

BIIAB

Name of Regulated Qualification: BIIAB Level 3 Diploma in Management (QCF)

Level: 3

Ofqual Qualification accreditation number: 601/3744/7

Minimum credits (Size): 55

BIIAB qualification code: DM3

Overview

What is the main (primary) purpose of this qualification?

It confirms you are occupational competent in a specific job role (Manager).

Official purpose statement: Confirm occupational competence in a specific role

What other purposes does the qualification serve?

- This qualification allows you to gain and then show the skills and knowledge that are needed to work as a Manager.
- It prepares you to enter a specific sector, job role, and/or apprenticeship (eg the Advanced Level Apprenticeship in Management)

Who is it for?

For people working, or who want to work, as a Manager, and need a qualification to show their skills and knowledge.

How will the qualification help me meet its purpose?

The qualification has been developed by the Sector Skills Council for this sector, Skills CFA, and is recognised as the main qualification in the United Kingdom that shows that the person who has it is competent to work at this level. If you achieve the qualification then the certificate you receive will allow you to show and say that you are competent at this level. It is a vocational qualification.

If you wish to undertake the Advanced Level Apprenticeship in Management, either now or at a later date, this is the one of the main component parts of the Apprenticeship.

What is the minimum and maximum amount of learning that directly relates to a role as a Manager?

The qualification requires you to undertake between 8 and 9 different areas of learning (known as units). Depending on the units you choose at least 7 and at most all of these areas relate directly to a role as a Manager.

As such a **considerable majority** of your vocational learning will relate directly to a role as a Manager.

Is this qualification at the right level of difficulty for me?

You should do a qualification at this level (level 3) if you feel you can:

- identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity.
- take responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgment within limited parameters.
- be aware of different perspectives or approaches within an area of study or work
- manage others.

If you feel that you are able to some of the above but not all (eg perhaps you feel that you are ready to lead other team members, but not manage them, or feel you are not ready to operate with autonomy) you should consider undertaking a Level 2 version of this qualification (such as the BIIAB Level 2 Diploma in Team Leading (QCF) 601/3743/5).

If you feel that this may be too easy for you, perhaps as a manager your role is more strategic you should perhaps look to do a similar qualification at Level 4 such as the BIIAB Level 4 Diploma in Management (QCF) 601/4601/1.

Is this qualification in an apprenticeship?

Yes. This qualification is part of the Intermediate Level Apprenticeship in Management. You may wish to do this qualification as part of the Apprenticeship, or on its own. You may wish to do the qualification on its own (eg outside of an Apprenticeship) if you:

- or your employer wants you to just do the qualification and **not** undertake a full Apprenticeship.
- do **not** qualify to undertake an Apprenticeship
- or your employer do **not** feel the need for you to undertake Functional Skills which are required as part of an Apprenticeship
- feel you will be unable to achieve the Functional Skills requirements but are able to, and still wish to, achieve a nationally recognised regulated qualification at this level.

How long will this qualification take me?

- It will take you between 284 and 371 Guided Learning Hours (the number of hours where you will be given guidance, usually by a tutor, in order to achieve the outcomes). The exact number of hours will depend on which optional units you choose. Some additional time may be needed to assess you. Some people learn more quickly or are more experienced than others so it may take you longer or shorter than the guided amount.

Is this the right size qualification for me?

- You should do a qualification of this size (Diploma) if you need or want to undertake between 9 and 14 different areas of Management.
- If you feel this is far too much at this time you could consider focussing on select units from this qualification.

Do I need to do anything before taking this qualification?

- As part of the qualification you will need to show that you have the skills and knowledge to do the job in the workplace. As such you would need to have, or get, a job or work placement to complete the qualification. Your college, centre or training provider may be able to help you with this.
- You should have the ability to achieve the qualification (after learning and training).
- You do **not** need to have any other qualifications or pass any tests before undertaking this qualification.
- It may aid you if you have previously achieved the BIIAB Level 2 Diploma in Team Leading (QCF) 601/3743/5.

At what age can I take this qualification?

The below details if the qualification is suitable for the following age-groups:

- Pre-16 : No
- 16-18 : Yes
- 19+ : Yes.

What does this qualification cover?

Overall: Knowledge, understanding and skills for a Manager working at level 3.

Mandatory units: A learner undertaking this qualification will be assessed on the following areas:

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

Optional units: In addition, the learner can select additional optional areas to undertake. You may wish to focus on management or general business skills or a mix of both. For full details please refer to the qualification handbook (available within [CentreZone](#)).

Framework: This qualification is accredited on the Qualifications and Credit Framework (QCF).

What could this qualification lead to?

The qualification allows you to show you have level 3 Management knowledge and skills.

If, upon completion, you wish to proceed to a higher level in a Management capacity then the following qualifications may be suitable for you:

- BIIAB Level 4 NVQ Diploma in Management (QCF) 601/4601/1
- Pearson Edexcel Level 4 NVQ Diploma in Management (QCF) 601/3401/X.

You could also choose to move on to do a Higher Level Apprenticeship.

It may also help you to get a job, to improve your performance and or get promoted.

What jobs could it help me do?

You could work as a qualified Manager.

Who supports this qualification?

This qualification is supported by the Sector Skills Council (SSC) for the Sector (Skills CFA). The letter of support is available [here](#)

This qualification is also supported for SFA funding by a number of employers including Admiral Taverns, Halls of Ivy, Prezzo, Wadworth and Youngs. These letters of support are available [here](#).

Official Regulated Purpose (for centre use):

Ofqual Purpose: D. Confirm occupational competence.

Ofqual SubPurpose: D1. Confirm competence in an occupational role to the standards required.