

Pearson BTEC Level 3 Certificate in Principles of Management (QCF)**Qualification Number: 601/5293/X****What is the purpose of this qualification?**

The Pearson BTEC Level 3 Certificate in Principles of Management (QCF) is designed to provide learners with practiced and specialist underpinning occupational knowledge that is required by employers to carry out defined management activities within an operational area of responsibility including performance management, people development and operational planning.

Achievement of the qualification prepares the individual to enter the business and professional management and leadership sector in the potential job roles listed below at this level, including cross-sector roles and functions that involve developing personal management capabilities and managing people, performance and products or services.

What does this qualification cover?

This qualification is based on the most up to date National Occupational Standards (2012) for Management and Leadership as defined by Skills CFA, the Sector Skills Body. The qualification is accredited on the Qualifications and Credit Framework.

Learners will complete three mandatory units that in Principles of Leadership and Management Styles, Managing Performance and Understanding Personal and Professional Development. Learners will then choose from a range of optional units that align to the duties of their Management role or aspiring role such as Principles of Business Planning and Reporting, Principles of Business, Understanding Recruitment and Selection, Business Performance Measurement and Improvement and Understanding the Implementation of Change.

Who could take this qualification?

This qualification is for all learners aged 16-18 and 19+ who are capable of reaching the required standards. Learners do not need any prior qualifications, knowledge or experience before starting the qualification however they may be seeking work within the business and professional management and leadership sector, or they may already be employed in a cross-sector role or function that involves defined management activities within an operational area of responsibility.

It is also appropriate for the induction of new starters and for up-skilling those individuals who are employed within a role that is predominately associate professional, technician, or a skilled trade occupation, but has varying degrees of responsibility for defined management activities such as managing people, performance and/or products and service. It allows the learner who already has occupational competence within their sector, but is aspiring to enter a management role to gain the right level of occupational knowledge in management principles. It could be delivered as a standalone qualification or to complement a larger sector or industry specific qualification and learning programme.

What could this qualification lead to?

Learners could progress on to a Pearson BTEC Level 3 Diploma in Management that demonstrates occupational competency for the potential job roles listed below at this level, including an advanced apprenticeship in management.

Learners could also progress to Level 4 qualifications in Management that are designed for learners' to demonstrate practiced and complex management skills including managing people, managing operational performance and stakeholder management. Level 4 qualifications in this sector further develop learners' understanding of resource planning, relationship management and management and leadership within business organisations. They provide learners with the underpinning skills and knowledge that supports them in the transition from first line manager to middle management level.

Qualifications include:

- Pearson BTEC Level 3 Diploma in Management (*competency qualification*)
- Pearson BTEC Level 4 Diploma in Management and Leadership
- Pearson Edexcel Level 4 NVQ Diploma in Management (*competency qualification*)

Potential job roles for those working towards this qualification are:

Call Centre Team Manager
Section Manager
First Line Manager

Engineering/Programme Team Manager
Assistant Manager
Senior Supervisor

Who supports this qualification?

This qualification is recognised by the Chartered Management Institute, the only chartered professional body in the UK dedicated to promoting the highest standards in management and leadership excellence. Achievement of this qualification supports the learner's application to become a member of the institute.