

LEVEL 4 (DIPLOMA) CERTIFICATE IN MANAGEMENT (FOOD AND DRINK)

To achieve this certificate, candidates will need to complete 1 mandatory unit and 20 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 8 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)

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.

Optional Units - Section C, a minimum of 4 optional units to be taken from this section.

Unit 23	Building and developing a team (J/103/5388)
Unit 24	Managing a diverse workforce (L/103/5389)
Unit 25	Managing effective communication (F/103/5390)
Unit 26	Strategic risk analysis (J/103/5391)
Unit 27	Developing and implementing strategy for an area of a business (L/103/5392)
Unit 28	Understanding company strategy in the industry context (R/103/5393)
Unit 29	Understanding company accounts (Y/103/5394)
Unit 30	Analysing and presenting data (D/103/5395)
Unit 31	Project management (H/103/5396)
Unit 32	Analysing and improving work processes (K/103/5397)
Unit 33	Managing physical resources (M/103/5396)
Unit 34	Managing in a changing structure and culture (T/103/5399)
Unit 35	Managing a changing team (D/103/5400)
Unit 36	Managing changing processes and products (H/103/5401)

Assessment for each of the above units (23-36) is an assignment with a requirement of 1000 words each. Food & Drink Qualifications will provide an assignment structure and marking key for each unit.

Each unit has 10 notional learning hours.