

## 4 Qualification structure

### Pearson Edexcel Level 4 NVQ Diploma in Business Administration (QCF)

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The learner will need to meet the requirements outlined in the table below before the qualification can be awarded.

Minimum number of credits that must be achieved	57
Minimum number of credits that must be achieved at level 4 or above	30
Number of mandatory credits that must be achieved	18
Number of optional credits that must be achieved from Group B	26
Number of optional credits that must be achieved from Group B or C	13

Unit	Unit reference number	Mandatory units	Level	Credit	Guided learning hours
1	D/506/1956	Resolve Administrative Problems	4	6	56
2	T/506/1946	Manage the Work of an Administrative Function	4	5	27
3	Y/506/1910	Communicate in a Business Environment	3	4	24
4	T/506/2952	Manage Personal and Professional Development	3	3	12

Unit	Unit reference number	Group B Optional units	Level	Credit	Guided learning hours
5	A/506/1950	Contribute to the Design and Development of an Information System	4	5	23
6	F/506/1951	Manage Information Systems	4	6	30
7	H/506/1957	Prepare Specification for Contract	4	4	23
8	M/506/1959	Manage Events	4	6	49
9	R/506/1954	Support Environmental Sustainability in a Business Environment	4	4	38
10	D/506/1911	Contribute to the Improvement of Business Performance	3	6	33
11	F/506/1917	Monitor Information Systems	3	8	43
12	H/506/1912	Negotiate in a Business Environment	3	4	18
13	J/506/1918	Evaluate the Provision of Business Travel or Accommodation	3	5	30
14	K/506/1913	Develop a Presentation	3	3	11
15	K/506/1944	Manage an Office Facility	3	4	21
16	M/506/1914	Deliver a Presentation	3	3	17
17	M/506/1945	Analyse and Present Business Data	3	6	24
18	T/506/1915	Create Bespoke Business Documents	3	4	23

Unit	Unit reference number	Group C Optional units	Level	Credit	Guided learning hours
19	A/506/1995	Manage a Budget	4	4	26
20	A/506/2032	Manage Knowledge in an Organisation	4	5	34
21	F/506/1982	Develop Working Relationships with Stakeholders	4	4	20
22	J/506/1949	Develop and Maintain Professional Networks	4	3	15
23	K/506/1989	Manage Physical Resources	4	4	26
24	K/506/1992	Prepare for and Support Quality Audits	4	3	17
25	L/506/2004	Manage Business Risk <b>Barred combination with Unit 33: Establish Business Risk Management Processes (J/506/2048)</b>	4	6	27
26	M/506/1962	Encourage Learning and Development	4	3	16
27	R/506/1999	Manage a Project	4	7	38
28	T/506/1980	Initiate and Implement Operational Change	4	4	19
29	T/506/1994	Conduct Quality Audits	4	3	21
30	Y/506/1955	Develop and Implement an Operational Plan	4	5	24
31	D/506/2055	Design Business Processes	5	5	23
32	F/506/2064	Optimise the Use of Technology	5	6	29
33	J/506/2048	Establish Business Risk Management Processes <b>Barred combination with Unit 25: Manage Business Risk (L/506/2004)</b>	5	5	29
34	R/506/2053	Promote Equality of Opportunity, Diversity and Inclusion	5	5	26
35	A/506/1821	Manage Team Performance	3	4	21

Unit	Unit reference number	Group C Optional units	Level	Credit	Guided learning hours
36	J/506/1921	Manage Individuals' Performance	3	4	20
37	K/506/1927	Manage Conflict within a Team	3	5	25
38	K/506/1930	Implement and Maintain Business Continuity Plans and Processes	3	4	25
39	M/506/1928	Procure Products and/or Services	3	5	35
40	M/506/1931	Collaborate with other Departments	3	3	14
41	Y/506/1924	Chair and Lead Meetings	3	3	10
42	D/506/2153	Champion Customer Service	4	4	17
43	J/506/2292	Encourage Innovation	3	4	14
44	R/506/2909	Recruitment, Selection and Induction Practice	4	6	33