



# BIIAB BTEC Level 3 Diploma in Management

Effective management skills are essential in today's competitive market place. A good manager with the right skill set will not only ensure that their team are productive and motivated but will contribute significantly to the performance of the organisation. This qualification is a valuable programme for newly appointed managers or those progressing from the Team Leading qualification. This is designed for Learners to:

- Demonstrate a Practice set of skills when carrying out defined management activities within an operational area of responsibility including performance management, people development and operation planning.
- Develop their understanding of the principles of management and leadership, managing people and the principles of business covering the broader cross organizational processes that a manager will need to understand.
- Demonstrate occupational competence in a range of business settings and within organisations of varying sizes and sectors to ensure that management and leadership skills support productivity and efficiency of the workforce for example:
  - First Line Manager
  - Section Manager
  - Senior Supervisor
  - Assistant Manager

## What does it comprise of?

To achieve a Level 3 Diploma in Management:

- Learners must attain a minimum of **55 credits**
- Learners must achieve a minimum of **41** credits at Level 3 or above
- Learners must achieve mandatory credits from Group A with a combined minimum total of **31** credits
- Learners must achieve optional credits from Group B with a combined minimum total of **17** credits
- A remaining **7** optional credits can be achieved from Group B or Group C
- A minimum of **284** Guided Learning Hours will need to be completed
- A maximum of **371** Guided Learning Hours can be completed

Group A Mandatory Units ( 31 Credits)			
Title	Level	Credit	GLH
Manage Team Performance	3	4	21
Principles of People Management	3	6	34
Principles of Business	3	10	74
Principles of Leadership and Management	3	8	50
Manage Personal and Professional Development	3	3	12

Group B Optional Units			
Title	Level	Credit	GLH
Promote Equality, Diversity and Inclusion in the Workplace	3	3	15
Manage Individuals' Performance	3	4	20
Manage Individuals' Development in the Workplace	3	3	10

Chair and Lead Meetings	3	3	10
Manage Conflict within a Team	3	5	25
Procure Products and/ or Services	3	5	35
Implement Change	3	5	28
Implement and Maintain Business continuity Plans and Processes	3	4	25
Collaborate with other departments	3	3	14
Support Remote or Virtual Teams	3	4	18
Participate in a Project ( <i>Barred against Manage a Project</i> )	3	3	19
Develop and Maintain Professional Networks	4	3	15
Develop and Implement an Operational Plan	4	5	24
Encourage Learning and Development	4	3	16
Discipline and Grievance Management	4	3	26
Develop Working Relationships with Stakeholders	4	4	20
Manage Physical Resources	4	4	26
Prepare for and Support Quality Audits	4	3	17
Conduct Quality Audits	4	3	21
Manage a Budget	4	4	26
Manage a Project ( <i>Barred against Participate in a Project</i> )	4	7	38
Manage Business Risk	4	6	27
Manage Knowledge in an Organisation	4	5	34
Manage Redundancy and Redeployment	4	6	39
Encourage Innovation	3	4	14
Manage the Impact of Work Activities on the Environment	4	4	30
Recruitment, Selection and Induction Practice	4	6	33

<b>Group C - Optional Units</b>			
<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>GLH</b>
Buddy a Colleague to Develop their Skills	2	3	19
Contribute to the Improvement of Business Performance	3	6	33
Negotiate in a Business Environment	3	4	18
Develop a Presentation	3	3	11
Deliver a Presentation	3	3	17
Contribute to the Development and Implementation of an Information System	3	6	21
Resolve Customers' Problems	3	4	19
Resolve Customers' Complaints	3	4	22
Gather, Analyse and Interpret Customer Feedback	3	5	24
Employee Rights and Responsibilities	2	2	16
Health and Safety Procedures in the Workplace	2	2	16
Manage Events	4	6	49
Review the Quality of Customer Service	4	4	20

## Assessment

Each of the units is made up from specific elements applicable to a Management role, for example providing strong leadership, demonstrating the skills to implement change and having responsibility for managing your own budget. Assessment takes place through evaluation of workplace performance, presenting evidence, witness testimony and questioning etc. A portfolio of evidence is produced which demonstrates that the learner can perform to the level described. Participants will have a dedicated Assessor who will help assemble the portfolio and prepare them for assessment.

To complete the Apprenticeship in Management learners must complete the following components:

- Level 3 Certificate in Management Principles
- Functional Skills to include Math's Level 2, English Level 2 and Information and Communication Technology Level 2
- Personal Learning and Thinking Skills
- Employment Rights and Responsibilities

This qualification forms the combined knowledge and competency qualification of the Pearson BTEC Advance Apprenticeship in Management (Level 3).

### **How long will it take?**

There are no fixed periods for completion, however depending on experience most participants complete within 12 to 18 months

### **How to participate**

We will provide you with advice on how to access the programme, methods of delivery and eligibility for funding.

**For more information please call: 0330 088 0888**

**Smart Training & Recruitment**

**[info@smarttar.co.uk](mailto:info@smarttar.co.uk)**

**[www.smarttar.co.uk](http://www.smarttar.co.uk)**