

# Qualifi Level 3 Diploma in Business Management

An Ofqual Regulated Qualification



An Ofqual Recognised Awarding Organisation

# Qualifi Level 3 Diploma in Business Management

Qualifi is a leading 21st-century awarding organisation founded to meet the developing education and training needs of learners and employers from the UK and around the globe.

As a recognised UK awarding organisation, regulated by Ofqual, Qualifi is able to give assurances to employers, centres and learners of consistent, rigorous, quality standards and valid, valued learning.

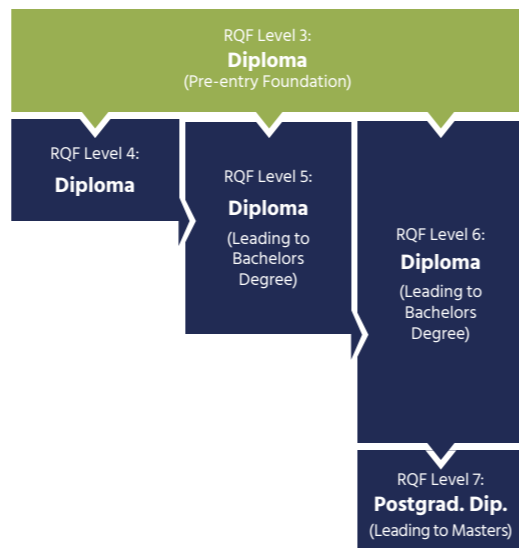
## Message from Dr Penny Hood - Chair Governance Council

I warmly welcome you to our global academic community, of which you are now an important member. Qualifi will ensure your access to the first class education needed to achieve your goals and dreams and to maximise future opportunities. May I take this opportunity to wish each of you success and enjoyment on your academic journey.



## Message from Jason Goodyear - Chief Executive Officer

Whether you are a learner, employer or centre, I want to personally welcome you. In partnership with employers and learning centres, Qualifi helps learners develop the knowledge, skills and abilities needed for success in the 21st century. Thank you for choosing Qualifi to lead you on this learning journey.



## Progression Details

The Qualifi Level 3 Diploma in Business Management is accredited at Level 3 with a total equivalence of 60 credits. It is envisaged that learners completing the Level 3 diploma will progress to a Qualifi Level 4 qualification.



“Qualifi is our proud partner helping shape a brighter future in global education, that empowers progress through better education for learners from all communities. Their practical approach to assessments and learning material are key to building skills and to progressing in one’s career.”

**Dr. Saleem Afzal**  
City University College of Ajman

# Qualifi Level 3 Diploma in Business Management

## Course Overview

The Qualifi Level 3 Diploma in Business Management programme aims to provide a career path for learners who wish to develop their core capabilities within the business sector. The outcome of the Diploma, which is a recognised UK Qualification, is for learners to develop the skills required by organisations globally.

Furthermore, we look to provide aspiring and existing junior managers with a broader knowledge of effective management skills, while focusing on key management areas.

## Mandatory Units

- An Introduction to the Business Environment
- Business Resources
- An Introduction to Marketing
- Human Resource Management

## Optional Units

- Business Communication
- Understanding Health and Safety in the Business Workplace
- Recruitment and Selection in Business

## Progression Pathways

Upon completing this Level 3 diploma, learners can progress to a Qualifi Level 4 qualification, or the first year of undergraduate study in a related subject. Learners can also step directly into employment in an associated profession.

## Entry Requirements

Learners will be expected to possess qualifications at Level 2. Or learners may be expected to have work experience in a business environment and demonstrate ambition with career goals. Learners may also have a level 3 qualification in another discipline and want to develop their careers in management.



“Qualifi has helped me to progress & complete my higher studies in a short time period and it’s so flexible to study. I’ve gathered a lot of knowledge and I’m so thankful to everyone who helped at Qualifi.”

**Student**  
City University College

## Learning Outcomes

The learning outcomes of the diploma are:

- **The ability to read & use** appropriate literature with a full and critical understanding.
- **Apply subject knowledge** and understanding to address familiar and unfamiliar problems.
- **Recognise the moral** and ethical issues of business practice and research.
- **Capacity to give a clear** and accurate account of a subject in a mature way and engage in debate.

## Career Opportunities

Primary areas of employment include:

- Operations Manager
- Office Manager
- Financial Planner
- Programme Manager
- Junior Manager
- Business Analyst
- Fleet Manager



“Qualifi awarding body is very practical and useful for managers to tackle a variety of the problems in the real corporate world. The contents are accredited by OfQual and it is evident how a UK qualification is worthwhile “

**Dr.Motohiro Kita**  
CEO of ExeJapan



# Relevant, Accessible & Credible



As a recognised UK awarding organisation regulated in England by Office of Qualifications and Examinations Regulation (Ofqual), Qualifi is able to give assurances to employers, centres and learners of consistent, rigorous, quality standards and valid, valued learning.

Our portfolio includes regulated qualifications as well as bespoke qualifications that include endorsed and certified programmes. Visit [www.qualifi.net](http://www.qualifi.net)



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