

## **LEVEL 3 (ADVANCED) CERTIFICATE IN MANAGEMENT (FOOD AND DRINK)**

To achieve this certificate, candidates will need to complete 1 mandatory unit and 12 optional units:

### **Mandatory Unit**

Unit 22          Planning and managing developments in the organisation  
(F/103/5387)

This unit has 20 notional learning hours. Assessment for this unit will be via a project report with practical recommendations.

### **Optional Units – Section A, a minimum of 6 units to be taken from this section.**

Unit 11          Management structures and people (R/103/5376)

Unit 12          Understanding key personnel systems (D/103/5378)

Unit 13          Keeping up to date with employment legislation (Y/103/5377)

Unit 14          Making money in a regulated environment (H/103/5379)

Unit 15          Understanding the economic environment (Y/103/5380)

Unit 16          Managing markets and customer relationships (D/103/5381)

Unit 17          Making a business case to justify expenditure (H/103/5382)

Unit 18          Monitoring and controlling costs (K/103/5383)

Unit 19          Performance management through key performance indicators  
(M/103/5384)

Unit 20          Leadership and change (T/103/5385)

Unit 21          Change and continuing professional development (A/103/5386)

***Assessment for each of the above units (11-21) is an assignment with a requirement of 500 words each. Food & Drink Qualifications will provide an assignment structure and marking key for each unit.***

### **Optional Units - Section B, a maximum of 6 units can be taken from this section**

Unit 1          Leading and motivating a team (K/103/5366)

Unit 2          Communicating with staff (M/103/5367)

Unit 3          Organisation and management (T/103/5368)

Unit 4          Introduction to regulation (A/103/5369)

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| Unit 5  | Meeting and managing colleagues (M103/5370)               |
| Unit 6  | Managing people problems (T/103/5371)                     |
| Unit 7  | Recruiting and training staff (A/103/5372)                |
| Unit 8  | Internal and external communication (F/103/5373)          |
| Unit 9  | The business environment (J/103/5374)                     |
| Unit 10 | Understanding production and quality process (L/103/5375) |

***Assessment for each of the above units (1-10) is 20 short answer questions.***

Each unit has 10 notional learning hours.

The above units will contribute towards the Diploma Certificate in Management (Food and Drink) award.