

Learner overview

NCFE Level 3 Diploma in Management Skills and Knowledge (603/2998/1)

Qualification content, structure and outcomes

The purpose of the NCFE Level 3 Diploma in Management Skills and Knowledge is to provide the knowledge, understanding and skills required to work as a team leader/supervisor. This qualification has been aligned to the Team Leader/Supervisor apprenticeship standard.

The qualification consists of 9 mandatory units:

- Unit 01 Leading people
- Unit 02 Communication
- Unit 03 Managing people
- Unit 04 Building relationships
- Unit 05 Operational management
- Unit 06 Project management
- Unit 07 Managing finance
- Unit 08 Self-awareness and continuous development
- Unit 09 Decision making

This qualification has 150 guided learning hours. You need to complete all 9 mandatory units (37 credits) to achieve this qualification.

Similar qualifications

We also offer the following similar qualification:

NCFE Level 3 Diploma in Management (601/4032/X)

This is a combined knowledge and competence based element of the Advanced Apprenticeship in Management. This qualification is 284 guided learning hours and 55 credits. To achieve this qualification you would be required to complete 5 mandatory units (31 credits) and 17 credits from the optional units.

Other ways you could achieve the same outcome

Similar qualifications are available through other Awarding Organisations. Please check the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

Funding will not be available so you will need to apply for a loan to support you through this qualification.

How this qualification supports the identified outcome

The objectives of this qualification are to help learners to:

- focus on the study of management within different occupational areas
- demonstrate the skills, knowledge and behaviours they will need to operate as a successful team leader/supervisor
- develop skills and knowledge in a range of areas relevant to their role, such as leading and managing people, building relationships and communication, operational and project management, finance and personal effectiveness.

Learners who achieve this qualification could progress to:

- NCFE Level 4 Certificate in Leadership and Management
- NCFE Level 4 NVQ Diploma in Management
- NCFE Level 5 NVQ Diploma in Management and Leadership
- NCFE Level 5 Diploma in Management Skills and Knowledge
- NCFE Level 4 NVQ Diploma in Business Administration
- NCFE Level 4 NVQ Diploma in Customer Service
- Team Leader/Supervisor apprenticeship standard.

This qualification could be taken to support the Team Leader/Supervisor apprenticeship standard. On completion of the apprenticeship, apprentices can register as Associate Members with the Chartered Management Institute and/or the Institute of Leadership & Management.

Support for this qualification

This qualification is supported by Geason Training and ETI Consultancy Ltd.

UCAS points

This qualification has been allocated UCAS points. Please refer to the UCAS website for further details of the points allocation and the most up-to-date information.