

# Leadership & Management

## Higher National Certificate

STUDY MODE  
Full time

LOCATION  
Moulton

LEVEL  
Level 4

START DATE  
Sept 2025

DURATION  
1 year



The HND offer will support students in preparing for a range of employment opportunities that are aligned to the L5 Occupational Standard for Operations or Departmental Manager.

Year one (L4 HNC) is designed to reflect Operational Management level (L4) where graduates are able to perform key business functions and tasks, understand processes and operations and work as effective, skilled operatives.

Year two (L5 HND) is designed to reflect Managerial level (L5). Graduates are able to enhance business performance through strategic business planning to meet and fulfil business aims and objectives. Graduates will also have an understanding of managing business functions to work effectively in lower/middle management positions.

## What will I learn on the course?

Year 1 (level 4) units lay the foundations of learning by providing a broad introduction to business and different business functions. This develops and strengthens core skills while preparing you for study at Level 5 or to enter employment and management with the knowledge, skills and behaviours necessary for job roles that require some personal responsibility. You will gain a wide range of business knowledge tied to practical skills gained through research, independent study, directed study and workplace scenarios. You will also be involved in vocational activities that help you to develop vocational behaviours (the attitudes and approaches required for a competence) and transferable skills.

Transferable skills are those such as communication, teamwork, research and analysis, which are highly valued in higher education and the workplace.

By the end of Level 4, you will have sound knowledge of the basic concepts of leadership and management. You will be competent in a range of subject-specific skills as well as general skills and qualities relevant to key areas of business.

## 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?

### Full-time study

You will be in college two days per week which will include lectures, workshops and academic tutorial support. In addition there will be work to complete through online learning which can be done at a time to suit you.

### 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?

The HNC and HND 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?

Upon successful completion of this course you could progress on to BA (Hons) Leadership and Management for Business\*, BA (Hons) Business Management, BA (Hons) Global Business Management\* from 2026.

\* Not currently offered at Moulton

You could also progress into employment in the Business Sector - roles may include Operations Manager, Regional Manager, Divisional Manager, Department Manager and Specialist Managers.

## 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 are designed with successful employment in mind, with the curriculum developed in conjunction with employer in several ways:

- They are involved designing the HND 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 HND qualification 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-level-4>

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