

BTEC Diploma in Management

The BTEC Level 3 Diploma in Management develops essential management skills and provides valuable professional recognition for supervisory and first-line managers.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 9 – 12 months
- Assessed through observation, written worksheets, workplace evidence and onscreen tests
- Supported by e.learning and optional in-company workshops

Learners must achieve a total of 55 credits: 31 credits from Group A mandatory units and at least 24 credits from optional units. At least 17 credits from Group B. No greater than 7 credits from Group C.

* These units are assessed through onscreen tests. Credit values are shown below in brackets.

Level 3

Mandatory units – Group A
■ Manage personal and professional development (3)
■ Manage team performance (4)
■ Principles of leadership and management (8) *
■ Principles of people management (6) *
■ Principles of business (10) *
Optional units – Group B
■ Manage individuals' performance (4)
■ Manage individuals' development in the workplace (3)
■ Chair and lead meetings (3)
■ Encourage innovation (4)
■ Manage conflict within a team (5)
■ Procure products and/or services (5)
■ Implement change (5)
■ Collaborate with other departments (3)
■ Participate in a project (3)
Optional units – Group C
■ Develop a presentation (3)
■ Deliver a presentation (3)
■ Resolve customer's problems (4)
■ Employee rights and responsibilities (2)

Highlights

- 60 – 90 minutes per week study & preparation time
- Most units assessed in the workplace by experienced assessors

Progression

Learners may progress to a Level 4 NVQ Diploma in Management.