Level 5 Extended Diploma in Business Management - 120 Credits

Level 5 Extended Diploma in Business - INTRO

This qualification will give learners a broad exposure to the key areas of business operations and is intended for learners who seek to build on previous studies in this field. For learners who wish to progress to higher levels of academic study, the level 5 qualification is equivalent to the second year of a Bachelor's degree.

The Level 5 Extended Diploma in Business provides learners with the skills, knowledge and experience they need to undertake business and administration roles in a range of business settings in positions of responsibility within their organisation.

Learners will acquire specific subject knowledge and skills as well as the ability to analyse and evaluate a wide range of business situations.

Progression

- A range of job roles in business is open to holders of a level 5 qualification
- Learners who achieve the level 5 qualification may progress to a level 6 business qualification or to a UK university for entry at year 2 or year 3 of an appropriate course of study (subject to individual universities' entry requirements).

Entry Requirements

- A level 4 business qualification or equivalent work experience in a business role.
- Demonstrable ability in Maths and English.
- Mature learners with an appropriate business background but without the above are welcome to apply and are assessed on an individual basis.
- Level 6 ILETS is recommended for non-native learners undertaking this qualification.

Unit Title	Level	Credit	GLH
Mandatory Units			
Planning a Work Based Team Project	4	15	60
Marketing Principles and Practice	5	15	90
Finance for Managers	4	15	60
Planning a New Business Venture	4	15	60
Optional Units (Learner Must achieve 60 Credits from below units)			
Manage Sustainability in an Organisation	5	15	60
Business Organisations in a Global Context	5	15	60
Managing Communication	5	15	60
Personal and Professional Development	5	15	60
Managing Stakeholder Engagement	6	10	40
Business Ethics	5	15	60

Unit Format

Each unit in s suite of level 5 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.

Planning a Work Based Team Project

Unit Title: Planning a Work Based Team Project

Guided Learning Hours: 60

Levels: 4

Number of Credits: 15

Unit grading system: Pass

Unit purpose and aim(s):

To develop project management skills in the workplace

Learning Outcomes The learner can:	Assessment Criteria
1. Be able to develop a proposal for a work based team project	**1.1** Identify the aims and objectives of the project **1.2** Propose roles and responsibilities **1.3** Identify constraints on the project **1.4** Propose ways of monitoring and evaluating the project.
2. Be able to plan the work based team project	**2.1** Plan the physical, Financial and human resources needed for the project **2.2** Carry out a risk assessment for the project **2.3** Produce interim and completion timescales
3. Be able to implement the plan for a work based team project	**3.1** Carry out the plan according to assigned role and responsibility **3.2** Log activities carried out during the project **3.3** Log Problems and solutions encountered during the project.
4. Be able to implement the plan for a work based team project	**4.1** Analyse data from the project **4.2** Apply finding from the project **4.3** Use a range of communication skills to present skills.
5. Be able to evaluate the project against the stated objectives	**5.1** Evaluate their own performance **5.2** Evaluate the team s performance **5.3** Make recommendations for improvement for future projects

Finance for Managers

Unit Title:	Finance for Managers
Guided Learning Hours:	60
Levels:	4
Number of Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

To introduce learners to practical accounting and financial techniques that are useful to managers in business organisations.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand the requirements and techniques for financial recording and reporting	**1.1** Explain the purpose and requirement for keeping financial records. **1.2** Analyse techniques for recording financial information in a business organisation **1.3** Analyse the legal and organisational requirements financial reporting **1.4** Evaluate the usefulness of financial statements to stakeholders
2. Understand how working capital can be effectively managed	**2.1** Analyse components of working capital **2.2** Explain how business organisations can effectively manage working capital
3. Understand how working capital can be effectively managed	**3.1** Explain the difference between management and financial accounting **3.2** Explain the budgetary control process **3.3** Calculate and interpret variances from budget **3.4** Evaluate the use of different costing methods for pricing purposes
4. Understand how to evaluate business projects	**4.1** Demonstrate the main methods of project appraisal **4.2** Evaluate methods of project appraisal **4.3** Explain how finance might be obtained for a business project

Planning a New Business Venture

Unit Title:	Planning a New Business Venture
Guided Learning Hours:	60
Levels:	4
Number of Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

