

# **Business and Administration**

OCR Level 2 NVQ Award in Business and Administration

OCR Level 2 NVQ Certificate in Business and Administration

OCR Level 2 NVQ Diploma in Business and Administration

Scheme code 04704/04705/04706

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# 1 Introduction

This centre handbook provides information for centre staff involved in the planning, delivery and assessment of the following qualifications which have been accredited onto the Qualifications and Credit Framework (QCF).

## **OCR Level 2 Award in Business and Administration**

**The OCR scheme code for this qualification is 04704**

## **OCR Level 2 Certificate in Business and Administration**

**The OCR scheme code for this qualification is 04705**

## **OCR Level 2 Diploma in Business and Administration**

**The OCR scheme code for this qualification is 04706**

It is important that centre staff involved in the delivery of the above qualifications understand the requirements laid down in this handbook. Centres should therefore ensure that all staff involved in the delivery of these qualifications have access to this document.

## 1.1 The OCR NVQ in Business and Administration suite of qualifications

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The OCR NVQ in Business and Administration suite of qualifications provides candidates with high quality, nationally recognised qualifications. They are vocationally-related, credit-based qualifications that provide valuable opportunities for individuals to develop skills, gain underpinning knowledge and understanding and demonstrate competence in the workplace or provide progression within the OCR NVQ in Business and Administration suite of qualifications and/or in to employment. They support achievement of Functional Skills and relate to national occupational standards (NOS).

The awarding body for these qualifications is Oxford Cambridge and RSA Examinations (OCR) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

These qualifications have been accredited onto the Qualifications and Credit Framework (QCF). They are endorsed by the Council for Administration (CfA), the sector body for business and administration.

## 1.2 Administration arrangements for these qualifications

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A separate publication, the *Admin guide: Vocational Qualifications (A850)*, provides details of the administration arrangements for these qualifications. The Admin Guide is available to download from our website: [www.ocr.org.uk](http://www.ocr.org.uk).

## 1.3 What is the Qualifications and Credit Framework (QCF)?

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The QCF is a unit and credit-based regulatory framework which replaces the National Qualifications Framework (NQF). It is a way of recognising skills and qualifications by awarding credit for qualifications and units achieved.

## 1.4 If centre staff have queries

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This Centre Handbook, the individual units and the Admin Guide contain all the information needed to deliver and administer these qualifications. These documents are available on the qualification webpages of the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)). If centre staff have any queries about these qualifications that are not answered in these publications, they should refer to the section [Further support and information](#) for details of who to contact. Support is also available on the OCR webpages for these qualifications.

## 1.5 Documentation updates

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The information provided in this handbook was correct at the time of production. Occasionally OCR may update this information. Please refer to the qualification webpages at [www.ocr.org.uk](http://www.ocr.org.uk) for details regarding updates to these qualifications. The latest version of this handbook is available to download from the OCR website.

## 2 General information

### 2.1 Qualification profile

<b>Title</b>	OCR Level 2 Award in Business and Administration			
<b>OCR code</b>	04704			
<b>QAN</b>	500/9582/1 (Qualification Accreditation Number)			
<b>Level</b>	This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 2			
<b>Qualification structure</b>	The credit required for this qualification is 9 credits. To achieve this qualification, candidates must complete a total of 9 credits from 2 mandatory units and 29 optional units. 6 credits must be at Level 2.			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
	✓	✓	✓	✓
<b>This qualification is suitable for</b>	This Level 2 Award is designed to reflect the work of administration staff across a wide range of industries and types of organisations and is for those who are working with some autonomy and personal responsibility. It is aimed at candidates who work as part of a team and ensure the provision of information and resources to others.			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	These qualifications are pass/fail.			
	These qualifications are internally assessed by centre staff and externally verified by OCR Assessors.			
<b>Funding</b>	For details on eligibility for public funding please refer to the following websites: <a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a> <a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a>			
<b>Performance figures</b>	For information on this qualification's contribution to performance measurement please see the National Database of Accredited Qualifications (NDAQ): <a href="http://www.accreditedqualifications.org.uk">http://www.accreditedqualifications.org.uk</a>			
<b>Last entry date*</b>	31/12/2013			
<b>Last certification date*</b>	31/12/2015			

\*OCR will inform centres of changes to these dates. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current dates. All centre records must be updated accordingly.

<b>Title</b>	OCR Level 2 Certificate in Business and Administration			
<b>OCR code</b>	04705			
<b>QAN</b>	500/9645/X (Qualification Accreditation Number)			
<b>Level</b>	This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 2			
<b>Qualification structure</b>	<p>The credit required for this qualification is 21.</p> <p>To achieve this qualification, candidates must complete a total of 21 credits from 4 mandatory units and 70 optional units. 9 credits must come from the mandatory units, a minimum of 7 credits must come from optional group B and the remaining credits can come from optional group B or C. 14 credits must be achieved at Level 2.</p>			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
	✓	✓	✓	✓
<b>This qualification is suitable for</b>	<p>This Level 2 Certificate is designed to reflect the work of administration staff across a wide range of industries and types of organisations and is for those who are working with some autonomy and personal responsibility. Optional units provide opportunity to show understanding and skills in a variety of areas, including basic finance, IT and contributing to events.</p> <p>It is also suitable for candidates on the Standard Apprenticeship framework.</p>			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	<p>These qualifications are pass/fail.</p> <p>These qualifications are internally assessed by centre staff and externally verified by OCR Assessors.</p>			
<b>Funding</b>	<p>For details on eligibility for public funding please refer to the following websites:</p> <p><a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a></p> <p><a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a></p>			
<b>Performance figures</b>	<p>For information on this qualification's contribution to performance measurement please see the National Database of Accredited Qualifications (NDAQ): <a href="http://www.accreditedqualifications.org.uk">http://www.accreditedqualifications.org.uk</a></p>			
<b>Last entry date*</b>	31/12/2013			
<b>Last certification date*</b>	31/12/2015			

\*OCR will inform centres of changes to these dates. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current dates. All centre records must be updated accordingly.

<b>Title</b>	OCR Level 2 Diploma in Business and Administration			
<b>OCR code</b>	04706			
<b>QAN</b>	500/9647/3 (Qualification Accreditation Number)			
<b>Level</b>	This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 2			
<b>Qualification structure</b>	<p>The credit required for this qualification is 37.</p> <p>To achieve this qualification, candidates must complete a total of 37 credits from 4 mandatory units and 70 optional units. 9 credits must come from the mandatory units, a minimum of 17 credits must come from optional group B and the remaining credits can come from optional group B or C. 24 credits must be achieved at Level 2.</p>			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
	✓	✓	✓	✓
<b>This qualification is suitable for</b>	<p>This Level 2 Diploma is designed to reflect the work of administration staff across a wide range of industries and types of organisations and is for those who are working with some autonomy and personal responsibility. Learners can choose from a large bank of optional units, allowing them to show understanding and skills in a variety of areas, including human resources, document production, finance and managing information.</p>			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	These qualifications are pass/fail.			
	These qualifications are internally assessed by centre staff and externally verified by OCR Assessors.			
<b>Funding</b>	<p>For details on eligibility for public funding please refer to the following websites:</p> <p><a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a></p> <p><a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a></p>			
<b>Performance figures</b>	<p>For information on this qualification's contribution to performance measurement please see the National Database of Accredited Qualifications (NDAQ): <a href="http://www.accreditedqualifications.org.uk">http://www.accreditedqualifications.org.uk</a></p>			
<b>Last entry date*</b>	31/12/2013			
<b>Last certification date*</b>	31/12/2015			

## 2.2 Target market

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These qualifications are suitable for those who wish to work within business and administration in a variety of environments. The qualification is also suitable for those who are working with some autonomy and personal responsibility within a business environment and want a qualification that reflects their current role.

## 2.3 Qualification aims

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The OCR Level 2 NVQ Award, Certificate and Diploma in Business and Administration qualifications are competence based qualifications which will act as an introduction to the requirements of the work place in the context of a business environment. These qualifications will provide learners with an array of business functional areas from which they may achieve competence in a variety of contexts.

## 2.4 Entry requirements

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These qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that restrict access or progression thereby promoting equal opportunities.

All centre staff involved in the assessment or delivery of these qualifications should understand the requirements of the qualification and match them to the needs and capabilities of individual candidates before entering them as candidates for one of these qualifications.

There are no formal requirements for entry to these qualifications.

## 2.5 Unique Learner Number (ULN)

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It is an Ofqual requirement that Awarding Bodies must capture the Unique Learner Number (ULN) for all candidates who have claimed certification for OCR Level 1 NVQ in Business and Administration. Where a candidate has a ULN, you should enter their number in the ULN field of the entry form. For candidates who do not have a ULN, a claim will still be accepted if you leave this field blank but OCR will not be able to send these achievements to the Diploma Aggregation Service. Further information about this can be found in the *Admin guide: Vocational Qualifications* (A850) available to download from [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.6 Progression opportunities

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These qualifications have been designed to encourage progression.

The OCR Level 2 NVQ Award in Business and Administration will allow progression to the OCR Level 2 NVQ Certificate. The Award and the Certificate will allow progression to the Diploma. The Level 2 qualifications will also allow progression to the Level 3 NVQ Certificate and Diploma qualifications. They will also provide progression to the apprenticeship framework allowing learners to claim credit for units previously achieved.

Learners achieving this qualification may also progress directly into employment, or within already existing employment as it provides accreditation of competence in the workplace.

## 2.7 Supporting OCR candidates

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Centres should ensure that candidates are informed of the title and level of the qualification they have been entered for and that Oxford Cambridge and RSA Examinations (OCR) is the awarding body for their chosen qualification.

Centre staff should provide guidance to candidates on the assessment process and help candidates prepare for assessment. Full details on how the units are assessed are in sections 3 and 6 of this centre handbook.

## 2.8 Wider issues

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These qualifications provide potential for centres to develop candidates' understanding of spiritual, moral, ethical, social and cultural issues and heighten candidates' awareness of environmental issues, health and safety considerations and European developments.

### Spiritual, moral, ethical, social and cultural issues

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Centre staff delivering a course that supports these qualifications would have opportunities to address spiritual, moral, ethical, social and cultural issues.

For example, Unit 206 requires candidates to 'treat other people with honesty, respect and consideration' and Unit 205 requires candidates to 'show respect for individuals in a team'.

## Environmental issues, health and safety considerations and European developments

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Centre staff delivering a course that supports these qualifications may have opportunities to address environmental issues, health and safety considerations and European developments depending on the method of delivery/choice of teaching materials.

