



## Business Administration Level 2

Cross-referenced to the NOS and the Awarding bodies

	i-GVS Topic Title	Level	RQF/UAN Reference	NOS Ref	City & Guilds	Skillsfirst	NCFE	Pearson BTEC/ Edexcel Reference	OCR Reference	SQA Reference
1	Communication in a Business Environment	2	H/506/1893	BUS34	222	BUS34	Unit 01	Unit 1	Unit 1	
2	Principles of Business Document Production and Information Management	2	T/506/1901	BUS37	225/675	BUS37	Unit 04	Unit 4	Unit 3	
3	Understand Employer Organisations	2	A/506/1964	BUS38	226/676	BUS38	Unit 02	Unit 2	Unit 4	H7P9 60
4	Manage Personal Performance and Development	2	L/506/1788	ML1	239	ML1	Unit 05	Unit 5	Unit 5	H7PW 60
5	Develop Working Relationships with Colleagues	2	R/506/1789	ML2	240	ML2	Unit 06	Unit 6	Unit 6	H7PX 60
6	Health and Safety in a Business Environment	1	D/506/1794	ML16	101	BUS4	Unit 27	Unit 28	Unit 29	
7	Use a Telephone and Voicemail System	1	K/506/1796	ML18	102	BUS6	Unit 28	Unit 29	Unit 30	
8	Meet and Welcome Visitors in a Business Environment	1	A/506/1799	ML19	103	BUS8	Unit 26	Unit 27	Unit 31	H7RD 55
9	Manage Diary Systems	2	L/506/1807	SMB22	201	BUS13	Unit 13	Unit 13	Unit 7	H7PC 60
10	Collate and Report Data	2	L/506/1810	BUS41	203	BUS15	Unit 14	Unit 14	Unit 9	
11	Store and Retrieve Information	2	R/506/1811	BUS42	204	BUS16	Unit 19	Unit 19	Unit 10	
								Unit 24	Unit 24	
12	Produce Minutes of Meetings	2	Y/506/1812	BUS45	205	BUS17	Unit 25	Unit 26	Unit 11	
								Unit 25	Unit 25	
13	Handle Outgoing and Incoming Mail	2	D/506/1813	BUS48	206	BUS18	Unit 08	Unit 8	Unit 12	
								Unit 26	Unit 26	
14	Provide Reception Services	2	H/506/1814	BUS49	207	BUS19	Unit 10	Unit 10	Unit 13	H7PE 60
15	Archive Information	2	T/506/1865	BUS53	212	BUS24	Unit 22	Unit 23	Unit 17	
16	Stationery and Office Equipment	2	Y/506/2295	BUS54	213	BUS25	Unit 34	Unit 35	Unit 18	
			J/506/1868	BUS55	214	BUS26	Unit 35	Unit 36	Unit 19	
17	Contribute to the Organisation of an Event	2	L/506/1869	BUS60	215	BUS27	Unit 15	Unit 15	Unit 20	H7PG 60
								Unit 30	Unit 30	
18	Organise Business Travel or Accommodation	2	D/506/1875	BUS66	216	BUS28	Unit 09	Unit 9	Unit 21	
								Unit 31	Unit 31	
19	Provide Administrative Support for Meetings	2	H/506/1876	BUS67	217	BUS29	Unit 11	Unit 11	Unit 22	
								Unit 32	Unit 32	

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20	Employee Rights and Responsibilities	2	L/506/1905	ML14	227	BUS39	Unit 16	Unit 16	Unit 28	H7PL 60
								Unit 38	Unit 38	
21	Develop a Presentation	3	K/506/1913	ML25	304	BUS43	Unit 31	Unit 32	Unit 32	
								Unit 8	Unit 8	
22	Deliver a Presentation	3	M/506/1914	ML27	305	BUS44	Unit 32	Unit 33	Unit 33	
								Unit 9	Unit 9	
23	Processing Customers Financial Transactions	2	F/601/8320	B1	236	B1	Unit 45	Unit 46	Unit 48	
24	Deliver Customer Service	2	A/506/2130	IT310	230	CUS7	Unit 43	Unit 44	Unit 44	H7HF 60
25	Develop Customer Relationships	2	Y/506/2149	IT306	229	CUS19	Unit 48	Unit 49	Unit 46	H7NT 60
26	Using Email	2	M/502/4300	ML40	242	EML2	Unit 36	Unit 37	Unit 37	
27	Principle of Equality and Diversity in the Workplace	2	J/506/1806	ML7	273/680	ML7	Unit 58	Unit 59	Unit 54	H7PY 60