

# Business Management

## Level 4 Certificate



The Level 4 Certificate in Business Management is designed to give you a strong foundation in business operations so you can contribute to management decisions in a meaningful way. Upon successful completion of the Level 4 Certificate, you will be able to make an immediate contribution to management of your organisation.

## Learn More.

For more information about Qualifi Diplomas and progression agreements with UK and US universities, visit us at [Qualifi.net](http://Qualifi.net)

### Entry Requirements

This Certificate is designed to support your professional and career growth. Therefore, an interview is required for entry and you must hold a Qualifi Level 3 Diploma or similar, or appropriate work experience. In exceptional circumstances, managers with considerable experience, but no formal qualifications may be considered.

If English is not your first language, an IELTS 6 (or equivalent) is required.

### Progression

Upon completion of the Level 4 Certificate you should be able to progress to:

- The Qualifi Level 5 Diploma in Business Management, or
- The Qualifi Level 5 Diploma in Business Enterprise, or
- The first year of undergraduate university study in business or management.

Qualifi have transfer agreements with UK and US universities that recognise and transcribe the Level 4 Certificate.

### Qualification

Qualifi are regulated by Ofqual (Office of the Qualifications and Examinations Regulator) to award the Level 4 Certificate in Business Management in England and Wales.

This qualification has been accredited to the National Qualification Framework (NQF) and has its unique Qualification Accreditation Number (QAN).

The Qualifi Level 4 Certificate in Business Management  
QAN: 601/6048/2

# Business Management

## Level 4 Certificate



### Qualification Structure

The Level 4 Certificate in Business Management consists of six mandatory units.

*You must take all six of the following:*

#### **Communication in Organisations**

Successful managers are strong communicators because they ensure understanding, involvement and commitment to organisational policies and procedures. This course is divided into three parts to examine communications at an organisational level, interpersonal communications and managing internal and external communications.

#### **Leadership and the Organisation**

Learn about what makes a strong leader and the impact of different leadership styles on organisations. You will be able to learn how different leadership theories and models can be applied to specific situations, and how your leadership style can be elevated and refined.

#### **Financial Awareness**

All good managers know how to read and interpret financial statements as well as understand the implications for them and their organisation. Learn how to read financial information as managers do and how to make decisions based on the information.

#### **Managing Change**

Management has often been defined as “creating change through people” and this unit encourages you to better understand how to work with first line or operational levels as you create, manage and measure the impact of change.

#### **Business Operations**

Focus on the effective and efficient planning and management of work activities as you learn how to design, implement and change operational plans. Your research may involve your own organisation and your role within it as you evaluate the importance of business processes to deliver outcomes based on goals and objectives.

#### **Developing Teams**

Learn how to build, develop and support productive and effective teams to achieve organisational goals and objectives. You’ll study the characteristics of teams, including what makes a successful team and motivational factors affecting team effectiveness.

### Learn More.

For more information about Qualifi Diplomas and progression agreements with UK and US universities, visit us at [Qualifi.net](http://Qualifi.net).



# QUALIFI

SUCCESS THROUGH LEARNING  
RECOGNISED WORLDWIDE