For example, Unit 203 requires a candidate to 'complete work tasks, keeping waste to a minimum' and Unit 316 requires candidates to 'identify any health and safety issues associated with setting up an IT system'.

## 2.9 Guided learning hours

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Each of the units in these qualifications are allocated a number of guided learning hours (glh) which indicates the approximate number of hours for teacher supervised or directed study time and assessment. Information on unit glh for this qualification is given in section 6.

## 2.10 Funding

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These qualifications are accredited at Level 1 of the Qualifications and Credit Framework and are eligible for funding under Section 96 and/or Skills Funding Agency. For details on eligibility for public funding please refer to the following websites:

<http://www.dcsf.gov.uk/section96/>

<http://skillsfundingagency.bis.gov.uk/>

## 2.11 Mode of delivery

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OCR does not specify the mode of study or specify a time limit for the achievement of these qualifications other than the expiry dates for entry and certification laid down by the regulatory authorities detailed in the qualification profiles.

Centres are free to deliver these qualifications using any mode of delivery that meets the needs of their candidates. Whatever mode of delivery is used, centres must ensure that candidates have appropriate access to the resources identified below.

Centres should consider the candidates' complete learning experience when designing learning programmes. This is particularly important in relation to candidates studying part time alongside real work commitments where candidates may bring with them a wealth of experience that should be utilised to maximum effect by centre staff.

## 2.12 Resources

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OCR strongly advises that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case studies.

Candidates should be encouraged to read around the subject and have an appropriate knowledge of the application of the appropriate legislation (eg Health and Safety).

In addition, staff conducting assessment must understand fully the requirements of these qualifications. Centres should ensure that appropriate physical resources are made available to candidates.

Centres will need to provide appropriate assessment facilities for candidates that comply with the regulations laid down by OCR in the *Admin guide: Vocational Qualifications (A850)* and the *JCQ Instructions for Conducting Examinations*, available on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

Centres will need to meet the above requirements when they seek centre approval from OCR.

## 2.13 Delivery in Wales and Northern Ireland

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The specification for these qualifications has been approved by the Department for Children, Education, Lifelong Learning and Skills (DCELLS) for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

Candidates in Wales or Northern Ireland should not be disadvantaged by terms, legislation or aspects of government that are different from those in England. Where such situations might occur, including in the external assessment, the terms used have been selected as neutral so that candidates may apply whatever is appropriate to their own situation.

We will provide specifications, assessments and supporting documentation in English.

Further information concerning the provision of assessment materials in Welsh and Irish may be obtained from the OCR Customer Contact Centre: 024 76 851509.

## 2.14 Access arrangements and special consideration

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Adjustments to standard assessment arrangements are made on the basis of the individual needs of candidates.

It is important, therefore, that centres identify as early as possible whether candidates have disabilities or particular difficulties that will put them at a disadvantage in the assessment situation

and select an appropriate qualification or adjustment that will allow them to demonstrate attainment.

The responsibility for providing adjustments to assessment is one which is shared between OCR and the centre. Centre staff should consult the consult the Joint Council of Qualifications' (JCQ) booklet *Access Arrangements, Reasonable Adjustments and Special Consideration* [www.jcq.org.uk](http://www.jcq.org.uk).

For further guidance on access arrangements and special consideration please refer to OCR's *Admin guide: Vocational Qualifications (A850)* on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.15 Results enquiries and appeals

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Please refer to the *Admin guide: Vocational Qualifications (A850)* which can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.16 Centre malpractice guidance

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It is the responsibility of the Head of Centre\* to report (in writing) all cases of suspected malpractice involving centre staff or candidates, to the OCR Standards Division.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly, and report the outcomes to the OCR Standards Division.

Further information is contained in the JCQ publication: *Suspected Malpractice in Examinations and Assessments* which is available from [www.jcq.org.uk](http://www.jcq.org.uk) together with OCR's *Malpractice Procedures – A Guide for Centres*.

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\* The Head of Centre is defined as the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, eg the Principal of a College, the Head Teacher of a school, the Managing Director of a Private Training Provider or the Group Training Manager of a major company.

# 3 Assessment

## 3.1 Assessment: how it works

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Please note that all centres for these qualifications must familiarise themselves with the CfA Assessment Strategy – 2009 Business & Administration Standards, in addition to the Assessment Strategy for the IT, Customer Services and/or Management if assessing units imported into the Business Administration suite from any of these sectors. Sections 3 and 4 of this handbook should be read in conjunction with these documents.

When assessors are satisfied that the candidate has met all of the requirements for a unit, they must confirm this by signing an evidence record sheet for that unit to show that the assessment process is complete (see [Supporting Documentation](#)).

## 3.2 Initial assessment of candidates

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It is important for centres to carry out some form of initial assessment that identifies what competence and knowledge a candidate already has and the gaps that they need to look at. This will help plan the assessment because it allows assessors to help candidates understand the best place to start collecting evidence. It will also identify units which candidates might have difficulty finishing.

## 3.3 Assessment planning

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Assessors must take responsibility for assessment planning with candidates. This will involve agreeing a number of issues with candidates including:

- finding the best source of evidence to use for particular units
- finding the best way of assessing the candidate
- confirming the best times, dates and places for the assessments to take place.

Assessors must make a note of their assessment planning and regularly give feedback to candidates.

## 3.4 Making assessment decisions

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It is not necessary for candidates to meet all the criteria every time they carry out an activity but **it is necessary that all candidates produce their own evidence to meet all assessment criteria.** They must consistently provide enough evidence for assessors to believe that the candidate is competent in their working environment.

In line with the Learning and Development standard A1, assessors should:

- plan with the candidates
- assess candidate performance, knowledge and understanding
- look at the evidence
- question and give feedback to the candidate working towards these qualifications.

They should also be satisfied that the candidate has demonstrated competence when meeting the assessment criteria.

All criteria must be completed before the assessor can sign the unit off as complete.

Full details of the administration arrangements associated with these qualifications are included in the *Admin guide: Vocational Qualifications (A850)* which can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 3.5 Methods of assessment

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It is the assessor's responsibility to agree the best method of assessing a candidate in relation to their individual circumstances. The methods agreed must be:

- valid
- reliable
- safe and manageable
- suitable to the needs of the candidate.

### Valid

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A valid assessment method is one that is capable of measuring the knowledge or skills in question. For example, a written test cannot measure a candidate's practical skills or their ability to work well with others.

Validity can also be compromised if a candidate does not understand what is required of them. For example, one valid method of assessing a candidate's knowledge and understanding is to question them. If the questions posed are difficult for the candidate to understand (not in terms of the content but the way they are phrased, for example), the validity of the assessment method is questionable.

As well as assessment methods being valid, the evidence presented must also be valid. For example, it would not be appropriate to present an organisation's health and safety policy as evidence towards the requirement of Unit 113 "Use occupational and safety guidelines when using keyboards", unless developed by the candidate, as it would not allow for valid assessment. It may be more appropriate for the candidate and assessor to have a discussion about the policy and for the candidate to explain how it is relevant, illustrated with examples from their work of their compliance to the requirements. This discussion could then be assessed by the assessor and recorded as evidence.

## Reliable

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A reliable method of assessment will produce consistent results for different assessors on each assessment occasion. Internal verifiers must make sure that all assessors' decisions are consistent.

## Safe and manageable

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Assessors and internal verifiers must make sure that the assessment methods are safe and manageable and do not put unnecessary demands on the candidate and/or the organisation they work for.

## Suitable to the needs of the candidate

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OCR has tried to make sure that achievement of these qualifications are free from constraints outside the requirements of the candidate's job role.

For candidates who have access requirements please see [section 2.14](#) of this handbook.

If centre staff think that any aspect of these qualifications unfairly restricts access and progression, they should talk to their OCR external verifier about this.

OCR in partnership with the Council for Administration (CfA) and other awarding bodies have identified the following main assessment methods which are suitable for these qualifications:

- **direct observation** of practice by a qualified assessor or by the expert witness for occupational specific units
- **examining the evidence** by an assessor
- **questioning** the candidate or witness by an assessor
- **inference of knowledge** from direct observation.

In some situations, the assessor can speak to the candidate to provide evidence of the candidate's performance and knowledge (see [Professional discussion](#)).

## 3.6 Examining the evidence

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Only approved and qualified assessors (see [Assessor and internal verifier requirements](#)) may examine the evidence for the assessment of these qualifications.

Evidence can:

- reflect how the candidate carried out the process
- be the product of a candidate's work
- be a product relating to the candidate's competence.

For example:

The process that the candidate carries out could be recorded in an observation or witness testimony. It is the assessor's responsibility to make sure that the evidence a candidate submits for assessment meets the requirements of the qualification.

The product of a candidate's work could be; letters to or from external customers, or email messages to or from colleagues, project reports, case studies, service user/carer testimony.

After the assessor has examined the evidence, the assessor must record an assessment decision and the justification for the decision. The assessor should also give feedback to the candidate (see [Supporting Documentation](#)).

## 3.7 Observation

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Only approved and qualified assessors (see [Assessor and internal verifier requirements](#)) may carry out observations for the assessment of these qualifications.

The assessor and candidate should plan observations together but it is the assessor's responsibility to record the observation properly.

After the observation has taken place, the assessor needs to record an assessment decision and the justification for the decision. The assessor should also give feedback to the candidate (see [Supporting Documentation](#)).

## 3.8 Questioning

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Only approved and qualified assessors (see [Assessor and internal verifier requirements](#)) may question a candidate or witness for the assessment of these qualifications.

Questioning the candidate is normally an ongoing part of the assessment process, and is necessary to:

- test a candidate's knowledge of facts and procedures
- check if a candidate understands principles and theories *and*
- collect information on the type and purpose of the processes a candidate has gone through.

Assessors should ask open questions; that is questions where the candidate has to give an answer (other than 'yes' or 'no'). Assessors should also be careful to avoid complicated questions which may confuse the candidate.

It is important that assessors record assessment decisions after they have questioned the candidate. They must record enough information to justify the decisions they make. This does not mean that assessors must record, word for word, the questions put to the candidate and the answers the candidate gives. However, assessors must record enough information about what they asked and how the candidate replied to allow the assessment to be verified.

Questioning witnesses is normally an ongoing part of validating written witness statements. However, questioning witnesses should not just be used for this purpose. Assessors should be able to speak to witnesses and record, in whatever way is suitable, the verbal statements of these witnesses. A record of verbal statement is a form of witness statement and could provide valuable evidence to confirm a candidate's competence over a period of time.

