



Level 5 Diploma in
MANAGEMENT AND LEADERSHIP

Evidence Logbook

Qualification recognition number: 601/5873/6

Qualification Reference: L5DML

This document is copyright under the Berne Convention. All rights are reserved. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the Copyright, Designs and Patents Act 1998, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, mechanical, optical, photocopying, recording or otherwise, without prior written permission of the copyright owner. Enquiries should be addressed to Future Awards and Qualifications.

Copyright © Future (Awards and Qualifications) Ltd 2019

Assessment Principles

1. Assessment Principles

Please refer to the FutureQuals website (www.futurequals.com) for the current version of the Assessment Principles and the latest version of the qualification specification for any specific Assessment Principles relating to this qualification.

This page is intentionally left blank

Component 1: Principles of management and leadership

Component Reference Number: R/506/2070

Level: 7

Credit: 5

GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand leadership and management theories and principles			
1.1 Characterise the concepts and nature of management and the function of leadership			
1.2 Evaluate concepts and definitions of leadership and their influence on management			
1.3 Evaluate the influence of effective and ineffective leadership and management on team behaviour and business performance			
2 Understand leadership styles			
2.1 Analyse the characteristics of different leadership styles			
2.2 Evaluate the suitability of different leadership styles for different purposes and situations			
2.3 Evaluate the factors that affect the suitability of different management styles			
2.4 Evaluate the ethical dimensions of leadership styles			

3 Understand motivation and empowerment			
3.1 Analyse the relationship between job satisfaction, commitment, motivation, empowerment and business performance			
3.2 Evaluate the implications of motivation and empowerment for an organisation's structure and culture			
3.3 Analyse the implications for employee relations policy of a strategy that empowers a workforce			
3.4 Analyse the principles underpinning a reward strategy			
4 Understand the management of performance			
4.1 Assess approaches to performance management and appraisal			
4.2 Assess the factors involved in managing a work-life balance and their implications for individuals			
4.3 Evaluate the use of tools and techniques to measure human resource interventions			
4.4 Identify areas for improvement through reflection on their own practice			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 2: Strategic Business Management and Planning

Component Reference Number: K/506/3659

Level: 5

Credit: 7

GL: 40

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the role of strategic planning in organisations			
1.1 Evaluate processes by which organisations identify their goals and values			
1.2 Discuss the purpose and role of strategic business management and planning, in an organisation			
1.3 Evaluate the classic and contemporary models used in developing business strategies and plans			
2 Understand the impact of internal and external factors on organisations			
2.1 Analyse ways in which the internal and external environment can influence organisational management and planning strategies			
2.2 Discuss the influence of organisational governance requirements on management and planning strategies			
2.3 Explore the impact of internal and external risk factors on strategic business management activities			

3 Understand the strategies that organisations use to achieve competitive advantage			
3.1 Analyse ways in which an organisation positions itself to outperform its competitors			
3.2 Evaluate appropriate competitor advantage strategies for emerging, maturing and declining positions			
4 Understand the environmental factors that affect strategic business management and planning			
4.1 Discuss how emerging global issues can impact upon on the strategic management and planning activities in an organisations			
4.2 Evaluate the impact of stakeholder interests in shaping strategic management and planning activities in an organisations			
4.3 Analyse ways in which organisations respond to environmental factors, when making strategic plans			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 3: Strategic Decision-making

Component Reference Number: K/506/3662

Level:

Credit:

GL: 32

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the role of information in strategic decision-making			
1.1 Discuss the link between strategic decision-making and business goals			
1.2 Evaluate the role of information in strategic decision-making			
1.3 Evaluate the requirement for integrated information systems to support strategic decision-making			
1.4 Discuss the need to align information systems with business strategy			
1.5 Assess the need for a corporate information systems strategy			
2 Understand how information systems support business activity			
2.1 Evaluate the contribution of information systems to business planning			
2.2 Assess the role of information systems in supporting business operations			
2.3 Assess the role of information systems in supporting business operations			

3 Understand quantitative approaches to strategic decision-making			
3.1 Analyse ways in which quantitative approaches are used to support strategic decision-making			
3.2 Evaluate the reliability of quantitative techniques used in strategic decision-making			
3.3 Evaluate the limitations of quantitative techniques in strategic decision-making			
4 Understand systems approaches to strategic decision-making			
4.1 Evaluate the contribution of systems approaches to strategic decision-making			
4.2 Discuss how decision making theories can inform strategic decision-making			
4.3 Analyse the limitations of decision making theories in strategic decision-making			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Level 5 Diploma in Management and Leadership

Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
R/506/2070	Principles of management and leadership	7					
K/506/3659	Strategic Business Management and Planning	7					
K/506/3662	Strategic Decision-making	6					

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

This page is intentionally left blank

FutureQuals[™]

INSPIRING LEARNING AND SKILLS

Future (Awards and Qualifications) Ltd
EMP House, Telford Way, Coalville,
Leicestershire, LE67 3HE

Telephone: 01530 836662

Fax: 01530 836668

Email: info@futurequals.com

www.futurequals.com

www.futurequals.com