



# Management

## Highfield Level 3 Diploma in Management (RQF)

This qualification is aimed at learners working in a management role in any sector. The qualification forms the knowledge and competency requirements of the Advanced Apprenticeship Framework in Management and can be used to support delivery of the Team Leader/Supervisor apprenticeship standard. It can also be used on a stand-alone basis.

Topics covered include managing team performance, managing personal and professional development, understanding business as well as a variety of units covering subjects in project management, managing budgets and implementing operational plans.

### **How long will it take me to achieve this qualification?**

This qualification has a Total Qualification Time value of 550 of which 284 are guided learning hours.

### **How is the qualification assessed?**

This qualification is assessed a portfolio of evidence which is gathered during the course and demonstrates the learner has met the required assessment criteria.

### **What next?**

Individuals achieving this qualification can progress onto higher level qualifications in management or other related areas, such as:

- Level 5 Diploma in Leadership and Management
- Qualifications in coaching and mentoring
- Qualifications in financial planning

### **Where can this course be taken?**

Through any HABC approved training centre.