

Purpose Statement

601/3702/2 ProQual Level 3 Diploma in Management (QCF)

Overview

If you are looking to prove your competence as a “frontline” manager as a means of expanding your career opportunities across a range of sectors then this is an ideal qualification. The qualification focuses on the generic principles of first level management which includes managing people and team performance and assesses your level of understanding with regard to the basics of business, leadership and personal development.

There are also opportunities within the qualification to prove your competence in more specific areas important in the makeup of today's modern manager; areas such as, diversity and inclusion, managing conflict, dealing with a budget and leading meetings.

If you are seeking to develop your employment opportunities across a wide range of sectors, achieving this qualification will provide you with a useful addition to your curriculum vitae and demonstrate to employers that you have a solid foundation for operating and taking responsibility for tasks and people in the workplace.

Learning Outcomes

To achieve the qualification the following mandatory units will be covered:

- Manage team performance
- Principles of people management
- Principles of business. Principles of leadership and management
- Manage personal and professional development

These will be enhanced by optional units tailored to your specific need and in a combination fulfilling the requirements of the qualification structure. These units may include:

- Develop and maintain professional networks
- Develop and implement an operational plan
- Encourage learning and development
- Discipline and grievance management
- Develop working relationships with stakeholders
- Manage physical resources
- Resolve customers' complaints
- Gather, analyse and interpret customer feedback
- Employee rights and responsibilities
- Health and Safety Procedures in the Workplace

You will work with an assessor to complete a portfolio of evidence that confirms you have met the requirements of the qualification.

There are no entry requirements or specific skills needed to undertake this qualification.

Further information

If you would like any further information please contact ProQual:

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Email: enquiries@proqualab.com

Web: www.proqualab.com