Level 5
Diploma in Business Management

(MQ500-03)

Qualification

Level 5 Diploma in Business Management **(MQ500-03)**

Title and level	**GLH**	**TQT**	**Global Skills Qualification number**
Level 5 Diploma in Business Management	600	1200	MQ500-03

Introduction

This document tells you what you need to do to deliver the qualifications:

The GSQ Level 5 Diploma in Business Management is a qualification that is expected to be directed study, and each candidate is expected to achieve all learning outcomes to attain the full qualification.

The purpose of the qualification is to develop students' knowledge and understanding of aspects of management and other topics relevant to the tourism and hospitality industry.

Areas covered include:
- Business Operations
- Communication in Business Environment
- Business Finance and Accounting
- Leading and Managing Teams

Candidate Entry Requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

It is recommended that candidates should have a minimum of level 4 qualification. However, experience of working in the industry at the level 4 standard will be adequate to ensure they have the potential to gain the qualification successfully.

Qualification Units

To achieve the **MQ500-03 Level 5 Diploma in Business Management**

Mandatory Units

GSQ Unit code	Ofqual Unit Reference	Unit Title	Credit Value	GLH
823	**F/650/1150**	**Principles and Concepts of Strategy**	**20**	**100**
824	**H/650/1151**	**The Management of Human Resources**	**20**	**100**
825	**J/650/1152**	**Marketing for Managers**	**20**	**100**
826	**K/650/1153**	**Business Law for Managers**	**20**	**100**
827	**L/650/1154**	**Management Accounting and Decision Making**	**20**	**100**
828	**M/650/1155**	**Business Start-up; Conception to Market**	**20**	**100**

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. This includes both guided learning hours and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 5 Diploma in Business Management	600	1200

Portfolio of evidence

To achieve this portfolio, you will need to produce a portfolio of evidence to show that you have the knowledge and skills in your chosen qualification. You will need to demonstrate evidence that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the assessor.

It is the centres responsibility to produce assignment briefs to support the students with their assignments, these will include

- Projects
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Assignments
- Case studies

Centre Staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing and continue to achieve and minimum 30 professional development hours per year
- have credible experience of providing training

Centre staff may undertake more than one role, e.g. tutor and assessor or internal quality assurer, but cannot internally quality assure their own assessments.

Tutors/Assessors and Internal Quality Assurer

Assessor/Internal Quality Assurer qualifications are valued as qualifications for Centre staff, but they are not currently a requirement for the qualifications.

Continual Professional Development (CPD)

Centres must support their staff to ensure that they have a current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Qualification Structure

Unit 823	Principles and Concepts of Strategy
UAN:	F/650/1150
Level:	5
Credit value:	20
GLH:	100

Aim

The Principles and Concepts of Strategy module explores the fundamental elements that guide strategic decision-making in organisations. It covers the analysis of internal and external environments, competitive positioning, and strategic resources and capabilities. Key frameworks such as SWOT, PESTEL, and Porter's Five Forces are examined to understand how they influence strategic choices. This unit also delves into the development and implementation of business strategies, emphasising the importance of alignment with organisational goals and the dynamic nature of the strategic landscape.

Learning outcome 1 1. Understand the principles of business strategy.	1.1	Explain what is meant by the term 'business strategy.'
	1.2	Compare different levels of business strategy.
	1.3	Compare elements of a strategic framework.
	1.4	Explain strategy development processes.
Learning outcome 2 2. Understand key business strategy theories and concepts.	2.1	Differentiate between different types of business strategies.
	2.2	Compare the elements of a strategic management process.
	2.3	Discuss key organisational theories which impact business strategy.
Learning outcome 3 3. Be able to measure a business's micro and macro environment.	3.1	Explain different techniques used to measure a business's micro-environment.
	3.2	Apply techniques to measure a business's Micro-environment.
	3.3	Explain different techniques used to measure a business's macro environment.
	3.4	Apply techniques to measure a business's macro environment.
Learning Outcome 4 4. Understand a business's strategic options.	4.1	Explain what is meant by the term 'strategic option.'
	4.2	Compare different strategic options available to a business.
	4.3	Recommend and justify a relevant strategic option which a business could implement.

Unit 824 The Management of Human Resources

UAN: H/650/1151
Level: 5
Credit value: 20
GLH: 100

Aim

The ability to attract, develop and retain talented employees is a key factor in a business's success. Human resource management has its focus on supporting and enhancing business success and performance through its strategic vision and operational functions. The aim of this unit is to introduce learners to the key human resource management principles and concepts so they can support a sustainable approach to people management through an understanding of the purpose and scope of the human resource management function.

Learning outcome 1 1. Understand the purpose and objectives of human resource management.	1.1 1.2 1.3	Explain how human resource management has evolved. Discuss the purpose of human resource management. Explain the objectives of human resource management.
Learning outcome 2 2. Understand the functions of human resource management.	2.1 2.2 2.3	Explain key operational functions of human resource management. Explain key strategic functions of human resource management. Assess the relationship between business strategy and human resource management.
Learning outcome 3 3. Understand how internal and external factors impact the human resource management function.	3.1 3.2	Compare the internal factors which affect human resource management. Compare the external factors which affect human resource management.
Learning outcome 4 4. Understand modern development in human resource management function in a business.	4.1 4.2	Discuss the impact of technological advancements, such as artificial intelligence and automation, on HRM functions. Discuss the effectiveness of initiatives such as flexible working arrangements, mental health programs, and diversity training.

