

TQUK Level 3 Diploma in Management (QCF)

Qualification name	
Qualification type	QCF
Qualification number/ learning aim reference	601/4939/5
Credit	55
Guided learning hours	284- 371
Minimum age	16
Price	£1249.00
Availability	England, Wales and Northern Ireland
What are the primary and other purposes /outcomes?	The primary purpose of the qualification is to confirm occupational competence in a specific role within the management sector. The intended outcomes are to give you the opportunity to develop and demonstrate your competence and skills in management.
Who is it for?	<p>The TQUK Level 3 Diploma in Management (QCF) is designed to support those working as first line managers, section managers, assistant managers, trainee managers, senior supervisors, junior non- commissioned officers (armed forces) or other management positions.</p> <p>There are no specific entry requirements however you should have a minimum of level two in literacy and numeracy or equivalent. The qualification is a component of the Management Apprenticeship Frameworks for England and Wales</p> <p>You may wish to take this qualification outside of the apprenticeship, for example, you may have financial or time restrictions which mean that taking all the components of the apprenticeship is not feasible or your employer offer the apprenticeship; the full apprenticeship may not be relevant if you are an experienced or qualified adult with English, Maths and ICT skills relevant to your role, but you still wish to gain recognition for your knowledge and competence in business administration or you may be an adult seeking a second chance to gain recognition at an age at which taking an apprenticeship is not appropriate.</p>
What is included in the qualification?	<p>The TQUK Level 3 Diploma in Management (QCF) is designed to support those working as first line managers, section managers, assistant managers, trainee managers, senior supervisors, junior non- commissioned officers (armed forces) or other management positions.</p> <p>There are no specific entry requirements however you should have a minimum of level two in literacy and numeracy or equivalent. The qualification is a component of the Management Apprenticeship Frameworks for England and Wales</p> <p>You may wish to take this qualification outside of the apprenticeship, for example, you may have financial or time restrictions which mean that taking all the components of the apprenticeship is not feasible or your employer offer the apprenticeship; the full apprenticeship may not be relevant if you are an experienced or qualified adult with English, Maths and ICT skills relevant to your role, but you still wish to gain recognition for your knowledge and competence in business administration or you may be an adult seeking a second chance to gain recognition at an age at which taking an apprenticeship is not appropriate.</p>

What could the qualification lead to?	<p>You can progress to other qualifications such as:</p> <p>Level 3 Diploma in Business Administration (QCF)</p> <p>Level 3 Diploma in Customer Service (QCF)</p> <p>Level 4 NVQ Diploma in Management (QCF)</p> <p>Level 4 NVQ Diploma in Business Administration (QCF)</p> <p>Higher Apprenticeship in Business & Professional Administration</p> <p>Further or higher education to undertake business related or other qualifications, including Foundation Degrees in business, business management and business administration.</p> <p>Business and management undergraduate programmes</p> <p>Business professional qualifications at level 4 and above</p> <p>or to job roles such as office manager, administration team leader, personal assistant , section manager, first line manager, assistant manager, trainee manager, senior supervisor or a wide range of other managerial roles within business</p> <p>The Level 3 Diploma in Management may be suitable for you and your employer if you are able to work at Level 2 in a management setting, however, the Level 2 Diploma in Team Leading may be more appropriate for you if are working at Level 1 and intend to work as a section leader, team leader, floor manager, helpdesk manager, trainee supervisor or team co-ordinator. Alternatively, if you are already working at Level 3, as manager, the Level 4 NVQ Diploma in Management should be considered as an alternative. This is suitable to develop the skills required for senior management roles, heads of departments, area managers who are involved in strategic decision making</p>
Structure/ rule of combination	You need to achieve a minimum of 55 credits: 31 credits from the mandatory units and a minimum of 24 credits from two optional unit groups
Type of assessment	<p>Portfolio of evidence including observation in the workplace and evidence of assessment of knowledge and understanding</p> <p>You must achieve all learning outcomes achieve a Pass - there is no grading</p>



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QUALIFICATION SPECIFICATION

([http://www.tquk.org/media/com_tquk/qualdocs/TQUK_Level_3_Diploma_in_Management_\(QCF\)_Qualification_Specification_v3.pdf](http://www.tquk.org/media/com_tquk/qualdocs/TQUK_Level_3_Diploma_in_Management_(QCF)_Qualification_Specification_v3.pdf))