

Qualification Structure

Business and Administration Level 3

Learners need to complete all mandatory units to a total of 13 credits and a minimum of 14 credits from Optional Units Group 1 and a maximum of 13 credits from Optional Units Group 2 (no minimum). To achieve the qualification a minimum of 40 credits is required.

Mandatory Units				
Unit	Unit Title	Credit	Level	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	4	3	21
CU746	Communicate in a business environment	3	3	14
Optional Units Group 1				
Unit	Unit Title	Credit	Level	Guided Learning Hours
CU747	Solve business problems	4	3	18
CU748	Work with other people in a business environment	4	3	12
CU749	Contribute to decision-making in a business environment	3	3	12
CU750	Negotiate in a business environment	5	3	20
CU751	Supervise a team in a business environment	6	3	52
CU752	Supervise an office facility	5	3	23
CU714	Contribute to running a project	5	3	30
CU685	Produce documents in a business environment	4	2	15
CU686	Prepare text from notes	3	2	15
CU687	Prepare text from notes using touch typing (40 wpm)	3	2	15
CU688	Prepare text from shorthand (60 wpm)	8	2	55
CU689	Prepare text from recorded audio instruction (40 wpm)	4	2	35
CU715	Design and produce documents in a business environment	4	3	25
CU716	Prepare text from notes using touch typing (60 wpm)	4	3	10
CU717	Prepare text from shorthand (80wpm)	8	3	45
CU718	Prepare text from recorded audio instruction (60 wpm)	4	3	25
CU690	Support the organisation of an event	2	2	15
CU691	Support the co-ordination of an event	3	2	20

CU692	Support the organisation of business travel or accommodation	3	2	18
CU693	Support the organisation of meetings	4	2	18
CU719	Plan and organise an event	4	3	28
CU720	Co-ordinate an event	4	3	30
CU721	Plan and organise meetings	5	3	25
CU753	Organise business travel or accommodation	5	3	20
CU754	Evaluate the organisation of business travel or accommodation	2	3	10
CU694	Use electronic message systems	1	2	6
CU695	Use a diary system	3	2	9
CU696	Take minutes	4	2	15
CU722	Develop a presentation	3	3	15
CU723	Deliver a presentation	3	3	15
CU697	Handle mail	3	2	17
CU698	Provide reception services	3	2	15
CU674	Meet and welcome visitors	3	2	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	8	3	53
CU756	Monitor and solve customer service problems	6	3	40
CU699	Organise and report data	3	2	12
CU700	Research information	4	2	17
CU701	Store and retrieve information	3	2	17
CU702	Archive information	2	2	13
CU703	Support the management and development of an information system	7	2	40
CU726	Support the design and development of an information system	7	3	35
CU727	Monitor information systems	7	3	30
CU728	Analyse and report data	6	3	30
CU757	Design and develop an information system	7	4	30
CU758	Manage and evaluate an information system	6	4	20
CU677	Use office equipment	4	2	18
CU705	Maintain and issue stationery stock items	3	2	14
CU729	Order products and services	5	3	35
CU730	Agree a budget	4	3	25
CU784	Manage budgets	5	4	29
CU684	Respond to change in a business environment	3	2	16

CU713	Contribute to innovation in a business environment	4	3	30
CU759	Contribute to innovation in a business environment	6	4	25
CU760	Plan change for a team	6	4	22
CU731	Administer human resources records	3	2	20
CU732	Administer the recruitment and selection process	4	2	30
CU1064	Administer parking and traffic challenges, representations and civil parking appeals	9	3	40
CU1065	Administer statutory parking and traffic appeals	9	3	45
CU1066	Administer parking and traffic debt recovery	9	3	54
CU1044	Administer parking dispensations	4	2	14
CU1067	Provide administrative support in schools	8	3	53
CU1068	Administer legal files	7	3	25
CU1069	Build case files	4	3	20
CU1070	Manage case files	5	3	25
Optional Units Group 2				
Unit	Unit Title	Credit	Level	Guided Learning Hours
CU704	Use occupational health and safety guidelines when using keyboards	2	1	20
CU450	Bespoke software	3	2	20
CU464	Data management software	3	2	20
CU461	Database software	4	2	30
CU537	Improving productivity using IT	4	2	30
CU485	IT security for users	2	2	15
CU501	Presentation software	4	2	30
CU506	Set up an IT system	4	2	30
CU512	Spreadsheet software	4	2	30
CU458	Using collaborative technologies	4	2	30
CU520	Website software	4	2	30
CU517	Word processing software	4	2	30
CU451	Bespoke software	4	3	30
CU465	Data management software	4	3	30
CU462	Database software	6	3	45
CU445	Improving productivity using IT	5	3	40
CU486	IT security for users	3	3	20
CU502	Presentation software	6	3	45
CU507	Set up and IT system	5	3	40
CU513	Spreadsheet software	6	3	45
CU459	Using collaborative technologies	6	3	45

CU521	Website software	5	3	40
CU518	Word processing software	6	3	45
CU765	Manage physical resources	3	4	25
CU766	Manage the environmental impact of work activities	5	4	10
CU762	Provide leadership and direction for own area of responsibility	5	4	30
CU764	Support learning and development within own area of responsibility	5	4	25
CU763	Develop working relationships with colleagues and stakeholders	4	4	20

Unit Barrings				
Learners cannot claim the following unit combinations towards this qualification				
CU686	Prepare text from notes	AND	CU687	Prepare text from notes using touch typing (40 wpm)
CU686	Prepare text from notes	AND	CU716	Prepare text from notes using touch typing (60 wpm)
CU687	Prepare text from notes using touch typing (40 wpm)	AND	CU716	Prepare text from notes using touch typing (60 wpm)
CU685	Produce documents in a business environment	AND	CU715	Design and produce documents in a business environment
CU688	Prepare text from shorthand (60 wpm)	AND	CU717	Prepare text from shorthand (80 wpm)
CU689	Prepare text from recorded audio instruction (40 wpm)	AND	CU718	Prepare text from recorded audio instruction (60 wpm)
CU690	Support the organisation of an event	AND	CU719	Plan and organise an event
CU691	Support the co-ordination of an event	AND	CU720	Co-ordinate an event
CU692	Support the organisation of business travel or accommodation	AND	CU753	Organise business travel or accommodation
CU693	Support the organisation of meetings	AND	CU721	Plan and organise meetings
CU698	Provide reception services	AND	CU674	Meet and welcome visitors
CU703	Support the management and development of an information system	AND	CU758	Manage and evaluate an information system
CU726	Support the design and development of an information system	AND	CU757	Design and develop an information system
CU684	Respond to change in a business environment	AND	CU760	Plan change for a team
CU759	Contribute to innovation in a business environment	AND	CU713	Contribute to innovation in a business environment
CU450	Bespoke software	AND	CU451	Bespoke software
CU464	Data management software	AND	CU465	Data management software
CU461	Database software	AND	CU462	Database software

CU527	Improving productivity using IT	AND	CU445	Improving productivity using IT
CU485	IT security for users	AND	CU486	IT security for users
CU501	Presentation software	AND	CU502	Presentation software
CU506	Set up an IT system	AND	CU507	Set up an IT system
CU512	Spreadsheet software	AND	CU513	Spreadsheet software
CU458	Using collaborative technologies	AND	CU459	Using collaborative technologies
CU520	Website software	AND	CU521	Website software
CU517	Word processing software	AND	CU518	Word processing software