Unit 825 Marketing for Managers

UAN: J/650/1152
Level: 5
Credit value: 20
GLH: 100

Aim

The aim of this unit is to provide learners with a detailed understanding of the marketing planning process and to apply these principles to a variety of business contexts. The unit also provides a comprehensive understanding of environmental analysis and how this can lead to the development of appropriate objectives and strategies to enhance operational marketing performance.

Learning outcome 1 1. Understand the context and concept of marketing.	1.1 Explain what is meant by the term 'marketing.' 1.2 Explain different marketing eras. 1.3 Compare ways in which a business can determine its marketplace. 1.4 Discuss the concept of buyer behaviour in consumer and business markets.
Learning Outcome 2 2. Understand the functions of marketing.	2.1 Explain key operational functions of marketing. 2.2 Explain key strategic functions of marketing. 2.3 Discuss the relationship between business strategy and marketing.
Learning outcome 3 3. Understand how internal and external factors impact the marketing function.	3.1 Compare the internal factors which affect marketing. 3.2 Compare the external factors which affect marketing.
Learning outcome 4 4. Understand how a business uses its marketing function.	4.1 Discuss techniques to measure the effectiveness of a business's marketing function. 4.2 Suggest ways in which a business could improve the effectiveness of its marketing function.

Unit 826 Business Law for Managers

UAN: K/650/1153
Level: 5
Credit value: 20
GLH: 100

Aim

Having an effective finance and accounting function will not only help secure the financial strength of a business but will also support managers to develop and implement a business strategy. The aim of this unit is, therefore, to develop, in learners, the theoretical and applied knowledge to prepare, interpret and adjust financial statements alongside the preparation of budgets.

Learning outcome 1 1. Understand generic business law.	1.1	Explain why it is important to have business related laws.
	1.2	Explain the principles of business law.
	1.3	Differentiate between civil and criminal law.
Learning outcome 2 2. Understand legal and justice systems within a business context.	2.1	Explain what is meant by the term 'legal system.'
	2.2	Describe a legal system.
	2.3	Explain what is meant by the term 'justice system.'
	2.4	Describe a justice system.
Learning outcome 3 3. Understand key business- related laws.	3.1	Describe key features of consumer law.
	3.2	Describe key features of contract law.
	3.3	Describe key features of law of tort.
	3.4	Describe key features of international laws.
Learning outcome 4 4. Understand how laws impact on businesses.	4.1	Explain how businesses are legally formed.
	4.2	Describe the impact of key legislation on a business.
	4.3	Explain why contractual obligations are important to a business.
	4.4	Explain how a business could resolve different legal disputes.

Unit 827 Management Accounting and Decision Making

UAN: L/650/1154
Level: 5
Credit value: 20
GLH: 100

Aim

Management accounting provides business managers with financial information required to achieve business objectives. This requires effective decision making based on the timeliness and accuracy of financial information. The aim of this unit is to provide learners with an awareness of the scope and purpose of management accounting, so they are able to support effective decision making within a business.

Learning outcome 1 1. Understand management accounting and decision making.	1.1 Explain what is meant by the term 'management accounting.' 1.2 Explain what is meant by the term 'decision making.' 1.3 Differentiate between management accounting and financial accounting.
Learning outcome 2 2. Understand technical procedures used in management accounting.	2.1 Describe different management accounting concepts. 2.2 Describe different tools and techniques used in management accounting.
Learning outcome 3 3. Be able to use management accounting to solve problems and inform decision-making.	3.1 Apply management accounting techniques to solve business problems. 3.2 Apply management accounting techniques to inform business decision making.

Unit 8128 Business Start-up: Conception to Market

UAN: M/650/1155
Level: 5
Credit value: 20
GLH: 100

Aim

Many people dream of setting up their own business but are not aware of what is required, what support is available and what personal qualities are required. The aim of this unit, therefore, is to consolidate previous learning where learners employ the knowledge and skills of disciplines such as marketing and management to produce a viable business plan.

Learning outcome 1 1. Understand the fundamental requirements for starting a new business.	1.1 Describe the range of resources required to start a business. 1.2 Describe the personal skills and qualities required to start a business. 1.3 Describe the legal requirements when starting a business.
Learning outcome 2 2. Understand sources of support available to new businesses.	2.1 Compare sources of financial support. 2.2 Describe support provided by governments. 2.3 Describe support provided by non-government organisations. 2.4 Compare sources of non-financial support.
Learning outcome 3 3. Be able to create a business plan for a new business to gain stakeholder support.	3.1 Produce a business plan for a start-up business. 3.2 Demonstrate effective communication when seeking stakeholder support for a new business.