



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

603/3836/2

Silicon House, Farfield Park, Manvers, Rotherham S63 5DB

# Qualification Summary

## Key Information

Level	Sector	Qualification Type
5	Business Management	Occupational Qualification
Total Qualification Time	Credit Value	Guided Learning Hours
350	35	192
Status	Methods of Assessment	Minimum Age
Available to Learners	Portfolio of Evidence	18



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

QRN: 603/3836/2

GLH: 192

TQT: 350

Credit: 35

## 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 and over who want to progress into employment in a management and leadership role.

## Age Ranges

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

## Geographical Coverage

This qualification is available in England and Northern Ireland.

## 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.

## Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



## 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 (RQF)
- Level 7 NVQ Diploma in Strategic Management and Leadership (RQF)

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

## Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>





## Qualification Structure

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.

### Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Strategic Decision Making	M/617/3431	5	6	32
Strategic Business Management Planning	T/617/3432	5	7	40
Principles of Management Leadership	A/617/3433	5	7	24

### Optional Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Principles of business finance	F/617/3434	5	5	33
Quality Management in an Organisation	J/617/3435	6	5	30
Principles of Innovation and Change Management	L/617/3436	5	5	32
Customer Relationship Management	R/617/3437	5	4	24
Business Risk Management	D/617/3439	5	5	30
Staff Recruitment and Selection	R/617/3440	5	5	29
Business Process Management	D/617/3442	5	6	35
Marketing Management	H/617/3443	5	6	35
Corporate Communications	K/617/3444	5	4	26
Strategic Project Management	T/617/3446	5	6	32
Budget Management	A/617/3447	5	5	29
Successful Business Team Development	F/617/3448	4	3	22
Business Administration Systems	J/617/3449	4	6	31
Principles of Customer Service Management	A/617/3450	4	8	80
Principles of Operational Planning	J/617/3452	4	15	67
Managing Information and Knowledge	L/617/3453	4	15	72
Human Resource Management	R/617/3454	4	5	38
Principles of Business Skills Needed for Proposals and Pitches	Y/617/3455	4	12	68
Managing personal and professional development	D/617/3456	4	6	20
Understanding organisational structure, culture, and values	H/617/3457	4	6	20
Stakeholder engagement and management	K/617/3458	4	4	13
Understand How to Manage Work Activities to Improve Business Performance	F/617/3451	4	11	43

# Staff Requirements

## Requirements for Tutors/Instructors

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 includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

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 the following 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.