## 3.9 Professional discussion

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Professional discussion is a structured, planned and in depth discussion recorded by the assessor. It allows the candidate to present evidence of competence and to demonstrate skills, knowledge and understanding through discussing the evidence and showing how it meets the requirements of the qualification. The assessor should guide the discussion by using open questioning, active listening and knowledge of the standards.

## 3.10 Witness testimonies

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Witness testimonies can be used as evidence of a candidate's performance. Such testimonies could be made verbally to the assessor or could be written in a short note.

If a witness provides a written statement they should include the following:

- the candidate's name
- the date, time and venue of the activity carried out
- a description of the activities performed by the candidate
- the date of writing the testimony
- a description of the witness' relationship to the candidate
- their signature and job title
- their contact details (such as telephone number).

It is not appropriate for witness testimonies to contain a list of the skills to which it relates. Witnesses must direct the information in their testimonies to describing what the candidate did. The assessor will then judge whether the candidate's activities demonstrate competence to the standards. It is not acceptable for candidates to produce written witness testimonies for witnesses to sign, to support a qualification they are working towards.

### 3.11 Personal statements

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This is a candidate's own account of what they did, backed up by reference to evidence or witnesses. Candidates can also produce logs or diaries, reflective accounts, but someone who can authenticate them as a true account of what took place must countersign these.

### 3.12 Performance evidence

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Performance evidence provides proof of what a candidate can do. Sometimes, performance evidence can also provide evidence of what a candidate knows. Performance evidence can take the form of the following:

- products or outcomes of the candidate's work (for example, things that the candidate produced or worked on). The evidence presented for assessment may be the actual product or a record of the product
- if group work is used as evidence, the candidate's contribution must be identified clearly. Other products (for example, company policies) may have been reproduced by someone else but relate to the candidate and their competence
- proof of the way the candidate carried out their work (that is, the process they went through). An assessor's observation of a candidate or a witness' testimony both provides performance evidence and would be suitable for these qualifications.

### 3.13 Where evidence comes from

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Evidence may come from a number of different sources, for example:

- performance evidence may come from a candidate carrying out workplace activities
- knowledge evidence may come from a candidate carrying out workplace activities or from the candidate answering the assessor's questions.

### 3.14 Real work

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Real work is 'where the candidate is engaged in activities that contribute to the aims of the organisation by whom they are employed' for example administrators in paid employment, administrators working in a voluntary capacity or on extensive work experience programmes.

### 3.15 Simulation

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In line with the CfA Assessment Strategy, simulation is acceptable for all the Business and Administration sector units in these qualifications but should only be undertaken where the candidate is unable to complete the units because of the lack of opportunity within their practice.

Where simulations are used they **must** replicate working activities in a realistic workplace environment.

A realistic working environment is defined by an environment that replicates what is likely to happen when an individual is carrying out their normal duties and activities. The candidate is subjected to a work environment and is producing performance evidence subject to all of the following conditions:

- time pressures
- work problems
- accountabilities
- office environment
- tools to do the job

for example learners in a model or virtual office.

Units in Levels 3, 4 and 5 should be completed with as little simulation as possible as tasks performed require more specific circumstances, which a RWE may struggle to replicate.

All units within the OCR NVQ Business & Administration suite that are imported from other sectors (please see unit tables) must be assessed in line with the requirements of the Assessment Strategy for that sector:

## Management

Simulation is not allowed for any of the Management sector units.

## Customer Service

The following two units imported from the Customer Service sector may be assessed using simulated activities, in line with the Customer Service Assessment Strategy:

- Recognise and deal with customer queries, requests and problems
- Take details of customer service problems

Other Level 1 and Level 2 units imported from the Customer Service sector may be assessed using real work or within a Realistic Working Environment. Higher level units imported from the Customer Service sector may only be assessed using real work.

## IT

All IT units imported into the Business & Administration NVQ suite are ITQ units and the evidence for these units therefore may come from any of the areas listed in the ITQ handbook.

If a candidate has already achieved one of these units whilst working towards an ITQ qualification, the credit from this unit will automatically count towards their Business and Administration full qualification. In this case, the unit will have been moderated by post by an ITQ moderator and no further action needs to be taken by the centre – as long as the candidate name is the same on both registrations, OCR systems will pick this up automatically.

However, if a candidate wishes to take one or more of the IT units available within the Rules of Combination as part of their Business and Administration NVQ but they have not registered for a full ITQ qualification, the assessment of this unit will be different.

Under these circumstances, the work for the unit will be assessed within the centre in the normal way, but **will NOT then be sent to an OCR ITQ moderator**. The evidence should be internally verified by the Internal Verifier for Business and Administration, kept in the same way as all the other units for this qualification and will be externally verified by the OCR External Verifier.

## 3.16 Media that may be used

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Evidence can take many forms, for example, photographs, videos, audio tapes, CD-ROMs and paper-based or digitally formatted documents.

## 3.17 Amount of evidence needed

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It is difficult to give detailed guidance regarding the amount of evidence needed as it depends on the type of evidence collected and the judgement of assessors.

For a candidate to be judged competent in a unit, the evidence presented must satisfy all the assessment requirements and assessment criteria.

The quality and breadth of evidence provided should determine whether an assessor is confident that a candidate is competent or not. Assessors must be convinced that candidates working on their own can work independently to the required standard.

OCR may accept some evidence from candidates who have been assessed in a language other than English, Welsh or Irish as long as there is enough evidence to show that candidates are competent in English, Welsh or Irish to the standard required for competent performance throughout the UK.

## 3.18 Cumulative assessment record (CAR)

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As well as collecting evidence, candidates must record all their assessed evidence in their personal **cumulative assessment record (CAR)**. The CAR is the candidate's record of what evidence has been accepted as proof of competence and where that evidence can be found. It can also be used to record progress towards, and achievement of units.

To build a CAR candidates will need to fill in an evidence record sheets (or equivalent) for each unit. Compiling the CAR is an ongoing process involving discussion and agreement between the candidate and their assessor. The candidate should fill in and keep the CAR while working towards their qualification. An assessor may help the candidate complete the CAR if necessary

Centres can design their own recording documents if they want to. You should talk about any document you want to use with your external verifier before you use them. OCR's publication *Admin guide: Vocational Qualifications (A850)* includes information and criteria for designing recording documents.

We have provided other forms and recording documents which assessors and candidates might want to use for these qualifications. Please see the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 3.19 Verification – how it works

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### Internal verification

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It is the centre's responsibility to appoint an internal verifier to manage the internal verification process. The purpose of internal verification is to make sure and show that assessment is valid and consistent, through monitoring and sampling assessment decisions.

Internal verifiers must agree the use of simulated activities before they take place and must sample all evidence produced through simulated activities (see section **Simulation**).

The role of the internal verifier is more fully explained in the *Administrative Guide to Vocational Qualifications (A850)*.

### External verification

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OCR will allocate an external verifier who will visit the centre to verify assessments and internal verification.

External verifiers will want to interview candidates, assessors and internal verifiers during their visits. Assessment records and evidence for all candidates must also be available for verifiers to see if they ask to. It is the assessor's (and not the internal or external verifiers') responsibility to 'sign off' each unit of competence.

Centres should have the following available for each external verification visit:

- a list of candidates registered for these qualifications, together with their achievements to date plus certification records
- access to evidence (for example, up-to-date portfolios) and CARs (see [Cumulative assessment record](#))
- access to OCR on-line claim system (Interchange)
- relevant assessors and selected candidates as requested by the external verifier (EV), including those whose certificates have been claimed through Direct Claims Status (DCS)
- all portfolios (access to evidence) relating to certificates claimed through DCS
- a copy of the external verifier's last visit report
- a sample signature list for all assessors and internal verifiers
- details of training and curriculum vitae for new members of the assessment team
- all **centre records** (see **Centre records – assessment and verification** for more details)
- evidence of achieving action points since the last external verifier visit

- notes of any action carried out due to particular points mentioned by an external verifier in any correspondence since their last visit
- recommendations to the external verifier
- if recorded evidence is used, ensure all recordings and appropriate playback equipment is available.

## Centre records – assessment and verification

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A centre must make sure that assessment and verification records are available for external verification purposes. Assessment and/or internal verification records must record the following minimum information:

- candidate's name and location
- the title and level of the qualification they are taking
- candidate's start date on the programme and confirmation of registration with OCR
- name of the assessor
- name of the internal verifier
- date and outcome of the initial assessment of the candidate
- dates and details of candidate reviews and feedback sessions
- dates of all assessments and their outcomes (that is, the decision whether the candidate has met the requirements or not) cross-referenced to the unit
- enough detail of the assessment to justify the decision made
- an indication of the use of simulation, if used
- dates and outcomes of internal verification
- action resulting from internal verification
- certification.

Records should show formative assessment decisions (ongoing decision making), summative assessment decisions and feedback to the candidate.

# 4 Assessment Centre, Assessor and Internal Verifier Requirements

## 4.1 Assessment Centre Requirements

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The Assessment Centre must:

- Ensure that there are a sufficient number of people either trained or qualified to assess the number of candidates they anticipate to register
- Ensure that there are a sufficient number of people either trained or qualified to internally verify for the number of candidates and assessors
- Put verification systems and internal verifiers in place to ensure that all assessments are valid, reliable, authentic and sufficient and provide quality assured training for those people identified as being responsible for verification
- Ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair
- Ensure that those undertaking the roles of verification and assessment maintain their skills, knowledge and understanding regarding assessment and verification and the associated qualification (continuous professional development).

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time to conduct effective assessment and internal verification.

## 4.2 Assessors

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Assessment is an activity that can be performed by a dedicated individual or as part of an individual's wider role e.g. supervisor, manager, tutor. All assessors must:

- be qualified as an assessor (A1) or have undertaken training that maps 100% to the National Occupational Standards for this qualification. Where Centres use trained assessors they must provide evidence of the training undertaken to OCR
- have the role of assessor identified within their role profile, where assessment forms part of an individual's role
- be occupationally competent in the unit they are assessing. This means that each assessor must have gained their occupational competence working within the appropriate occupational sector. They are not required to occupy a position in the organisation more senior than that of the candidate they are assessing. Centres must be alert to the risks that all such arrangements could present and ensure that sufficient quality controls are in place through the internal verification process to minimise the possibility of collusion between candidates and assessors. Assessors must be able to demonstrate consistent application

of the skills and the current supporting knowledge and understanding in the context of a recent role directly related to the units they are assessing as a practitioner, trainer or manager

- be familiar with the units that relate to the qualification and must be able to interpret and make judgements on current working practices and technologies within the area of work
- maintain their occupational competence by either actively engaging in continuous professional development activities or by performing the operational role as part of their regular responsibilities in order to keep up to date with developments within the sector.

