

## Level 3 NVQ Diploma in Business and Administration.

To achieve the Level 3 Apprenticeship in Business and Administration, learners must achieve a **minimum of fifty-seven credits**.

1. **Thirteen** credits must be completed from **Group A: Mandatory Units.**
2. A **minimum of fourteen** credits from **Group B: Optional units.**
3. A **maximum of thirteen** credits from **Group C: Optional units.**
4. And **seventeen** from the L3 Certificate in Principles of Business & Administration.
5. Together with Functional Skills in English & Maths.

All units are assessed by portfolio. (At least twenty-seven credits must come from units at Level 3)

### Group A: Mandatory Units

Unit Code	Unit Title	Level	Unit Credit
CU743	Manage own performance in a business environment	3	3
CU744	Evaluate and improve own performance in a business environment	3	3
CU745	Work in a business environment	3	4
CU746	Communicate in a business environment	3	3

### Group B: Optional Units. (Examples of some typical units are shown below)

Unit Code	Unit Title	Level	Unit Credit
CU747	Solve business problems	3	4
CU748	Work with other people in a business environment	3	4
CU749	Contribute to decision making in a business environment.	3	3
CU750	Negotiate in a business environment.	3	5
CU751	Supervise a team in a business environment.	3	6
CU752	Supervise an office facility	3	5
CU714	Contribute to running a project	3	5
CU685	Produce documents in a business environment.	2	4
CU715	Design and produce documents in a business environment	3	4
CU692	Support the organisation of business travel or accommodation	2	3
CU693	Support the organisation of meetings	2	4
CU721	Plan and organise meetings.	3	5
CU753	Organise business travel or accommodation	3	5
CU694	Use electronic message systems.	2	1
CU697	Handle mail.	2	3
CU698	Provide reception services.	2	3
CU725	Deliver, monitor and evaluate customer service to external customers.	3	3
758	Manage and evaluate an information system.	4	6
784	Manage budgets	4	5

### Group C: Optional Units. (Examples of some typical units are shown below)

Unit Code	Unit Title	Level	Unit Credit
CU704	Use occupational health and safety guidelines when using keyboards.	1	2
CU4450	Bespoke software.	2	3
CU462	Database software.	3	6
CU538	Improving productivity using IT.	3	5
CU502	Presentation software.	3	6
CU513	Spreadsheet software.	3	6
CU518	Word processing software.	3	6
CU764	Support learning and development within own area of responsibility.	4	5