

Leadership and Management Higher National Certificate (HTQ)

Course Overview

Our Higher National Certificate (HNC) in Leadership and Management is equal to the year 1 of a Degree (Level 4) and aims to develop you into an independent-thinking professional who can meet the demands of employers and adapt to a constantly changing business world. This programme is taught over 30 weeks, with approximately 14 hours completed each week. Delivered by experienced staff, the selection of HNC units provides core insight into leadership and different business management functions suited to many types of industries. A flexible approach to teaching and learning ensures that lectures, workshops, and academic and pastoral tutorials help support you along your academic journey. This course seeks to widen your access to higher education and to improve career prospects by developing core skills and knowledge that prepare you to enter employment with the qualities necessary for job roles that require some personal responsibility. After completing the 1 year HNC course you are also able to progress onto the level 5 Higher National Diploma (HND) in Leadership and Management, to give you more advanced knowledge, employability skills and behaviours.

What you will learn

In year one, the modules lay the foundations of learning by providing a broad introduction to business and different business functions. Modules will include the contemporary business environment, marketing, human resources, leadership and management, accounting, business projects, planning and management, and digital business. You will gain a wide range of business knowledge tied to practical skills gained through research, independent study, directed study and workplace scenarios. There is also the opportunity to become involved in activities that help develop vocational behaviours (the attitudes and approaches required for 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, students will have sound knowledge of the basic concepts of leadership and management. They will be competent in a range of subject-specific skills as well as general skills and qualities relevant to key areas of business.

Once you have completed year one successfully (HNC), you will then be able to re-apply and progress onto the second year of the course to complete the HND (HTQ) in Leadership and Management. The modules you will complete in year two will be - organisational behaviour management, managing and leading change, principles of operations management, strategy, information technology systems, developing individuals, teams and organisations, communications and relationship management and data analytics and insights.

Entry Requirements

Standard entry to this course requires references, and four GCSEs at grade 4 or above, including English and maths (or level 2 Functional Skills). A minimum of grade 4/5 for maths would be an advantage due to course content. Consideration will be given to all applicants for 19 who hold equivalent English and maths qualifications. Due to the nature of this programme, you may be invited to attend an interview. Where necessary other means of an interview (i.e. telephone, web-based) can be arranged.

How you will be assessed

Formal assessment will be completed through several short tasks to help build your academic knowledge and practice. There are a variety of graded assessment methods at module level utilised in this programme which include report writing, presentations, live projects and case studies. These assessments will count towards your final grade and on average there are one to two assessments for each module, spread throughout the academic year.

Course Progression

As a successful graduate from this programme, you can then progress from year one (HNC) to year two (HND) (HTQ). Many of our students choose to go straight into employment and have successfully gained roles in management, especially in business, marketing, events management, supervisory, team leader or deputy roles. Our independent careers advisors are available on campus and can give you information, advice and guidance on your next steps.

What Happens Next

Applications to our full-time undergraduate courses must be made through UCAS using the course code C8073, institution code L36 and apply for a student loan. 32 UCAS points are required. You can then continue to study with us on a level 5 higher technical qualification, after completing year one. This course will give you further insight and knowledge on business-related topics that can then be further pursued at either university or within the world of work. Alternatively, you may decide to pursue an apprenticeship or employment. Apply online via the College website. You will need details of your qualifications and employment history, a reference, and a personal statement to complete your application. Once your application has been successfully processed, you will be sent a conditional offer and be invited to a welcome event at the College to meet your tutors, learn more

Course Details

Course Code	P00545
Start Date	28/09/2026
Study Hours	Full Time
Duration	1 year
Campus	Abbey Park Campus
Level	4

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about your chosen course of study and tour the facilities. You will then need to confirm your acceptance of the course offered to you.