



QUALIFICATION OUTLINE

QUALIFICATION TITLE: Diploma in Management and Leadership

QUALIFICATION LEVEL: Level 5

Introduction

The Level 5 Diploma in Management and Leadership is designed for learners to develop core middle management skills and competencies. It also introduces learners to strategic management concepts, preparing those who aspire towards senior management roles. Typical completion time for this qualification is 12-18 months and it carries 53 credits.

Who should take this qualification?

The qualification is suitable for those who are aspiring to middle/senior management in their sector.

Qualification Content and Assessment Information

Study Location: Work based

How is the qualification delivered? The course material is delivered via blended learning; a mix of assessor visits and work uploaded onto an electronic portfolio. The Assessor will visit the workplace to facilitate observation of practice and professional discussion. Dependent on the payment method, the number of visits may vary.

Assessment and Exams: There are no exams for this qualification. The qualification is an on-going assessment of learners work plus Observation, Discussion, Expert Witness and Assignments. Learners are allocated an experienced assessor who will support and guide the learner and ensure that the range of evidence produced fulfils the following criteria;

Valid is relevant to the standards for which competence is claimed

Authentic is produced by the learner

Reliable indicates that the learner can consistently perform at this level

Current is sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim

Sufficient fully meets the requirements of the standards

Units: There are **4 mandatory units** which are

- Contribute to the development of a strategic plan
- Design Business processes
- Manage Strategic change
- Provide Leadership and Management

Optional Units a total of 31 credits to be achieved from **33 options** (average 5 units from below choice)

- Establish Business risk management processes
- Promote equality of opportunity, diversity, and inclusion
- Develop and manage collaborative relationships with other organisations
- Optimise the use of technology
- Manage product and/or service development
- Manage strategic marketing activities
- Develop and implement an operational plan
- Encourage learning and development
- Discipline and grievance management
- Develop working relationships with stakeholders
- Manage a tendering process
- Manage physical resources
- Manage the impact of work activities on the environment
- Prepare for and support quality audits
- Conduct quality audits
- Manage a budget
- Manage a project
- Manage Business risk
- Manage knowledge in an organisation
- Recruitment, selection and induction practice
- Manage redundancy and redeployment
- Lead the development of a knowledge management strategy
- Lead the development of a quality strategy
- Lead the development of a continuous improvement strategy
- Develop and maintain professional networks
- Manage health and safety in own area of responsibility
- Contribute to the design and development of an information system
- Manage information systems
- Manage events
- Manage customer service operations
- Review the quality of customer service
- Developing sales proposals
- Prioritising information for sales planning

General Information

Payment Options: This qualification can be paid for in full or via our Flexi Payment Plan which spreads the cost over 4 consecutive equal payments. Learners can also finance this course utilising an Advanced Learner Loan. Please contact us for the most up to date funding information.

Start Date: This is a rolling programme. Start date is by arrangement.

Entry requirements: There are no formal entry requirements however where the qualification is funded initial assessments would be arranged as Functional Skills form part of the qualification.

Where could this lead?

Learners who achieve the Edexcel Level 5 NVQ Diploma in Management and Leadership can progress to a range of other Leadership and Management and/or professional qualifications at level 7 and above, for example the Level 7 NVQ Diploma in Strategic Management and Leadership. Learners could also use achievement of this qualification to enhance further employment opportunities or progression opportunities within their current or aspiring job role, and/or towards membership to a professional body or institute