Unqualified assessors should have a clear action plan for achieving A1 or equivalent training within 18 months of beginning assessment.

Assessment decisions by assessors who are still working towards certification of A1 must be supported by a qualified assessor and internal verifier throughout their training period. Support for trainee assessors' decisions should be recorded by the qualified assessor. This can be achieved by counter-signing assessment decisions (in CARs or in the centre's internal assessment and verification records) – see [Supporting Documentation](#).

### 4.3 Internal verifiers

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Internal verification is an activity that can be performed by a dedicated individual or as part of an individual's wider role. All Internal verifiers must:

- be either qualified as a verifier (V1) or have been trained to perform the function of verification as part of training that maps 100% to the National Occupational Standards for this qualification. Where Centres use trained verifiers, they must provide evidence of the training undertaken to OCR
- be occupationally knowledgeable across the range of units for which they are responsible prior to commencing the role. IVs must also sample the assessment process and resolve differences and conflicts on assessment decisions.
- ensure that assessment has been carried out by persons who are occupationally competent within the area they are assessing.
- maintain their occupational knowledge by actively engaging in continuous professional development (CPD) activities in order to keep up-to-date with developments taking place in the sector.
- have an appropriate induction to qualifications and the standards that they are verifying provided to them by the Centre, and have access to ongoing training and updating on current issues relevant to these qualifications. Information on the induction and continuing professional development of internal verifiers must be made available to the external verifier.

Unqualified internal verifiers should have a clear action plan for achieving Unit V1 within 18 months of beginning internal verification.

Verification carried out by internal verifiers who are still working towards certification of V1 must be supported by a qualified internal verifier throughout their training period. Support for trainee IV decisions should be recorded by the qualified IV. This can be achieved by counter-signing verification decisions (in CARs or in the centre's internal verification records) – see [Supporting Documentation](#).

## 5 Certification

Candidates who achieve the full qualification will receive:

- a certificate listing the unit achieved with their related credit value, and
- a certificate giving the full qualification title

**OCR Level 2 Award in Business and Administration**

**OCR Level 2 Certificate in Business and Administration**

**OCR Level 2 Diploma in Business and Administration**

Candidates achieving one or more units but who do not meet the credit requirements for a full certificate will receive a certificate listing the units they have achieved along with their credit value.

### 5.1 Claiming certificates

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Certificates will be issued directly to the centre for successful candidates. In order to ensure that these are automatically issued centres must ensure that the OCR candidate number is **always** used where a candidate has already achieved one or more units. See the *Admin guide: Vocational Qualifications (A850)* for full details.

### 5.2 Claiming certificates

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Certificates will be issued directly to the centre for successful candidates. In order to ensure that these are automatically issued centres must ensure that the OCR candidate number is **always** used where a candidate has already achieved one or more units. See the *Admin guide: Vocational Qualifications (A850)* for full details.

## 5.3 Replacement certificates

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If a replacement certificate is required a request must be made to the OCR Operations Division on 024 76 470033, or in writing to the Coventry office, and an application form with further instructions will be sent. A charge will be made for a replacement certificate.

# 6 Qualification structure and units

## 6.1 Qualification structure

Candidates do not have to achieve units in any particular order and teachers/tutors should tailor learning programmes to meet individual candidate needs. It is recommended that, wherever possible, centres adopt a holistic approach to the delivery of these qualifications and identify opportunities to link the units.

If a candidate is not able to complete the full qualification, their achievements will be recognised through the issue of a unit certificate listing the units achieved.

### OCR Level 2 Award in Business and Administration

#### (Qualification Accreditation Number 500/9582/1)

To achieve a Level 2 Award in Business and Administration, you must complete a minimum of 9 credits, of which six credits must be selected from level 2 units:

1. 5 credits must be completed from GROUP A MANDATORY UNITS; and,
2. A minimum of 4 credits from GROUP B OPTIONAL UNITS

The following barred combinations apply to this qualification:

- Only one from units 213 or 214 may be taken
- One one from units 211 or 256 may be taken

The following tables contain the groups of mandatory and optional units.

#### Group A – Mandatory units

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
203	Work in a business environment	F/601/2470	2	2	18	BA
206	Communicate in a business environment	D/601/2475	3	2	18	BA

#### Group B – Optional units

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
107	Make and receive telephone calls	K/601/2446	3	1	10	BA
113	Use occupational and safety guidelines when using keyboards	T/601/2465	2	1	20	BA
201	Manage own performance in a business environment	F/601/2467	2	2	9	BA
202	Improve own performance in a business environment	L/601/2469	2	2	6	BA

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
204	Solve business problems	L/601/2472	4	2	12	BA
205	Work with other people in a business environment	Y/601/2474	3	2	10	BA
207	Use electronic message systems	H/601/2476	1	2	6	BA
208	Use diary systems	K/601/2477	3	2	9	BA
209	Take minutes	M/601/2478	4	2	15	BA
210	Handle mail	T/601/2479	3	2	17	BA
211	Provide reception services	K/601/2480	3	2	15	BA
212	Produce documents in a business environment	T/601/2482	4	2	15	BA
213	Prepare text from notes	A/601/2483	3	2	15	BA
214	Prepare text from notes using touch typing (40 wpm)	F/601/2484	3	2	15	BA
215	Prepare text from shorthand (60 wpm)	J/601/2485	8	2	55	BA
216	Prepare text from recorded audio instruction (40 wpm)	L/601/2486	4	2	35	BA
217	Organise and report data	R/601/2487	3	2	12	BA
218	Research information	Y/601/2488	4	2	17	BA
219	Store and retrieve information	R/601/2490	3	2	17	BA
220	Archive information	Y/601/2491	2	2	13	BA
221	Use office equipment	H/601/2493	4	2	18	BA
222	Maintain and issue stationery stock items	M/601/2495	3	2	14	BA
223	Support the organisation of an event	L/601/2505	2	2	15	BA
224	Support the co-ordination of an event	D/601/2508	3	2	20	BA
225	Support the organisation of business travel or accommodation	Y/601/2510	3	2	18	BA
226	Support the organisation of meetings	T/601/2515	4	2	18	BA
227	Respond to change in a business environment	F/601/2517	3	2	16	BA
228	Support the management and development of an information system	J/601/2518	7	2	40	BA
256	Meet and welcome visitors	Y/601/2457	3	2	23	BA

**Sector key :** BA = Business and Administration, M = Management and Team Leading, CS = Customer Service, IT = ITQ

## OCR Level 2 Certificate in Business and Administration

### (Qualification Accreditation Number 500/9645/X)

To achieve a Level 2 Certificate in Business and Administration, you must complete a minimum of 21 credits, of which 14 credits must be selected from level 2 units:

1. 9 credits must be completed from GROUP A MANDATORY UNITS; and,
2. A minimum of 7 credits must come from GROUP B OPTIONAL UNITS
3. A minimum of 5 further credits must from GROUP B OPTIONAL UNITS or GROUP C OPTIONAL UNITS.

The following barred combinations apply to this qualification:

- Only one from units 213, 214 or 313
- Only one from units 212 or 312
- Only one from units 215 or 314
- Only one from units 216 or 315
- Only one from units 223 or 320
- Only one from units 224 or 321
- Only one from units 226 or 322
- Only one from units 211 or 256
- Only one from units 115 or 238
- Only one from units 116 or 239
- Only one from units 117 or 240
- Only one from units 118 or 241
- Only one from units 119 or 242
- Only one from units 120 or 243
- Only one from units 121 or 244
- Only one from units 122 or 245
- Only one from units 123 or 246
- Only one from units 124 or 247
- Only one from units 125 or 248

The following tables contain the groups of mandatory and optional units.

#### Group A – Mandatory units

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
201	Manage own performance in a business environment	F/601/2467	2	2	9	BA
202	Improve own performance in a business environment	L/601/2469	2	2	6	BA
203	Work in a business environment	F/601/2470	2	2	18	BA
206	Communicate in a business environment	D/601/2475	3	2	18	BA

**Group B**

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Accreditation No (UAN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>	<b>Sector</b>
107	Make and receive telephone calls	K/601/2446	3	1	10	BA
204	Solve business problems	L/601/2472	4	2	12	BA
205	Work with other people in a business environment	Y/601/2474	3	2	10	BA
207	Use electronic message systems	H/601/2476	1	2	6	BA
208	Use diary systems	K/601/2477	3	2	9	BA
209	Take minutes	M/601/2478	4	2	15	BA
210	Handle mail	T/601/2479	3	2	17	BA
211	Provide reception services	K/601/2480	3	2	15	BA
212	Produce documents in a business environment	T/601/2482	4	2	15	BA
213	Prepare text from notes	A/601/2483	3	2	15	BA
214	Prepare text from notes using touch typing (40 wpm)	F/601/2484	3	2	15	BA
215	Prepare text from shorthand (60 wpm)	J/601/2485	8	2	55	BA
216	Prepare text from recorded audio instruction (40 wpm)	L/601/2486	4	2	35	BA
217	Organise and report data	R/601/2487	3	2	12	BA
218	Research information	Y/601/2488	4	2	17	BA
219	Store and retrieve information	R/601/2490	3	2	17	BA
220	Archive information	Y/601/2491	2	2	13	BA
221	Use office equipment	H/601/2493	4	2	18	BA
222	Maintain and issue stationery stock items	M/601/2495	3	2	14	BA
223	Support the organisation of an event	L/601/2505	2	2	15	BA
224	Support the co-ordination of an event	D/601/2508	3	2	20	BA
225	Support the organisation of business travel or accommodation	Y/601/2510	3	2	18	BA
226	Support the organisation of meetings	T/601/2515	4	2	18	BA
227	Respond to change in a business environment	F/601/2517	3	2	16	BA
228	Support the management and development of an information system	J/601/2518	7	2	40	BA
229	Administer human resource records	T/601/2790	3	2	20	BA
230	Administer the recruitment and selection process	A/601/2791	4	2	30	BA
256	Meet and welcome visitors	Y/601/2457	3	2	23	BA
257	Administer parking dispensations	J/601/2647	4	2	14	BA
310	Develop a presentation	M/601/2528	3	3	15	BA
311	Deliver a presentation	T/601/2529	3	3	15	BA
312	Design and produce documents in a business environment	M/601/2531	4	3	25	BA
313	Prepare text from notes using touch typing (60 wpm)	T/601/2532	4	3	10	BA
314	Prepare text from shorthand (80 wpm)	A/601/2533	8	3	45	BA

