Qualification Factsheet

Qualification overview

Qualification title	**NCFE Active IQ Level 3 Certificate in the Principles of Management and Business**		
Qualification number (QN)	610/3651/1		
Total qualification time (TQT)	275	**Guided learning hours (GLH)**	175
Entry requirements	There are no specific prior skills/knowledge a learner must have for this qualification. However, there is an element of communication (discussing, presenting, reading and writing) involved and learners should have basic skills in communication pitched at level 2.		

About this qualification

This qualification is designed to provide learners with a knowledge and understanding of management.

Qualification structure

To be awarded this qualification, learners are required to successfully achieve **5 units** from the mandatory units.

Mandatory units

Unit 01 Principles of leadership and management (L/618/3464)
Unit 02 Understanding equality, diversity and inclusion in the workplace (F/618/3459)
Unit 03 Principles of business (T/650/8881)
Unit 04 Principles of people management (Y/650/8882)
Unit 05 Understanding how to lead a team (A/650/8883)

Assessment

Internally assessed and externally quality assured portfolio of evidence.

Progression opportunities

Learners who achieve this qualification could progress to the following:

- further education:
  - business qualifications
  - management qualifications
  - apprenticeships in management.

Contact us

NCFE
Q6
Quorum Park
Benton Lane
Newcastle upon Tyne
NE12 8BT

Tel: 0191 239 8000*
Fax: 0191 239 8001
Email: customersupport@ncfe.org.uk
Website: www.ncfe.org.uk

NCFE © Copyright 2026 All rights reserved worldwide.

Version 1.0 November 2026
Information in this Qualification Factsheet is correct at the time of publishing but may be subject to change.

NCFE is a registered charity (Registered Charity No. 1034808) and a company limited by guarantee (Company No. 2896700).

CACHE; Council for Awards in Care, Health and Education; and NNEB and ACTIVE IQ are registered trademarks owned by NCFE.

All the material in this publication is protected by copyright.
To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.