

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 3 Diploma for Business Administrators		
Qualification number (QN)	603/5359/4		
Total qualification time (TQT):	405	Guided learning hours (GL)	240
UCAS	This qualification has been allocated UCAS points. Please refer to the UCAS website for further details of the points allocation and the most up-to-date information.		
Entry requirements:	<p>This qualification is designed for learners who are working, or would like to work, in a business administration role within any sector or industry. It is ideal for those who are new to the role or who have been working at that level for a short period of time.</p> <p>Entry is at the discretion of the centre. However, learners should be aged 16 or above to undertake this qualification.</p>		

About this qualification

This qualification is designed to provide learners with the knowledge, skills and understanding to work as a Business Administrator within any sector or industry. It is ideal for those who are new to the role or who have been working at that level for a short period of time.

The qualification will support learners completing the Business Administrator Apprenticeship Standard. The qualification can also be used as a stand-alone qualification for those learners wishing to gain a qualification in business administration.

The qualification aims to:

- focus on the study of business administration within any sector or industry
- provide further knowledge for those working in business administration

Qualification structure

To be awarded the Level 3 Diploma for Business Administrators, learners are required to successfully complete 7 mandatory units.

Mandatory units

Unit 01 Organisational planning and processes
Unit 02 Legislation, structure and finance in a business environment
Unit 03 Communication in a business environment
Unit 04 Decision making and problem solving in a business environment
Unit 05 IT skills for business

Unit 06 Project management skills for business
Unit 07 Development of self and others

Assessment

This is a knowledge and skills-based qualification with an internally assessed and externally quality assured portfolio of evidence.

Progression opportunities

The objectives of this qualification are to:

- plan and organise work, review processes and make suggestions for improvements to working practice
- understand your organisation and the legal framework in which it operates
- communicate effectively in a business environment
- resolve business problems using effective decision making
- demonstrate IT skills for business
- scope, plan, manage and evaluate a project
- manage own personal and professional development

Learners who achieve this qualification could progress to:

- Level 3 Diploma in Management Skills and Knowledge
- Level 4 Certificate in Leadership and Management
- Level 5 Diploma in Management Skills and Knowledge
- employment in administration and management roles



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