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
315	Prepare text from recorded audio instruction (60 wpm)	F/601/2534	4	3	25	BA
316	Support the design and development of an information system	L/601/2536	7	3	35	BA
317	Monitor information systems	R/601/2537	7	3	30	BA
318	Analyse and report data	Y/601/2538	6	3	30	BA
319	Order products and services	D/601/2539	5	3	35	BA
320	Plan and organise an event	R/601/2540	4	3	28	BA
321	Co-ordinate an event	Y/601/2541	4	3	30	BA
322	Plan and organise meetings	D/601/2542	5	3	25	BA
326	Contribute to innovation in a business environment	A/601/2547	4	3	30	BA
327	Contribute to running a project	J/601/2549	5	3	30	BA
328	Deliver, monitor and evaluate customer service to internal customers	A/601/2550	3	3	12	BA
329	Deliver, monitor and evaluate customer service to internal customers	F/601/2551	3	3	12	BA
330	Agree a budget	J/601/2552	4	3	25	BA

### Group C

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
113	Use occupational and safety guidelines when using keyboards	T/601/2465	2	1	20	BA
115	Bespoke software	A/502/4395	2	1	15	IT
116	Data management software	F/502/4558	2	1	15	IT
117	Database software	H/502/4553	3	1	20	IT
118	Improving productivity using IT	T/502/4153	3	1	20	IT
119	IT security for users	R/502/4256	1	1	10	IT
120	Presentation software	K/502/4621	3	1	20	IT
121	Set up an IT system	Y/502/4209	3	1	20	IT
122	Spreadsheet software	A/502/4624	3	1	20	IT
123	Using collaborative technologies	A/502/4378	3	1	20	IT
124	Website software	L/502/4630	3	1	20	IT
125	Word processing software	L/502/4627	3	1	20	IT
238	Bespoke software	F/502/4396	3	2	20	IT
239	Data management software	J/502/4559	3	2	20	IT
240	Database software	M/502/4555	4	2	30	IT
241	Improving productivity using IT	J/502/4156	4	2	30	IT
242	IT security for users	Y/502/4257	2	2	15	IT
243	Presentation software	M/502/4622	4	2	30	IT
244	Set up an IT system	L/502/4210	4	2	30	IT
245	Spreadsheet software	F/502/4625	4	2	30	IT
246	Using collaborative technologies	F/502/4379	4	2	30	IT
247	Website software	R/502/4631	4	2	30	IT
248	Word processing software	R/502/4628	4	2	30	IT

**Sector key :** BA = Business and Administration, M = Management and Team Leading, CS = Customer Service, IT = ITQ

## OCR Level 2 Diploma in Business and Administration

### (Qualification Accreditation Number 500/9647/3)

To achieve a Level 2 Diploma in Business and Administration, you must complete a minimum of 37 credits, of which 24 credits must be selected from units at level 2:

1. 9 credits must be completed from GROUP A: MANDATORY UNITS
2. A minimum of 17 credits from GROUP B: OPTIONAL UNITS – please see barred combinations below
3. A minimum of 11 further credits must come from GROUP B: OPTIONAL UNITS or GROUP C: OPTIONAL UNITS

The following barred combinations apply to this qualification:

- Only one from units 213, 214 or 313
- Only one from units 212 or 312
- Only one from units 215 or 314
- Only one from units 216 or 315
- Only one from units 223 or 320
- Only one from units 224 or 321
- Only one from units 226 or 322
- Only one from units 211 or 256
- Only one from units 115 or 238
- Only one from units 116 or 239
- Only one from units 117 or 240
- Only one from units 118 or 241
- Only one from units 119 or 242
- Only one from units 120 or 243
- Only one from units 121 or 244
- Only one from units 122 or 245
- Only one from units 123 or 246
- Only one from units 124 or 247
- Only one from units 125 or 248

The following tables contain the groups of mandatory and optional units.

#### Group A – Mandatory units

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
201	Manage own performance in a business environment	F/601/2467	2	2	9	BA
202	Improve own performance in a business environment	L/601/2469	2	2	6	BA
203	Work in a business environment	F/601/2470	2	2	18	BA
206	Communicate in a business environment	D/601/2475	3	2	18	BA

**Group B**

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Accreditation No (UAN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>	<b>Sector</b>
107	Make and receive telephone calls	K/601/2446	3	1	10	BA
204	Solve business problems	L/601/2472	4	2	12	BA
205	Work with other people in a business environment	Y/601/2474	3	2	10	BA
207	Use electronic message systems	H/601/2476	1	2	6	BA
208	Use diary systems	K/601/2477	3	2	9	BA
209	Take minutes	M/601/2478	4	2	15	BA
210	Handle mail	T/601/2479	3	2	17	BA
211	Provide reception services	K/601/2480	3	2	15	BA
212	Produce documents in a business environment	T/601/2482	4	2	15	BA
213	Prepare text from notes	A/601/2483	3	2	15	BA
214	Prepare text from notes using touch typing (40 wpm)	F/601/2484	3	2	15	BA
215	Prepare text from shorthand (60 wpm)	J/601/2485	8	2	55	BA
216	Prepare text from recorded audio instruction (40 wpm)	L/601/2486	4	2	35	BA
217	Organise and report data	R/601/2487	3	2	12	BA
218	Research information	Y/601/2488	4	2	17	BA
219	Store and retrieve information	R/601/2490	3	2	17	BA
BA 220	Archive information	Y/601/2491	2	2	13	BA
221	Use office equipment	H/601/2493	4	2	18	BA
222	Maintain and issue stationery stock items	M/601/2495	3	2	14	BA
223	Support the organisation of an event	L/601/2505	2	2	15	BA
224	Support the co-ordination of an event	D/601/2508	3	2	20	BA
225	Support the organisation of business travel or accommodation	Y/601/2510	3	2	18	BA
226	Support the organisation of meetings	T/601/2515	4	2	18	BA
227	Respond to change in a business environment	F/601/2517	3	2	16	BA
228	Support the management and development of an information system	J/601/2518	7	2	40	BA
229	Administer human resource records	T/601/2790	3	2	20	BA
230	Administer the recruitment and selection process	A/601/2791	4	2	30	BA
256	Meet and welcome visitors	Y/601/2457	3	2	23	BA
257	Administer parking dispensations	J/601/2647	4	2	14	BA
310	Develop a presentation	M/601/2528	3	3	15	BA
311	Deliver a presentation	T/601/2529	3	3	15	BA
312	Design and produce documents in a business environment	M/601/2531	4	3	25	BA
313	Prepare text from notes using touch typing (60 wpm)	T/601/2532	4	3	10	BA
314	Prepare text from shorthand (80	A/601/2533	8	3	45	BA

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
	wpm)					
315	Prepare text from recorded audio instruction (60 wpm)	F/601/2534	4	3	25	BA
316	Support the design and development of an information system	L/601/2536	7	3	35	BA
317	Monitor information systems	R/601/2537	7	3	30	BA
318	Analyse and report data	Y/601/2538	6	3	30	BA
319	Order products and services	D/601/2539	5	3	35	BA
320	Plan and organise an event	R/601/2540	4	3	28	BA
321	Co-ordinate an event	Y/601/2541	4	3	30	BA
322	Plan and organise meetings	D/601/2542	5	3	25	BA
326	Contribute to innovation in a business environment	A/601/2547	4	3	30	BA
327	Contribute to running a project	J/601/2549	5	3	30	BA
328	Deliver, monitor and evaluate customer service to internal customers	A/601/2550	3	3	12	BA
329	Deliver, monitor and evaluate customer service to internal customers	F/601/2551	3	3	12	BA
330	Agree a budget	J/601/2552	4	3	25	BA

### Group C

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH	Sector
113	Use occupational and safety guidelines when using keyboards	T/601/2465	2	1	20	BA
115	Bespoke software	A/502/4395	2	1	15	IT
116	Data management software	F/502/4558	2	1	15	IT
117	Database software	H/502/4553	3	1	20	IT
118	Improving productivity using IT	T/502/4153	3	1	20	IT
119	IT security for users	R/502/4256	1	1	10	IT
120	Presentation software	K/502/4621	3	1	20	IT
121	Set up an IT system	Y/502/4209	3	1	20	IT
122	Spreadsheet software	A/502/4624	3	1	20	IT
123	Using collaborative technologies	A/502/4378	3	1	20	IT
124	Website software	L/502/4630	3	1	20	IT
125	Word processing software	L/502/4627	3	1	20	IT
238	Bespoke software	F/502/4396	3	2	20	IT
239	Data management software	J/502/4559	3	2	20	IT
240	Database software	M/502/4555	4	2	30	IT
241	Improving productivity using IT	J/502/4156	4	2	30	IT
242	IT security for users	Y/502/4257	2	2	15	IT
243	Presentation software	M/502/4622	4	2	30	IT
244	Set up an IT system	L/502/4210	4	2	30	IT
245	Spreadsheet software	F/502/4625	4	2	30	IT
246	Using collaborative technologies	F/502/4379	4	2	30	IT
247	Website software	R/502/4631	4	2	30	IT
248	Word processing software	R/502/4628	4	2	30	IT

**Sector key :** BA = Business and Administration, M = Management and Team Leading, CS = Customer Service, IT = ITQ

## 6.2 Unit format

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The format of OCR's units is detailed below. The units are available on the qualification pages of the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).

### Unit title

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This is a summary of the content of the unit.

### Level

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This advises the QCF level on which the unit is accredited.

### Credit value

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This advises how many credits the candidate will achieve for successful achievement of the unit.

### Guided learning hours (glh)

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This specifies the amount of time that the average candidate would be expected to take to complete all requirements of the unit.

### Unit expiry date

---

This section specifies the end accreditation date of the unit.

### Unit purpose and aim

---

This section specifies the overall purpose and aim of the unit.

### Learning outcomes

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These set out what the candidate is expected to know, understand or be able to do as a result of the learning process.

## Assessment criteria

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These detail the requirements that the candidate will be assessed against in order to evidence the learning outcomes.

## Knowledge, understanding and skills

---

This details the underpinning knowledge, understanding and skills which candidates will need in order to be able to undertake the assessment for the unit and to meet the requirements of the assessment criteria.

## Assessment

---

This section details how the assessment criteria will be assessed.

