

Purpose Statement

601/4759/3 ProQual Level 4 NVQ Diploma in Management (QCF)

Overview

The Level 4 NVQ Diploma in Management is appropriate if you have some “frontline” managerial experience but are looking to move into a management position, more removed from day to day line management duties. The qualification develops the knowledge and skills required for you to take a step beyond the basic tasking and supervisory management duties and equips you take on higher level responsibilities such as planning and implementing change.

As a candidate for this qualification you will be expected to demonstrate managerial knowledge and skills which encompass planning, implementation, staff development and stakeholder engagement. Achieving this qualification will provide you with an enhanced personal profile relevant to the needs of many sectors seeking qualified people to undertake the important generic positions which support the development of their businesses/services.

Learning Outcomes

To achieve the qualification the following mandatory units will be covered:

- Provide leadership and management
- Develop and implement an operational plan
- Develop working relationships with stakeholders
- Manage personal and professional development

These will be enhanced by optional units tailored to your specific need and in a combination fulfilling the requirements of the qualification structure. These units may include:

- Prepare for and support quality audits
- Conduct quality audits
- Manage a budget
- Manage a project
- Manage business risk
- Manage information systems
- Manage events. Review the quality of customer service
- Contribute to the improvement of business performance

You will work with an assessor to complete a portfolio of evidence that confirms you have met the requirements of the qualification.

There are no entry requirements or specific skills needed to undertake this qualification.

Further information

If you would like any further information please contact ProQual:

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Email: enquiries@proqualab.com
Web: www.proqualab.com