

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 4 Certificate in Leadership and Management		
Qualification number (QN)	603/0987/8		
Total qualification time (TQT):	242	Guided learning hours (GL)	134
Entry requirements:	There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they have already achieved a Level 3 qualification		

About this qualification

This qualification is designed to provide the underpinning knowledge to support those in leadership and management roles and may also prepare the learner to progress to a qualification in another subject area.

This qualification aims to:

- focus on the study of leadership and management to support different occupational areas
- provide learners with the skills they need to operate as a successful manager

The objectives of this qualification are to help learners to:

- develop the knowledge and qualities valued in employees by employers
- understand and develop their strengths, and improve weaknesses, as a manager
- develop knowledge and understanding in a range of areas relevant to managerial roles, such as managing resources and budgets, recruitment and selection, and stakeholder engagement

Qualification structure

To be awarded the NCFE Level 4 Certificate in Leadership and Management, learners are required to successfully complete 4 mandatory units and a minimum of 3 optional units.

Mandatory units

Unit 01 Principles of building respectful and productive working relationships in organisations
Unit 02 Managing personal and professional development
Unit 03 Principles of management and leadership in organisations
Unit 04 Operational and human resource planning and management

Optional units

Optional units available for this qualification cover areas such as corporate social responsibility, recruitment and budget management. Please refer to the qualification specification for more

information.

Assessment

The NCFE Level 4 Certificate in Leadership and Management is a knowledge-based qualification which is internally assessed through a portfolio of evidence, which is externally quality assured.

Progression opportunities

Learners who achieve this qualification could progress to:

- Level 4 NVQ Diploma in Management
- Level 4 NVQ Diploma in Business Administration
- Level 4 NVQ Diploma in Customer Service
- Level 5 NVQ Diploma in Management and Leadership
- Level 5 Diploma in Management Skills and Knowledge



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