



QUALIFI

SUCCESS THROUGH LEARNING
RECOGNISED WORLDWIDE

Qualifi Level 7 Diploma in Project Management

Qualification Specification

August 2022

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About QUALIFI

QUALIFI is recognised and regulated by Ofqual (Office of Qualifications and Examinations Regulator). Our Ofqual reference number is RN5160. Ofqual regulates qualifications, examinations, and assessments in England.

As an Ofqual recognised Awarding Organisation, QUALIFI is required to carry out external quality assurance to ensure that centres approved for the delivery and assessment of QUALIFI's qualifications meet the required standards.

Why Choose QUALIFI Qualifications?

QUALIFI qualifications aim to support learners to develop the necessary knowledge, skills and understanding to support their professional development within their chosen career and or to provide opportunities for progression to further study.

Our qualifications provide opportunities for learners to:

- apply analytical and evaluative thinking skills
- develop and encourage problem solving and creativity to tackle problems and challenges
- exercise judgement and take responsibility for decisions and actions
- develop the ability to recognise and reflect on personal learning and improve their personal, social, and other transferable skills.

Employer Support for the Qualification Development

During the development of this qualification QUALIFI consults with a range of employers, providers, and existing centres (where applicable) to ensure rigour, validity and demand for the qualification and to ensure that the development considers the potential learner audience for the qualification and assessment methods.

Equality and Diversity

QUALIFI's qualifications are developed to be accessible to all learners who are capable of attaining the required standard. QUALIFI promotes equality and diversity across aspects of the qualification process and centres are required to implement the same standards of equal opportunities and ensure teaching and learning are free from any barriers that may restrict access and progression.

Learners with any specific learning need should discuss this in the first instance with their approved centre who will refer to QUALIFI's Reasonable Adjustment and Special Consideration Policy.

Qualification Title and Accreditation Number

This qualification has been accredited to the Regulated Qualification Framework (RQF) and has its own unique Qualification Accreditation Number (QAN). This number will appear on the learner's final certification document. Each unit within the qualification has its own RQF code. The QAN for this qualification is as follows:

QUALIFI Level 7 Diploma in Project Management 610/1342/0

Qualification Aims and Learning Outcomes

Aims of the QUALIFI Level 7 Diploma in Project Management

The aim of the QUALIFI Level 7 Diploma in Project Management is to help develop the learners' knowledge, understanding and skills required to deal with the complexities of leadership and strategic management in a business context, and to develop their ability to lead change in organisations.

The Qualifi Level 7 Diploma in Project Management aims to give learners the opportunity to:

1. Apply theoretical understanding of management to complex and current business issues with a view to improving business practice
2. Reflect critically upon leadership skills and there by allow learners to prepare for senior roles of Project Management within their organisation.
3. Develop a lifelong learning attitude to education and training
4. Gain a critical insight into contemporary research and leading-edge practice within the field of Project Management
5. Develop considerable autonomy in their learning and enhance their ability to plan and implement consultancy projects in a group context
6. Generate originality and enterprise in approaching complex PR issues
7. Demonstrate self-direction, initiative and autonomy in research and scholarship towards a new contribution to knowledge in a chosen field of management.

Learning Outcomes of the QUALIFI Level 7 Diploma in Project Management

The overall learning outcomes of the qualification are for learners to:

1. To understand and apply the principles of project management in a business environment
2. Review and apply the principles of project management within industry
3. To understand and apply the principles of project management in a specific

- environment
4. To improve the employability of learners by allowing them to explore the relationship between theories and their practical application in the business world.
 5. Analyse problem solving techniques specific to business and industry
 6. Select, collate, review and analyse information from a wide range of sources
 7. Work independently and as part of a team
 8. Manage one's own personal development and growth.

The learning outcomes and assessment criteria for each unit are outlined in the unit specifications.

