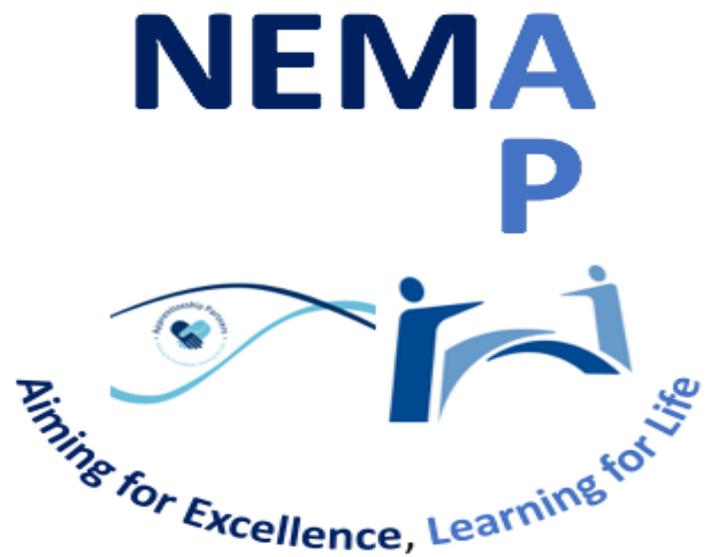


Management Level 5 Diploma



Management Level 5 NVQ Diploma

The Level 5 NVQ Diploma in Management and Leadership is suitable across all occupations and sectors of employment and is aimed at individuals who have the ability and the opportunity to demonstrate recognisable management skills. For example, managing business processes, leading, planning, and implementing change, managing finance, providing learning opportunities. Individuals may find that the focus of their work is more to do with managing projects, or with technical matters, than with people.

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 5



Introduction

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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 5 NVQ Diploma in Management and Leadership
Ofqual qualification number	601/4757/X
Level	5
Total qualification time	530 hours
Guided learning hours	247
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 a **minimum of 53 credits**:

- 22 credits from Mandatory Group A, plus
- A minimum of 23 credits from Optional Group B

A maximum of 8 credits can come from Optional Group C.

Group A Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value
A/506/2046	Contribute to the development of a strategic plan	5	5
D/506/2055	Design business processes	5	5
H/506/2056	Manage strategic change	5	7
L/506/1953	Provide leadership and management	4	5

Group B Optional Units – a Minimum of 23-Credits

Unit Reference Number	Unit Title	Unit Level	Credit Value
J/506/2048	Establish business risk management processes	5	5
R/506/2053	Promote equality of opportunity, diversity and inclusion	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/506/1949	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
L/506/1984	Manage a tendering process	4	4
K/506/1989	Manage physical resources	4	4
H/506/1991	Manage the impact of work activities on the environment	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
H/506/2042	Recruitment, selection and induction practice	4	6
M/506/2044	Manage redundancy and redeployment	4	6
R/506/2084	Lead the development of a knowledge management strategy	7	7
J/506/2101	Lead the development of a quality strategy	7	4
F/506/2114	Lead the development of a continuous improvement strategy	7	5
L/506/2293	Manage strategic marketing activities	5	7

Group C Optional Units – a maximum of 8-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
T/506/2174	Manage customer service operations	4	7
F/506/2176	Review the quality of customer service	4	4
A/502/8656	Developing sales proposals	4	5
D/502/8651	Prioritising information for sales planning	4	3



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 5 NVQ Diploma in Management