BIIAB Level 5 Diploma in Management and Leadership (NVQ) – 601/4602/3

Overview

This qualification has been developed by Skills CFA in conjunction with employers.

This qualification has been designed to allow learners to obtain and then demonstrate the skills and knowledge to work in a Management role. It is also a key component part of the Skills CFA Higher Level Apprenticeship Framework in Management.

Achievement of this qualification indicates competence. Alongside the BIIAB Level 5 Diploma in Management and Leadership, the qualification is designed to make up the component parts of the Higher Apprenticeship in Management in England and Wales.

The primary purpose of the qualification is to confirm occupational competence.

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.

What does the qualification cover?

The qualification covers the following units:

Mandatory Units

- Contribute to the development of a strategic plan
- Design business processes
- Manage strategic change
- Provide leadership and management

Optional Units

- Establish business risk management processes
- Promote equality of opportunity, diversity and inclusion
- Develop and manage collaborative relationships with other organisations
- Optimise the use of technology
- Manage product and/or service development
- Manage strategic marketing activities
- Develop and maintain professional networks
- Develop and implement an operational plan
- Encourage learning and development
- Discipline and grievance management
- Develop working relationships with stakeholders
- Manage a tendering process
- Manage physical resources
- Manage the impact of work activities on the environment
- Prepare for and support quality audits
- Conduct quality audits
- Manage a budget
- Manage a project
- Manage business risk
- Manage knowledge in an organisation
- Recruitment, selection and induction practice
- Manage redundancy and redeployment
- Lead the development of a knowledge management strategy
- Lead the development of a quality strategy
- Lead the development of a continuous improvement strategy
- Manage health and safety in own area of responsibility
- Contribute to the design and development of an information system
- Manage information systems
- Mange events
- Manage customer service operations
- Review the quality of customer service
- Developing sales proposals
- Prioritising information for sales planning

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.

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 competence units. Competence units are assessed following NVQ principles.

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 and skills to work effectively in Management. Learners may choose to take qualifications for specific areas of skills or knowledge that they need, at any level of the qualifications framework.

Achievement of the qualification offers opportunities for career progression.

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