



QUALIFICATION STRUCTURE

EDI Level 3 NVQ Diploma in Business and Administration

To achieve the Level 3 Diploma in Business and Administration, learners must complete a minimum of 40 credits, of which at least 27 credits must come from units at Level 3:

1. Thirteen credits must be completed from Group A: Mandatory units; and,

2. A minimum of 14 credits from Group B: Optional units; of which,

(a) **Only one** unit may be selected from units CU686 or CU687 or CU716

(b) **Either** unit CU685 or CU715 may be selected, but not both;

(c) **Either** unit CU688 or CU717 may be selected, but not both;

(d) **Either** unit CU689 or CU718 may be selected, but not both;

(e) **Either** unit CU690 or CU719 may be selected, but not both;

(f) **Either** unit CU691 or CU720 may be selected, but not both;

(g) **Either** unit CU692 or CU753 may be selected, but not both;

(h) **Either** unit CU693 or CU721 may be selected, but not both;

(i) **Either** unit CU698 or CU674 may be selected, but not both;

(j) **Either** unit CU703 or CU758 may be selected, but not both;

(k) **Either** unit CU726 or CU757 may be selected, but not both;

(l) **Either** unit CU684 or CU670 may be selected, but not both;

(m) **Either** unit CU759 or CU713 may be selected, but not both; and,

3. A maximum of 13 credits from Group C: Optional units; of which,

(a) **Either** unit CU450 or CU451 may be selected, but not both;

(b) **Either** unit CU464 or CU465 may be selected, but not both;

(c) **Either** unit CU461 or CU462 may be selected, but not both;

(d) **Either** unit CU537 or CU445 may be selected, but not both;

(e) **Either** unit CU485 or CU486 may be selected, but not both;

(f) **Either** unit CU501 or CU502 may be selected, but not both;

(g) **Either** unit CU506 or CU507 may be selected, but not both;

- (h) **Either** unit CU512 or CU513 may be selected, but not both;
- (i) **Either** unit CU458 or CU459 may be selected, but not both
- (j) **Either** unit CU520 or CU521 may be selected, but not both; and,
- (k) **Either** unit CU517 or CU518 may be selected, but not both.

All units are assessed by portfolio.

Group A: Mandatory units

Unit code	Unit title	Level	Unit credit	GLH (Guided Learning Hours)
CU743	Manage own performance in a business environment	3	3	12
CU744	Evaluate and improve own performance in a business environment	3	3	22
CU745	Work in a business environment	3	4	21
CU746	Communicate in a business environment	3	3	14

Group B: Optional units

Unit code	Unit title	Level	Unit credit	GLH
CU747	Solve business problems	3	4	18
CU748	Work with other people in a business environment	3	4	12
CU749	Contribute to decision-making in a business environment	3	3	12
CU750	Negotiate in a business environment	3	5	20
CU751	Supervise a team in a business environment	3	6	52
CU752	Supervise an office facility	3	5	23
CU714	Contribute to running a project	3	5	30
CU685	Produce documents in a business environment	2	4	15
CU686	Prepare text from notes	2	3	15
CU687	Prepare text from notes using touch typing (40 wpm)	2	3	15
CU688	Prepare text from shorthand (60 wpm)	2	8	55
CU689	Prepare text from recorded audio instruction (40 wpm)	2	4	35
CU715	Design and produce documents in a business environment	3	4	25
CU716	Prepare text from notes using touch typing (60 wpm)	3	4	10
CU717	Prepare text from shorthand (80 wpm)	3	8	45
CU718	Prepare text from recorded audio instruction (60 wpm)	3	4	25
CU690	Support the organisation of an event	2	2	15
CU691	Support the co-ordination of an event	2	3	20
CU692	Support the organisation of business travel or accommodation	2	3	18
CU693	Support the organisation of meetings	2	4	18
CU719	Plan and organise an event	3	4	28

CU720	Co-ordinate an event	3	4	30
CU721	Plan and organise meetings	3	5	25
CU753	Organise business travel or accommodation	3	5	20
CU754	Evaluate the organisation of business travel or accommodation	3	2	10
CU694	Use electronic message systems	2	1	6
CU695	Use a diary system	2	3	9
CU696	Take minutes	2	4	15
CU722	Develop a presentation	3	3	15
CU723	Deliver a presentation	3	3	15
CU697	Handle mail	2	3	17
CU698	Provide reception services	2	3	15
CU674	Meet and welcome visitors	2	3	23
CU724	Deliver, monitor and evaluate customer services to internal customers	3	3	12
CU725	Deliver, monitor and evaluate customer services to external customers	3	3	12
CU755	Use customer service as a competitive tool	3	8	53
CU756	Monitor and solve customer service problems	3	6	40
CU699	Organise and report data	2	3	12
CU700	Research information	2	4	17
CU701	Store and retrieve information	2	3	17
CU702	Archive information	2	2	13
CU703	Support the management and development of an information system	2	7	40
CU726	Support the design and development of an information system	3	7	35
CU727	Monitor information system	3	7	30
CU728	Analyse and report data	3	6	30
CU757	Design and develop an information system	4	7	30
CU758	Manage and evaluate an information system	4	6	20
CU677	Use office equipment	2	4	18
CU705	Maintain and issue stationery stock items	2	3	14
CU729	Order products and services	3	5	35
CU730	Agree a budget	3	4	25

Group C: Optional units

Unit code	Unit title	Level	Unit credit	GLH
CU704	Use occupational health and safety guidelines when using keyboards	1	2	20
CU450	Bespoke software	2	3	20
CU464	Data management software	2	3	20
CU461	Database software	2	4	30
CU358	Improving productivity using IT	2	4	30
CU485	IT security for users	2	2	15
CU501	Presentation software	2	4	30
CU506	Set up an IT system	2	4	30
CU512	Spreadsheet software	2	4	30
CU458	Using collaborative technologies	2	4	30
CU520	Website software	2	4	30
CU517	Word processing software	2	4	30

CU451	Bespoke software	3	4	30
CU465	Data management software	3	4	30
CU462	Database software	3	6	45
CU538	Improving productivity using IT	3	5	40
CU486	IT security for users	3	3	20
CU502	Presentation software	3	6	45
CU507	Set up an IT system	3	5	40
CU513	Spreadsheet software	3	6	45
CU459	Using collaborative technologies	3	6	45
CU521	Website software	3	5	40
CU518	Word processing software	3	6	45
CU765	Manage physical resources	4	3	25
CU766	Manage the environmental impact of work activities	4	5	10
CU762	Provide leadership and direction for own area of responsibility	4	5	30
CU764	Support learning and development within own area of responsibility	4	5	25
CU763	Develop working relationships with colleagues and stakeholders	4	4	20