Delivering the Qualification

External Quality Assurance Arrangements

All centres are required to complete an approval process to be recognised as an approved centre. Centres must have the ability to support learners. Centres must commit to working with QUALIFI and its team of External Quality Assurers (EQAs). Approved Centres are required to have in place qualified and experienced tutors, all tutors are required to undertake regular continued professional development (CPD).

Approved centres will be monitored by QUALIFI External Quality Assurers (EQAs) to ensure compliance with QUALIFI requirements and to ensure that learners are provided with appropriate learning opportunities, guidance, and formative assessment.

QUALIFI's guidance relating to invigilation, preventing plagiarism and collusion will apply to centres.

QUALIFI, unless otherwise agreed:

- sets all assessments;
- moderate's assessments prior to certification;
- awards the final mark and issues certificates.

Learner Induction and Registration

Approved Centres should ensure all learners receive a full induction to their study programme and the requirements of the qualification and its assessment.

All learners should expect to be issued with the course handbook and a timetable and meet with their personal tutor and fellow learners. Centres should assess learners carefully to ensure that they are able to meet the requirements of the qualification and that, if applicable, appropriate pathways or optional units are selected to meet the learner's progression requirements.

Centres should check the qualification structures and unit combinations carefully when advising learners. Centres will need to ensure that learners have access to a full range of information, advice and guidance to support them in making the necessary qualification and unit choices. During

recruitment, approved centres need to provide learners with accurate information on the title and focus of the qualification for which they are studying.

All learners must be registered with QUALIFI within the deadlines outlined in the QUALIFI Registration, Results and Certification Policy and Procedure.

Entry Criteria

Approved centres are responsible for reviewing and making decisions as to the applicant's ability to complete the learning programme successfully and meet the demands of the qualification. The initial assessment by the centre will need to consider the support that is readily available or can be made available to meet individual learner needs as appropriate.

The qualification has been designed to be accessible without artificial barriers that restrict access. For this qualification, applicants must be aged 19 or over and will be expected to hold the following:

- Level 6 Qualification or;
- First Degree.

In the case of applicants whose first language is not English, then IELTS 6 (or equivalent) is required. International qualifications will be checked for appropriate enrolment to UK higher education postgraduate programmes where applicable. The applicants are normally required to produce two supporting references, at least one of which should preferably be academic.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so do not need to develop through a course of learning.

QUALIFI encourages centres to recognise learners' previous achievements and experiences whether at work, home or at leisure, as well as in the classroom. RPL provides a route for the recognition of the achievements resulting from continuous learning. RPL enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units, or a whole qualification.

Evidence of learning must be valid and reliable. For full guidance on RPL please refer to QUALIFI's *Recognition of Prior Learning Policy*.

Data Protection

All personal information obtained from learners and other sources in connection with studies will be held securely and will be used during the course and after they leave the course for a variety of purposes and may be made available to our regulators. These should be all explained during the enrolment process at the commencement of learner studies. If learners or centres would like a more detailed explanation of the partner and QUALIFI policies on the use and disclosure of personal information, please contact QUALIFI via email support@QUALIFI-international.com

Learner Voice

Learners can play an important part in improving the quality through the feedback they give. In addition to the on-going discussion with the course team throughout the year, centres will have a range of mechanisms for learners to feed back about their experience of teaching and learning.

Professional Development and Training for Centres

QUALIFI supports its approved centres with training related to our qualifications. This support is available through a choice of training options offered through publications or through customised training at your centre.

The support we offer focuses on a range of issues including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing learner-centred learning and teaching approaches
- building in effective and efficient quality assurance systems.

Please contact us for further information.

Progression and Links to other QUALIFI Programmes

Completing the **QUALIFI Level 7 Diploma in Project Management** will enable learners to progress to:

- QUALIFI Level 8 Diploma.
- University to complete a Master's Degree.
- Employment in an associated profession.

Qualification Structure and Requirements

Credits and Total Qualification Time (TQT)

The QUALIFI Level 7 Diploma in Project Management is made up of [enter credit value] credits which equates to hours [enter TQT value] of TQT.

