

10385 - Level 4 NVQ 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:
Mandatory Group A				
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	4	D/506/1956	Resolve administrative problems	Solve business problems (L/601/2522) (L3) Evaluate and solve business problems (K/601/2558) (L4)
3	4	T/506/1946	Manage the work of an administrative function	Manage an office facility (L/601/2567) (L4) Order products and services (D/601/2539) (L3)
4	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)
Optional Group B				
5	4	A/506/1950	Contribute to the design and development of an information system	Design and develop an information system (T/601/2563) (L4)
6	4	F/506/1951	Manage information systems	Manage and evaluate an information system (A/601/2564) (L4)

7	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)
8	4	H/506/1957	Prepare specifications for contracts	Prepare specifications for contracts (F/601/2565) (L4)
9	4	M/506/1959	Manage events	Plan and organise an event (R/601/2540) (L3) Co-ordinate an event (Y/601/2541) (L3)
10	3	D/506/1911	Contribute to the improvement of business performance	Promote continuous improvement (H/601/1554) (L3)
11	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)
12	3	K/506/1913	Develop a presentation	Develop a presentation (M/601/2528) (L3)
13	3	M/506/1914	Deliver a presentation	Deliver a presentation (T/601/2529)(L3)
14	3	T/506/1915	Create bespoke business documents	Design and produce documents in a business environment (M/601/2531) (L3)
15	3	F/506/1917	Monitor information systems	Monitor information system (R/601/2537) (L3)
16	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)
17	3	K/506/1944	Manage an office facility	Supervise an office facility (T/601/2546) (L3)
18	3	M/506/1945	Analyse and present business data	Analyse and report data (Y/601/2538) (L3)
Optional Group C				
19	4	J/506/1949	Develop and maintain professional networks	Develop, maintain and review personal networks (R/600/9587) (L4)
20	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)

21	4	M/506/1962	Encourage learning and development	Support learning and development within own area of responsibility (M/600/9676) (L4) Plan and organise the development of customer service staff (L/601/1581)
22	4	T/506/1980	Initiate and implement operational change	Implement, monitor and review change (K/601/2589) (L4) Implement and evaluate organisational change (D/601/2590) (L6) Plan change in own area of responsibility (R/600/9654) (L5) Plan change across teams (D/601/2587) (L5)
23	4	F/506/1982	Develop working relationships with stakeholders	Develop working relationships with colleagues and stakeholders (K/600/9661) (L4) Work productively with colleagues and stakeholders (M/600/9662) (L5)
24	4	K/506/1989	Manage physical resources	Manage physical resources (K/600/9711) (L4)
25	4	K/506/1992	Prepare for and support quality audits	Prepare for and support quality audits (Y/600/9798) (L4)
26	4	T/506/1994	Conduct quality audits	Conduct a quality audit (J/600/9800) (L6)
27	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)
28	4	R/506/1999	Manage a project	Plan and manage a project (J/600/9750) (L4) Manage a project (A/601/2578) (L4)
29	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)
30	4	A/506/2032	Manage knowledge in an organisation	Manage knowledge in own area of responsibility (T/600/9730) (L3)
31	4	R/506/2909	Recruitment, selection and induction practice	Recruit staff in own area of responsibility (T/600/9663) (L5)

32	5	J/506/2048	Establish business risk management processes	Establish risk management processes for an organisation (A/600/9616) (L5) Review risk management processes in own area of responsibility (L/600/9622) (L4)
33	5	R/506/2053	Promote equality of opportunity, diversity and inclusion	Promote equality of opportunity, diversity and inclusion across an organisation (T/600/9632) (L5)
34	5	D/506/2055	Design business processes	Design and manage the business processes (A/600/9762) (L7) Monitor and review business processes (A/600/9759) (L5)
35	5	F/506/2064	Optimise the use of technology	Promote the use of technology within an organisation (J/600/9702) (L5)
36	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)
37	3	J/506/1921	Manage individuals' performance	Address performance problems affecting team members (F/600/9679) (L4)
38	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)
39	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)
40	3	K/506/1927	Manage conflict within a team	Manage conflict in a team (R/600/9685) (L3)
41	3	M/506/1928	Procure products and/or services	Procure supplies (L/600/9734) (L3)
42	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)
43	3	M/506/1931	Collaborate with other departments	
44	4	D/506/2153	Champion customer service	Champion customer service (T/601/1235) (L4) Implement quality improvements to customer service (L/601/1578) (L4)