



LEVEL 5 HIGHER APPRENTICESHIP IN MANAGEMENT



Managers operating at level 5 play an integral role in setting and supporting organisational objectives through a wide range of functions, such as: informing strategic decision making, managing budgets, planning and implementing change, leading teams and managing programmes of complimentary projects.

Qualification Framework Elements;

- The Pearson Edexcel Level 5 NVQ Diploma in Management & Leadership (QCF) **Performance qualification** where the apprentice works with their training officer to provide evidence from the workplace that they meet the criteria for the qualification.
- A BTEC technical certificate is a **knowledge** based qualification. This will involve classroom delivery, research and written assignments for probably four or five units.
- Essential Skills Wales is a series of controlled tasks to meet the specification for Level 2 in Application of Number, Communications and Digital Literacy.
- Framework duration is 21 months

Course Delivery

Apprentices will be assessed in the workplace on a monthly basis (approx 1 – 2hrs), plus some classroom sessions throughout the period of the qualification. The Training Officers will work with apprentices to identify evidence to demonstrate that they meet the criteria for each unit. Evidence can be in the form of an observation, discussion between Training Officer and apprentice, witness statement, written assignments and work products. Assessment will be holistic and evidence will be used to cover several units and/or elements.



Entry Requirements

If an apprentice has not already achieved Level 2 English, Maths and Digital Literacy they are expected to study for them and take the tests via our Essential skills program, which will develop and ultimately demonstrate the apprentices' ability to use English, Maths and Digital Literacy. Employers see these skills as essential, and by holding this qualification apprentices are showing they have the ability to apply them in work situations.

Recommended time on programme

21 Months

Apprentices will need to meet the requirements outlined in the table below before the qualification can be awarded.

REQUIREMENTS	CREDITS
Minimum number of credits that must be achieved	53
Minimum number of credits that must be achieved at level 5 or above	30
Number of mandatory credits that must be achieved	22
Number of optional credits that must be achieved (23 credits from Group B and the remaining 8 credits from optional units in Group B or Group C)	31

NVQ/QCF Qualification - Performance Qualification;

MANDATORY UNIT	LEVEL	CREDIT	UNIT TITLE
1	5	5	Contribute to the development of a strategic plan
2	5	5	Design business processes
3	5	7	Manage strategic change
4	4	5	Provide leadership and management
GROUP B – OPTIONAL UNITS: MINIMUM OF 23 CREDITS			
5	5	5	Establish business risk management processes
6	5	5	Promote equality of opportunity, diversity and inclusion
7	5	5	Develop and manage collaborative relationships with other organisations
8	5	6	Optimise the use of technology
9	5	5	Manage product and/or service development
10	5	7	Manage strategic marketing activities
11	4	5	Develop and implement an operational plan
12	4	3	Encourage learning & development
13	4	3	Discipline and grievance management
14	4	4	Develop working relationships with stakeholders
15	4	4	Manage a tendering process
16	4	4	Manage physical resources
17	4	4	Manage the impact of work activities on the environment
18	4	3	Prepare for and support quality audits



UNIT	LEVEL	CREDIT	UNIT TITLE
GROUP B (CONTINUED) – OPTIONAL UNITS: MINIMUM OF 23 CREDITS			
19	4	3	Conduct quality audits
20	4	4	Manage a budget
21	4	7	Manage a budget
22	4	6	Manage business risk
23	4	5	Manage knowledge in an organisation
24	4	6	Recruitment, selection and induction practice
25	4	6	Lead the development of a knowledge management strategy
26	7	7	Lead the development of a knowledge management strategy
27	7	4	Lead the development of a quality strategy
28	7	5	Lead the development of a continuous improvement strategy
29	4	3	Develop and maintain professional networks
GROUP C – OPTIONAL UNITS: MAX OF 8 CREDITS			
30	4	5	Manage Health and Safety in own area of responsibility
31	4	5	Contribute to the design and development of an information system
32	4	6	Manage information systems
33	4	6	Manage events
34	4	7	Manage customer service operations
35	4	4	Review the quality of customer service
36	4	5	Developing sales proposals
37	4	3	Prioritising information for sales planning

Pearson BTEC Level 5 Diploma in Management & Leadership (QCF) KNOWLEDGE;

The Pearson BTEC Level 5 Diploma in Management & Leadership (QCF) is a 39 credit and 239/314 guided learning hour (GLH) qualification that consists of three mandatory units plus optional units that provide for a combined total of 39 credits where at least 30 credits must be at Level 5 or above.

MANDATORY UNIT	LEVEL	CREDIT	UNIT TITLE
1	7	5	Principles of Management and Leadership
2	7	5	Strategic Business Management and Planning
3	6	5	Strategic Decision-making
OPTIONAL UNITS			
4	5	5	Principles of business finance
5	4	5	Product and/or Service Portfolio Management
6	5	6	Quality Management in an Organisation
7	5	5	Principles of Innovation and Change Management
8	4	5	Customer Relationship Management
9	5	5	Business Risk Management
10	5	5	Staff Recruitment and Selection



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UNIT	LEVEL	CREDIT	UNIT TITLE
OPTIONAL UNITS			
11	6	5	Business Process Management
12	6	5	Corporate Social Responsibility and Sustainability
13	6	5	Marketing Management
14	4	5	Corporate Communications'
15	6	5	Successful Business Team Development
16	3	4	Successful Business Team Development
17	11	4	Understand How to Manage Work Activities to Improve Business Performance
18	5	5	Budget Management
19	15	4	Business Administration Systems
20	8	4	Principles of Customer Service Management
21	15	4	Principles of Operational Planning
22	15	4	Managing Information and Knowledge
23	5	4	Human Resource Management
24	12	4	Principles of Business Skills Needed for Proposals and Pitches
25	6	4	Managing personal and professional development
26	6	4	Understanding Organisational structure, culture, and values
27	4	4	Stakeholder engagement and Management