

## **LEVEL 4 (DIPLOMA) INTRODUCTORY CERTIFICATE IN MANAGEMENT (FOOD AND DRINK)**

To achieve this certificate, candidates will need to complete the mandatory unit and 2 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**

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)

Each unit has 10 notional learning hours.

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

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