

Learner overview

NCFE Level 5 Diploma in Management Skills and Knowledge (603/2999/3)

Qualification content, structure and outcomes

The purpose of the NCFE Level 5 Diploma in Management Skills and Knowledge is to provide the knowledge, understanding and skills required to work as an operations/departmental manager. The qualification has been aligned to the Operations/Departmental Manager apprenticeship standard.

The qualification consists of 8 mandatory units:

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

This qualification has 230 guided learning hours. You need to complete all **8 mandatory units** (37 credits) to achieve this qualification.

Similar qualifications

We also offer the following similar qualifications:

NCFE Level 5 Diploma in Principles of Management and Leadership (601/8032/8)

This is the knowledge based qualification and forms the knowledge based element of the Higher Apprenticeship in Management. This qualification is 240 guided learning hours and 40 credits. To achieve this qualification you would be required to complete one mandatory unit (10 credits) and 30 credits from the optional units.

NCFE Level 5 NVQ Diploma in Management and Leadership (601/4034/3)

This is a competence based qualification and forms the competence element of the Higher Apprenticeship in Management. This qualification is 237 guided learning hours and 53 credits. To achieve this qualification you would complete 4 mandatory units (22 credits) and the remaining 31 credits from the optional groups.

Other ways you could achieve the same outcome

Similar qualifications are available through other Awarding Organisations. Please check the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

Funding will not be available so you will need to apply for a loan to support you through this qualification.

How this qualification supports the identified outcome

The objectives of this qualification are to allow 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 operations/departmental manager
- develop higher level skills and knowledge in a range of areas relevant to managerial roles, such as leading, influencing and managing people, building relationships and communication, operational and project management, finance and personal effectiveness.

Learners who achieve this qualification could progress to:

- Departmental/Operations Manager apprenticeship standard
- Level 6 qualifications in Management and Leadership
- Level 7 qualifications in Strategic Management and Leadership.

This qualification could be taken to support the Departmental/Operations Manager apprenticeship standard. On completion of the apprenticeship, apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership & Management.

Support for this qualification

This qualification is supported by Geason Training and ETI Consultancy Ltd.