

Qualification Specification

Focus Awards Level 5 Diploma in Management and Leadership (RQF)

603/3836/2



Silicon House, Farfield Park Manvers, Rotherham S63 5DB

T: 0333 3447 388 E: info@focusawards.org.uk

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Focus Awards Level 5 Diploma in Management and Leadership (RQF)

Qualification Details

QRN: 603/3836/2

Credit: 40

GLH: 192

TQT: 346

Qualification Purpose

The Focus Awards Level 5 Diploma in Management and Leadership (RQF) recognises skills and knowledge in management and leadership, allowing learners to apply this knowledge and skills to the national standard required by employers and proving competence in their role.

This qualification offers a range of optional units covering different aspects of management and leadership, supporting the learner’s development, depending on their interests and requirements.

The qualification is designed for learners aged 18 plus who want to progress into or within employment in a management and leadership role.

Learner Entry Requirements

There are no formal entry requirements for learners undertaking this qualification, however, learners may find it helpful if they have already achieved a Level 4 qualification.

Learners must also have sufficient experience in management to support the learning outcomes of the qualification.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Age Ranges

Entry is at the discretion of the centre however, learners should be 18 years old.

Geographical Coverage

This qualification has been accredited for use in England

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Consideration Policy.'

Assessment Methods

Each learner is required to create portfolio of evidence which demonstrates achievement of all the learning outcomes and the assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include:

- Assessor observation – completed observational checklists on related action plans
- Witness testimony
- Learner product
- Worksheets
- Assignments / projects / reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- Higher Apprenticeship in Management and Leadership
- Level 6 Diploma In Management and Leadership
- Level 7 NVQ Diploma in Strategic Management and Leadership

Learners can also progress into or within employment upon successful completion of this qualification

Useful websites and supporting materials

You will find useful websites and supporting materials here:

- www.focusawards.org.uk
- Ofqual.gov.uk

Qualification Structure/Rules of Combination

To successfully achieve the Focus Awards Level 5 Diploma in Management and Leadership (RQF) learners must complete a total of 40 credits. 20 credits from the mandatory units and 20 credits from optional units.

Unit Title	Unit Ref	Level	GLH	Credit
Mandatory Units				
Strategic Decision Making	M/617/3431	5	32	6
Strategic Business Management Planning	T/617/3432	5	40	7
Principles of Management Leadership	A/617/3433	5	24	7
Optional Units				
Principles of business finance	F/617/3434	5	33	5
Quality Management in an Organisation	J/617/3435	6	30	5
Principles of Innovation and Change Management	L/617/3436	5	32	5
Customer Relationship Management	R/617/3437	5	24	4
Business Risk Management	D/617/3439	5	30	5
Staff Recruitment and Selection	R/617/3440	5	29	5
Business Process Management	D/617/3442	5	35	6
Marketing Management	H/617/3443	5	35	6
Corporate Communications	K/617/3444	5	26	4
Strategic Project Management	T/617/3446	5	32	6
Budget Management	A/617/3447	5	29	5
Successful Business Team Development	F/617/3448	4	22	3
Business Administration Systems	J/617/3449	4	31	6
Principles of Customer Service Management	A/617/3450	4	80	8
Principles of Operational Planning	J/617/3452	4	67	15
Managing Information and Knowledge	L/617/3453	4	72	15
Human Resource Management	R/617/3454	4	38	5

Principles of Business Skills Needed for Proposals and Pitches	Y/617/3455	4	68	12
Managing personal and professional development	D/617/3456	4	20	6
Understanding organisational structure, culture, and values	H/617/3457	4	20	6
Stakeholder engagement and management	K/617/3458	4	13	4
Understand How to Manage Work Activities to Improve Business Performance	F/617/3451	4	43	11

Requirements for Tutors:

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for assessors:

Assessors will be required to hold, or be working towards a relevant assessing qualification. This may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor. Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA):

Internal Quality Assurers should hold or be working towards an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.