings (Y/600/9686) (L3) Chair meetings (J/601/2566) (L4) Plan and organise meetings (D/601/2542) (L3)
48	3	J/506/2292	Encourage innovation	Support team members in identifying, developing and implementing new ideas (L/600/9636) (L3) Contribute to innovation in a business environment (A/601/2547) (L3) Contribute to innovation in a business environment (K/601/2575) (L4)

49	3	M/506/1928	Procure products and/or services	Procure supplies (L/600/9734) (L3)
50	3	T/506/1929	Implement change	Implement change in own area of responsibility (M/600/9659) (L4) Plan change for a team (M/601/2576) (L4)
51	3	K/506/1930	Implement and maintain business continuity plans and processes	Assist in the design of Business Continuity Management procedures (F/503/9237) (L4)
52	3	F/506/1934	Participate in a project	Contribute to running a project (J/601/2549) (L3)
53	4	J/506/1949	Develop and maintain professional networks	Develop, maintain and review personal networks (R/600/9587) (L4)
54	4	Y/506/1955	Develop and implement an operational plan	Develop and evaluate operational plans for own area of responsibility (Y/600/9588) (L5) Prepare, co-ordinate and monitor operational plans (L/601/2570) (L4)
55	4	K/506/1989	Manage physical resources	Manage physical resources (K/600/9711) (L4)
56	4	K/506/1992	Prepare for and support quality audits	Prepare for and support quality audits (Y/600/9798) (L4)
57	4	A/506/1995	Manage a budget	Manage a budget for own area or activity of work (A/600/9695) (L5) Manage budgets (T/601/2580) (L4)
58	4	R/506/1999	Manage a project	Plan and manage a project (J/600/9750) (L4) Manage a project (A/601/2578) (L4)
59	4	L/506/2004	Manage business risk	Manage risk in own area of responsibility (L/600/9619) (L4) Review risk management processes in own area of responsibility (L/600/9622) (L4) Assess, manage and monitor risk in a business environment (H/601/2557) (L4) Work in a business environment (J/601/2521) (L3)
60	4	R/506/2909	Recruitment, selection and induction practice	Recruit staff in own area of responsibility (T/600/9663) (L5)
61	3	L/506/2150	Organise and deliver customer service	Organise the delivery of reliable customer service (Y/601/1230) (L3) Demonstrate understanding of customer service (K/601/1622) (L3)
62	3	R/506/2151	Resolve customers' complaints	Process customer service complaints (D/601/1522) (L3) Handle referred customer complaints (K/601/1524) (L4)
63	3	T/502/4301	Using email	

64	3	Y/502/4629	Word Processing Software	
65	3	Y/502/4632	Website Software	
66	3	J/502/4626	Spreadsheet Software	
67	3	T/502/4623	Presentation Software	
68	3	J/502/4397	Bespoke Software	
69	3	T/502/4556	Database Software	
<b>Optional Group D</b>				
70	3	F/506/2596	Principles of leadership and management	
71	3	K/502/9933	Principles of market research	
72	3	T/502/9935	Principles of marketing and evaluation	
73	3	F/502/9937	Principles of digital marketing and research	
74	3	J/502/9938	Principles of marketing stakeholder relationships	
75	3	Y/506/2152	Understand the customer service environment	
76	3	D/506/1939	Understand the legal context of business	
77	3	R/503/9324	Principles of Social Media within a Business	