Diploma In Management Skills And Knowledge Level 3

Course Name	Start Date	End Date	Site	Total Fees
L3 Diploma In Management Skills and Knowledge	30/09/2026	31/07/2027	Norham Skills And Enterprise Centre	1000.00

Important Information

You must enrol onto and complete a taster session before enrolling on this course. If a taster is not available, please get in touch on 0191 643 2288 or by emailing adultlearning@northtyneside.gov.uk

Who Is This Course For?

This qualification is designed for those who are currently working in a team leader or supervisory role. As this is a work-based qualification, you must have responsibility for leading and supporting a team.

What Can I Learn On This Course?

This qualification develops the knowledge, understanding, and practical skills required to be an effective team leader or supervisor. You will build confidence in leading people, managing operations, and supporting team performance.

You will develop skills in:

- Self-awareness and continuous professional development
- Leading people
- Communication skills
- Building effective working relationships
- Decision making
- Managing people and performance

- Financial management
- Project management
- Operational management

How Is This Course Delivered?

The knowledge required to complete the diploma is provided in taught sessions delivered monthly via Microsoft Teams, with face-to-face tutorials available for additional guidance and support. You will also be observed in your workplace.

What Will I Need To Bring With Me?

You will need access to a computer, iPad or tablet and the internet so that you can complete tasks and assignments in your own time. You may wish to bring a pen and notepad with you to any face-to-face tutorials so you can make notes.

What Skills Or Experience Do I Need?

You must have attended the Management Skills and Knowledge Taster session prior to starting this qualification. You must also be working in a role that requires you to lead and support a team so that you can demonstrate the skills gained during the course. Because content and learning is accessed online, you would benefit from possessing basic IT skills.

How Will My Work Be Assessed?

To achieve this qualification, you must successfully complete 9 units. Evidence is gathered through a portfolio of work, which may include:

Written assignments

Reflective accounts

Product evidence from the workplace

Witness testimonies

Professional discussions

Observations

The awarding body is NCFE/Cache.

What Can I Do After The Course?

On successful completion of this qualification, you could progress to:

- Level 4 Apprenticeship in a related subject such as Project Management
- Level 4 Diploma in a related subject
- Level 5 Diploma or Apprenticeship in a related subject such as Operational Management