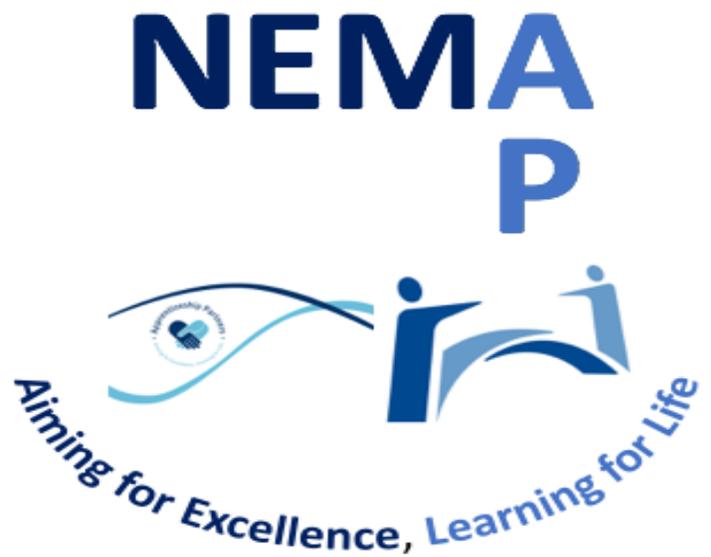


Management Level 3 Diploma



Management Level 3 Diploma

The level three diploma in management is a nationally recognised qualification for anyone working in a supervisory or management role. The qualification aims to provide the essential skills, knowledge, and understanding to those with a responsibility to carry out first line supervisor or management activities; and also aims to give learners an opportunity to develop the management performance, become more effective, and to progress in their career.

Find out more today, by speaking with one of our highly professional and experienced team, to find the right solution for you:

Website: www.ApprenticeshipPartners.org

Email: info@ApprenticeshipPartners.org

Telephone: 01494 513300

Management Level 3



Introduction

The Level 3 Diploma in Management is a nationally recognised qualification for anyone working in a supervisory or management role. The qualification aims to provide the essential skills, knowledge and understanding to those with a responsibility to carry out first-line supervisory or management activities; and also aims to give learners an opportunity to develop their management performance, become more effective and to progress in their career.

The regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for this qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

The qualification has been accredited onto the Regulated Qualification Framework (RQF) and provides a progression route to higher level or discipline related qualifications.



Qualification

Qualification title

Level 3 Diploma in Management

Ofqual qualification number

601/3702/2

Level

3

Total qualification time

550 hours

Guided learning hours

248

Assessment

Pass or fail

Internally assessed and verified by Awarding Body staff
External quality assurance by Awarding Body verifiers



What is Required?

Entry Requirements

There are no formal entry requirements for this qualification.

We will carry out an initial assessment of learner skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

Learners must achieve **55 credits**:

- **31 credits** from the **Mandatory units in Group A**, plus
- a minimum of **17 credits** from **Optional Group B**
- a maximum of **7 credits** may be from **Optional Group C**

Group A Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value
A/506/1821	Manage team performance	3	4
R/506/1937	Principles of people management	3	6
D/506/1942	Principles of business	3	10
F/506/2596	Principles of leadership and management	3	8
T/506/2952	Manage personal and professional development	3	3

Group B Optional Units – a Minimum of 17-Credits

Unit Reference Number	Unit Title	Unit Level	Credit Value
T/506/1820	Promote equality, diversity, and inclusion in the workplace	3	3
J/506/1921	Manage individuals' performance	3	4
L/506/1922	Manage individuals' development in the workplace	3	3
Y/506/1924	Chair and lead meetings	3	3
K/506/1927	Manage conflict within a team	3	5
M/506/1928	Procure products and/or services	3	5
T/506/1929	Implement change	3	5
K/506/1930	Implement and maintain business continuity plans and processes	3	4
M/506/1931	Collaborate with other departments	3	3
A/506/1933	Support remote or virtual teams	3	4
F/506/1934	Participate in a project	3	3
J/506/1949	Develop and maintain professional networks	4	3
Y/506/1955	Develop and implement an operational plan	4	5
M/506/1962	Encourage learning and development	4	3
A/506/1981	Discipline and grievance management	4	3
F/506/1982	Develop working relationships with stakeholders	4	4
K/506/1989	Manage physical resources	4	4
K/506/1992	Prepare for and support quality audits	4	3
T/506/1994	Conduct quality audits	4	3
A/506/1995	Manage a budget	4	4
R/506/1999	Manage a project	4	7
L/506/2004	Manage business risk	4	6
A/506/2032	Manage knowledge in an organisation	4	5
M/506/2044	Manage redundancy and redeployment	4	6
J/506/2292	Encourage innovation	3	4
J/506/2907	Manage the impact of work activities on the environment	4	4
R/506/2909	Recruitment, selection, and induction practice	4	6

Group C Optional Units – a minimum of 7-Credits

Unit Reference Number	Unit Title	Unit Level	Credit Value
M/506/1895	Buddy a colleague to develop their skills	2	3
D/506/1911	Contribute to the improvement of business performance	3	6
H/506/1912	Negotiate in a business environment	3	4
K/506/1913	Develop a presentation	3	3
M/506/1914	Deliver a presentation	3	3
A/506/1916	Contribute to the development and implementation of an information system	3	6
K/506/2169	Resolve customers' problems	3	4
R/506/2151	Resolve customers' complaints	3	4
D/506/2170	Gather, analyse, and interpret customer feedback	3	5
L/506/1905	Employee rights and responsibilities	2	2
T/505/4673	Health and Safety Procedures in the Workplace	2	2
M/506/1959	Manage events	4	6
F/506/2176	Review the quality of customer service	4	4



Support

You will receive one-to-one support from your allocated Tutor, whom will be available to you, to provide the additional support that you may need.

All our Tutors aim to respond to your queries as soon as they possibly can, but certainly, this will be within 24-hours of receiving your request through our system.

The materials produced to help support you will include:

- Access to all policies and procedures in relation to:
 - Appeals
 - Complaints
 - Equality, Diversity & Inclusion
 - External Verification
 - Fair Assessment
 - Health & Safety
 - Internal Verification
 - Malpractice
 - Safeguarding
 - Tutor Marking

- Learning material including:
 - Written learning materials
 - Additional independent resources
 - Video's & podcasts (where available)
 - Recommended read and books (where available)

- Resources including:
 - Assignment Writing Template
 - Citation Guide
 - Harvard Referencing System Guide
 - Planning & Preparing to write Assignments
 - Quotation Guide
 - Sending evidence to your Tutor
 - Resubmitting evidence to your Tutor



How will I be Assessed?

This qualification is competence-based, learners must demonstrate the level of competence described in the units. Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in the qualification.

The qualification must be assessed by an appropriately experienced and qualified assessor.

Each learner is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- observation report by assessor
- assignments/projects/reports
- professional discussion
- witness testimony
- learner product
- worksheets
- record of oral and written questioning
- Recognition of Prior Learning

Learning outcomes set out what a learner is expected to know, understand or be able to do.

Assessment criteria specify the standard a learner must meet to show the learning outcome has been achieved.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made by Tutors are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustment to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of learners. Our Awarding Body's "Reasonable Adjustments Policy" and "Special Consideration Policy" sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that we provide for some of these arrangements.

Certification

Learners who achieve the required credits for qualifications will be awarded:

- A certificate listing all units achieved with their related credit value, and
- A certificate giving the full qualification title:

ProQual Level 3 Diploma in Management