The aim of the unit is to develop business planning skills. These skills can be applied to either a small micro enterprise or a new venture within an existing company.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand the different types of business organisations	1.1 Analyse the potential benefits, limitations and risks associated with different types of business organisation 1.2 Analyse sources of finance for different types of business organisations 1.3 Evaluate the legal considerations relevant to planning a business venture
2. Understand factors that determine market potential	2.1 Analyse market conditions that impact on setting up a new business venture 2.2 Analyse gaps in the market for potential 2.3 Analyse target markets for a business venture
3. Be able to develop a business case	3.1 Develop the mission, vision, aims and objectives of the business 3.2 Interpret external factors to justify need for your business product 3.3 Specify the business product to meet needs 3.4 Propose business structures and systems that will deliver business aims and objectives 3.5 Produce business planning forecast based on targets 3.6 Identify business responses of target not met
4. Be able to pitch a business proposal	4.1 Pitch for funding for a business proposal 4.2 Present documentation to support your pitch

Unit Title:	Managing Sustainability in an Organization
Guided Learning Hours:	60
Levels:	5
Number of Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

To develop the knowledge, skills and techniques to be able to identify sustainability issues within an organization and to put in place suitable management systems for legal compliance and corporate responsibility purposes.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand the issues relating to sustainability of an organization	**1.1** Examine the principles of sustainable development **1.2** Assess key sustainability issues affecting a specific organization
2. Be able to apply legislation, regulations and guidance on sustainability to organizations	**2.1** Analyse legislation, regulations and guidance on sustainable development issues **2.2** Evaluate the relevance of legislation, regulations and guidance to the sustainability of specific organization **2.3** Explain the application of sustainable development legislation, regulations and guidance on a specific organization **2.4** Explain how business objectives are affected by ethical considerations **2.5** Evaluate the implications for a business and its stakeholders to operate ethically **2.6** Explain how business objectives are affected by ethical considerations
3. Be able to audit the sustainability of an organization	**3.1** Research the specific areas for improvement in relation to sustainability **3.2** Recommend improvements to sustainability
4. Understand how to establish environmental management systems for organizations	**4.1** Determine appropriate environmental management standards for an organization **4.2** Analyze environmental management standards to assess how they can have applied to an organization **4.3** Design an environmental management system for an organization **4.4** Explain how an environmental management system could be implemented within the organization

Business Organisations in a Global Context

Unit Title:	Business Organisations in a Global Context
Guided Learning Hours:	60
Level:	5
Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

This unit aims to develop learners understanding of the issues organisations face operating within a global context.

Learning Outcome The learner can:	Assessment Criteria
1. Understand the key differences between global business operations	**1.1** Analyse the key differences between organisations working in different sectors, industries and contexts **1.2** Assess the responsibilities of organisations operating globally **1.3** Evaluate strategies employed by organisations operating globally
2. Understand the impact of external factors on organisations	**2.1** Analyse how performance of national economy impacts on the activities of business organisations **2.2** Explain the measures taken by governments to influence the activities of business organisations
3. Understand the impact of the global factors on business organisations	**3.1** Explain the implications of global integration on business organisations **3.2** Assess the effect of international trade on domestic products and services **3.3** Review the impact of the global economy on businesses **3.4** Assess how ICT technologies have facilitated globalisation
4. Be able to review current issues impacting on business activities in a named country of your choice	**4.1** Carry out a review of the global environments in which businesses are currently operating in the named country **4.2** Propose strategies to address issues affecting business activities in the named country

Unit Title:	Marketing Principles and Techniques
Guided Learning Hours:	90
Levels:	4
Number of Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

To develop knowledge and understanding of marketing principles and techniques.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand the principles of marketing	**1.1** Describe the diverse activities carried out in marketing departments in businesses **1.2** Explain market segmentation as a tool to identify customer **1.3** Explain the marketing mix
2. Understand market research and market analysis methods	**2.1** Explain the aims of research and market **2.2** Describe market research methods **2.3** Outline market analysis tools and techniques
3. Be able to apply market analysis techniques	**3.1** Use market analysis techniques to research the target market for a selected product or service **3.2** Interpret finding of market research and market analysis **3.3** Present finding to the marketing team
4. Understand how e – marketing is used	**4.1** Describe the methods used to e-market products and services **4.2** Explain how companies manage their online image

Managing Communication

Unit Title	Managing Communication
Guided Learning Hours:	60
Levels:	5
Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

This unit aims to develop knowledge and understanding of how communication takes place within and between organisations, the potential pitfalls and benefits of good practice.