Total Qualification Time (TQT): is an estimate of the total amount of time that could reasonably be expected to be required for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Examples of activities that can contribute to Total Qualification Time includes: guided learning, independent and unsupervised research/learning, unsupervised compilation of a portfolio of work experience, unsupervised e-learning, unsupervised e-assessment, unsupervised coursework, watching a prerecorded podcast or webinar, unsupervised work-based learning.

Guided Learning Hours (GLH): are defined as the time when a tutor is present to give specific guidance towards the learning aim being studied on a programme. This definition includes lectures, tutorials and supervised study in, for example, open learning centres and learning workshops, live webinars, telephone tutorials or other forms of e-learning supervised by a tutor in real time. Guided learning includes any supervised assessment activity; this includes invigilated examination and observed assessment and observed work-based practice.

Rules of Combination for QUALIFI Level 7 Diploma in Project Management

The QUALIFI Diploma in Project Management is a Level 7 Qualification made up of 120 credits. All Units are mandatory.

Unit Reference	Mandatory Units	Level	TQT	Credits	GLH
J/650/3755	Planning, Controlling and Leading a Project	7	300	30	120
L/650/3757	Procurement Risk and Contract Management	7	300	30	120
R/650/3759	Project and Logistics Management	7	200	20	80
A/650/3760	Operations and Information Management for Project Managers	7	200	20	80
D/650/3761	Research Methods for project management	7	200	20	80

Achievement Requirements

Learners must demonstrate they have met all learning outcomes and assessment criteria for all the required units to achieve this qualification. QUALIFI will issue certificates to all successful learners via their registered centres.

Awarding Classification/Grading

This qualification grading is Pass/Fail.

All units will be internally assessed through written assignment, internally marked by the QUALIFI approved centre and subject to external quality assurance by QUALIFI.

Assessment Strategy and Methods

QUALIFI will provide assessments for each unit of this qualification. These tasks will address all learning outcomes and related assessment criteria, all of which must be demonstrated/passed in order to achieve the qualification.

The tasks will enable learners to draw on work-related information and/or examples wherever possible. Some assessment tasks will contain a practical assignment which will require observation by an assessor, see Assessment Guidance for further information.

The assessment tasks will require learners to draw on real organisational information or case studies to illustrate their answers. To support this activity during the programme of learning, centres are required to make sure that they include case studies of relevant organisations and, wherever possible, encourage learners to draw on work-place opportunities to undertake research and investigation to support their learning.

QUALIFI provide a Candidate Workbook for each unit that learners should use to record their answers and/or cross-reference any supporting evidence relating to a practical task. Approved centres should request a copy of the assessment workbook.

Learner assessments will be internally marked by the approved centre and will be subject to external moderation by QUALIFI prior to certification.

Unit Specifications

Unit DPM701 : Planning , Controlling and Leading a Project

Unit code: J/650/3755

RQF level: 7

Aim

This unit will introduce learners to the reality of project development and management. It will also introduce learners to the difficulties of project management in the global corporate environment. Its goal is to encourage critical thinking regarding project management as complex, process-based cultural systems that are always evolving thanks to the efforts of high-performing teams.

Understanding effective project management is becoming increasingly important as a growing number of businesses engage in project development and management operations. The duties and responsibilities of project team members will be taught to students. The study of various levels of management abilities will focus on success factors, monitoring, and control.

