Qualification Specification

601/6910/2

iCQ Level 3 Certificate In Introduction to Principles of Management Level 3 (RQF)

Qualification Details

Title	iCQ Level 3 Certificate In Introduction to Principles of Management Level 3 (RQF)
Awarding Organisation	iCan Qualifications Limited
Fees Price List Url	https://icanqualify.net
Qualification Type	RQF
Qualification Sub Type	None
Qualification Level	Level 3
Qualification Sub Level	None
EQF Level	Level 4
Regulation Start Date	30-Jul-2015
Operational Start Date	01-Aug-2015
Offered In England	Yes
Offered In Wales	Yes
Offered In Northern Ireland	Yes
Assessment Language In English	Yes
Assessment Language In Welsh	No
Assessment Language In Irish	No
SSA	15.3 Business Management
Purpose	D. Confirm occupational competence and/or 'licence to practice'
Sub Purpose	D1. Confirm competence in an occupational role to the standards required
Total Credits	16
Min Credits at/above Level	12
Minimum Guided Learning Hours	111
Maximum Guided Learning Hours	111
Diploma Guided Learning Hours	0
Barring Classification Code	ZZZZ
Overall Grading Type	Pass
Assessment Methods	Portfolio of Evidence
Structure Requirements	To achieve this qualification, learners must achieve 16 credits. Learners must achieve all 6 mandatory units in Group A.
Age Ranges	Pre-16 : No; 16-18 : Yes; 18+ : No; 19+ : Yes

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Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
A) Group A - Mandatory Units	**Yes**	6	6	6	16	0

Group A Group A - Mandatory Units

URN	Title	Level	GLH	Credit
L/507/5867	Principles of management skills and leadership style	3	22	3
L/507/5870	Principles of effective coaching	2	15	2
R/507/5868	Principles of effective communication and influencing others	3	26	4
R/507/5871	Principles of assertive behaviour	3	12	2
Y/507/5869	Principles of effective delegation and negotiation	3	23	3
Y/507/5872	Principles of effective presentations	2	13	2

Qualification Framework	: RQF
Title	: Principles of management skills and leadership style
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 22
Unit Credit Value	: 3
SSAs	: 15.3 Business Management
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/507/5867 : Principles of management skills and leadership style

Understand 'values' and their influence on behaviour	
Assessment Criterion - The learner can:	
01.01	Explain the '3 periods of development' in values development
01.02	Identify own 'core values'
01.03	Explain how own values influence the behaviour of self and others
Understand the principles of motivation models	
02.01	Explain the 8 levels in the 'hierarchy of needs'
02.02	Explain the types of psychological needs
02.03	Identify own 'motivators'
02.04	Explain how own motivators influence the behaviour of self and others
02.05	Describe the impact of 'first impressions'
Understand how to prioritise own work and work of others	
03.01	Explain how to set priorities
03.02	Describe how to manage own priorities
03.03	Explain SMART objectives
03.04	Explain SMARTER objectives
Understand leadership and management	
04.01	Describe the qualities of an effective manager
04.02	Explain the behaviours of an effective manager

Qualification Framework	: RQF
Title	: Principles of effective coaching
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 15
Unit Credit Value	: 2
SSAs	: 15.3 Business Management
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: L/507/5870 : Principles of effective coaching

Understand coaching as a management tool	
Assessment Criterion - The learner can:	
01.01	Explain the term 'coaching'
01.02	Describe formal and informal coaching
01.03	Describe the input coaching model
01.04	Identify situations when the input coaching model should be used
01.05	Describe the GROW coaching model
01.06	Identify situations when the GROW coaching model should be used
01.07	Describe the coaching summary process
Understand how to set-up and review achievable goals with a coach	
02.01	Describe how to agree and set achievable targets with a coach
02.02	Describe how to review progress and successes with a coach
02.03	Outline practical situations to use different communication techniques

Qualification Framework	: RQF
Title	: Principles of effective communication and influencing others
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 26
Unit Credit Value	: 4
SSAs	: 15.3 Business Management
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/507/5868 : Principles of effective communication and influencing others

Understand the importance of communicating effectively	
Assessment Criterion - The learner can:	
01.01	Define effective communication
01.02	Explain why effecitve communication is important
Understand the skills required to support effective communication and influencing others	
02.01	Explain why appropriate body language and communication skills build rapport and trust in relationships
02.02	Describe how to use body language to build rapport and trust in relationships
02.03	Describe the communication skills needed to build rapport and trust in relationships
Understand thinking styles	
03.01	State the 4 thinking styles
03.02	Identify own preferred thinking style
Understand the importance of effective questioning and listening skills to the communication process	
04.01	State how to listen effectively
04.02	Explain how to use types of questions effectively
04.03	Describe how and when to use positive and negative language
04.04	Explain the importance of a positive style of language is for credibility and to influence others
Understand why constructive feedback is important as a management tool	
05.01	Describe how to give and receive feedback
05.02	Explain why constructive feedback is an important management tool
Understand how to adapt communication styles to present yourself and your views in different ways	
06.01	Describe the 5 step model and how to use the model to influence others
06.02	Explain how a good influencer uses different influencing tools
06.03	Outline practical situations to use different communication techniques

Qualification Framework	: RQF
Title	: Principles of assertive behaviour
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 12
Unit Credit Value	: 2
SSAs	: 15.3 Business Management
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: R/507/5871 : Principles of assertive behaviour

Understand assertive behaviour	
Assessment Criterion - The learner can:	
01.01	Identify the 4 types of behaviour
01.02	Describe the behaviour/outcome equation
01.03	Identify assertive and non-assertive behaviours
01.04	Explain the relationship between the 4 types of behaviour and the 4 Life Positions
01.05	Describe assertive techniques
01.06	Explain how to use assertive behaviour as an effective management tool

Qualification Framework	: RQF
Title	: Principles of effective delegation and negotiation
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 23
Unit Credit Value	: 3
SSAs	: 15.3 Business Management
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/507/5869 : Principles of effective delegation and negotiation

Understand the principles and benefits of delegation	
Assessment Criterion - The learner can:	
01.01	Define effective delegation
01.02	Identify own delegation style
01.03	Describe how to delegate effectively to others
01.04	Describe how to be effectively delegated to
01.05	Explain the business benefits of effective delegation
Understand the how the principles of Transactional Analysis can support communication and relationships	
02.01	Identify the key principles of Transactional Analysis
02.02	Identify the key principles of Life Positions
02.03	Explain how others operate in Transactional Analysis and Life Positions terms
02.04	Identify how to adapt own Transactional Analysis style in different situations
Understand conflict and the use of conflict models	
03.01	State 'models' to deal with conflict
03.02	Explain when and how challenges occur
Understand the principles of effective negotiation	
04.01	Outline the six basic negotiation steps
04.02	Identify the key tools used in an effective negotiation meeting
04.03	Describe the benefits of effective negotiation

Qualification Framework	: RQF
Title	: Principles of effective presentations
Unit Level	: Level 2
Unit Sub Level	: None
Guided Learning Hours	: 13
Unit Credit Value	: 2
SSAs	: 15.3 Business Management
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: Y/507/5872 : Principles of effective presentations

Understand the components of a presentation	
Assessment Criterion - The learner can:	
01.01	Describe the key components of a presentation
01.02	Identify the 8 intelligences
01.03	Identify visual aid tools and when to use them
01.04	Identify effective presentation delivery techniques