

2.2 OCR Level 2 Diploma in Business Administration

Rule of combination

To achieve this qualification a candidate must achieve the following:

minimum credit of	45
credit from mandatory Group A	21
minimum credit from optional Group B	14
maximum credit from optional Group C	10
maximum credit from optional Group D	6
minimum credit at Level 2 or above	36

There are no equivalencies or exemptions for this qualification.

Units for Level 2 Diploma in Business Administration

OCR Unit No	Unit title	Unit Reference No (URN)	Credit value	Level	GLH
Group A: Mandatory units					
1	Communication in a business environment	H/506/1893	3	2	19
2	Principles of providing administrative services	J/506/1899	4	2	25
3	Principles of business document production and information management	T/506/1901	3	2	21
4	Understand employer organisations	A/506/1964	4	2	40
5	Manage personal performance and development	L/506/1788	4	2	18
6	Develop working relationships with colleagues	R/506/1789	3	2	19
Group B: Optional units					
7	Manage diary systems	L/506/1807	2	2	12
8	Produce business documents	Y/506/1809	3	2	24
9	Collate and report data	L/506/1810	3	2	19
10	Store and retrieve information	R/506/1811	4	2	19

11	Produce minutes of meetings	Y/506/1812	3	2	13
12	Handle mail	D/506/1813	3	2	15
13	Provide reception services	H/506/1814	3	2	15
14	Prepare text from notes using touch typing	K/506/1815	4	2	26
15	Prepare text from shorthand	M/506/1816	6	2	46
16	Prepare text from recorded audio instruction	T/506/1817	4	2	15
17	Archive information	T/506/1865	3	2	14
18	Maintain and issue stationery and supplies	Y/506/2295	3	2	18
19	Use and maintain office equipment	J/506/1868	2	2	10
20	Contribute to the organisation of an event	L/506/1869	3	2	23
21	Organise business travel or accommodation	D/506/1875	4	2	23
22	Provide administrative support for meetings	H/506/1876	4	2	28
23	Administer human resource records	T/506/1879	3	2	28
24	Administer the recruitment and selection process	A/506/1883	3	2	25
25	Administer parking dispensations	R/506/1887	3	2	25
26	Administer finance	R/506/1890	4	2	21
27	Buddy a colleague to develop their skills	M/506/1895	3	2	19
28	Employee rights and responsibilities	L/506/1905	2	2	16
29	Health and safety in a business environment	D/506/1794	2	1	10
30	Use a telephone and voicemail system	K/506/1796	2	1	20
31	Meet and welcome visitors in a business environment	A/506/1799	2	1	20
32	Develop a presentation	K/506/1913	3	3	11
33	Deliver a presentation	M/506/1914	3	3	17
34	Contribute to the development and implementation of an information system	A/506/1916	6	3	21
35	Monitor information systems	F/506/1917	8	3	43
36	Analyse and present business data	M/506/1945	6	3	24
Group C: Optional units					
37	Using email	M/502/4300	3	2	20

38	Word processing software	R/502/4628	4	2	30
39	Website software	R/502/4631	4	2	30
40	Spreadsheet software	F/502/4625	4	2	30
41	Presentation software	M/502/4622	4	2	30
42	Bespoke software	F/502/4396	3	2	20
43	Data management software	J/502/4559	3	2	20
44	Deliver customer service	A/506/2130	5	2	27
45	Process information about customers	R/506/2134	3	2	14
46	Develop customer relationships	Y/506/2149	3	2	18
47	Participate in a project	F/506/1934	3	3	19
48	Processing customers' financial transactions	F/601/8320	4	2	8
49	Payroll processing	T/505/1238	5	2	20
Group D: Optional units					
50	Understand the use of research in business	A/506/1818	6	2	40
51	Understand the legal context of business	D/506/1939	6	3	44
52	Principles of customer relationships	K/503/8194	3	2	18
53	Principles of team leading	R/506/2294	5	2	37
54	Principles of equality and diversity in the workplace	J/506/1806	2	2	10
55	Principles of marketing theory	D/502/9928	4	2	30
56	Principles of digital marketing	D/502/9931	5	2	40
57	Understand working in a customer service environment	L/506/2083	3	1	25
58	Know how to publish, integrate and share using social media	R/505/3515	5	2	40
59	Exploring social media	F/505/6880	2	2	16
60	Understand the safe use of online and social media platforms	L/505/3514	4	2	35