



## **Mapping between the Level 3 Certificate in Principles of Business and Administration and the Level 3 NVQ Diploma in Business and Administration**

### **Notes**

1. Only those units where there is a strong area of common content have been included in the mapping worksheets
2. Where the Assessment Criteria (AC) bar is white no direct match is shown between the principles and NVQ units but the subject is often general and matching may be spread across many AC in the NVQ units.
3. In some cases only an Learning Outcome (LO) is shown rather than a specific AC as the match is spread across a number of AC in the LO.
4. Many of the matches shown are not exact word for word matches but the general theme behind the Principles AC is comparable to the NVQ AC.
5. In most cases the imported competence based units from the IT and Text Processing suites have not been matched due to the minimal amount of directly assessed knowledge.

| Level 3 NVQ Diploma in Business and Administration (04708) |  | Level 3 Certificate in Principles of Business and Administration (04439) |     |     |     |     |     |      |         |         |     |     |         |                      |     |     |     |         |     |      |     |      |     |      |     |         |      |         |         |         |     |     |     |     |     |  |
|--|--|--|-----|-----|-----|-----|-----|------|---------|---------|-----|-----|---------|----------------------|-----|-----|-----|---------|-----|------|-----|------|-----|------|-----|---------|------|---------|---------|---------|-----|-----|-----|-----|-----|--|
|  |  | Unit 301 (mandatory)   |     |     |     |     |     |      |         |         |     |     |         | Unit 302 (mandatory) |     |     |     |         |     |      |     |      |     |      |     |         |      |         |         |         |     |     |     |     |     |  |
|  |  | LO 1   |     |     |     |     |     | LO 2 |         | LO 3    |     |     |         | LO 4                 |     |     |     | LO 5    |     | LO 6 |     | LO 1 |     | LO 2 |     |         | LO 3 |         |         | LO 4    |     |     |     |     |     |  |
|  |  | Un<br>it   | 1.1 | 1.2 | 1.3 | 1.4 | 1.5 | 1.6  | 2.1     | 2.2     | 3.1 | 3.2 | 3.3     | 3.4                  | 4.1 | 4.2 | 4.3 | 4.4     | 5.1 | 5.2  | 5.3 | 6.1  | 6.2 | 1.1  | 1.2 | 2.1     | 2.2  | 2.3     | 3.1     | 3.2     | 3.3 | 4.1 | 4.2 | 4.3 | 4.4 |  |
| 30<br>1  |  |  |     |     |     |     |     |      | 1.1/1.3 | 1.1/1.3 | 1.5 | 2.3 |         |                      |     |     |     |         |     |      |     |      |     |      |     |         |      |         |         |         |     |     |     |     |     |  |
| 30<br>2  |  |  |     |     |     |     |     |      |         |         |     |     | 1.1/1.3 | 1.3/3.1              | 2.1 | 1.6 |     |         |     |      |     |      |     |      |     |         |      |         |         |         |     |     |     |     |     |  |
| 30<br>4  |  |  |     |     |     |     |     |      |         |         |     |     |         |                      |     |     | 1.1 | 2.1/2.2 | 5.5 |      |     |      |     |      |     |         |      |         |         |         |     |     |     |     |     |  |
| 30<br>6  |  |  |     |     |     |     |     |      |         |         |     |     |         |                      |     |     |     |         |     |      | 1.2 | 2.3  |     |      |     |         |      |         |         |         |     |     |     |     |     |  |
| 30<br>8  |  |  |     |     |     |     |     |      |         |         |     |     |         |                      |     |     |     |         |     |      |     |      | 1.1 | 3.3  | 3.1 | 4.1/4.2 | 4.4  | 2.1/2.2 | 2.1/2.2 | 4.1/4.3 | 5.1 | 5.2 | 5.4 | 5.5 |     |  |