## Evidence requirements

---

These provide specific detail to amplify the knowledge or understanding required to meet the assessment criteria. **NB There is also a document available on our website at [LINK](#) written by the CfA in conjunction with all Awarding Organisations (2010 Business & Administration Assessment guidance (QCF) June 2010) that contains the evidence requirements for all Business and Administration units in this suite of qualifications. All centre staff involved in delivery of these qualifications should have access to a copy of this document.**

## Guidance on assessment and evidence requirements

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This provides guidance on how the assessment could be carried out and how the evidence requirements could be met.

## National Occupational Standards (NOS) mapping/signposting

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This section provides mapping/signposting to the relevant National Occupational Standards.

## Functional skills signposting

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This section provides signposting to functional skills.

## Resources

---

This section contains details of any specific resources that must be available to the candidate or suggested resource material that will support learning.

## 6.3 Units

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Units can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk)

# 7 Administration arrangements

This section provides an overview of the administration arrangements operating for these qualifications. Please refer to the *Admin guide: Vocational Qualifications (A850)* for further information.

## 7.1 Overview of full process

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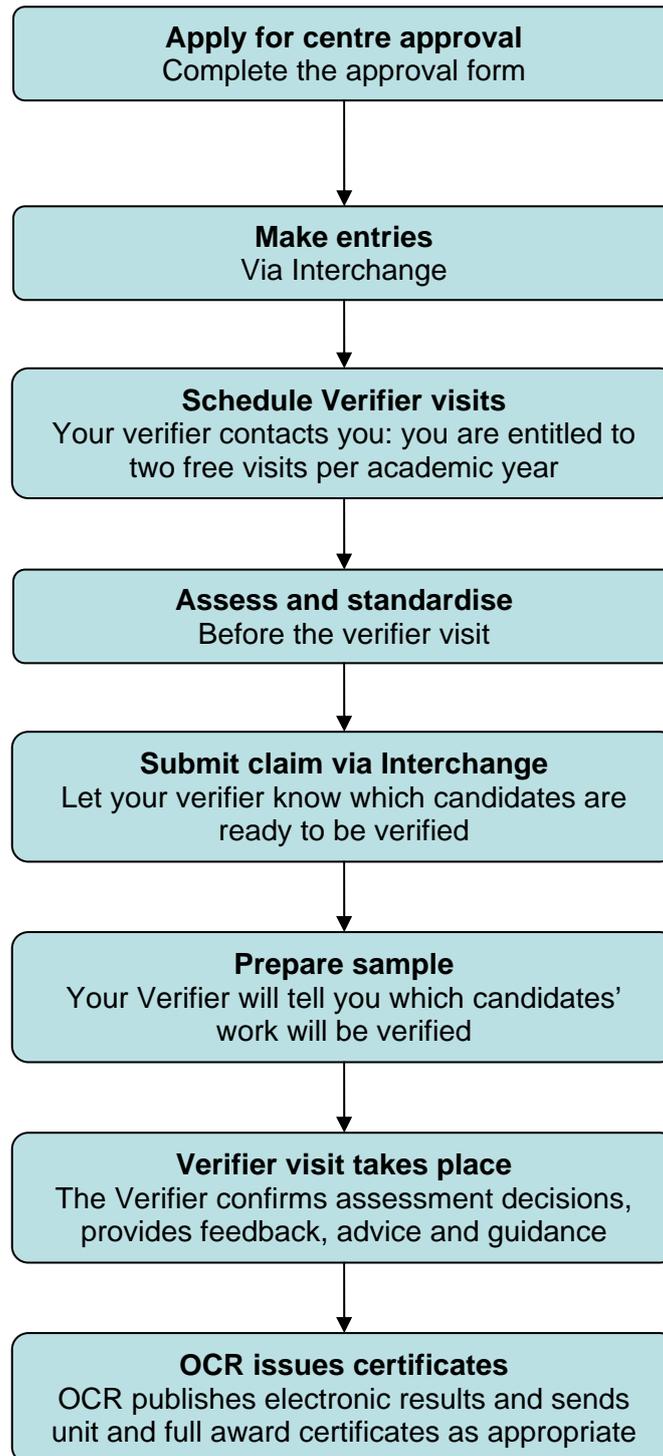
For detailed information on these qualifications centres must refer to OCR's *Admin guide: Vocational Qualifications (A850)*.

The following flow chart provides a brief summary of how these qualifications are delivered.

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## Administration flowchart for verification

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# 8 Supporting Documentation

## 8.1 OCR assessment material

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OCR assessment material is available for all levels. Centres must use these assessments for the summative assessment of candidates

OCR assessment material is available to download from the qualification pages of the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

### Assessment materials

The OCR assessment materials include candidate resource sheets, guidance and assessments for each entry sub-level and assessment records.

The following recording documents are included:

- Evidence Record Sheet
- Evidence Summary Sheet
- Assessment Planning Record
- Assessment Decision Record
- Assessment Feedback Record
- Witness List
- Record of Achievement.

### Evidence Record Sheet (one to be completed for each unit)

This form (or a suitable alternative) is **mandatory** for candidates' CARs (see [cumulative assessment record](#)). It is the vehicle for linking the evidence to the assessment criteria. The evidence for the unit should be listed (as it is gathered) down the left hand side. The Evidence Record Sheet, where possible, should be completed by the candidate with the help of an assessor if necessary.

You are free to design alternative recording sheets for your candidates and centre to use. They must meet certain criteria and be approved by your external verifier. Full details on the design and approval of recording sheets are described in *The Admin Guide: Vocational Qualifications (A850)*.

### Evidence Summary Sheet (one for each unit)

This form is designed to list all of the assessed evidence, indicating its reference code and where it can be found. It also includes a column for identifying which method of assessment the assessor has used for each piece of evidence. It allows the candidate and assessor to see at a glance where to find each piece of evidence and which method of assessment has been used. It also includes a space at the top for the candidate's OCR registration number. The use of this form is **optional**.

## Assessment Planning Record

This form (or a suitable alternative) is **mandatory** for centre records. It is designed to be completed by an assessor to capture when and how assessment planning took place.

## Assessment Decision Record

This form (or a suitable alternative) is **mandatory** for centre records. It is designed to be completed by an assessor to capture the breadth of assessment methods used and the reasoning behind assessment decisions.

## Assessment Feedback Record

This form (or a suitable alternative) is **mandatory** for centre records. It is designed to be completed by an assessor to provide candidates with written feedback after an assessment has been carried out. It can also be used to capture any feedback the candidate gives to the assessor.

Please note: the assessment planning, assessment decision and assessment feedback records do not need to be separate documents. One or two forms which combine these activities can be used as long as each stage is clearly recorded.

## Witness List

This form is designed to capture all the necessary information about witnesses who have contributed to a candidate's evidence of competence. The use of this form is **optional**.

## Record of Achievement

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For use by candidates to record progress through their chosen units. The use of this form is **optional**.

## 9 Guidance For Candidates

### 9.1 What are the Level 2 NVQ Award, Certificate and Diploma in Business and Administration qualifications?

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These qualifications aim to:

1. reflect the work of administration staff across a wide range of industries and types of organisations and is for those who are working with some autonomy and personal responsibility.
2. allow progression within OCR Level 2 NVQ qualifications, but also to the Level 3 NVQ Certificate and Diploma qualifications.
3. provide progression to the L3 apprenticeship framework allowing learners to claim credit for units previously achieved.

### 9.2 What do I have to do to achieve these qualifications?

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To achieve these qualifications you must achieve the required combination of units from those listed below.

#### **OCR Level 2 Award in Business and Administration**

##### **(Qualification Accreditation Number 500/9582/1)**

To achieve a Level 2 Award in Business and Administration, you must complete a minimum of 9 credits, of which six credits must be selected from level 2 units:

1. 5 credits must be completed from GROUP A MANDATORY UNITS; and,
2. A minimum of 4 credits from GROUP B OPTIONAL UNITS

The following barred combinations apply to this qualification:

- Only one from units 213 or 214 may be taken
- Only one from units 211 or 256 may be taken

**Group A – Mandatory units**

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
203	Work in a business environment	F/601/2470	2	2	18
206	Communicate in a business environment	D/601/2475	3	2	18

**Group B – Optional units**

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
107	Make and receive telephone calls	K/601/2446	3	1	10
113	Use occupational and safety guidelines when using keyboards	T/601/2465	2	1	20
201	Manage own performance in a business environment	F/601/2467	2	2	9
202	Improve own performance in a business environment	L/601/2469	2	2	6
204	Solve business problems	L/601/2472	4	2	12
205	Work with other people in a business environment	Y/601/2474	3	2	10
207	Use electronic message systems	H/601/2476	1	2	6
208	Use diary systems	K/601/2477	3	2	9
209	Take minutes	M/601/2478	4	2	15
210	Handle mail	T/601/2479	3	2	17
211	Provide reception services	K/601/2480	3	2	15
212	Produce documents in a business environment	T/601/2482	4	2	15
213	Prepare text from notes	A/601/2483	3	2	15
214	Prepare text from notes using touch typing (40 wpm)	F/601/2484	3	2	15
215	Prepare text from shorthand (60 wpm)	J/601/2485	8	2	55
216	Prepare text from recorded audio instruction (40 wpm)	L/601/2486	4	2	35
217	Organise and report data	R/601/2487	3	2	12
218	Research information	Y/601/2488	4	2	17
219	Store and retrieve information	R/601/2490	3	2	17
220	Archive information	Y/601/2491	2	2	13
221	Use office equipment	H/601/2493	4	2	18
222	Maintain and issue stationery stock items	M/601/2495	3	2	14
223	Support the organisation of an event	L/601/2505	2	2	15
224	Support the co-ordination of an event	D/601/2508	3	2	20
225	Support the organisation of business travel or accommodation	Y/601/2510	3	2	18
226	Support the organisation of meetings	T/601/2515	4	2	18
227	Respond to change in a business environment	F/601/2517	3	2	16
228	Support the management and development of an information system	J/601/2518	7	2	40

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
256	Meet and welcome visitors	Y/601/2457	3	2	23

## OCR Level 2 Certificate in Business and Administration

### (Qualification Accreditation Number 500/9645/X)

To achieve a Level 2 Certificate in Business and Administration, you must complete a minimum of 21 credits, of which 14 credits must be selected from level 2 units:

1. 9 credits must be completed from GROUP A MANDATORY UNITS; and,
2. A minimum of 7 credits must come from GROUP B OPTIONAL UNITS
3. A minimum of 5 further credits must from GROUP B OPTIONAL UNITS or GROUP C OPTIONAL UNITS.

