Qualification Factsheet

Qualification overview

Qualification title	**NCFE Active IQ Level 3 Diploma in Principles of Management and Business**		
Qualification number (QN)	610/4267/5		
Total qualification time (TQT)	400	**Guided learning hours (GLH)**	260
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 **8 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)
Unit 06 Recruitment, and development of colleagues (A/618/3458)
Unit 07 Understand how to manage a project (A/618/3461)
Unit 08 Understanding budgeting and finance (J/618/3463)

Assessment

This qualification is internally assessed and externally quality assured. Each learner must create a 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

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