

Business Administration Mapping Level 3

Current Qualification Title:

**Pearson BTEC Level 2 Diploma in Business Administration
(601/3405/7)**

Predecessor Qualification Title:

**Pearson Edexcel Level 2 NVQ Award /Certificate /Diploma
in Business and Administration**

Unit Number	Unit Title	Communicate in a business environment (D/601/2475)	Manage own performance in a business environment (F/601/2467)	Work with other people in a business environment (Y/601/2474)	Administer the recruitment and selection process (A/601/2791)	Handle mail (T/601/2479)	Support the organisation of business travel or accommodation (Y/601/2510)	Provide reception services (K/601/2480)	Meet and welcome visitors (Y/601/2457)	Support the organisation of meeting (T/601/2515)
1	Communicate in a business environment (H/506/1893)	1.1, 1.2, 2.5, 2.6								
5	Manage personal performance and development (L/506/1788)		1.1, 1.2, 1.3							
6	Develop working relationships with colleagues (R/506/1789)			2.4, 3.4						
7	Administer the recruitment and selection process (A/506/1883)				1.3, 1.4, 1.6, 2.1, 2.2, 2.3, 2.4, 3.1, 3.3, 3.5					
8	Handle mail (D/506/1813)					1.2, 2.1, 2.3, 3.2, 3.3				
9	Organise business travel or accommodation (D/506/1875)						2.1, 3.1, 3.3, 3.5, 3.6			
10	Provide reception services (H/506/1814)						1.2, 1.3, 1.4, 1.5	2.1, 2.3, 2.7		
11	Provide administrative support for meetings (H/506/1876)									2.1, 2.2, 2.3, 3.4

Unit Number	Unit Title	Prepare text from notes using touch typing _40 wpm_	Use a diary system	Organise and report data	Support the organisation of an event	Support the co ordination of an event	Prepare text from Shorthand 60 WPM	Store and retrieve information	Administer parking dispensations
		(F/601/2484)	(K/601/2477)	(R/601/2487)	(L/601/2505)	(D/601/2508)	(J/601/2485)	(R/601/2490)	(J/601/2647)
12	Prepare text from notes using touch typing (K/506/1815)	1.5, 2.1, 2.3, 2.4, 2.5							
13	Manage diary systems (L/506/1807)		1.1, 1.4, 2.1, 2.2, 2.3, 2.5						
14	Collate and report data (L/506/1810)			1.1, 3.1, 3.2					
15	Contribute to the organisation of an event (L/506/1869)				1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.3	3.1, 3.2, 4.1, 4.2			
17	Prepare Text from Shorthand (M/506/1816)						1.5, 2.1, 2.3, 2.4, 2.5, 2.6		
19	Store and retrieve information (R/506/1811)							1.2, 1.5, 2.2, 2.3, 3.1, 3.2	
20	Administer parking dispensations (R/506/1887)								1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3

Unit Number	Unit Title	Meet and welcome visitors (Y/601/2457)	Prepare text from recorded audio instructoin 40 wpm (L/601/2486)	Prepare text from recorded audio instuction 60 wpm (F/601/2534)	Archive information (Y/601/2491)	Administer human resource records (T/601/2790)	Produce documents in a business environment (T/601/2482)	Design and produce documents in a business environment (M/601/2531)	Take Minutes (M/601/2478)	Make and receive telephone calls (K/601/2446)
22	Prepare text from recorded audio instruction (T/506/1817)		1.2, 1.5 ,2.1, 2.2, 2.3, 2.4, 2.5	1.2, 1.5 ,2.1, 2.2, 2.3, 2.4, 2.5						
23	Archive information (T/506/1865)				1.2, 2.1, 2.3					
24	Administer human resource records (T/506/1879)					1.4, 1.5, 1.6, 2.1, 2.2, 2.3				
25	Produce Business documents (Y/506/1809)						1.2, 1.6, 2.1, 2.4	1.2, 1.6, 2.1, 2.4		
26	Produce minutes of meeting (Y/506/1812)								1.1, 1.3, 2.1, 2.2, 3.1, 3.3, 3.5	
27	Meet and welcome visitors in a business environment (A/506/1799)	1.4, 2.1, 2.2, 2.3, 2.5, 2.6								
29	Use a telephone and voicemail system (K/506/1796)									1.2, 1.4, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5

No valid and / or sufficient recognition of prior achievement (RPA) opportunities have been identified from the previous suite of Level 2 Business Administration qualifications for the below units and as such, they will need to be fully assessed in accordance with the assessment guidance provided in the specification:

No coverage

2	Understand employer organisations (A/506/1964)	31	Monitor information systems (F/506/1917)	48	Process Information about Customers (R/506/2134)	55	Understand working in a customer service environment (L/506/2083)
3	Principles of providing administrative services (J/506/1899)	34	Analyse and present business data (M/506/1945)	49	Develop Customer Relationships (Y/506/2149)	56	Know how to publish, integrate and share using social media (R/505/3515)
4	Principles of business document production and information management (T/506/1901)	37	Using E-mail (M/502/4300)	50	Understand the use of research in business (A/506/1818)	57	Exploring social media (F/505/6880)
16	Employee rights and responsibilities (L/506/1905)	44	Deliver Customer Service (A/506/2130)	51	Understand the legal context of business (D/506/1939)	58	Understand the safe use of online and social media platforms (L/505/3514)
18	Buddy a colleague to develop their skills (M/506/1895)	45	Participate in a project (F/506/1934)	52	Principles of marketing theory (D/502/9928)	59	Principles of equality and diversity in the workplace (J/506/1806)
21	Administer finance (R/506/1890)	46	Processing customers' financial transactions (F/601/8320)	53	Principles of digital marketing (D/502/9931)	60	Principles of team leading (R/506/2294)
28	Health and safety in a business environment (D/506/1794)	47	Payroll processing (T/505/1238)	54	Principles of customer relationships (K/503/8194)		