

Qualifications Available

Summary of all qualifications currently offered by ALD.

Qualification	Awarding body	Level	Assessment method
NVQ	Edexcel/ILM	2/3/4/5	Work based evidence and assessor visits
Level 7 Advanced Professional Diploma/ Certificate/ Award in Management studies	Edexcel	7	Programme attendance, assignments, project
Level 7 Award/Certificate/Diploma in Strategic Leadership	ILM	7	Programme attendance, assignments, project
Level 5 Professional Certificate/ Award/ Diploma in Management Level 5	Edexcel	5	Programme attendance, assignments, project
Award/Certificate/Diploma in Management	ILM	5	Programme attendance, assignments, project
Award/Certificate/Diploma in First Line Management	ILM	3	Programme attendance, assignments, project
Advanced Certificate in Leadership	Edexcel	3	Programme attendance, work based evidence and assessor visits
Award/Certificate in Team Leading	ILM	2	Programme attendance, assignments, project
Centre Devised Qualifications	Edexcel/ILM		

NVQs – What are they?

An **NVQ** is a National Vocational qualification. Organisations that represent the interests of training and employers for a particular industry create standards of performance that describe what competent people do in a particular job. **Awarding Bodies** use these standards to create their NVQ offer. The Qualifications and Curriculum Authority, **QCA** approve these NVQs.

NVQs cover a wide variety of occupational areas over levels of qualifications. The level of the qualification achievable is in relation to the candidate's job role and experience. Qualification levels are set by QCA.

A number of people are involved in the qualification. The **candidate** works with their **assessor** to collect evidence that demonstrates how they meet the national standards for their occupational area. Evidence can come from a range of sources, for example, from work products, reports on job role, testimony from colleagues, the assessor seeing the candidate do their job and asking questions. There are 2 levels of quality control involved in NVQs; the Internal **Verifier** and the **External Verifier**. The Internal Verifier is based in the assessment centre and reviews the work of the assessor to ensure they are working equally with all candidates. The External Verifier represents the Awarding Body and reviews the work of the centre as a whole to ensure they maintain the correct standards of required by the qualification.

The centre specialises in **Management NVQs**, particularly **Team Leading** at Level 2 and Management at levels 3, 4 and 5. The centre also offers NVQs in **Learning and Development, Administration** and **Customer Service** at levels 2,3,4. Other NVQ assessment can be arranged on enquiry and request.

Level 7 Advanced Professional Diploma/ Certificate/ Award in Management studies

A strategic leadership programme that assesses a candidate's current competencies and preferences and provides a tailored development programme to meet the demands of the current job role and career options. A proportion of the programme will be self-managed with individual support from a designated ALD Learning Partner, CBT programme, guided reading and individual coaching.

Work context exercises will be agreed after each module to help participants apply the learning within their individual work situation. This will form part of the assessment for the qualification.

Assessment includes, five assignments covering study areas, a personal management consultancy report, including evidence of applied learning to work and a personal development plan derived from personal learning journals. All assessment is internally moderated and externally verified.

Introductory/ Executive Diploma in Management

The Executive Diplomas are offered as part of a development programme for high-level managers. The Introductory programme combines the key elements of the full Executive Diploma in Management in a tightly focused package. The flexible structure makes it highly adaptable to the candidate and employer needs. The ILM Level 7 Executive Diploma in Management comprehensively covers the full range of responsibilities of the senior manager and can be tailored to fit specific needs. The candidates will need to submit assignments and projects for assessment. Both qualifications are designed to improve performance in the organisation through their strong focus on specific job roles.

Professional Certificate/ Award / Diploma in Management Level 5

A career development programme, incorporating programme attendance, assignments focusing on personal and organisational performance and a management report encompassing all the learning outcomes covered at the modules. The qualification awarded depends on the hours of learning undertaken.

Award / Certificate / Diploma in Management

ILM Level 5 qualifications in Management are for those people who are likely to be either practising or aspiring middle managers. Wherever people and resources are employed, middle managers with an ILM Level 5 qualification ensure that they are employed effectively. Both qualifications are designed to improve performance in the organisation through their strong focus on specific job roles. The Award & Certificate qualifications are short flexible programmes that provide an introduction to the wide range of responsibilities of the middle manager. The programmes combine the key elements of the full Diploma in Management. The flexible structure makes it highly adaptable to candidate and employers needs without sacrificing the quality of the full ILM Level 5 Diploma in Management. The Level 5 Diploma in Management is a longer programme, covering a wider range of learning. Both courses incorporate self-study, assignments and a work-based project as assessment criteria.

