

Mapping document

The NCFE Level 3 Certificate in Principles of Business Administration (601/7074/8) has been mapped to the knowledge learning outcomes of the NCFE Level 3 Diploma in Business Administration (601/3965/1), as shown in the table below.

NCFE Level 3 Certificate in Principles of Business Administration (601/7074/8)	NCFE Level 3 Diploma in Business Administration (601/3965/1)
Mandatory units	
Principles of business (L/507/4329)	Principles of business (D/506/1942)
Principles of business communication and information (T/507/5779)	Principles of business communication and information (R/506/1940) Communicate in a business environment (Y/506/1910)
Principles of administration (M/507/5781)	Principles of administration (Y/506/1941)
Optional units	
Understand the development and implementation of an information system (L/507/4332)	Contribute to the development and implementation of an information system (A/506/1916) Monitor information systems (F/506/1917)
Understand how to improve business performance (J/507/4331)	Contribute to the improvement of business performance (D/506/1911) Implement change (T/506/1929)
Understand how to develop and deliver a presentation (T/507/4339)	Develop a presentation (K/506/1913) Deliver a presentation (M/506/1914)
Understand how to build, manage and administer legal files (T/507/5782)	Build legal case files (L/506/1936) Manage legal case files (Y/506/1938) Administer legal files (J/506/1935)
Understand how to use business data and bespoke business documents (F/507/5784)	Analyse and present business data (M/506/1945) Create bespoke business documents (T/506/1915)
Understand equality, diversity and inclusion in the workplace (K/507/4337)	Promote equality, diversity and inclusion in the workplace (T/506/1820)
Understand how to manage performance and conflict in the workplace (D/507/5646)	Manage team performance (A/506/1821) Manage individuals' performance (J/506/1921) Manage conflict within a team (from Level 3 Diploma in Management)
Understand how to deliver customer service (Y/507/5788)	Organise and deliver customer service (L/506/2150) Resolve customers' complaints (R/506/2151)
Principles of digital marketing and research (R/507/5790)	Principles of digital marketing and research (F/502/9937)

NCFE Level 3 Certificate in Principles of Business Administration (601/7074/8)	NCFE Level 3 Diploma in Business Administration (601/3965/1)
Principles of marketing stakeholder relationships (Y/507/5791)	Principles of marketing stakeholder relationships (J/502/9938)
Principles of market research (D/507/5792)	Principles of market research (K/502/9933)
Principles of marketing and evaluation (H/507/5793)	Principles of marketing and evaluation (T/502/9935)
Understand the customer service environment (R/507/5627)	Understand the customer service environment (Y/506/2152)
Understand the legal context of business (M/507/5795)	Understand the legal context of business (D/506/1939)
Principles of social media within a business (T/507/5796)	Principles of social media within a business (R/503/9324)
Principles of leadership and management (F/507/4330)	Principles of leadership and management (F/506/2596)

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