Learning Outcomes and Assessment Criteria

Learning Outcomes When awarded credit for this unit, a learner will:	Assessment Criteria Assessment of this learning outcome will require a learner to demonstrate that they can:
1 Be aware of the concept and principles of project management in the workplace.	1.1 Evaluate project management's role in accomplishing business goals. 1.2 Analyse how to apply important project management concepts and principles in various business settings. 1.3 Evaluate business objectives to identify viable projects.
2. Be able to create methods and plans for launching, managing, and leading initiatives.	2.1 Evaluate major project management leadership and management theories. 2.2 Define the project manager's position and responsibilities for a project. 2.3 Create a project organogram that identifies important project team members' roles. 2.4 Determine the financial resources

	<p>available for a project.</p> <p>2.5 Determine whether a proposed project is feasible.</p> <p>2.6 Create a detailed project plan that includes high-level time, resource, and cost estimates that fulfill agreed-upon milestones.</p>
3: Be able to assess the effectiveness of project management team communication.	<p>3.1 Evaluate the major aspects of a project communication plan.</p> <p>3.2 Assess the benefits of a project communication plan to project stakeholders.</p> <p>3.3 Analyse the factors that can influence communication over the life of a project.</p>
4. Be able to create project monitoring and management procedures.	<p>4.1 Assess risk factors that may obstruct project completion.</p> <p>4.2 Create procedures and measurements to track and evaluate a project's status and development.</p> <p>4.3 Create contingency plans to assist reduce unexpected project delays.</p>
5. Understand how to close and review the completion of a project.	<p>5.1 Analyse the project's final stages.</p> <p>5.2 Evaluate the value of project evaluation.</p>

Suggested Resources

Kerzner, H. (2017). Project Management: a systems approach to planning, scheduling, and controlling. Hoboken, New Jersey: John Wiley & Sons, Inc.

Burke, R. (2013). Project Management: planning and control techniques. Hoboken, N.J.: Wiley; Chichester.

Meredith, J.R., Shafer, S.M. and Mantel, S.J. (2019). Project Management: a managerial approach. Milton Qld: John Wiley & Sons Australia, Ltd.

Unit DPM702 : Procurement Risk and Contract Management

Unit code L/650/3757

RQF level: 7

Aim

This unit aims to help learners understand the fundamentals of procurement as well as the importance of detecting and managing procurement and contract management risks. Learners will also get a critical grasp of diverse procurement legislation frameworks and evaluate risk assessment frameworks in the procurement environment.

Learning Outcomes and Assessment Criteria

Learning Outcomes When awarded credit for this unit, a learner will:	Assessment Criteria Assessment of this learning outcome will require a learner to demonstrate that they can:
1 Understand the fundamentals of contract management and procurement.	1.1 Define contract management and procurement. 1.2 Analyse procurement and contract management principles as they apply to a major multinational corporation. 1.3 Assess the significance of environmentally friendly procurement.
2: Be able to assess the procurement operating environment and legislation critically.	2.1 Evaluate the impact of legislative frameworks on public and private sector procurement. 2.2 Evaluate the European Union's procurement function. 2.3 Assess the significance of creating "Contract Procedure Rules" and adhering to financial restrictions.
3: Understand how procurement activities are managed.	3.1 Evaluate the fundamental concepts and applications of category management. 3.2 Evaluate the influence of technology on procurement operations critically. 3.3 Analyse the usage of electronic contract opportunities advertising and electronic tendering.

	3.4 Analyse the numerous hazards that come with e-tendering.
4. Understand the procurement and contract management risk management processes.	4.1 Assess the procurement and contract management risk management variables. 4.2 Assess risk assessment frameworks in relation to procurement

Suggested Resources

Carter, R., Kirby, S. and Oxenbury, A. (2012). Practical contract management. Cambridge: Cambridge Academic.

Crocker, B., Baily, P.J.H., Farmer, D. and Jessop, D. (2015). Procurement principles and management. Harlow, United Kingdom: Pearson Education.

Lysons, K. and Farrington, B. (2016). Procurement and supply chain management. Boston: Pearson.

Unit DPM703 : Project and Logistics Management

Unit code: R/650/3759

RQF level: 7

Aim

The aim of this unit is to teach learners about portfolio management and the features that go with it. The need of having a Project Management Office will also be discussed, as well as the stages of developing a successful project management office.

The supply chain ecosystem will also be examined, as well as IT frameworks appropriate for logistics and supply chain difficulties.