The following barred combinations apply to this qualification:

- Only one from units 213, 214 or 313
- Only one from units 212 or 312
- Only one from units 215 or 314
- Only one from units 216 or 315
- Only one from units 223 or 320
- Only one from units 224 or 321
- Only one from units 226 or 322
- Only one from units 211 or 256
- Only one from units 115 or 238
- Only one from units 116 or 239
- Only one from units 117 or 240
- Only one from units 118 or 241
- Only one from units 119 or 242
- Only one from units 120 or 243
- Only one from units 121 or 244
- Only one from units 122 or 245
- Only one from units 123 or 246
- Only one from units 124 or 247
- Only one from units 125 or 248

The following tables contain the groups of mandatory and optional units.

### Group A – Mandatory units

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
201	Manage own performance in a business environment	F/601/2467	2	2	9
202	Improve own performance in a business environment	L/601/2469	2	2	6
203	Work in a business environment	F/601/2470	2	2	18

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
206	Communicate in a business environment	D/601/2475	3	2	18

## Group B

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
107	Make and receive telephone calls	K/601/2446	3	1	10
204	Solve business problems	L/601/2472	4	2	12
205	Work with other people in a business environment	Y/601/2474	3	2	10
207	Use electronic message systems	H/601/2476	1	2	6
208	Use diary systems	K/601/2477	3	2	9
209	Take minutes	M/601/2478	4	2	15
210	Handle mail	T/601/2479	3	2	17
211	Provide reception services	K/601/2480	3	2	15
212	Produce documents in a business environment	T/601/2482	4	2	15
213	Prepare text from notes	A/601/2483	3	2	15
214	Prepare text from notes using touch typing (40 wpm)	F/601/2484	3	2	15
215	Prepare text from shorthand (60 wpm)	J/601/2485	8	2	55
216	Prepare text from recorded audio instruction (40 wpm)	L/601/2486	4	2	35
217	Organise and report data	R/601/2487	3	2	12
218	Research information	Y/601/2488	4	2	17
219	Store and retrieve information	R/601/2490	3	2	17
220	Archive information	Y/601/2491	2	2	13
221	Use office equipment	H/601/2493	4	2	18
222	Maintain and issue stationery stock items	M/601/2495	3	2	14
223	Support the organisation of an event	L/601/2505	2	2	15
224	Support the co-ordination of an event	D/601/2508	3	2	20
225	Support the organisation of business travel or accommodation	Y/601/2510	3	2	18
226	Support the organisation of meetings	T/601/2515	4	2	18
227	Respond to change in a business environment	F/601/2517	3	2	16
228	Support the management and development of an information system	J/601/2518	7	2	40
229	Administer human resource records	T/601/2790	3	2	20
230	Administer the recruitment and selection process	A/601/2791	4	2	30
256	Meet and welcome visitors	Y/601/2457	3	2	23
257	Administer parking dispensations	J/601/2647	4	2	14

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
310	Develop a presentation	M/601/2528	3	3	15
311	Deliver a presentation	T/601/2529	3	3	15
312	Design and produce documents in a business environment	M/601/2531	4	3	25
313	Prepare text from notes using touch typing (60 wpm)	T/601/2532	4	3	10
314	Prepare text from shorthand (80 wpm)	A/601/2533	8	3	45
315	Prepare text from recorded audio instruction (60 wpm)	F/601/2534	4	3	25
316	Support the design and development of an information system	L/601/2536	7	3	35
317	Monitor information systems	R/601/2537	7	3	30
318	Analyse and report data	Y/601/2538	6	3	30
319	Order products and services	D/601/2539	5	3	35
320	Plan and organise an event	R/601/2540	4	3	28
321	Co-ordinate an event	Y/601/2541	4	3	30
322	Plan and organise meetings	D/601/2542	5	3	25
326	Contribute to innovation in a business environment	A/601/2547	4	3	30
327	Contribute to running a project	J/601/2549	5	3	30
328	Deliver, monitor and evaluate customer service to internal customers	A/601/2550	3	3	12
329	Deliver, monitor and evaluate customer service to internal customers	F/601/2551	3	3	12
330	Agree a budget	J/601/2552	4	3	25

### Group C

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
113	Use occupational and safety guidelines when using keyboards	T/601/2465	2	1	20
115	Bespoke software	A/502/4395	2	1	15
116	Data management software	F/502/4558	2	1	15
117	Database software	H/502/4553	3	1	20
118	Improving productivity using IT	T/502/4153	3	1	20
119	IT security for users	R/502/4256	1	1	10
120	Presentation software	K/502/4621	3	1	20
121	Set up an IT system	Y/502/4209	3	1	20
122	Spreadsheet software	A/502/4624	3	1	20
123	Using collaborative technologies	A/502/4378	3	1	20
124	Website software	L/502/4630	3	1	20
125	Word processing software	L/502/4627	3	1	20
238	Bespoke software	F/502/4396	3	2	20
239	Data management software	J/502/4559	3	2	20
240	Database software	M/502/4555	4	2	30
241	Improving productivity using IT	J/502/4156	4	2	30
242	IT security for users	Y/502/4257	2	2	15
243	Presentation software	M/502/4622	4	2	30
244	Set up an IT system	L/502/4210	4	2	30

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
245	Spreadsheet software	F/502/4625	4	2	30
246	Using collaborative technologies	F/502/4379	4	2	30
247	Website software	R/502/4631	4	2	30
248	Word processing software	R/502/4628	4	2	30

## OCR Level 2 Diploma in Business and Administration

### (Qualification Accreditation Number 500/9647/3)

To achieve a Level 2 Diploma in Business and Administration, you must complete a minimum of 37 credits, of which 24 credits must be selected from units at level 2:

1. 9 credits must be completed from GROUP A: MANDATORY UNITS
2. A minimum of 17 credits from GROUP B: OPTIONAL UNITS – please see barred combinations below
3. A minimum of 11 further credits must come from GROUP B: OPTIONAL UNITS or GROUP C: OPTIONAL UNITS

The following barred combinations apply to this qualification:

- Only one from units 213, 214 or 313
- Only one from units 212 or 312
- Only one from units 215 or 314
- Only one from units 216 or 315
- Only one from units 223 or 320
- Only one from units 224 or 321
- Only one from units 226 or 322
- Only one from units 211 or 256
- Only one from units 115 or 238
- Only one from units 116 or 239
- Only one from units 117 or 240
- Only one from units 118 or 241
- Only one from units 119 or 242
- Only one from units 120 or 243
- Only one from units 121 or 244
- Only one from units 122 or 245
- Only one from units 123 or 246
- Only one from units 124 or 247
- Only one from units 125 or 248

The following tables contain the groups of mandatory and optional units.

**Group A – Mandatory units**

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
201	Manage own performance in a business environment	F/601/2467	2	2	9
202	Improve own performance in a business environment	L/601/2469	2	2	6
203	Work in a business environment	F/601/2470	2	2	18
206	Communicate in a business environment	D/601/2475	3	2	18

**Group B**

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
107	Make and receive telephone calls	K/601/2446	3	1	10
204	Solve business problems	L/601/2472	4	2	12
205	Work with other people in a business environment	Y/601/2474	3	2	10
207	Use electronic message systems	H/601/2476	1	2	6
208	Use diary systems	K/601/2477	3	2	9
209	Take minutes	M/601/2478	4	2	15
210	Handle mail	T/601/2479	3	2	17
211	Provide reception services	K/601/2480	3	2	15
212	Produce documents in a business environment	T/601/2482	4	2	15
213	Prepare text from notes	A/601/2483	3	2	15
214	Prepare text from notes using touch typing (40 wpm)	F/601/2484	3	2	15
215	Prepare text from shorthand (60 wpm)	J/601/2485	8	2	55
216	Prepare text from recorded audio instruction (40 wpm)	L/601/2486	4	2	35
217	Organise and report data	R/601/2487	3	2	12
218	Research information	Y/601/2488	4	2	17
219	Store and retrieve information	R/601/2490	3	2	17
220	Archive information	Y/601/2491	2	2	13
221	Use office equipment	H/601/2493	4	2	18
222	Maintain and issue stationery stock items	M/601/2495	3	2	14
223	Support the organisation of an event	L/601/2505	2	2	15
224	Support the co-ordination of an event	D/601/2508	3	2	20
225	Support the organisation of business travel or accommodation	Y/601/2510	3	2	18
226	Support the organisation of meetings	T/601/2515	4	2	18
227	Respond to change in a business environment	F/601/2517	3	2	16
228	Support the management and development of an information	J/601/2518	7	2	40

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
	system				
229	Administer human resource records	T/601/2790	3	2	20
230	Administer the recruitment and selection process	A/601/2791	4	2	30
256	Meet and welcome visitors	Y/601/2457	3	2	23
257	Administer parking dispensations	J/601/2647	4	2	14
310	Develop a presentation	M/601/2528	3	3	15
311	Deliver a presentation	T/601/2529	3	3	15
312	Design and produce documents in a business environment	M/601/2531	4	3	25
313	Prepare text from notes using touch typing (60 wpm)	T/601/2532	4	3	10
314	Prepare text from shorthand (80 wpm)	A/601/2533	8	3	45
315	Prepare text from recorded audio instruction (60 wpm)	F/601/2534	4	3	25
316	Support the design and development of an information system	L/601/2536	7	3	35
317	Monitor information systems	R/601/2537	7	3	30
318	Analyse and report data	Y/601/2538	6	3	30
319	Order products and services	D/601/2539	5	3	35
320	Plan and organise an event	R/601/2540	4	3	28
321	Co-ordinate an event	Y/601/2541	4	3	30
322	Plan and organise meetings	D/601/2542	5	3	25
326	Contribute to innovation in a business environment	A/601/2547	4	3	30
327	Contribute to running a project	J/601/2549	5	3	30
328	Deliver, monitor and evaluate customer service to internal customers	A/601/2550	3	3	12
329	Deliver, monitor and evaluate customer service to internal customers	F/601/2551	3	3	12
330	Agree a budget	J/601/2552	4	3	25

### Group C

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
113	Use occupational and safety guidelines when using keyboards	T/601/2465	2	1	20
115	Bespoke software	A/502/4395	2	1	15
116	Data management software	F/502/4558	2	1	15
117	Database software	H/502/4553	3	1	20
118	Improving productivity using IT	T/502/4153	3	1	20
119	IT security for users	R/502/4256	1	1	10
120	Presentation software	K/502/4621	3	1	20
121	Set up an IT system	Y/502/4209	3	1	20
122	Spreadsheet software	A/502/4624	3	1	20
123	Using collaborative technologies	A/502/4378	3	1	20
124	Website software	L/502/4630	3	1	20
125	Word processing software	L/502/4627	3	1	20
238	Bespoke software	F/502/4396	3	2	20

OCR Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
239	Data management software	J/502/4559	3	2	20
240	Database software	M/502/4555	4	2	30
241	Improving productivity using IT	J/502/4156	4	2	30
242	IT security for users	Y/502/4257	2	2	15
243	Presentation software	M/502/4622	4	2	30
244	Set up an IT system	L/502/4210	4	2	30
245	Spreadsheet software	F/502/4625	4	2	30
246	Using collaborative technologies	F/502/4379	4	2	30
247	Website software	R/502/4631	4	2	30
248	Word processing software	R/502/4628	4	2	30

### 9.3 What if I cannot gain enough credits for a full qualification?

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These qualifications are very flexible and allow you to achieve recognition for what you have already achieved even if you do not finish the full qualification. OCR has systems in place which allow you to be awarded a certificate listing the unit (or units) you have achieved even if you are unable to complete the full qualification.

