



NCFE Level 3 Certificate in Data

Become a data technician: source, collate, clean, blend and analyse data, present it to any audience, and store it securely and lawfully. ...

**Study it online.
Finish with a qualification
that is on your record for life.**

WHERE IT SITS

- Entry
- Level 1
- Level 2
- **Level 3**
- Level 4
- Level 5

Level 3

REGULATED LEVEL

195

LEARNING HOURS

6

UNITS

100%

ONLINE



Delivered online

Tutor support. Start when you are ready.



Assessed on your work

A portfolio of your own work. No written exam.



Awarded by NCFE

Ofqual-recognised. We are approved centre 11001657.



Ask us

For the fee and the next start date.



Start when you are ready

195 guided learning hours, 245 total hours, self-paced online



Tutor support throughout

Questions answered within 2 working days, feedback within 10.



Nothing paid at application

Payment only after you accept an offer.

WHAT YOU WILL STUDY

6 units, 195 guided learning hours



Understand how to source data	20 h · 10%
Collate and format data for processing and analysis	55 h · 28%
Analyse data to support business outcomes	30 h · 15%
Present and communicate data to the appropriate audience	30 h · 15%
Store, manage and distribute data securely	30 h · 15%
Collaborate with others and practise continuous professional development	30 h · 15%

UNIT BY UNIT

What each unit covers

01. Understand how to source data

20 hours

- ✓ Understand where common sources of data can be found
- ✓ Understand the purpose and function of data architecture for a specific business requirement
- ✓ Understand data formats and their importance for analysis for a specific business requirement

02. Collate and format data for processing and analysis

55 hours

- ✓ Be able to collect, format and save datasets for a specific business requirement
- ✓ Be able to test and assess confidence in the data and its integrity
- ✓ Be able to manipulate and link external datasets
- ✓ Be able to prepare data for analysis for a specific business requirement
- ✓ Be able to blend datasets from multiple sources for a specific business requirement

03. Analyse data to support business outcomes

30 hours

- ✓ Be able to apply statistical methods to identify trends and patterns in data for a specific business
- ✓ Be able to filter data according to business requirements
- ✓ Be able to apply algorithms to identify trends and patterns in data based on a specific business

04. Present and communicate data to the appropriate audience

30 hours

- ✓ Understand the range of methods, formats and techniques used to communicate data to different
- ✓ Understand the range of visualisation tools and techniques used to present data for specific
- ✓ Be able to communicate data and results to a specific audience and business requirement
- ✓ Be able to apply a range of visualisation tools and techniques to present data for specific

05. Store, manage and distribute data securely

30 hours

- ✓ Understand legal and regulatory requirements that apply to data analysis
- ✓ Understand the legitimate and ethical use of data
- ✓ Be able to securely store, manage and distribute data for a specific business requirement

06. Collaborate with others and practise continuous professional development

30 hours

- ✓ Understand the role of data within a business context
- ✓ Be able to operate as part of a multi-functional team for a specific business requirement
- ✓ Be able to inform own continuous professional development (CPD) through identification of

The learning outcomes NCFE publishes for each unit. The assessment criteria beneath them are on the qualification page.

6

UNITS TO COMPLETE

21

LEARNING OUTCOMES

195

GUIDED LEARNING HOURS

Guided learning hours are the taught time NCFE specifies. Your own study time is on top, and how long you take is up to you.

HOW IT WORKS

From your first unit to your certificate

01

You produce evidence

A portfolio of your own work, against the published criteria.

02

An assessor marks it

Qualified, and required to show current competence in the sector they assess.

03

The marking is checked

Sampled internally each term, and quality assured by NCFE from outside the school.

04

NCFE certificates you

Claimed through the NCFE portal. Recognised independently of us.

WHAT WE COMMIT TO

Answers, in working days



Within 2 working days

General questions



Within 10 working days of submission

Assessment feedback



Within 1 working day

Technical problems



Within 1 working day

Urgent welfare concerns

Published in DAIS-POL-024 Online Learning and Digital Delivery, and on every qualification page.

GETTING ON

Entry requirements



There are no specific prior skills or knowledge a learner must have for this qualification.



Learners should be aged 16 and above to undertake this qualification.



Learners may find it helpful if they have already achieved a Level 2 qualification in a similar subject area.



You will need a laptop or desktop computer with internet access, a web browser, software capable of analysing data and reading .xls and .csv files (for example Python, Microsoft Excel, Google Sheets or OpenOffice), electronic data collection software such as Microsoft Forms or Google Forms, infographic creation software, presentation software and a printer.



Registration is at the discretion of the centre, in accordance with equality legislation.

THE COST

How paying works

TWO WAYS

Pay in full, which costs less than the published fee, or pay monthly. No interest and no credit agreement, and the payments stop on their own.

THE CURRENT FEE

On the qualification page at dataaischool.com, or ask us and we will tell you. It is not printed here, so nothing in this guide can quote you a price we are no longer charging.

Nothing is paid when you apply. Payment is taken only after you accept an offer, and we confirm the amounts with you first.



How long it takes. 195 guided learning hours, 245 total hours, self-paced online

BEFORE YOU START

What you need to take part



Device

Laptop or desktop computer



Operating system

Windows 10 or macOS 10.15 or later



Browser

Google Chrome or Mozilla Firefox, latest version

**Internet speed**

10 Mbps download and 5 Mbps upload

**Webcam**

Required for live sessions and identity verification

**Microphone**

Required for live sessions

Published in DAIS-POL-024, and told to every learner before enrolment.

IN MORE DETAIL

About this qualification

This is a regulated Level 3 qualification (NCFE qualification number 603/7882/7). It is designed to equip learners with the knowledge and skills required to enter a job role within the digital workforce area, such as a data technician. The qualification is mapped against the Level 3 Data Technician Apprenticeship Standard. It is a standalone qualification

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ASKED BEFORE

Questions people ask

Who awards NCFE Level 3 Certificate in Data, and how do I get my certificate?

NCFE Level 3 Certificate in Data is awarded by NCFE, an Ofqual-approved awarding organisation, and sits on the Regulated Qualifications Framework (RQF). The qualification number is 603/7882/7. The Data and AI School of London is an NCFE approved centre (Account No. 11001657). We register you ...

How long does NCFE Level 3 Certificate in Data take?

This qualification carries 195 guided learning hours and a total qualification time of 245 hours. It is studied online at your own pace, so how long it takes in calendar time depends on how much you can commit each week.

The same answers as the qualification page, built from the same record.

NEXT STEP

Apply, or ask us first

Applying costs nothing and commits you to nothing. Eight short steps, no card details and no deposit. We check the qualification suits you and say so if another fits better, and payment is taken only after you accept an offer.

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info@dataaischool.com

We reply within 2 working days



Scan for the full details

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