

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 3 Diploma in Management Skills and Knowledge		
Qualification number (QN)	603/2998/1		
Total qualification time (TQT):	370	Guided learning hours (GL)	150
UCAS	This qualification has been allocated UCAS points. Please refer to the UCAS website for further details of the points allocation and the most up-to-date information.		
Entry requirements:	This qualification is designed for learners aged 16 and above. There are no specific recommended prior learning requirements for these qualifications. However, learners may find it helpful if they've already achieved a Level 2 qualification.		

About this qualification

This qualification is designed for learners who are working as a team leader/supervisor with operational/project responsibilities, or responsibility for managing a team.

The purpose of the NCFE Level 3 Diploma in Management Skills and Knowledge is to provide the knowledge, understanding and skills required to work as a team leader/supervisor. This qualification has been aligned to the Team Leader/Supervisor apprenticeship standard and could be used to support delivery of the apprenticeship.

Qualification structure

To be awarded the NCFE Level 3 Diploma in Management Skills and Knowledge, learners are required to successfully complete 9 mandatory units.

Mandatory units

Unit 01 Leading people
Unit 02 Communication
Unit 03 Managing people
Unit 04 Building relationships
Unit 05 Operational management
Unit 06 Project management
Unit 07 Managing finance
Unit 08 Self-awareness and continuous development
Unit 09 Decision making

Assessment

The NCFE Level 3 Diploma in Management Skills and Knowledge is a skills and knowledge based qualification which is internally assessed and externally quality assured.

Progression opportunities

The objectives of this qualification are to help learners to:

- focus on the study of management within different occupational areas
- demonstrate the skills, knowledge and behaviours they will need to operate as a successful team leader/supervisor
- develop skills and knowledge in a range of areas relevant to their role, such as leading and managing people, building relationships and communication, operational and project management, finance and personal effectiveness.

Learners who achieve this qualification could progress to:

- NCFE Level 4 Certificate in Leadership and Management
- NCFE Level 4 NVQ Diploma in Management
- NCFE Level 5 NVQ Diploma in Management and Leadership
- NCFE Level 5 Diploma in Management Skills and Knowledge
- NCFE Level 4 NVQ Diploma in Business Administration
- NCFE Level 4 NVQ Diploma in Customer Service
- Team Leader/Supervisor apprenticeship.

This qualification could be taken to support the Team Leader/Supervisor apprenticeship. On completion of the apprenticeship, apprentices can register as Associate Members with the Chartered Management Institute and/or the Institute of Leadership & Management.



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