

2.2 OCR Level 3 Diploma in Business Administration

Rule of combination

To achieve this qualification a candidate must achieve the following:

minimum credit of	58
credit from mandatory Group A	27
minimum credit from optional Group B	13
maximum credit from optional Group C	10
maximum credit from optional Group D	8
minimum credit at Level 3 or above	40

There are no equivalencies or exemptions for this qualification.

For details of barred combinations please see section 2.3 Barred combinations, equivalencies and exemptions.

Units for Level 3 Diploma in Business Administration

OCR Unit No	Unit title	Unit Reference No (URN)	Credit value	Level	GLH
Group A: Mandatory units					
1	Communicate in a business environment	Y/506/1910	4	3	24
2	Manage personal and professional development	T/506/2952	3	3	12
3	Principles of business communication and information	R/506/1940	4	3	27
4	Principles of administration	Y/506/1941	6	3	27
5	Principles of business	D/506/1942	10	3	74
Group B: Optional units					
6	Contribute to the improvement of business performance	D/506/1911	6	3	33
7	Negotiate in a business environment	H/506/1912	4	3	18
8	Develop a presentation	K/506/1913	3	3	11
9	Deliver a presentation	M/506/1914	3	3	17
10	Create bespoke business documents	T/506/1915	4	3	23

11	Contribute to the development and implementation of an information system	A/506/1916	6	3	21
12	Monitor information systems	F/506/1917	8	3	43
13	Evaluate the provision of business travel or accommodation	J/506/1918	5	3	30
14	Provide administrative support in schools	L/506/1919	5	3	33
15	Administer parking and traffic challenges, representations and civil parking appeals	F/506/1920	5	3	31
16	Administer statutory parking and traffic appeals	R/506/1923	6	3	42
17	Administer parking and traffic debt recovery	T/506/1932	5	3	35
18	Administer legal files	J/506/1935	5	3	31
19	Build legal case files	L/506/1936	5	3	32
20	Manage legal case files	Y/506/1938	5	3	32
21	Manage an office facility	K/506/1944	4	3	21
22	Analyse and present business data	M/506/1945	6	3	24
23	Produce business documents	Y/506/1809	3	2	24
24	Store and retrieve information	R/506/1811	4	2	19
25	Produce minutes of meetings	Y/506/1812	3	2	13
26	Handle mail	D/506/1813	3	2	15
27	Prepare text from shorthand	M/506/1816	6	2	46
28	Prepare text from recorded audio instruction	T/506/1817	4	2	15
29	Maintain and issue stationery and supplies	Y/506/2295	3	2	18
30	Contribute to the organisation of an event	L/506/1869	3	2	23
31	Organise business travel or accommodation	D/506/1875	4	2	23
32	Provide administrative support for meetings	H/506/1876	4	2	28
33	Administer human resource records	T/506/1879	3	2	28
34	Administer the recruitment and selection process	A/506/1883	3	2	25
35	Administer parking dispensations	R/506/1887	3	2	25
36	Administer finance	R/506/1890	4	2	21
37	Buddy a colleague to develop their skills	M/506/1895	3	2	19
38	Employee rights and responsibilities	L/506/1905	2	2	16

39	Support environmental sustainability in a business environment	R/506/1954	4	4	38
40	Resolve administrative problems	D/506/1956	6	4	56
41	Prepare specifications for contracts	H/506/1957	4	4	23
42	Prepare text from notes using touch typing	K/506/1815	4	2	26
Group C: Optional units					
43	Promote equality, diversity and inclusion in the workplace	T/506/1820	3	3	15
44	Manage team performance	A/506/1821	4	3	21
45	Manage individuals' performance	J/506/1921	4	3	20
46	Manage individuals' development in the workplace	L/506/1922	3	3	10
47	Chair and lead meetings	Y/506/1924	3	3	10
48	Encourage innovation	J/506/2292	4	3	14
49	Procure products and/or services	M/506/1928	5	3	35
50	Implement change	T/506/1929	5	3	28
51	Implement and maintain business continuity plans and processes	K/506/1930	4	3	25
52	Participate in a project	F/506/1934	3	3	19
53	Develop and maintain professional networks	J/506/1949	3	4	15
54	Develop and implement an operational plan	Y/506/1955	5	4	24
55	Manage physical resources	K/506/1989	4	4	26
56	Prepare for and support quality audits	K/506/1992	3	4	17
57	Manage a budget	A/506/1995	4	4	26
58	Manage a project	R/506/1999	7	4	38
59	Manage business risk	L/506/2004	6	4	27
60	Recruitment, selection and induction practice	R/506/2909	6	4	33
61	Organise and deliver customer service	L/506/2150	5	3	27
62	Resolve customers' complaints	R/506/2151	4	3	22
63	Using email	T/502/4301	3	3	20
64	Word processing software	Y/502/4629	6	3	45
65	Website software	Y/502/4632	5	3	40

66	Spreadsheet software	J/502/4626	6	3	45
67	Presentation software	T/502/4623	6	3	45
68	Bespoke software	J/502/4397	4	3	30
69	Database software	T/502/4556	6	3	45
Group D: Optional units					
70	Principles of leadership and management	F/506/2596	8	3	50
71	Principles of market research	K/502/9933	5	3	40
72	Principles of marketing and evaluation	T/502/9935	7	3	50
73	Principles of digital marketing and research	F/502/9937	7	3	50
74	Principles of marketing stakeholder relationships	J/502/9938	3	3	16
75	Understand the customer service environment	Y/506/2152	5	3	40
76	Understand the legal context of business	D/506/1939	6	3	44
77	Principles of social media within a business	R/503/9324	6	3	42

2.3 Barred combinations

2.3.1 Barred combinations

These are units that cannot be counted together as part of the rule of combination for this qualification.

The following table lists the units in this qualification that are barred with other units.

OCR Unit No	Unit title	Unit Reference No (URN)	Barred with
13	Evaluate the provision of business travel or accommodation	J/506/1918	OCR Unit 31 Organise business travel or accommodation D/506/1875
52	Participate in a project	F/506/1934	OCR Unit 58 Manage a project R/506/1999