



BUSINESS & SUPPORT SERVICES

Level 5 NVQ Diploma in Management

Qualification Specification

Overview

This qualification is a National Vocational Qualification (NVQ). It is a higher level management qualification covering a variety of management skills.

Typical Job

General Manger, Operational Manager

Qualification code:	501/1703/8
Level:	5
Total qualification time:	380 hours
Guided learning hours:	200 (min) 205 (max)
Credits:	38
Age Range:	18+, 19+



Purpose of the qualification

This is one of a suite of leadership and management qualifications which cover the skills and knowledge required to lead and manage teams including:

- Operational planning
- Planning and managing change
- Providing direction through leadership and management.
- Working productively with colleagues and stakeholders
- Managing risk
- Identifying and addressing performance issues

It is for individuals who are managing at a higher level and wish to have their skills and knowledge recognised and for those who are moving into a higher level management role.

What could this qualification lead to?

This qualification can be integrated into an organisation's models for personnel and business development, contributing to the development of a skilled workforce as a whole and recognising the competence of the people who make up the workforce at all levels.

Entry Requirements

Learners must have the potential to achieve the assessment criteria set out in the units.

How is the qualification achieved?

The learner must present verifiable evidence which clearly shows they have met the assessment criteria and learning outcomes.

What will be assessed?

All evidence submitted by the learner against the assessment criteria.

How will it be assessed?

The assessment of this qualification is by completion of a portfolio of evidence.

Structure

This qualification has 200 guided learning hours (GLH) and 38 credits. It has a total qualification time of 380 hours which is the notional time required by the learner to complete the qualification. The learner must complete the 4 mandatory units to achieve 23 credits, plus any combination of optional units to achieve the remaining 15 credits

Mandatory units: All units must be completed:

EAL Code	Unit Title	Level	Credit	GLH	Ofqual Code
QMAN5/001	Develop and evaluate operational plans for own area of responsibility	5	6	25	Y/600/9588
QMAN4/002	Provide leadership and direction for own area of responsibility	4	5	30	T/600/9601
QMAN5/002	Plan change in own area of responsibility	5	6	30	R/600/9654
QMAN5/003	Work productively with colleagues and stakeholders	5	6	30	M/600/9662

Optional units: Select units to achieve 15 credits minimum.

EAL Code	Unit Title	Level	Credit	GLH	Ofqual Code
QMAN4/001	Develop , maintain and review personal networks	4	4	25	R/600/9587
QMAN4/003	Ensure compliance with legal, regulatory, ethnical and social requirements	4	5	25	H/600/9609
QMAN4/004	Manage risk in own area of responsibility	4	4	25	L/600/9619
QMAN4/005	Review risk management processes in own area of responsibility	4	3	20	L/600/9622
QMAN4/006	Implement change in own area of responsibility	4	6	25	M/600/9659
QMAN4/007	Develop working relationships with colleagues and stakeholders	4	4	20	K/600/9661
QMAN4/008	Recruit staff in own area of responsibility	5	4	25	T/600/9663
QMAN4/009	Plan, allocate and monitor work in own area of responsibility	4	5	25	H/600/9674
QMAN4/010	Support learning and development within own area of responsibility	4	5	25	M/600/9676
QMAN4/011	Address performance problems affecting team members	4	3	20	F/600/9679
QMAN4/012	Build, support and manage a team	4	4	20	F/600/9682
QMAN4/013	Support individuals to develop and take responsibility for their performance	4	4	20	D/600/9690
QMAN4/014	Know how to follow disciplinary procedures	4	4	20	H/600/9691
QMAN4/015	Manage grievance procedures	4	3	10	K/600/9692
QMAN4/016	Support the management of redundancies in own area of responsibility	4	3	15	M/600/9693

Optional Units Continued:

EAL Code	Unit Title	Level	Credit	GLH	Ofqual Code
QMAN4/017	Develop and implement a risk assessment plan in own area of responsibility	4	6	20	L/600/9703
QMAN4/018	Manage physical resources	4	3	25	K/600/9711
QMAN4/019	Manage the environmental impact of work activities	4	5	10	M/600/9712
QMAN4/020	Manage a tendering process	4	4	20	H/600/9738
QMAN4/021	Plan and manage a project	4	8	30	J/600/9750
QMAN4/022	Develop and implement marketing plans	4	6	25	K/600/9790
QMAN4/023	Analyse the market in which your organisation operates	4	5	25	M/600/9791
QMAN4/024	Manage the achievement of customer services satisfaction	4	5	25	A/600/9793
QMAN4/025	Prepare for and support quality audits	4	4	20	Y/600/9798
QMAN5/004	Establish risk management processes for an organisation	5	6	30	A/600/9616
QMAN5/005	Promote equality of opportunity, diversity and inclusion across an organisation	5	6	30	T/600/9632
QMAN5/006	Examine staff turnover issues in own area of responsibility	5	4	25	A/600/9664
QMAN5/007	Developing collaborative relationships with other organisations	5	7	30	T/600/9694
QMAN5/008	Promote the use of technology within an organisation	5	6	30	J/600/9702
QMAN5/009	Manage health and safety across an organisation	5	6	25	H/600/9707
QMAN5/010	Monitor and review business processes	5	3	20	A/600/9759
QMAN5/011	Develop a customer-focused organisation	5	5	25	T/600/9792
QMAN5/012	Manage product development and marketing	5	7	30	R/600/9802
QMAN6/001	Conduct a quality audit	6	6	30	J/600/9800
QMAN6/002	Inform strategic decision-making	6	7	40	D/600/9592
QMAN6/004	Lead innovation within an organisation	6	10	40	D/600/9642
QMAN6/005	Manage a budget for own area or activity of work	5	7	30	A/600/9695
QMAN6/006	Outsource organisational processes	5	8	40	T/600/9744
QMAN6/007	Manage a programme of complementary projects	6	8	30	K/600/9756