



## Pearson Edexcel Level 4 NVQ Diploma in Management (QCF)

The learner will need to meet the requirements outlined in the table below before the qualification can be awarded.

Minimum number of credits that must be achieved	53
Minimum number of credits that must be achieved at level 4 or above	40
Number of mandatory credits that must be achieved	17
Number of optional credits that must be achieved from Group B	20
Number of optional credits that can be achieved from Group B or Group C	16
A maximum of 16 credits can be taken from Group C	

Unit	Unit reference number	Group A – Mandatory units	Level	Credit	Guided learning hours
1	L/506/1953	Provide Leadership and Management	4	5	28
2	Y/506/1955	Develop and Implement an Operational Plan	4	5	24
3	F/506/1982	Develop Working Relationships with Stakeholders	4	4	20
4	T/506/2952	Manage Personal and Professional Development	3	3	12
Unit	Unit reference number	Group B – Optional units	Level	Credit	Guided learning hours
5	J/506/1949	Develop and Maintain Professional Networks	4	3	15
6	M/506/1962	Encourage Learning and Development	4	3	16
7	T/506/1980	Initiate and Implement Operational Change	4	4	19
8	A/506/1981	Discipline and Grievance Management	4	3	26





9	L/506/1984	Manage a Tendering Process	4	4	21
10	K/506/1989	Manage Physical Resources	4	4	26
11	K/506/1992	Prepare for and Support Quality Audits	4	3	17

Unit	Unit reference number	Group B – Optional units continued	Level	Credit	Guided learning hours
12	T/506/1994	Conduct Quality Audits	4	3	21
13	A/506/1995	Manage a Budget	4	4	26
14	R/506/1999	Manage a Project	4	7	38
15	L/506/2004	Manage Business Risk	4	6	27
16	A/506/2032	Manage Knowledge in an Organisation	4	5	34
17	M/506/2044	Manage Redundancy and Redeployment	4	6	39
18	T/506/1820	Promote equality, diversity and inclusion in the workplace	3	3	15
19	A/506/1821	Manage Team Performance	3	4	21
20	J/506/1921	Manage Individuals“Performance	3	4	20
21	L/506/1922	Manage Individuals“Development in the Workplace	3	3	10
22	Y/506/1924	Chair and Lead Meetings	3	3	10
23	K/506/1927	Manage Conflict within a Team	3	5	25
24	M/506/1928	Procure Products and/or Services	3	5	35
25	K/506/1930	Implement and Maintain Business Continuity Plans and Processes	<b>3</b>	<b>4</b>	<b>25</b>
26	M/506/1931	Collaborate with Other Departments	3	3	14
27	A/506/1933	Support Remote or Virtual Teams	3	4	18
28	A/506/2046	Contribute to the Development of a Strategic Plan	5	5	31
29	D/506/2055	Design Business Processes	5	5	23





30	T/506/2059	Develop and Manage Collaborative Relationships with Other Organisations	5	5	28
31	F/506/2064	Optimise the Use of Technology	5	6	29
32	Y/506/2068	Manage Product and/or Service Development	5	5	23
33	J/506/2292	Encourage Innovation	3	4	14
34	J/506/2907	Manage the Impact of Work Activities on the Environment	4	4	30
35	R/506/2909	Recruitment, Selection and Induction Practice	4	6	33
Unit	Unit reference number	Group C – Optional units	Level	Credit	Guided learning hours
36	D/504/4056	Manage Health and Safety in Own Area of Responsibility	4	5	15
37	A/506/1950	Contribute to the Design and Development of an Information System	4	5	23
38	F/506/1951	Manage Information Systems	4	6	30
39	M/506/1959	Manage Events	4	6	49
40	F/506/2176	Review the Quality of Customer Service	4	4	20
41	D/506/1911	Contribute to the Improvement of Business Performance	3	6	33
42	H/506/1912	Negotiate in a Business Environment	3	4	18
43	K/506/2169	Resolve Customers’ Problems	3	4	19
44	R/506/2151	Resolve Customers’ Complaints	3	4	22
45	Y/502/9927	Analyse Competitor Activity	3	3	3
46	A/502/8656	Developing Sales Proposals	4	5	30
47	D/502/8651	Prioritising Information for Sales Planning	4	3	20
48	M/506/2898	Manage Customer Service Operations	4	7	23

