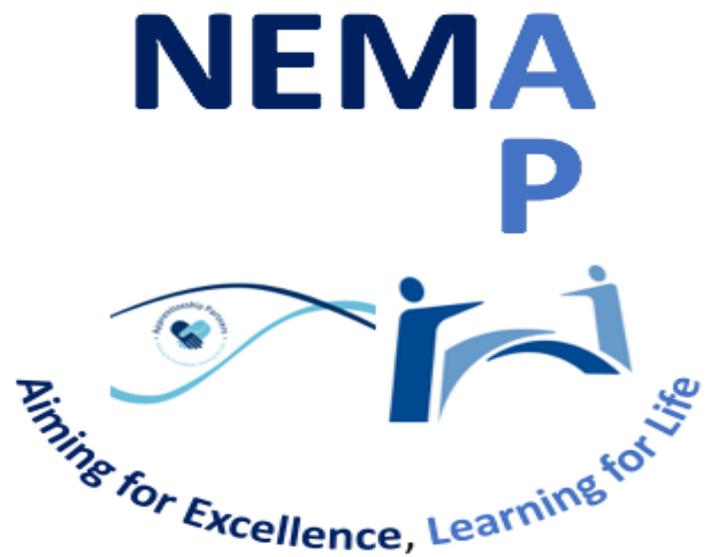


Management Level 4 Diploma



Management Level 4 Diploma

The Level 4 NVQ Diploma in Management is appropriate for managers moving into a middle management position, who still retain responsibility for operational processes but are more removed from day to day line management duties. The qualification develops the knowledge and skills required to take on higher level responsibilities such as planning and implementing change.

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 4



Introduction

The Level 4 NVQ Diploma in Management is appropriate for managers moving into a middle management position, who still retain responsibility for operational processes but are more removed from day to day line management duties. The qualification develops the knowledge and skills required to take on higher level responsibilities such as planning and implementing change.

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 4 NVQ Diploma in Management
Ofqual qualification number	601/4759/3
Level	4
Total qualification time	530 hours
Guided learning hours	229
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

Candidates must achieve a minimum of **53 credits**:

- **17 credits** from the **Group A Mandatory** unit
- a minimum of **20 credits** from **Group B Optional** units
- a maximum of 16 credits can come from Optional Group C.

Group A Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value
L/506/1953	Provide leadership and management	4	5
Y/506/1955	Develop and implement an operational plan	4	5
F/506/1982	Develop working relationships with stakeholders	4	4
T/506/2952	Manage personal and professional development	3	3

Group B Optional Units – a Minimum of 20-Credits

Unit Reference Number	Unit Title	Unit Level	Credit Value
J/506/1949	Develop and maintain professional networks	4	3
M/506/1962	Encourage learning and development	4	3
T/506/1980	Initiate and implement operational change	4	4
A/506/1981	Discipline and grievance management	4	3
L/506/1984	Manage a tendering process	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
T/506/1820	Promote equality, diversity, and inclusion in the workplace	3	3
A/506/1821	Manage team performance	3	4
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
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
A/506/2046	Contribute to the development of a strategic plan	5	5
D/506/2055	Design business processes	5	5
T/506/2059	Develop and manage collaborative relationships with other organisations	5	5
F/506/2064	Optimise the use of technology	5	6
Y/506/2068	Manage product and/or service development	5	5
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 practices	4	6

Group C Optional Units – a maximum of 16-Credits

Unit Reference Number	Unit Title	Unit Level	Credit Value
D/504/4056	Manage health and safety in own area of responsibility	4	5
A/506/1950	Contribute to the design and development of an information system	4	5
F/506/1951	Manage information systems	4	6
M/506/1959	Manage events	4	6
F/506/2176	Review the quality of customer service	4	4
D/506/1911	Contribute to the improvement of business performance	3	6
H/506/1912	Negotiate in a business environment	3	4
K/506/2169	Resolve customers' problems	3	4
R/506/2151	Resolve customers' complaints	3	4
Y/502/9927	Analyse competitor activity	3	3
A/502/8656	Developing sales proposals	4	5
D/502/8651	Prioritising information for sales planning	4	3
M/506/2898	Manage customer service operations	4	7



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 4 Diploma in Management