

## **BIIAB Level 4 Diploma in Management and Leadership (QCF)**

**Level:** 4

**Ofqual Qualification Number:** 601/6776/2

**Size of Qualification:** 37 credits

### **What is the main purpose of this qualification?**

To enable you to develop knowledge in management and leadership and progress to the next level of vocational learning.

### **Who is it for?**

This qualification is for learners seeking to work in management and leadership or learners already working as a manager or leader. Learners do not need any prior qualifications, knowledge or experience in order to achieve this qualification, however some employers may require employees working at this level to have gained relevant experience or qualifications.

### **What job role will it help me enter?**

This qualification will provide you with the required knowledge and understanding to work in a variety of job roles that involve management and leadership, for example Manager, Head of Function or Area Manager. The qualification may help you to obtain promotion or improve your knowledge and understanding in relation to your current role.

### **Is this the right qualification for me?**

You should seek to undertake this qualification if you want to gain knowledge and understanding of management and leadership at this level.

If you want to develop the required skills, or achieve formal recognition for your skills in management and leadership, you should consider taking the BIIAB Level 4 NVQ Diploma in Management.

### **Is this qualification in an apprenticeship?**

This qualification forms the knowledge component of the Level 4 Higher Apprenticeship in Management. Apprentices also need to complete the Level 4 NVQ Diploma in Management, which focusses on the skills required.

### **How long will this qualification take me?**

The qualification requires at least 126 Guided Learning Hours (the number of hours where you will be given guidance, usually by a tutor, in order to achieve the outcomes) and approximately 370 hours in total (1 credit is roughly equivalent to 10 hours of learning time). Some people learn more quickly or are more experienced than others so it may take you more or less time than 370 hours to achieve this qualification.

### **What does this qualification cover?**

This qualification comprises the following mandatory units:

- Principles of building respectful and productive working relationships in organisations
- Managing personal and professional development
- Principles of management and leadership in organisations
- Operational and human resource planning and management

Learners also need to undertake units to the value of 11 credits from the following optional units:

- Business performance measurement and improvement
- Corporate social responsibility and sustainability
- Budget management
- Understanding organisational structure, culture and values
- Staff recruitment and selection
- Principles of business strategic planning and development
- Stakeholder engagement and management
- Principles of innovation and change management
- Understand the legal context of business
- Principles of project management
- Principles of quality management

### **What could this qualification lead to?**

This qualification shows you have achieved level 4 knowledge and understanding in management and leadership. The qualification may improve your knowledge and understanding in relation to your current role, or enable you to obtain promotion to a higher level role.

If, upon completion, you wish to focus on proceeding to a higher level of learning, then the following qualification may be suitable for you:

- BIIAB Level 5 Diploma in Management and Leadership (QCF) 601/6773/7.

**Who supports this qualification?**

This qualification is supported by the following organisations:

- Skills CFA
- Admiral Taverns
- Prezzo
- Young & Co's Brewery

These letters of support are available upon request from [qualifications@bii.org](mailto:qualifications@bii.org)