

OCR Level 4 NVQ Diploma in Business and Administration

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Qualification Ref 601/3677/7

Course Offer

- The Course is available through electronic learning.
- The average course is 18-24 months; however your own length of learning will be individually agreed.
- The maximum number of workplace visits will be one visit per calendar month.
- There will be an individually agreed programme of on and off the job learning

Achievement

To achieve a Level 4 Diploma in Business and Administration, you must complete a minimum of 57 credits, of which, at least 30 credits must come from units at level 4 or above.

- 18 credits must be completed from GROUP A – Mandatory units
- Minimum of 26 credits from GROUP B – Optional units
- Maximum of 13 credits from GROUP C – Optional units
- Some units are barred against each other, see table below

LEVEL	UNIT TITLE	CREDIT VALUE	PLEASE TICK
GROUP A MANDATORY UNITS			
3	Communicate in a business environment	4	
4	Resolve administrative problems	6	
4	Manage the work of an administrative function	5	
3	Manage personal and professional development	3	
GROUP B OPTIONAL UNITS			
4	Contribute to the design and development of an information system	5	
4	Manage information systems	6	
4	Support environmental sustainability in a business environment	4	
4	Prepare specifications for contracts	4	
4	Manage events	6	
3	Contribute to the improvement of business performance	6	
3	Negotiate in a business environment	4	
3	Develop a presentation	3	

3	Deliver a presentation	3
3	Create bespoke business documents	4
3	Monitor information systems	8
3	Evaluate the provision of business travel or accommodation	5
3	Manage an office facility	4
3	Analyse and present business data	6

GROUP C OPTIONAL UNITS

4	Develop and maintain professional networks	3
4	Develop and implement an operational plan	5
4	Encourage learning and development	3
4	Initiate and implement operational change	4
4	Develop working relationships with stakeholders	4
4	Manage physical resources	4
4	Prepare for and support quality audits	3
4	Conduct quality audits	3
4	Manage a budget	4
4	Manage a project	7
4	Manage business risk	6
4	Manage knowledge in an organisation	5
4	Recruitment, selection and induction practice	6
5	Establish business risk management processes	5
5	Promote equality of opportunity, diversity and inclusion	5
5	Design business processes	5
5	Optimise the use of technology	6
3	Manage team performance	4
3	Manage individuals' performance	4
3	Chair and lead meetings	3
3	Encourage innovation	4
3	Manage conflict within a team	5
3	Procure products and / or services	5
3	Implement and maintain business continuity plans and processes	4
3	Collaborate with other departments	3
4	Champion customer service	4

Barred Units

THIS UNIT	IS BARRED AGAINST THIS UNIT
Manage business risk	Establish business risk management processes
Establish business risk management processes	Manage business risk