

# Leadership & Management

## Higher National Certificate / Higher National Diploma

STUDY MODE  
Full time

LOCATION  
Moulton

LEVEL  
Level 4

START DATE  
Sept 2025

DURATION  
1 year / 2 years



Pearson BTEC Higher National qualifications are designed with a focus on the student. They offer a flexible, unit-based structure that focuses on developing practical, interpersonal, and critical thinking skills essential for success in both employment and education. These qualifications align with the latest professional standards, providing opportunities to build workplace skills and behaviours — such as collaborating on group projects or responding to client briefs.

Year One (Level 4 Higher National Certificate) focuses on **Operational Management**, providing you with the skills to perform key business functions, understand processes, and contribute effectively as skilled team members. It builds a strong foundation in problem-solving, communication, and operational understanding, preparing you for hands-on roles in business environments.

Year Two (Level 5 Higher National Diploma) progresses to **Managerial Level**, focusing on strategic business planning, leadership, and decision-making. You will develop the skills to manage business functions, improve performance, and align operations with business goals — preparing you for success in lower and middle management positions.

Our programme offers a **flexible learning** structure with one day of on-campus study each week, complemented by online tutorials and support. This blend of face-to-face and digital learning ensures you receive the guidance and flexibility to succeed while enabling you to balance your studies with other work and home commitments.

## What will I learn on the course?

In Year 1 (Level 4), you'll build a strong foundation with a broad introduction to business and its key functions. This helps develop core skills while preparing you for further study at Level 5 or to step into management roles, equipped with the knowledge, skills, and behaviours essential for positions requiring personal responsibility. You'll gain a wide-ranging understanding of business, supported by practical skills developed through research, independent study, guided learning, and real-world workplace scenarios.

You'll also engage in vocational activities designed to cultivate professional behaviours — the attitudes and approaches needed for workplace competence — alongside essential transferable skills like communication, teamwork, research, and analysis, which are highly valued in both higher education and the workplace.

By the end of Level 4, you'll have a solid grasp of leadership and management principles, along with a well-rounded set of subject-specific and general skills applicable to key business areas.

Year 2 (Level 5) then builds on this foundation, preparing you for managerial-level roles. It focuses on enhancing business performance through strategic business planning to achieve key objectives while developing your understanding of managing business functions effectively. This prepares you to excel in lower to middle management positions, equipping you with the skills to contribute to business success and growth.

## What will this course cost me?

For information about our higher education course fees please [click here](#).

You may be eligible for a loan from the [Student Loan Company](#) to pay your student fees directly to the College, and when you start to repay will depend upon your earnings and whether you studied full or part-time.

You may also be eligible for help with living costs through maintenance loans and grants. Further details can also be found on the [Government website](#). This money will be paid to you, and can be used to settle any accommodation or transport fees due to the College.

There is also additional support available for students with disabilities, and the College's Learning Support Tutor can help you with the application process.

## What does a typical week look like?

### Part-time study

You will be in college one day per week where you will take part in lectures, workshops and academic tutorial support. Alongside your on-campus studies you will also be required to complete online learning at home or work.

## How will I be assessed?

These qualifications are assessed using the following methods:

1. Centre-developed internal assignments that are set and assessed by Centres
2. Pearson-set assignments, which are set by Centres in line with our guidelines and graded by Centres.
3. Assignments may include: Written reports, formal presentations, academic poster, practical assignment.

## Where can it lead to?

The Level 4 Higher National Certificate provides a solid foundation in leadership and management, which you can then build upon if you decide to continue your studies into Level 5.

The Level 5 Higher National Diploma will allow you to progress to degree-level study, or into employment at lower/middle management roles.

Possible degree programmes related to this qualification include:

- BA (Hons) Leadership and Management for Business
- BA (Hons) Business Studies with Leadership and Management
- BA (Hons) Business Management
- BA Business and Human Resource Management
- BA (Hons) Global Business Management
- BSc (Hons) Digital Business Management.

## What are the entry requirements for this course?

- BTEC Level 3 Extended Diploma in Business Management (Merit grade profile, e.g. MM/MMM)
- Other related Level 3 qualification in Business Management
- An Access to Higher Education Diploma for an approved further education institution.
- Mature learner working in the industry with GCSE grades at A\*- C and /or 9-4 (or equivalent) in subjects to include English and Maths. Subject to individuals.
- An international equivalent to the above qualifications

## Good to know

These Higher Technical Qualifications (HTQs) are designed with successful employment in mind, with the curriculum developed in conjunction with employer in several ways:

- They are involved designing the courses from developing the structure, to selecting subjects, developing content and approving qualifications.
- They help us deliver qualifications, such as masterclasses, speakers/workshops and work experience opportunities.
- They review and update the qualifications to meet occupational standards and provide supporting material, such as case studies, to reflect the real world of work.

Visit this course on our website: <https://www.moulton.ac.uk/courses/phclm/leadership-and-management-higher-national-certificate-higher-national-diploma-level-4>

For further information please contact the college: <https://www.moulton.ac.uk/contact>