Learning Outcomes and Assessment Criteria

Learning Outcomes When awarded credit for this unit, a learner will:	Assessment Criteria Assessment of this learning outcome will require a learner to demonstrate that they can:
1 Identify the characteristics and goals of project, program, and portfolio management.	1.1 Evaluate the characteristics and goals of program and project management. 1.2 Define portfolio management principles. 1.3 Analyse the distinctions between programs and portfolios. 1.4 Assess the relationship between portfolio management and corporate strategy. 1.5 Assess the effectiveness of different portfolio selection tools and techniques.
2 Be able to evaluate the necessities for establishing a Project Management Office.	2.1 Evaluate the Project Management Office's advantages. 2.2 Evaluate the deployment of a project management office structure with different levels. 2.3 Evaluate the stages of developing and implementing the Project Management Office.
3: Understand the global supply chain ecology.	3.1 Define the ecosystem of the global supply chain. 3.2 Analyse how to create a map of the global

	<p>supply chain ecosystem.</p> <p>3.3 Analyse how the ecosystem framework is applied to supply chain analysis.</p> <p>3.4 Evaluate the relationship between modern production and services.</p>
<p>4: Understand the importance of information technology in logistics and supply chain management.</p>	<p>4.1 Evaluate the logistics and information systems interaction.</p> <p>4.2 Evaluate critical success factors (CSF) for logistics IT integration.</p> <p>4.3 Create a framework that integrates information technology into the total logistics system.</p>

Suggested Resources

Ayers, J.B. (2010). Supply chain project management: a structured collaborative and measurable approach. Boca Raton: Crc Press.

Christopher, M. (2011). Logistics & Supply Chain Management. Harlow: Financial Times Prentice Hall.

Cousins, P. (2008). Strategic Supply Management: Principles, Theories and Practice. Harlow: Financial Times Prentice Hall.

Coyle, J.J., Langley Jr., C.J., Gibson, B.J., Novack, R.A. and Bardi, E.J. (2013). Supply Chain Management: A Logistics Perspective. 9th Edition., South-Western Aus.: Cengage Learning.

Mangan, J. and Lalwani, C. (2016). Global logistics and supply chain management. Chichester: John Wiley & Sons, Inc.

Unit DPM704 : Operations and Information Management for Project Managers

Unit code: A/650/3760

RQF level: 7

Aim

The aim of this unit is to build a critical awareness of project management operations and information systems. The influence of modern circumstances on interrelationships within functional sectors will be investigated.

Learners will analyse the importance of inventory management using information systems and inventory scheduling in connection to organizational strategy and capacity to plan for items.

Learning Outcomes and Assessment Criteria

Learning Outcomes When awarded credit for this unit, a learner will:	Assessment Criteria Assessment of this learning outcome will require a learner to demonstrate that they can:
1 Be able to evaluate the role of operations management in a company.	1.1 Analyse the similarities and differences between production and service operations 1.2 Analyse the interactions between major organizational functional areas 1.3 Evaluate a variety of operations management theories. 1.4 Evaluate the operations function and the operations manager's responsibilities. 1.5 Evaluate current business concerns that affect operations management.
2 Understand product and service strategic capacity planning.	2.1 Evaluate the value of capacity planning. 2.2 Evaluate approaches to defining and assessing capacity. 2.3 Assess the elements to be taken into account when selecting whether to run in-house or outsource. 2.4 Analyse the steps involved in resolving constraint problems.

