



Purpose Statement

BIIAB Level 4 Diploma in Management and Leadership – 601/6776/2

Overview

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge required to work effectively and flexibly as a Manager and Leader at level 4.

Achievement of this qualification does not by itself indicate competence, but the knowledge obtained aids progression onto the BIIAB Level 4 NVQ Diploma in Management, which allows full demonstration of competence. These two qualifications are designed to make up the component parts of the Higher Apprenticeship in Management (Higher Apprenticeship in Management - Levels 4 and 5 (England) – (level 4 Management Pathway) and Higher Apprenticeship in Management (Wales) – Level 4 Management Pathway.

The primary purpose of the qualification is to progress to the next level of vocational learning by preparing for further learning or training by developing knowledge and/or skills in a subject area. However, employers can also rely on the knowledge provided as meeting nationally recognised standards for Management at this level and as such the sub-purpose is to develop knowledge and/or skills in a subject area.

As such, this qualification has value either as a stand-alone qualification or as part of an Apprenticeship.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status, please contact BIIAB Qualifications Limited head office.

Who is this qualification for?

This qualification is appropriate for use in the following age ranges:

- > 18+
- > 19+

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.



Purpose Statement

What does the qualification cover?

This qualification covers:

Mandatory Units

- > Principles of Building Respectful and Productive Working Relationships in Organisations
- > Managing Personal and Professional Development
- > Principles of Management and Leadership in Organisations
- > Operational and Human Resource Planning and Management

Optional Units

- > Business Performance Measurement and Improvement
- > Corporate Social Responsibility and Sustainability
- > Budget Management
- > Understanding Organisational Structure, Culture and Values
- > Staff Recruitment and Selection
- > Principles of Business Strategic Planning and Development
- > Stakeholder Engagement and Management
- > Principles of Innovation and Change Management
- > Understand the Legal Context of Business
- > Principles of Project Management
- > Principles of Quality Management

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment and will be based upon the achievement of all of the specified learning outcomes.

Purpose Statement

BIIAB Qualifications Limited will make every effort to ensure that it allows for assessment to:

- > be up to date and current
- > reflect the context from which the learner has been taught
- > be flexible to learner needs

Please refer to the Instructions for the Conduct of Examinations and Other External Assessment for further information.

Overview of assessment strategy

The qualification contains knowledge units. These units are assessed by Assessment Knowledge Modules (AKMs) externally set by the BIIAB or Centre Devised Assessments. The AKMs are internally marked assessments, containing a series of questions, marked and internally verified by the centre and with external verification by the BIIAB External Quality Assurer (EQA).

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- > Meet the assessment criteria
- > Achieve the learning outcomes

Centres must obtain approval for any Centre Devised Assessments before their use. Please contact BIIAB Qualifications Limited for details of the Centre Devised Assessment process and procedure.

What could this qualification lead to?

The qualification is designed to equip learners with the knowledge to work effectively at this level. The recommended progression route is to the BIIAB Level 4 NVQ Diploma in Management. Learners who cannot obtain employment or who wish to focus on knowledge may, upon achievement, wish to proceed onto the BIIAB Level 5 Diploma In Management and Leadership. It also will allow for a number of progression routes to employment and into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- > 601/4601/1 BIIAB Level 4 NVQ Diploma in Management
- > 601/6773/7 BIIAB Level 5 Diploma in Management and Leadership

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the



Purpose Statement

sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Further Information

Further information on the qualification can be found on the Skills and Education Group Awards website.