

Business Administration Mapping Level 3

Current Qualification Title:

**Pearson BTEC Level 3 Diploma in Business Administration
(601/3406/9)**

Predecessor Qualification Title:

**Pearson Edexcel Level 3 NVQ Certificate /Diploma in
Business and Administration**

Unit Number	Unit Title	Negotiate in a business environment (D/601/2525)	Develop a presentation (M/601/2528)	Deliver a presentation (T/601/2529)	Provide administrative support in schools (D/601/7787)	Administer parking and traffic challenges, representations and civil parking appeals (L/601/2648)	Administer statutory parking and traffic appeals (R/601/2649)	Administer parking and traffic debt recovery (J/601/2650)	Administer Legal Files (H/601/7791)	Build case files (K/601/7792)	Manage case files (M/601/7793)
7	Negotiate in a business environment (H/506/1912)	1.1, 1.2									
8	Develop a presentation (K/506/1913)		1.1, 1.3, 2.1								
9	Deliver a presentation (M/506/1914)			3.1, 3.2, 3.3, 3.6, 3.7							
14	Provide administrative support in schools (L/506/1919)				1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2.						
15	Administer parking and traffic challenges, representations and civil parking appeals (L/506/1920)					1.2, 1.4, 1.5, 1.6, 2.1, 2.2, 3.2, 3.3, 3.4, 3.5, 3.6.					
16	Administer statutory parking and traffic appeals (R/506/1923)						1.10, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2				
17	Administer parking and traffic debt recovery (T/506/1932)							1.1, 1.2, 1.4, 2.1, 2.2, 2.3, 2.8			
18	Administer legal files (J/506/1935)								1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 2.7, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6		
19	Build legal case files (L/506/1936)									1.2, 1.3, 1.4, 1.8	
20	Manage legal case files (Y/506/1938)										1.3, 1.4, 1.6, 2.4, 2.6

Unit Number	Unit Title	Supervise an office facility (T/601/2546)	Produce documents in a business environment (T/601/2482)	Design and produce documents in a business environment (M/601/2531)	Store and retrieve information (R/601/2490)	Take minutes (M/601/2478)	Handle mail (T/601/2479)	Prepare text from shorthand 60 wpm (J/601/2485)	Prepare text from recorded audio instruction 40 wpm (L/601/2486)	Prepare text from recorded audio instruction 60 wpm (F/601/2534)	Maintain and issue stationery stock items (M/601/2495)
21	Manage an office facility (K/506/1944)	2.4, 2.5									
23	Produce business documents (Y/506/1809)		1.2, 1.6, 2.1, 2.4	1.2, 1.6, 2.1, 2.4							
24	Store and retrieve information (R/506/1811)				1.2, 1.5, 2.2, 2.3, 3.1, 3.2.						
25	Produce minutes of meetings (Y/506/1812)					1.1, 1.3, 2.1, 2.2, 3.1, 3.3, 3.5.					
26	Handle Mail (D/506/1813)						1.2, 2.1, 2.3, 3.2, 3.3.				
27	Prepare text from shorthand (M/506/1816)							1.5, 2.1, 2.3, 2.4, 2.5, 2.6.			
28	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.	
29	Maintain and issue stationery and supplies (Y/506/2295)										1.3, 1.4, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4.

Unit Number	Unit Title	Support the organisation of an event	Support the co-ordination of an event	Organise business travel or accommodation	Support the organisation of business travel or accommodation	Support the organisation of meetings	Administer human resource records	Administer the recruitment and selection process	Administer parking dispensations	Prepare text from notes using touch typing 40 wpm
		(L/601/2505)	(D/601/2508)	(H/601/2543)	(Y/601/2510)	(T/601/2515)	(T/601/2790)	(A/601/2791)	(J/601/2647)	(F/601/2484)
30	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							
31	Organise business travel or accommodation (D/506/1875)			1.3, 1.4, 2.1, 3.1, 3.3, 3.4, 3.5, 3.6.	2.1, 3.1, 3.3, 3.5, 3.6.					
32	Provide administrative support for meetings (H/506/1876)					2.1, 2.2, 2.3, 3.4.				
33	Administer human resource records (T/506/1879)						1.4, 1.5, 1.6, 2.1, 2.2, 2.3.			
34	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.		
35	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	
42	Prepare text from notes using touch typing (K/506/1815)									1.5, 2.1, 2.3, 2.4, 2.5.

No valid and / or sufficient recognition of prior achievement (RPA) opportunities have been identified from the previous suite of Level 3 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

1	Communicate in a business environment (Y/506/1910)	37	Buddy a colleague to develop their skills (M/506/1895)	50	Implement change (T/506/1929)	61	Organise and deliver customer service (L/506/2150)
2	Manage personal and professional development (T/506/2952)	38	Employee rights and responsibilities (L/506/1905)	51	Implement and maintain business continuity plans and processes (K/506/1930)	62	Resolve customers' complaints (R/506/2151)
3	Principles of business communication and information (r/506/1940)	39	Support environmental sustainability in a business environment	52	Participate in a project (F/506/1934)	63	Using email (T/502/4301)
4	Principles of administration (Y/506/1941)	40	Resolve administrative problems (D/506/1956)	53	Develop and maintain professional networks (J/506/1949)	70	Principles of leadership and management (F/506/2596)
5	Principles of business document production and information management (D/506/1942)	41	Prepare specifications for contracts (H/506/1956)	54	Develop and implement an operational plan (Y/506/1955)	71	Principles of market research (K/502/9933)
6	Contribute to the improvement of business performance (D/506/1911)	43	Promote equality, diversity and inclusion in the workplace (T/506/1820)	55	Manage physical resources (K/506/1989)	72	Principles of marketing and evaluation (T/502/9935)
10	Create bespoke business documents (T/506/1915)	44	Manage team Performance (A/506/1821)	56	Prepare for and support quality audits (K/506/1992)	73	Principles of digital marketing and research (F/502/9937)
11	Contribute to the development and implementation of an information system (A/506/1916)	45	Manage individuals' performance (J/506/1921)	57	Manage a budget (A/506/1995)	74	Principles of marketing stakeholder relationships (J/502/9938)
12	Monitor information systems (F/506/1917)	46	Manage individuals' development in the workplace (L/506/1922)	58	Manage a project (R/506/1999)	75	Understand the customer service environment (Y/506/2152)
13	Evaluate the provision of business travel or accommodation	47	Chair and lead meetings (Y/506/1924)	59	Manage business risk (L/506/2004)	76	Understand the legal context of business (D/506/1939)
22	Analyse and present business data (M/506/1945)	48	Encourage innovation (J/506/2292)	60	Recruitment, selection and induction practice (R/506/2909)	77	Principles of social media within a business (R/503/9324)
36	Administer finance (R/506/1890)	49	Procure products and/or services (M/506/1928)				