Award / Certificate / Diploma in First Line Management

The ILM First Line Management qualifications are for those people who are likely to become first line managers (team leaders or supervisors) or who are already in post. The Award is a short, flexible programme that provides an introduction to the wide range of responsibilities of the first line manager. The Level 3 Certificate or Diploma in First Line Management covers the full range of responsibilities of the first line manager and will be tailored to fit specific needs. The Certificate and Diploma develop leaders and managers within the national qualifications framework. Both programmes have assignments, self-reflection and a work-based project as assessment criteria.

Advanced Certificate in Leadership

A unique qualification, only offered by ALD. The candidate attends training days where they learn aspects of management theory, skills and practice. The candidate then returns to the work place to reflect upon the learning and put in place changes to their own work role, if appropriate. The candidate completes work sheets related to the learning and activities carried out, which are assessed and moderated both in centre and by the awarding body.

Award/Certificate in Team Leading

ILM Team Leading qualifications are for those people who are working in formal teams or groups, whether as team leaders/coordinators, or team members. The qualifications are equally suitable for members of self-managed teams. The Award is a short, flexible programme. The ILM Level 2 Certificate in Team Leading programme comprehensively covers the full range of responsibilities of the team/group leader or member, and will be tailored to fit specific needs. The certificate develops leaders and managers within the national qualifications framework.

Centre Devised Qualifications

The centre is able to work with their awarding bodies to create a centre specific qualification to meet exactly and learning and development needs required. The centre is also always looking to expand and develop the existing range of qualifications offered.

Awarding Bodies

ALD is currently an approved centre for Edexcel, incorporating BTEC and the Institute of Leadership and Management (ILM)

The QCA national qualification framework sets out the levels at which qualifications can be recognised. It helps learners make decisions regarding suitable qualifications for both their existing and future career prospects.

Level	Qualifications	Level indicators	HE Equivalents
8	Specialist Awards	Level 8 qualifications recognise leading experts or practitioners in a particular field.	Doctorates
7	Advanced Professional Diploma/Certificate/Award in Management studies. Introductory/Executive Diploma in Management.	Level 7 qualifications recognise highly developed and complex levels of knowledge that enable the development of in-depth and original responses to complicated and unpredictable problems and situations. Learning at this level is appropriate for senior professionals and managers.	Masters degrees, Post graduate certificates and diplomas
6	National Diploma	Level 6 qualifications recognise a specialist high-level knowledge of an area of work or study to enable the use of an individual's own ideas and research in response to complex problems and situations. Learning at this level is appropriate for individuals working in knowledge-based professions or in professional management positions.	Batchelor degrees, graduate certificates and diplomas
5	Professional Certificate/Award/Diploma in Management Award / Certificate/ Diploma in Management. NVQ	Level 5 qualifications recognise the ability to increase the depth of knowledge and understanding of an area of work or study to enable the formulation of solutions and responses to complex problems and situations. Learning at this level involves the demonstration of high levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Qualifications at this level are appropriate for people working as higher-grade technicians, professionals or managers. Level 5 qualifications are at a level equivalent to intermediate higher education qualifications such as diplomas of higher education, foundation and other degrees that do not typically provide access to postgraduate programmes.	Foundation degrees, Higher National Diploma (HND),
4	NVQ	Level 4 qualifications recognise specialist learning and involve detailed analysis of a high level of information and knowledge in an area of work or study. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others.	Certificates of higher education

Level	Qualifications	Level indicators	Equivalents
3	Award/Certificate/ Diploma in First Line Management NVQ	Level 3 qualifications recognise the ability to gain and where relevant apply a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people supervising and others in their field of work.	A levels
2	NVQ Award/Certificate in Team Leading	Level 2 qualifications recognise the ability to gain a good knowledge and understanding of a subject area of work or study, and to perform varied tasks with some guidance or supervision. Learning at this level involves building knowledge and/or skills in relation to an area of work or a subject area and is appropriate for many job roles.	GCSE grades A-C
1	NVQ	Level 1 qualifications recognise basic knowledge and skills.	GCSE grades D-G
Entry	Certificates	Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.	