

## Modern Skills Diploma in Management Level 5

This programme is aimed at people in management roles across all occupations and sectors of employment. They will have more personal responsibility and autonomy in their management role than at level 3 and have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example managing business processes, developing and implementing operational plans, leading, planning and implementing change, providing learning opportunities. Individuals may find that the focus of their work is more to do with managing projects, or with technical matters, than with people.

This is a nationally designed training programme that develops management skills through an integrated combination of work-based learning, classroom training and assignments. This blended approach maximises the learning potential and organisational value while maintaining a flexible and dynamic structure for managers.

### On completion of this diploma you will achieve the following:

- OCR Level 5 NVQ Diploma in Management
- ILM Level 5 Award in Management
- Essential Skills Wales - Application of Number Level 2 and Communication Level 2

## Competence Component OCR Level 5 NVQ Diploma in Management

This qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. To achieve a Level 5 NVQ Diploma in Management, you will complete a minimum of 7 units comprising of four mandatory and a minimum of three optional units:

### course units

#### Group One - Mandatory Units

- B1** Develop and evaluate operational plans for own area of responsibility
- B6** Provide leadership and direction for own area of responsibility
- C5** Plan change in own area of responsibility
- D2b** Work productively with colleagues and stakeholders

#### Group Two - Optional Units

- B10a** Establish risk management processes for an organization
- B12** Promote equality of opportunity, diversity and inclusion across an organization
- D3b** Examine staff turnover issues in own area of responsibility
- D17** Developing collaborative relationships with other organizations
- E4** Promote the use of technology within an organization
- E7** Manage health and safety across an organization
- F3b** Monitor and review business processes
- F10** Develop a customer-focused organization
- F15** Conduct a quality audit

**F16** Manage product development and marketing

**A3** Develop, maintain and review personal networks

**B8b** Ensure compliance with legal, regulatory, ethical and social requirements

**B10b** Manage risk in own area of responsibility

**B10c** Review risk management processes in own area of responsibility

**C6** Implement change in own area of responsibility

**D2a** Develop working relationships with colleagues and stakeholders

**D3a** Recruit staff in own area of responsibility

**D6** Plan, allocate and monitor work in own area of responsibility

**D7** Support learning and development within own area of responsibility

**D8** Address performance problems affecting team members

**D9** Build, support and manage a team

**D13** Support individuals to develop and take responsibility for their performance

**D14** Know how to follow disciplinary procedures

**D15** Managing grievance procedures

**D16** Support the management of redundancies in own area of responsibility

**E6a** Implement, monitor and review health and safety policy in own area of responsibility

**E8** Manage physical resources

**E9** Manage the environmental impact of work activities

**E16** Managing a tendering process

**F1** Plan and manage a project

**F4** Develop and implement marketing plans

**F9** Analyse the market in which your organization operates

**F11** Manage the achievement of customer satisfaction

**F14** Prepare for and support quality audits

**B2** Inform strategic decision-making

**B9** Understand the culture of an organization

**C3** Lead innovation within an organization

**E1** Manage a budget for own or activity of work

**E17** Outsource organisational processes

**F2** Manage a programme of complementary projects

## Delivery

An Assessor will visit the candidate at their workplace, at least once a month for a minimum of one hour. Targets will be agreed for you to complete between each assessment visit.

## Knowledge Component ILM Level 5 Award in Management

This component is delivered by an approved ILM tutor over 5 training workshops over a number of pre-agreed dates and is assessed via 3 work-based assignments

**M4.01** Understanding the management role – 2500 words

**M5.07** Managing individual development – 1000 words

**M5.06** Becoming an effective leader – 1500 words

### Subjects include:

#### Day 1 Introduction and the Role of a Manager

- Understanding Organisations
- Organisational Culture
- Stakeholder Analysis
- Responsibilities of middle managers

#### Day 2 The Role of a Manager

- Effective communication
- Interpersonal relationships and the impact on performance
- Evaluating development opportunities

#### Day 3 Becoming an Effective Leader

- Evaluate own ability to fulfil key responsibilities of the leadership role
- Evaluate own awareness of emotions in shaping performance

#### Day 4 Becoming an Effective Leader

- Evaluate own ability to set direction
- Gaining commitment from others

#### Day 5 Managing Individual Development

- Identify ways to develop individuals in an organisation
- Understanding ways to develop individuals in an organisation

## Essential Skills Wales

There are two areas which you will complete through a combination of work-based assessments and assignments:

- Application of Number Level 2
- Communication Level 2

## Recommended Time on Framework:

The recommended time to complete the Modern Apprenticeship framework is 18 to 24 months.