

Level 4 NVQ Diploma in Business Administration (10385)

Qualification Title	Level 4 NVQ Diploma in Business Administration (QCF)
Credit Value	57
Level	4
Structure reference	S/016/599
Minimum GLH	296
Maximum GLH	389
Qualification Structure	<p>To achieve a Level 4 NVQ Diploma in Business Administration, you must complete a minimum of 57 credits:</p> <ol style="list-style-type: none"> 1. 18 credits must be completed from GROUP A MANDATORY UNITS 2. A minimum of 26 credits from GROUP B OPTIONAL UNITS 3. A maximum of 13 credits from GROUP C OPTIONAL UNITS. <p>A minimum of 30 credits must be achieved through the completion of units at Level 4 or above.</p>

Mandatory Group A						
CFA Ref.	Ofqual Ref.	OCR Unit	Title	Credit	Level	GLH
B&A 40	Y/506/1910	1	Communicate in a business environment	4	3	24
B&A 67	D/506/1956	2	Resolve administrative problems	6	4	56
B&A 62	T/506/1946	3	Manage the work of an administrative function	5	4	27
M&L 9	T/506/2952	4	Manage personal and professional development	3	3	12

Optional Group B						
CFA Ref.	Ofqual Ref.	OCR Unit	Title	Credit	Level	GLH
B&A 64	A/506/1950	5	Contribute to the design and development of an information system	5	4	23
B&A 65	F/506/1951	6	Manage information systems	6	4	30
B&A 66	R/506/1954	7	Support environmental sustainability in a business environment	4	4	38
B&A 68	H/506/1957	8	Prepare specifications for contracts	4	4	23
B&A 69	M/506/1959	9	Manage events	6	4	49
B&A 41	D/506/1911	10	Contribute to the improvement of business performance	6	3	33
B&A 42	H/506/1912	11	Negotiate in a business environment	4	3	18
B&A 43	K/506/1913	12	Develop a presentation	3	3	11
B&A 44	M/506/1914	13	Deliver a presentation	3	3	17
B&A 45	T/506/1915	14	Create bespoke business documents	4	3	23
B&A 47	F/506/1917	15	Monitor information systems	8	3	43

B&A 48	J/506/1918	16	Evaluate the provision of business travel or accommodation	5	3	30
B&A 60	K/506/1944	17	Manage an office facility	4	3	21
B&A 61	M/506/1945	18	Analyse and present business data	6	3	24

Optional Group C						
CFA Ref.	Ofqual Ref.	OCR Unit	Title	Credit	Level	GLH
M&L 25	J/506/1949	19	Develop and maintain professional networks	3	4	15
M&L 27	Y/506/1955	20	Develop and implement an operational plan	5	4	24
M&L 28	M/506/1962	21	Encourage learning and development	3	4	16
M&L 30	T/506/1980	22	Initiate and implement operational change	4	4	19
M&L 32	F/506/1982	23	Develop working relationships with stakeholders	4	4	20
M&L 34	K/506/1989	24	Manage physical resources	4	4	26
M&L 36	K/506/1992	25	Prepare for and support quality audits	3	4	17
M&L 37	T/506/1994	26	Conduct quality audits	3	4	21
M&L 38	A/506/1995	27	Manage a budget	4	4	26
M&L 40	R/506/1999	28	Manage a project	7	4	38
M&L 41	L/506/2004	29	Manage business risk	6	4	27
M&L 42	A/506/2032	30	Manage knowledge in an organisation	5	4	34
M&L 43	R/506/2909	31	Recruitment, selection and induction practice	6	4	33
M&L 46	J/506/2048	32	Establish business risk management processes	5	5	29
M&L 47	R/506/2053	33	Promote equality of opportunity, diversity and inclusion	5	5	26
M&L 49	D/506/2055	34	Design business processes	5	5	23
M&L 52	F/506/2064	35	Optimise the use of technology	6	5	29
M&L 11	A/506/1821	36	Manage team performance	4	3	21
M&L 12	J/506/1921	37	Manage individuals' performance	4	3	20
M&L 14	Y/506/1924	38	Chair and lead meetings	3	3	10
M&L 16	J/506/2292	39	Encourage innovation	4	3	14
M&L 17	K/506/1927	40	Manage conflict within a team	5	3	25
M&L 18	M/506/1928	41	Procure products and/or services	5	3	35
M&L 20	K/506/1930	42	Implement and maintain business continuity plans and processes	4	3	25
M&L 21	M/506/1931	43	Collaborate with other departments	3	3	14
CS 35	D/506/2153	44	Champion customer service	4	4	17

Barred units	
This unit	Is barred against this unit
Manage business risk (L/506/2004)	Establish business risk management processes (J/506/2048)
Establish business risk management processes (J/506/2048)	Manage business risk (L/506/2004)