

NCFE Level 3 Diploma for Business Administrators

Subject to NCFE approval. We have asked NCFE to add this qualification to our approval, on 3 September 2026, and cannot enrol anyone until they confirm it.

A full Level 3 diploma covering the administration of a modern business, from

**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

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.



Not yet on sale

No fee or start date until NCFE approves it.



Start when you are ready

No fixed intake. Enrol and begin.



Tutor support throughout

Questions answered within 2 working days, feedback within 10.



Nothing paid at application

Payment only after you accept an offer.

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 formal entry requirements, though the qualification assumes reading and writing at around Level 2.

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.

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 diploma covers what a business administrator is expected to know and do: managing records and information, communicating with colleagues and stakeholders, supporting projects, and working within an organisation's policies and regulatory framework. It is a substantial qualification aimed at people already working in an administrative role, or moving into one, who want a recognised Level 3 to evidence it.

ASKED BEFORE

Questions people ask

Who awards NCFE Level 3 Diploma for Business Administrators, and how do I get my certificate?

NCFE Level 3 Diploma for Business Administrators is awarded by NCFE, an Ofqual-approved awarding organisation, and sits on the Regulated Qualifications Framework (RQF). The qualification number is 603/5359/4. The Data and AI School of London is an NCFE approved centre (Account No. 11001657). We register ...

What do I need before I can start?

There are no formal entry requirements, though the qualification assumes reading and writing at around Level 2. We assess every applicant individually and will tell you if a different level would suit you better.

Can I study this entirely online?

Yes. Teaching, materials and assessment are all delivered through our Moodle-based virtual learning environment, so you can study from anywhere in the UK. You need a laptop or desktop computer, a current version of Chrome or Firefox, and a broadband connection of at least 10 ...

Can I enrol now?

Not yet. We hold NCFE approval to deliver this qualification and enrolment has not opened. Register your interest and we will contact you when it does. We do not publish a fee until enrolment opens.

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

NEXT STEP

Register your interest

There is no application form for this qualification yet, because we cannot enrol anyone until NCFE confirms our approval for it. Tell us you are interested and we will write to you on the day it is confirmed. It costs nothing and commits you to nothing.

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info@dataaischool.com

We reply within 2 working days



Scan for the full details



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