

Focus Awards • Level 3 • Qualification No. 601/5898/0

Level 3 Diploma in Business Administration (RQF)

A practical, 100% online diploma in business administration — for learners working with a high degree of autonomy who want transferable, nationally recognised skills.

Ready to get started?

Enrol on the Level 3 Diploma in Business Administration today and get instant access to your Virtual Learning Environment.

[Apply Now](#)
[Speak to an advisor](#)
58

CREDITS

580

TQT

302

GLH

14

UNITS

■ Overview

The Level 3 Diploma in Business Administration (RQF) is an accredited, Ofqual-regulated, 100% online, practical qualification that builds transferable skills across sectors. Learners gain knowledge and expertise in administrative tasks such as information processing, event coordination and implementing procedures, alongside decision-making, resource and project management, equality and diversity, HR and marketing.

■ Who is it for?

- Learners who want to develop skills and qualities that employers value
- Those preparing for better job opportunities, such as a managerial role
- Anyone who wants to pursue a higher level of education
- Those who want to start their own business

■ Duration & delivery

Study online at your own pace through our Virtual Learning Environment (VLE), with unlimited tutor support available throughout.

3 months fast-track, full-time

1 year part-time

■ Assessment & verification

All units are internally assessed by qualified assessors and externally verified by the awarding organisation. Assessment takes the form of written assignments, witness testimony and direct observation, with detailed guidance from your tutor once you are enrolled.

■ Unit structure

- 1 Principles of Business
- 2 Principles of Administration
- 3 Develop a Presentation
- 4 Deliver a Presentation
- 5 Communicate in a Business Environment
- 6 Manage Personal and Professional Development
- 7 Manage Individuals' Performance
- 8 Manage Team Performance

- 9 Principles of Business Communication and Information
- 10 Negotiate in Business Environment
- 11 Understand the Customer Service Environment
- 12 Resolve Customers' Complaints
- 13 Principles of Marketing Stakeholder Relationships
- 14 Support Environmental Sustainability in Business Environment

■ Course facts

Awarding body	Focus Awards
Qualification No.	601/5898/0
Level	Level 3
Regulator	Ofqual
Study mode	100% online
Minimum age	18+

■ Entry requirements

Learners must be 18+ and have sufficient management experience, literacy and numeracy skills to complete the course.

■ Progression

Successful completion enables learners to progress to Level 4 courses, including:

OTHM Level 4 Diploma in Business Management
OTHM Level 4 Diploma in Accounting and Business
Level 4 NVQ Diploma in Business Administration (RQF)
Level 4 NVQ Diploma in Customer Service (RQF)

Have a question?

Our advisors can talk you through funding, timelines and next steps — free, no obligation.

[Apply now](#)