

# Qualification factsheet

## Qualification overview

<b>Qualification title</b>	NCFE Level 5 Diploma in Management Skills and Knowledge		
<b>Qualification number (QN)</b>	603/2999/3		
<b>Total qualification time (TQT):</b>	370	<b>Guided learning hours (GL)</b>	230
<b>Entry requirements:</b>	<p>These qualifications are designed for learners aged 18 and above.</p> <p>There are no specific recommended prior learning requirements for these qualifications. However, learners may find it helpful if they've already achieved a Level 4 qualification.</p>		

## About this qualification

This qualification is designed for those working as an operations/departmental manager with responsibility for planning, delivering and achieving departmental goals and objectives.

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.

## Qualification structure

To be awarded the NCFE Level 5 Diploma in Management Skills and Knowledge, learners are required to successfully complete 8 mandatory units.

### 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

## Assessment

The NCFE Level 5 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 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
- 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. On completion of the apprenticeship, which apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership & Management.



## Contact us

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