

Level 4 Certificate and Diploma in Principles of Leadership and Management



Rules of combination

Certificate

- ▶ Two mandatory units (total credit value of 8)
- ▶ 7 credits from optional Groups 1, 2 or 3
- ▶ Maximum of 7 credits from Groups 2 or 3

Diploma

- ▶ Four mandatory units (total credit value of 27)
- ▶ 10 Credits from Groups 1, 2, or 3

Overview of units

Mandatory

Reference	Unit title	Level	CV*	GLH**	Mandatory
8625-400	Understanding the Management Role to Improve Management Performance	4	4	15	C D
8625-401	Planning and Leading a Complex Team Activity	4	4	6	C
8625-409	Managing Personal Development	4	15	6	D
8625-417	Managing and Implementing Change in the Workplace	4	6	24	D
8625-334	Understanding and Developing Relationships in the Workplace	3	2	8	D

Group 1

Reference	Unit title	Level	CV*	GLH**
8625-401	Planning and Leading a Complex Team Activity <i>Optional unit for Diploma learners only</i>	4	4	6
8625-402	Managing Equality and Diversity in Own Area	4	4	12
8625-403	Managing Risk in the Workplace	4	3	6
8625-404	Delegating Authority in the Workplace	4	3	3
8625-405	Developing People in the Workplace	4	5	21
8625-406	Developing Your Leadership Styles	4	4	10
8625-407	Understanding Financial Management	4	3	12
8625-408	Management Communication	4	4	18
8625-410	Managing the Analysis of Secondary Data	4	4	15
8625-411	Managing a Healthy and Safe Environment	4	2	9
8625-412	Managing Meetings	4	3	15
8625-413	Managing Marketing Activities	4	3	15
8625-414	Data Collection and Analysis to Justify Management Decision Making	4	2	10
8625-415	Motivating People in the Workplace	4	2	6
8625-416	Solving Problems by Making Effective Decisions in the Workplace	4	3	14
8625-417	Managing and Implementing Change in the Workplace <i>Optional unit for Certificate learners only</i>	4	6	24
8625-418	Understanding the Organisational Culture and Context	4	6	25
8625-419	Understanding Work in Contemporary Society	4	3	8
8625-420	Budgetary Planning and Control	4	3	6
8625-421	Interpreting Financial Statements to Assess Organisational Performance Using Financial Ratios	4	3	6
8625-422	Understanding the Importance of Marketing for an Organisation	4	4	6
8625-423	Using Quantitative Methods to Solve Management Problems	4	6	10
8625-424	Understanding the Economics of the Marketplace	4	6	10
8625-425	Developing Individual Mental Toughness	4	2	5
8625-426	Understanding the Macro Economic Environment	4	7	25
8625-427	Developing a Culture to Support Innovation and Improvement	4	3	12

Group 2

Reference	Unit title	Level	CV*	GLH**
8625-300	Solving Problems and Making Decisions	3	2	9
8625-301	Understanding Innovation and Change in an Organisation	3	2	9
8625-302	Planning Change in the Workplace	3	2	9
8625-303	Planning and Allocating Work	3	2	9
8625-304	Writing for Business	3	1	4
8625-305	Contributing to Innovation and Creativity in the Workplace	3	2	9
8625-306	Understanding Customer Service Standards and Requirements	3	2	7
8625-307	Giving Briefings and Making Presentations	3	2	4
8625-308	Understanding Leadership	3	2	6
8625-309	Understand How to Establish an Effective Team	3	1	5
8625-310	Understanding How to Motivate to Improve Performance	3	2	9
8625-311	Developing Yourself and Others	3	2	9
8625-312	Understanding Conflict Management in the Workplace	3	1	4
8625-313	Understanding Stress Management in the Workplace	3	1	7
8625-314	Understanding Discipline in the Workplace	3	1	5
8625-315	Understanding Recruitment and Selection of New Staff in the Workplace	3	2	7
8625-316	Understanding the Induction of New Staff in the Workplace	3	1	3
8625-317	Understanding Training and Coaching in the Workplace	3	2	7
8625-318	Understanding Quality Management in the Workplace	3	2	6
8625-319	Understanding Organising and Delegating in the Workplace	3	1	4
8625-320	Managing Workplace Projects	3	2	7
8625-321	Understanding Health and Safety in the Workplace	3	2	7
8625-322	Understand the Organisation and its Context	3	2	7
8625-323	Understanding Performance Management	3	2	7
8625-324	Understand Costs and Budgets in an Organisation	3	1	7
8625-325	Understand How to Manage the Efficient Use of Materials and Equipment	3	2	7
8625-326	Understanding the Communication Process in the Workplace	3	2	7
8625-327	Understanding Negotiation and Networking in the Workplace	3	1	6
8625-328	Understand How to Lead Effective Meetings	3	2	4
8625-329	Understanding Workplace Information Systems	3	1	6
8625-330	Understanding Marketing for Managers	3	1	4
8625-331	Understanding Support Services Operations in an Organisation	3	3	7
8625-332	Understanding Sustainability and Environmental Issues in an Organisation	3	3	10
8625-333	Understanding Procurement and Supplier Management in the Workplace	3	2	7
8625-334	Understanding and Developing Relationships in the Workplace <i>Optional unit for Certificate learners only</i>	3	2	8
8625-335	Understand How to Manage Contracts and Contractors in the Workplace	3	2	8
8625-336	Understanding Incident Management and Disaster Recovery in the Workplace	3	2	7
8625-337	Understanding Security Measures in the Workplace	3	2	7
8625-338	Understanding How to Manage Remote Workers	3	2	7
8625-339	Understanding Good Practice in Workplace Coaching	3	3	9
8625-340	Understanding Good Practice in Workplace Mentoring	3	3	9
8625-341	Leading and Motivating a Team Effectively	3	2	7

*Credit value. **Guided learning hours.