

MANAGEMENT AND LEADERSHIP LEVEL 4

Factsheet



The aim of this qualification is to contribute to the skills, knowledge and overall performance of management and leadership. Its purpose is to provide insight into the principles and processes of management and leadership and to aid career progression.

Entry Requirements

Those seeking to undertake this apprenticeship must be able to demonstrate ability equivalent to or exceeding level 2 in English and mathematics. You must be a new or aspiring middle manager.

Description

An apprenticeship is a framework of qualifications which may include:

- Level 4 NVQ diploma in management and leadership (competence)
- Level 4 diploma in principles of leadership and management (knowledge)
- Employee rights and responsibilities
- Personal learning and thinking skills (PLTS) which are embedded into the qualification (England only)

Guided learning hours

292-405 hours. Examples of this are on-the-job work experience, 1-2-1 learning and group teaching

Duration

18 months

Mandatory units

- Manage personal and professional development
- Develop working relationships with stakeholders

Examples of optional units

- Encourage learning and development
- Manage team performance
- Implement and maintain business continuity plans and processes
- Recruitment, selection and induction practice
- Review the quality of customers service
- Contribute to the improvement of business performance

Methods of recording study

Your qualification will be completed via paper based portfolio with interactive learning.

Diploma

The apprenticeship requires the development of underpinning knowledge (theory) and observation in the workplace to demonstrate competence. You will complete the mandatory units (17 credits) and a selection of optional units to achieve the minimum 53 credit requirements.

Further information

If you would like advice on other work-based learning programmes, methods of delivery and eligibility for funding please contact one of our team on:

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