### 9.4 How do I know that these qualifications are right for me?

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These qualifications are designed for candidates wishing to gain an appropriate qualification for the purposes of employment in an administrative role.

These qualifications may also form a progression route to Level 3 Certificate in Business and Administration, with further progression on to the Apprenticeship framework.

### 9.5 How are the units assessed?

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All of the units are assessed by the verification process outlined in section 3.18.

### 9.6 Do I need to pass all of the units?

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The units that need to be passed in order to achieve a full Level 2 NVQ in Business and Administration are detailed in section 9.2. However, each unit represents a worthwhile achievement in its own right, and certification is also available at unit level.

## 9.7 How do I keep track of my achievements?

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We have designed a **Record of Achievement** form for you to use to keep track of your achievements. This form is optional (you do not have to use it if you do not want to). This form can be downloaded from the Business and Administration qualification pages of the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).

## 9.8 Can my work for these qualifications prepare me for my Functional Skills?

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The work that you do for these qualifications may help to prepare you for the functional skills assessment.

**OCR wishes you every success in your achievement of these qualifications.**

# 10 Mapping and Signposting

## 10.1 National Occupational Standards (NOS) Mapping

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These qualifications provide a key progression route between education and employment (or further study/training leading to employment). It is directly relevant to the needs of employers and relates to National Occupational Standards (NOS) in Business and Administration.

Each unit contains details of the signposting to the NOS.

## 10.2 Functional skills signposting

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Training provided for OCR NVQ Business and Administration units may help to prepare candidates for the functional skills assessment (eg report writing may be good preparation for English). It is likely however that further training would be needed to fully prepare candidates for functional skills assessment.

Each unit contains details of the signposting to functional skills.

# 11 Further Support and Information

## 11.1 Enquiries

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For enquiries relating to any of OCR's vocational qualifications, please contact the OCR Customer Contact Centre on:

Telephone: 024 76 851509  
Fax: 024 76 851633  
Email: [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

Alternatively, you could visit OCR's website at [www.ocr.org.uk](http://www.ocr.org.uk) for further information on OCR qualifications.

## 11.2 Results enquiries

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For information about result enquiries please refer to the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk).

## 11.3 Customer feedback

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We welcome feedback from customers on all aspects of our provision. Comments relating to this documentation should be sent to:

The OCR Qualification Manager  
NVQ Business and Administration  
Qualifications Division  
OCR  
Coventry Office  
Westwood Way  
Coventry  
CV4 8JQ

## 11.4 OCR Training Events

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Information on OCR's training events for centres can be found on the OCR website by going to [www.ocr.org.uk](http://www.ocr.org.uk), or by contacting:

OCR Training  
Customer Support Division  
Progress House  
Westwood Way  
Coventry CV4 8JQ

Telephone: 02476 496 398  
Fax: 02476 496 399  
Email: [training@ocr.org.uk](mailto:training@ocr.org.uk)

## 11.5 OCR Publications

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The OCR Publications Service offers support to OCR customers, centres, parents and candidates. It offers a wide range of up-to-date materials for sale which relate to our key qualifications. These materials include specifications, past papers, mark schemes and a range of support materials.

The OCR Publications Catalogue holds the full list of materials currently available to order. To obtain a copy of this and to order publications, please go to <http://publications.ocr.org.uk> or call our dedicated order line on 0870 770 6622.

Orders can also be emailed to [publications@ocr.org.uk](mailto:publications@ocr.org.uk) or posted to the address on the order form printed in the OCR Publications Catalogue.

OCR Support Materials prepare extra resources to help you deliver our qualifications. These support materials can be ordered from OCR Publications and more information about the materials can be obtained from [support.materials@ocr.org.uk](mailto:support.materials@ocr.org.uk).

## 11.6 Documents related to these qualifications

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OCR's *Admin guide: Vocational Qualifications (A850)*

JCQ publications:

- *Access Arrangements, Reasonable Adjustments and Special Consideration;*
- *Suspected Malpractice in Examinations and Assessments*

# 12 Glossary

<b>Analyse</b>	to examine in detail in order to discover meaning, essential features, etc
<b>Apply</b>	to devote oneself with diligence to bring into operation or use to put to practical use; utilise; employ
<b>Assess</b>	to judge the worth, importance, etc, of; evaluate
<b>Calculate</b>	to solve (one or more problems) by a mathematical procedure; compute
<b>Carry out</b>	to perform or cause to be implemented
<b>Chart</b>	to plot or outline the course of to make a detailed plan of to make a chart of
<b>Classify</b>	to arrange or order by classes; categorise
<b>Collect</b>	to gather together or be gathered together
<b>Communicate</b>	to impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures, etc
<b>Compare</b>	to regard or represent as analogous or similar; liken
<b>Compile</b>	to make or compose from other materials or sources
<b>Complete</b>	to make whole or perfect to end; finish
<b>Conduct</b>	to do or carry out
<b>Contrast</b>	to distinguish by comparison of unlike or opposite qualities
<b>Contribute</b>	to give (support, money, etc) for a common purpose or fund to supply (ideas, opinions, etc) as part of a debate or discussion
<b>Cook</b>	to prepare (food) by the action of heat, as by boiling, baking, etc, or (of food) to become ready for eating through such a process
<b>Define</b>	to state precisely the meaning of (words, terms, etc)
<b>Deliver</b>	to carry (goods, etc) to a destination, esp. to carry and distribute (goods, mail, etc) to several places to hand over, transfer, or surrender to produce or perform something promised or expected
<b>Demonstrate</b>	to show, manifest, or prove, esp. by reasoning, evidence, etc
<b>Describe</b>	to give an account or representation of in words
<b>Design</b>	to work out the structure or form of (something)
<b>Detail</b>	to list or relate fully to include all or most particulars
<b>Develop</b>	to come or bring to a later or more advanced or expanded stage; grow or cause to grow gradually
<b>Devise</b>	to work out, contrive, or plan (something) in one's mind
<b>Discuss</b>	to have a conversation about; consider by talking over; debate to treat (a subject) in speech or writing
<b>Estimate</b>	to form an approximate idea of (distance, size, cost, etc); calculate roughly; gauge

<b>Evaluate</b>	to ascertain or set the amount or value of to judge or assess the worth of; appraise
<b>Examine</b>	to look at, inspect, or scrutinise carefully, or in detail; investigate
<b>Explain</b>	to make (something) comprehensible, esp. by giving a clear and detailed account of the relevant structure, operation, surrounding circumstances, etc
<b>Explore</b>	to examine or investigate, esp. systematically
<b>Generate</b>	to produce or bring into being; create
<b>Give</b>	to present or deliver voluntarily (something that is one's own) to the permanent possession of another or others to impart or communicate
<b>Identify</b>	to prove or recognise as being a certain person or thing; determine the identity of
<b>Illustrate</b>	to clarify or explain by use of examples, analogy, etc
<b>Implement</b>	to carry out; put into action; perform
<b>Interact</b>	to act on or in close relation with each other
<b>Interpret</b>	to clarify or explain the meaning of; elucidate
<b>Investigate</b>	to inquire into (a situation or problem) thoroughly; examine systematically, especially in order to discover the truth
<b>Justify</b>	to prove or see to be just or valid; vindicate to show to be reasonable; warrant or substantiate
<b>Keep</b>	to have or retain possession of
<b>Lead</b>	to show the way to (an individual or a group) by going with or ahead to guide or be guided by holding, pulling, etc to phrase a question to (a witness) that tends to suggest the desired answer
<b>Measure</b>	to determine the size, amount, etc, of by measurement
<b>Monitor</b>	to observe or record (the activity or performance) of (an engine or other device)
<b>Organise</b>	to form (parts or elements of something) into a structured whole; co ordinate
<b>Outline</b>	to give the main features or general idea of
<b>Participate</b>	to take part, be or become actively involved, or share (in)
<b>Perform</b>	to carry out or do (an action)
<b>Plan</b>	to have in mind as a purpose to make a plan of (a building)
<b>Prepare</b>	to make ready or suitable in advance for a particular purpose or for some use, event etc to put together using parts or ingredients; compose or construct to equip or outfit
<b>Present</b>	to show, exhibit to put forward; submit to bring or suggest to the mind
<b>Produce</b>	to bring (something) into existence; yield to bring forth (a product) by physical or mental effort; make
<b>Profile</b>	to draw, write or make a profile of
<b>Promote</b>	to further or encourage the progress or existence of to raise to a higher rank, status degree etc

	to urge the adoption of; work for to encourage the sale of (a product) by advertising or securing financial support
<b>Propose</b>	<b>to put forward (a plan, motion, etc) for consideration or action</b>
<b>Provide</b>	to put at the disposal of; furnish or supply
<b>Recognise</b>	to perceive (a person, creature, or thing) to be the same as or belong to the same class as something previously seen or known; know again
<b>Recommend</b>	to advise as the best course or choice; counsel
<b>Research</b>	to carry out investigations into (a subject, problem etc)
<b>Review</b>	to look at or examine again to look back upon
<b>Select</b>	to choose (someone or something) in preference to another or others
<b>Serve</b>	to render or be of service to (a person, cause, etc); help to distribute or provide
<b>Show</b>	to make, be, or become visible or noticeable to indicate or explain; prove
<b>Suggest</b>	to put forward (a plan, idea, etc) for consideration
<b>Summarise</b>	to make or be a summary of; express concisely
<b>Understand</b>	to know and comprehend the nature or meaning of
<b>Undertake</b>	to contract to or commit oneself to (something) or to do (something)
<b>Use</b>	to put into service or action; employ for a given purpose