

EDI Level 3 NVQ in Business and Administration

Qualification Structure

To achieve a Level 3 qualification you must complete six units including the two mandatory core units. At least three units must be chosen from Group B.

Mandatory Core (2 Units)

UNIT 1	(Unit 301)	Carry out your responsibilities at work
UNIT 2	(Unit 302)	Work within your business environment

Optional Units

Group A (11 Units)

UNIT 3	(Unit 110)	Ensure your own actions reduce risks to health and safety
UNIT 4	(Unit 204)	Manage diary systems
UNIT 5	(Unit 205)	Organise business travel and accommodation
UNIT 6	(Unit 212)	Use IT Systems 2
UNIT 7	(Unit 213)	Use IT to exchange information 2
UNIT 8	(Unit 216)	Database software 2
UNIT 9	(Unit 217)	Presentation software 2
UNIT 10	(Unit 218)	Specialist or bespoke software 2
UNIT 11	(Unit 221)	Prepare text from notes
UNIT 12	(Unit 227)	Make administrative arrangements for the appearance of individuals at court
UNIT 13	(Unit 233)	Contribute to maintaining security and protecting individuals' rights in the custodial environment

Group B (31 Units)

UNIT 14	(Unit 303)	Supervise an office facility
UNIT 15	(Unit 304)	Procure products and services
UNIT 16	(Unit 305)	Manage and evaluate customer relations
UNIT 17	(Unit 306)	Manage the payroll function

UNIT 18	(Unit 307)	Complete year-end procedures
UNIT 19	(Unit 308)	Monitor information systems
UNIT 20	(Unit 309)	Plan and run projects
UNIT 21	(Unit 310)	Research, analyse and report information
UNIT 22	(Unit 311)	Plan, organise and support meetings
UNIT 23	(Unit 312)	Make a presentation
UNIT 24	(Unit 313)	Organise and coordinate events
UNIT 25	(Unit 314)	Word processing software 3
UNIT 26	(Unit 315)	Spreadsheet software 3
UNIT 27	(Unit 316)	Website software 2
UNIT 28	(Unit 317)	Artwork and imaging software 2
UNIT 29	(Unit 318)	Design and produce documents
UNIT 30	(Unit 319)	Plan and implement innovation and change
UNIT 31	(Unit 320)	Develop productive working relationships with colleagues
UNIT 32	(Unit 321)	Provide leadership for your team
UNIT 33	(Unit 323)	Prepare text from shorthand
UNIT 34	(Unit 324)	Prepare text from recorded audio instructions
UNIT 35	(Unit 325)	Calculate and verify critical dates for sentences
UNIT 36	(Unit 326)	Verify the release process
UNIT 37	(Unit 327)	Maintain agricultural and horticultural records and prepare claims for subsidies
UNIT 38	(Unit 328)	Administer legal files
UNIT 39	(Unit 329)	Administer representations
UNIT 40	(Unit 330)	Administer the appeals process
UNIT 41	(Unit 331)	Administer case files
UNIT 42	(Unit 332)	Administer appeals
UNIT 43	(Unit 333)	Investigate cases
UNIT 44	(Unit 334)	Provide administrative support in schools



Supporting learning
and performance