

Qualification Statement of Purpose

IQ IAM Level 5 NVQ Diploma in Management and Leadership (QCF) 601/3696/0

Type of qualification QCF (Qualifications and Credit Framework)

Credit 53

Guided Learning Hours 237-318

Overview of the qualification

The primary and other outcomes that the qualification supports and how it supports them.

The primary outcome of the qualification is to confirm occupational competence in a specific role.

Who is the qualification for? For example, is the qualification designed for someone already in work, seeking to enter work (which industry) or seeking to progress to further training or higher education?

You may already be employed, seeking employment or intending to return to work in a role such as senior manager, head of department or director. You may also be seeking to progress in further learning or education. The qualification will also be relevant to you if you intend to become a member of the Institute of Administrative Management, one of the oldest professional bodies in the world.

This qualification the competence component of the Higher Apprenticeship Management and Leadership. However, you may decide that you want to take this qualification outside of the apprenticeship because:

For example, you may have financial or time restrictions which would mean taking all the components of an apprenticeship is unfeasible or your employer may not want you to for the same reasons.

The full apprenticeship may not be relevant if you are an experienced adult or highly qualified, for example with the relevant knowledge skills for your role, but you still intend to gain recognition for your competence in leadership and management.

You may be an adult seeking a second chance to gain recognition at an age at which taking an apprenticeship is no longer appropriate. It could also be the case that you meet the entry requirements to take this qualification but not those required for a full apprenticeship.

You may decide to apply for an Advanced Learner Loan to support your tuition costs.

Are there any age restrictions?

You must be at least 18 years old.

What prior qualifications, attainment or experience does a learner need?

There are no formal entry requirements, but you should be able to work at Level 4 or above or have equivalent work experience in the business and professional administration area and be proficient in the use of English Language.

What is the content of the qualification? Give a summary of the key topics, skills and knowledge the learner will cover, which are core/optional,

This qualification is endorsed by Skill CFA, the sector skills council for business and administration.

You will cover as mandatory the knowledge and skills relating to contributing to the development of strategic plans, designing business processes, managing strategic change and providing leadership and management. There are also a broad selection

how they gain this learning and state what 'type' of qualification it is.

What specific knowledge, skills and competencies will the learner develop as a result of taking this qualification?

What does this qualification lead to?

Will the qualification lead to employment? Does the qualification allow the learner to meet specific requirements to enter a sector or job role? If it does, in which job roles and at what level? Please give examples of a specific occupation or occupational area that the qualification prepares the learner for or supports them in.

Will the qualification support progression to further learning? How does it support this? What are the progression qualifications and for what purpose? Please confirm which subjects/particular qualifications/apprenticeships learners can go onto study at a higher level.

Are there different-sized versions of this qualification, qualifications with a similar title, or is the qualification part of a set of qualifications with similar content? Please explain why the learner should take this particular one? Describe the rationale for the different sizes and levels of the qualification to help the learner and employer make an informed decision on which qualification is right for them.

Who supports this qualification?

Industry. Please say which employers, professional/trade bodies and/or Industrial Partnerships support the

of optional learning outcomes you can select depending upon your preferred profession or sector, including but not limited to: establishing business risk management processes; promoting equality; managing collaboration with other organisations; optimising the use of technology; maintaining professional networks; encouraging learning and development; discipline and grievance management; tendering; quality audits; budgets; managing knowledge in organisations; recruitment; developing quality strategies; strategic marketing activities; customer service operations and events; developing sales proposals and managing information systems.

You will develop your knowledge, skills and competence in setting and supporting organisational objectives through a wide range of functions, informing strategic decision-making, managing budgets, planning and implementing change, leading teams and managing programmes of complimentary projects.

Job roles this qualification could lead you to include employment as a manager, senior manager, head of department, director or other roles in which setting and supporting organisational objectives, informing strategic decision making, managing budgets, planning and implementing change, leading teams and managing programmes of complimentary projects are important elements. The qualification is generic, so you could work in these roles in a variety of sectors.

You will be able to progress to complete the Higher Apprenticeship in Management and Leadership by achieving one of the technical certificate components:

- Level 5 Diploma in Management and Leadership (QCF)
- Level 5 Extended Diploma in Management and Leadership (QCF)
- Level 5 Diploma in Principles of Leadership and Management (QCF)
- HE Diploma in Business Management
- BA (Hons) Business Management
- Foundation Degree in Leadership and Management
- Level 5 Diploma in Business and Administrative Management (VRQ)

Taking the IQ IAM Level 5 NVQ Diploma in Management and Leadership (QCF) is appropriate to you and your employer if you are currently able to work at Level 4 and intend to develop the skills required to work as a senior manager, head of department or director.

Taking the similarly named IQ IAM Level 5 Diploma in Business and Administrative Management (VRQ) is more appropriate to you if you intend to develop your knowledge of working as an administrative or business manager at the tactical level. As it is knowledge-based only, you may not be intending to work in such a role. It also forms the knowledge-based component of the apprenticeship.

If you are currently more comfortable working at Level 3, you may find that a Level 4 Management or Business Administration qualification is more appropriate to you, such as the IQ IAM Level 4 NVQ Diploma in Management (QCF) which forms competence component of the Higher Apprenticeship in Management.

This qualification is valued by employers and trade associations.

qualification.

Additional information

IQ Website:

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For further information:

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