



Level 4 Certificate In Leadership and Management - 14 Credits

Unit Title	Level	Credit	GLH
Mandatory Units			
Managing organisational projects	4	10	24
Leading and managing teams to achieve organisational goals and objectives	4	4	18



Unit Format

Each unit in suite of level 4 courses is presented in a standard format. This format provides guidance on the requirements of the unit for learners, tutors, assessors and external verifiers.

Each unit has the following sections:

Unit Title

The unit title reflects the content of the unit. The title of each unit completed will appear on a learner's statement of results.

Unit Aims

The unit aims section summaries the content of the unit. All units and courses have a level assigned to them which represents the level of achievement. The level of each unit is informed by the level descriptors.

Credit Value

The credit value is the number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit.

Guided Learning Hours (GLH)

Guided learning hours are an indicative guide to the amount of input that a tutor will provide to a learner, to enable them to complete the unit. This includes lectures, tutorials and workshops and time spent by staff assessing learners' achievement when they are present.

Learning Outcomes

The learning outcomes set out what a learner is expected to know, understand or be able to do as the result of the learning process.

Assessment Criteria

The assessment criteria describe the requirements a learner is expected to meet in order to demonstrate that the learning outcome has been achieved. Command verbs reflect the level of the course.

Managing organisational projects

Unit Title Managing organisational projects

Guided Learning Hours: 24

Levels: 4

Credits: 10

Unit grading system: Pass

Unit purpose and aim(s):

To provide the skills and techniques to analysis and control finance in a public sector environment. To explain Accountability for public sector finance.

Learning Outcomes	Assessment Criteria
<p>The learner will:</p> <p>1. Understand how to plan carry out project management activities</p>	<p>1.1 Identify the need for the project and determine the project scope</p> <p>1.2 Explain the main areas for consideration when planning to manage a project</p> <p>1.3 Explain how to identify the project scope in order to determine the need for a detailed project plan and management approval</p> <p>1.4 Explain how to include specific, measurable, realistic project objectives that allow progress to be monitored and measured</p> <p>1.5 Describe the tools and techniques available for project planning and monitoring</p> <p>1.6 Explain how to select and form the project team required to meet the identified objectives</p> <p>1.7 Explain how to establish limits of authority within the scope of the project</p> <p>1.8 Identify who problems should be reported to if they exceed limits of authority</p> <p>1.9 Explain how to determine if any specialist support will be required to complete the project and how it can be sourced/secured</p>
<p>2. Be able to plan project management activities</p>	<p>2.1 Develop a detailed project plan which accurately identifies the project aims and objectives</p> <p>2.2 Develop project plans which clearly identify the following:</p> <ul style="list-style-type: none"> • H&S requirements/risk assessment • full cost of the project • timescales required for completion of the project • resources required • individual/specialised tasks within the project • milestones and deliverables to be met <p>2.3 Determine and agree individual roles, responsibilities and limits of authority within the project team according to individual skills and abilities</p>

<p>3. Understand how to implement and monitor project management activities</p>	<p>3.1 Explain how to break the project down into individual deliverable tasks</p> <p>3.2 Explain who to liaise with and who to obtain relevant and specific information from to support and assist in running the project</p> <p>3.3 Explain how to conduct a project meeting</p> <p>3.4 Explain how to present information effectively to management, peers, team members and customers</p> <p>3.5 Explain how to communicate effectively, listen and question, provide feedback, support and coach others</p> <p>3.6 Explain how to solve problems and overcome barriers/difficulties encountered during the life of the project</p> <p>3.7 Explain how to monitor progress of the project in terms of delivery on time, to budget, with agreed levels of quality</p> <p>3.8 Explain how to report closure, completion and final status to management, teams and customers</p>
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<p>4. Be able to carry out project management activities</p>	<p>4.1 Work safely at all times, complying with health and safety and other relevant regulations and guidelines</p> <p>4.2 Obtain authority and support for the release of the necessary resources to carry out the project</p> <p>4.3 Consult with appropriate people in order to secure the release of the following resources:</p> <ul style="list-style-type: none"> • people involved • work space/work area required • documentation and information required <p>4.4 Monitor the progress of the project to ensure:</p> <ul style="list-style-type: none"> • the project objectives will be met • the project is delivered on time • project keeps within budget • agreed quality standards are met and maintained <p>4.5 Conduct and manage the project in accordance with the plan consulting with subject experts and specialists according to the needs of the project</p> <p>4.6 Monitor and manage the progress of the project, adjusting the project plan as required</p> <p>4.7 Report project progress to relevant parties at the agreed stages</p> <p>4.8 Communicate effectively with:</p> <ul style="list-style-type: none"> • management • peers • project team • customers <p>4.9 Communicate by the following methods:</p> <ul style="list-style-type: none"> • verbal • written • electronic <p>4.10 Deal promptly and effectively with any problems and report those that cannot be resolved</p> <p>4.11 Report project completion and closure to relevant personnel</p>
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Leading and managing teams to achieve organisational goals and objectives

Unit Title: Leading and managing teams to achieve organisational goals and objectives

Guided Learning Hours: 18

Level: 4

Credits: 4

Unit grading system: Pass

Unit purpose and aim(s):

Aim of this unit is to understand the importance of leading and managing teams

Learning Outcome The learner can:	Assessment Criteria
<p>1. Understand the importance leading and managing team successfully achieve organisational goals and objectives</p>	<p>1.1 Evaluate the role of leadership in helping teams to achieve organisational goals and objectives 1.2 Explain the importance of motivating and developing team members 1.3 Explain the importance of gaining credibility as a manager</p>
<p>2. Be able to lead and manage teams successfully achieve organisation goals and objectives</p>	<p>2.1 Work with colleagues to achieve organisational goals and objectives 2.2 Delegate tasks to individual team members and follow up as required to ensure objectives are progressing/complete 2.3 Demonstrate effective negotiation and positive influencing skills with team members 2.4 Critically review own ability to lead and manage teams to achieve organisational goals and objectives 2.5 Implement changes to own leadership style in order to more effectively lead and manage teams</p>