



Level 4 Diploma in Management

Achieving your Level 4 Diploma in Management

Is this course for me?

Level 4 would suit you if you're a manager who is responsible for the operational side of the business. The qualification develops the knowledge and skills you need in order to take on higher level responsibilities such as planning and implementing change.

How long will the course take me to complete?

As with anything worthwhile, this course requires you to dedicate some of your time to it. This can be up to 12 months, but afterwards you'll have a professionally recognised qualification you can add to your CV and use to take your career to the next level.

Will it take up much of my time?

You'll need to manage your own learning independently and set aside 5-10 hours a week to work towards your Level 4. You may prefer to split this time up into a few evenings a week and some time at the weekend, but it's entirely up to you.

How do I achieve the qualification?

The course is split up into different units which must total 53 credits for you to achieve your Level 4 Diploma. You must take 4 mandatory units totalling 17 credits, however, there's also flexibility within the course for you to choose units which really interest you.

Will I need to attend classes?

Great news - there are no classes to attend! Instead, your Parenta assessor will visit you on a regular basis to observe you at work and check you're fulfilling the course requirements. You'll also need to complete coursework online in your own time, but you can ask your assessor for support if there's anything you need help with.

How will I be assessed?

You'll be assessed through a mixture of 'at home' and 'at work' tasks. Before this happens, your assessor will talk with you to find out what your preferred learning style is and tailor your course assessments around it.

How will the course impact my future?

Achieving your Level 4 qualification will enable you to take charge of your personal and professional development, as well as giving you access to higher level jobs within the sector.

Once I have achieved the Level 4 Diploma in Management, what would be the next step in my career?

Your Level 4 Diploma will open many doors for you. In the future, you could find yourself progressing onto Level 5 or even moving on to take your Assessor Award.

Who can I speak to about Parenta courses?

Call our training team on 0800 002 9242 to sign up to the next available course or email us on contact@parenta.com.

Unit	What units do I need to take?	Credits
1	Manage Personal and Professional Development	3
2	Provide Leadership and Management	5
3	Develop and Implement and Operational Plan	5
4	Develop Working Relationships with Stakeholders	4
	Which units can I choose?	
5	Develop and Maintain Professional Networks	3
6	Encourage Learning and Development	3
7	Initiate and Implement Operation Change	4
8	Discipline and Grievance Management	3
9	Manage a Tendering Process	4
10	Manage Physical Resources	4
11	Manage the Impact of Work Activities on the Environment	4
12	Prepare for and Support Quality Audits	3
13	Conduct Quality Audits	3
14	Manage a Budget	4
15	Manage a Project	7
16	Manage Business Risk	5
17	Manage Knowledge in an Organisation	5
18	Recruitment, Selection and Induction Practice	6
19	Manage Redundancy and Redeployment	6
20	Promote Equality, Diversity and Inclusion in the Workplace	3
21	Manage Team Performance	4
22	Manage Individuals' Performance	4
23	Manage Individuals' Development in the Workplace	3
24	Chair and Lead Meetings	3
25	Encourage Innovation	4
26	Manage Conflict in a Team	5
27	Procure Products and/or Services	5
28	Implement and Maintain Business Continuity Plans and Processes	4
29	Collaborate with Other Departments	3
30	Support Remote or Virtual Teams	4
31	Contribute to the Development of a Strategic Plan	5
32	Design Business Processes	5
33	Develop and Manage Collaborative Relationships with Other Organisations	5
34	Optimise the Use of Technology	6
35	Manage Product and/or Service Department	5
36	Manage Health and Safety in Own Area of Responsibility	5

37	Contribute to the Design and Development of an Information System	5
38	Manage Information Systems	6
39	Manage Events	6
40	Manage Customer Service Operations	7
41	Review the Quality of Customer Service	4
42	Contribute to the Improvement of Business Performance	6
43	Negotiate in a Business Environment	4
44	Resolve Customers' Problems	4
45	Resolve Customers' Complaints	4
46	Analyse Competitor Activity	3
47	Developing Sales Proposals	5
48	Prioritising Information for Sales Planning	3

Working together for our children

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