

10382 - Level 1 Certificate 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:
Mandatory Group A				
1	1	L/506/1791	Principles of personal performance and development	
2	1	R/506/1792	Principles of working in a business environment	
3	1	Y/506/1793	Work with others in a business environment	Work with other people in a business environment (A/601/2452) (L1) Work with other people in a business environment (Y/601/2474) (L2) Behaving in a Way that Supports Work in a Business Environment (R/600/4941) (L1) Work in a business environment (A/601/2449) (L1)
4	1	D/506/1794	Health and safety in a business environment	Use occupational health and safety guidelines when using keyboards (T/601/2465) (L1)
5	1	A/506/1804	Principles of business communication	
6	1	F/506/1805	Principles of business administration	
Optional Group B				
7	1	H/506/1795	Manage time and workload	Manage own performance in a business environment (M/601/2447) (L1) Improve own performance in a business environment (T/601/2448) (L1) Manage own performance in a business environment (F/601/2467) (L2)
8	1	K/506/1796	Use a telephone and voicemail system	Make and receive telephone calls (K/601/2446) (L1) Use electronic message systems (H/601/2476) (L2)
9	1	M/506/1797	Prepare text from notes	Prepare text from notes (A/601/2483) (L2)
10	1	A/506/1799	Meet and welcome visitors in a business environment	Meet and welcome visitors (Y/601/2457) (L2)

11	1	K/506/1801	Handle mail	Assist in handling mail (L/601/2455) (L1)
12	1	T/506/1803	Use office equipment	Use office equipment (H/601/2493) (L2)
13	2	Y/506/1809	Produce business documents	Produce documents in a business environment (T/601/2482) (L2)
14	2	R/506/1811	Store and retrieve information	Store and retrieve information (R/601/2490) (L2) Use a filing system (Y/601/2460) (L1)
15	2	H/506/1893	Communication in a business environment	Communicate in a business environment (D/601/2475) (L2) Communicate in a business environment (F/601/2453) (L1)
16	2	L/506/1905	Employee rights and responsibilities	Principles of personal responsibilities and working in a business environment (L/601/7638) (L2)
17	1	A/506/2113	Deal with customer queries, requests and problems	Recognise and deal with customer queries, requests and problems (M/601/1508) (L1)
18	1	J/502/4299	Using email	
19	1	L/502/4627	Word processing software	