<p>3 Understand the requirements for using information technology to manage inventory effectively.</p>	<p>3.1 Assess the importance and character of inventories.</p> <p>3.2 Evaluate the need for efficient inventory management.</p> <p>3.3 Assess the effectiveness of the AB-C inventory management method.</p> <p>3.4 Analyse the Economic Order Quantity (EOQ) model's concepts and assumptions.</p> <p>3.5 Evaluate the assumptions of the single-period model.</p>
<p>4 Understand scheduling operations for project managers.</p>	<p>4.1 Evaluate what scheduling entails and its role and importance.</p> <p>4.2 Evaluate the hierarchies of product and service scheduling.</p> <p>4.3 Assess the methods for scheduling service systems.</p> <p>4.4 Evaluate the effectiveness of ways of solving a variety of difficulties that arise in service systems.</p>
<p>5. Understand project quality management systems.</p>	<p>5.1 Evaluate the effectiveness of resources, tools, and systems that can aid in the quality management of a project.</p> <p>5.2 Evaluate the application of quality assurance frameworks that could be used on a project.</p>

Suggested Resources

Stevenson, W.J., Mehran Hojati and Cao, J. (2022). Operations management. Whitby, Ontario: Mcgraw Hill Education

Mcmanus, John and Wood-Harper, Trevor (2004) Information systems project management: methods, tools, and techniques. Pearson Education Financial Times Press. ISBN 0273646990

Chapman, R. J. (2019). The rules of project risk management: Implementation guidelines for major projects. Routledge.

Zwikael, O., & Smyrk, J. R. (2019). Project Management: A Benefit Realisation Approach. Springer

Unit DPM705 : Research Methods for Project Management

Unit code: D/650/3761

RQF level: 7

Aim

The unit's aim is to give learners the practical, technical, and methodological abilities they need to undertake independent research for their research project and management in general.

The unit recognises that conducting research necessitates the development of both specific and generic research skills, such as an understanding of the research design process, different techniques for conducting research in business and management studies and an appreciation of the ethical and social implications of high-value research. As researchers and/or intended practitioners, learners will be able to build critical awareness of key research abilities through this subject.

Learning Outcomes and Assessment Criteria

Learning Outcomes	Assessment Criteria
When awarded credit for this unit, a learner will:	Assessment of this learning outcome will require a learner to demonstrate that they can:
1. Develop research methodologies in an environment that is appropriate for the task.	1.1 Evaluate relevant research issues. 1.2 Develop and justify acceptable research aims and objectives. 1.3 Analyse, choose and justify research methods.
2. Be able to conduct a critical review of literature on a business study topic.	2.1 Evaluate theoretical approaches to a research subject. 2.2 Conduct a thorough and structured critical literature review in accordance with the research plan.
3. Be able to create research methodologies that are suited for the situation.	3.1 Evaluate suitable research methodologies in order to reflect the study aims. 3.2 Develop a suitable approach for a given population in terms of study aims. 3.3 Within agreed-upon ethical norms, justify the approach chosen in terms of the

	study objectives.
4 Be able to write and present a research proposal.	<p>4.1 Formulate a research question, conduct a literature evaluation, and develop a technique in accordance with the research plan.</p> <p>4.2 Propose approaches for collecting and analysing quantitative and qualitative data that are appropriate to the research topic.</p> <p>4.3 Use means to present the proposal that are appropriate to the research topic.</p>

Suggested Resources

Bryman, Alan and Emma Bell (2015). Business Research Methods (4th ed.). Oxford: Oxford University Press

Chilsa, B. (2012) Indigenous Research Methodologies. London: Sage

Denzin, N.K., Lincoln Y.S., and Tuhiwai Smith, L. (2008, Eds.) Handbook of Critical and Indigenous Methodologies London: Sage

Hantrais, Linda (2009). International Comparative Research: Theory, Methods and Practice. Basingstoke and New York: Palgrave

Piekkari, R. and Welch, C. (2011, Eds.): Rethinking the Case Study in International Business and Management Research, Cheltenham, UK: Edward Elgar

Marschan-Piekkari, R. and Welch, C. (2004, Eds.): Handbook of Qualitative Research Methods for International Business, Cheltenham, UK and Northampton, MA: Edward Elgar

Neuman, W.L. (2011) Social research methods: qualitative and quantitative approaches. Boston and London: Pearson Education.

Saunders, M., Lewis, P., & Thornhill, A. (2003). Research methods for business learners. Essex: Prentice Hall: Financial Time

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