Learning Outcomes The learner will:	Assessment Criteria
1. Understand how information and knowledge is communicated within an organisation	**1.6** Analyse key information and knowledge requirements for a range of stakeholders within different organisations **1.7** Explain the systems used for communicating key information and knowledge to stakeholders **1.8** Analyse potential barriers to effective workplace communication
2. Understand factors that impact on workplace communication	**6.1** Evaluate how communication is influences by values and cultural factors **6.2** Explain how technology can be used to benefit as well as hinder the communication process **6.3** Explain how policies and procedures can impact on the communication processes
3. Be able to promote effective interpersonal communication	**3.4** Evaluate the effectiveness of own communication skills **3.5** Apply theories of interpersonal communication to oneself **3.6** Request feedback from others on own interpersonal communication skills
4. Be able to review communication within an organisation	**4.1** Carry out a communications audit **4.2** Apply theories of organisational communication **4.3** Create a plan to improve workplace communications **4.4** Identify measures to evaluate the success of the plan to improve workplace communications

Unit Title:	Personal and Professional Development
Guided Learning Hours:	60
Levels:	5
Number of Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

The aim of this unit it to develop confidence in the learner to successfully manage their personal and professional skills in order to achieve their career goals.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand how self-managed learning can enhance lifelong development	**1.1** Evaluate approaches to self-managed learning **1.2** Propose ways in which lifelong learning in personal and professional contexts could be encouraged **1.3** Evaluate the benefits of self-managed learning to the individual and organisation
2. Be able to take responsibility for own personal and professional development	**2.1** Evaluate own current skills and competencies against professional standards and organisational objectives **2.2** Identify own development needs and the activities required to meet them **2.3** Identify development opportunities to meet current and future defined needs **2.4** Devise a personal and professional development plan based on identified needs
3. Be able to implement and continually review own personal and professional development plan	**3.1** Discuss the processes and activities required to implement the development plan **3.2** Undertake and document development activities as planned **3.3** Reflect critically on own learning against original aims and objectives set in the development plan **3.4** Update the development plan based on feedback and evaluation
4. Be able to demonstrate acquired Interpersonal and transferable skills	**4.1** Select solutions to work-based problems **4.2** Communicate in a variety of styles and appropriate manager at various levels **4.3** Evaluate and use effective time management strategies

Managing Stakeholder Engagement

Unit Title	Managing Stakeholder Engagement
Guided Learning Hours:	40
Levels:	6
Credits:	10
Unit grading system:	Pass

Unit purpose and aim(s):

The aim of the unit is to enable the learner to develop the knowledge and understanding required to engage with stakeholders and to learn how to manage stakeholders in projects and organisations.

Learning Outcomes The learner will:	Assessment Criteria
1. Be able to analyse key stakeholders	**1.1** Analyse stakeholders and their needs and expectations for either an organisation or project **1.2** Evaluate and map stakeholder relationships **1.3** Assess the importance of stakeholder engagement
2. Understand how to build an effective stakeholder engagement strategy to implement policy	**2.1** Analyse methods to engage stakeholders to validate the implementation of policies **2.2** Develop a communications strategy to effectively engage with stakeholders
3. Understand how to build and maintain stakeholder relationships	**3.1** Explain how to build and maintain relationships with stakeholders **3.2** Analyse issues that may affect stakeholder relationships **3.3** Analyse potential conflict situations and possible resolution **3.4** Assess the importance of monitoring and reviewing stakeholder engagement
4. Understand how to engage with stakeholder groups	**4.1** Analyse methods to elicit stakeholder views on policy and other issues **4.2** Analyse how to gain stakeholder validation and agreement for policies and plans

Business Ethics

Unit Title:	Business Ethics
Guided Learning Hours:	60
Levels:	5
Number of Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

To provide the learner with an introduction to business ethics and how they are used by businesses to plan and manage their business goals, objectives and activities.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand different ethical perspectives in business	**1.1** Explain the background and development of theoretical ethical approaches **1.2** Compare and contrast absolute and relative ethics **1.3** Explain the ethical issues which can affect the operational activities of a business
2. Understand business objectives from an ethical perspective	**2.1** Explain how business objectives are affected by ethical considerations **2.2** Evaluate the implications for a business and its stakeholders to operate ethically
3. Understand ethics in workplace relationships	**3.1** Assess the role of the company acting as moral agent **3.2** Analyse the development of mechanisms for achieving employee involvement and empowerment
4. Be able to assess a current ethical in a business	**4.1** Research a current ethical issue affecting a selected business **4.2** Report on how the business could improve the ethics of their operations whilst meeting objectives and ensuring good employer/employee relationships **4.3** Design a suitable ethical code