

A centre's guide to Level 4 Higher Professional Diploma in Information Management Using ICT



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In the ever changing world of IT Management, IT professionals need to keep themselves marketable.

The **Higher Professional Diploma in Information Management Using ICT** will help candidates to analyse their skills and identify areas of weakness. These can then be addressed with units covering sought-after skills and knowledge from the course's range of mandatory and optional units. The areas covered include project management, databases, networking technologies and future technology trends.

What is a Higher Professional Diploma (HPD)?

HPDs are qualifications at level four in the National Qualifications Framework. They are taught courses with a clear vocational focus, which seek to provide access to vocational qualifications for those wishing to continue their professional development beyond level 3. HPDs are geared to the needs of the industry and can thus provide the knowledge and understanding that will enable individuals to reach the top of their profession.

What does this HPD involve?

The qualification is composed of the following **mandatory units**:

- Project Management
- Develop ICT for Information Management
- Support Organisational Management
- Extra Value from ICT Investment
- Applying ICT to Manage Strategic Information
- Applying ICT to Optimise Business Operations

Candidates must then choose **six** of these units:

- Applying ICT to Manage Financial Information
- Applying ICT to Manage Marketing Information
- Applying ICT to Manage Support Services Information
- Provide ICT Solutions for Financial Operations
- Provide ICT Solutions for Marketing Operations
- Provide ICT Solutions for Support Services Operations
- Evaluate ICT Applications in Marketing
- Evaluate ICT Applications in Support Services
- Evaluate ICT Applications in Product/Service Delivery

Candidates can achieve single units and gain recognition for them separately, enabling them to focus on their speciality. Assessment is via assignment rather than written examinations, so candidates can easily continue working while they study.

The syllabus is designed to be compatible with part-time, evening, or day release modes of study, but is also suitable for full-time study if required. Normal guided working hours would be six and a half hours per week over two years.

Does the qualifications from part of a recognised framework?

The qualification is accredited by the Qualifications Curriculum Authority at level 4 and is therefore eligible for funding. HPDs can also form the first part of a foundation degree.

Achieving a higher level qualification also provides the opportunity to gain a Senior Award. If you achieve a Higher Professional Diploma and have five years vocational experience you could be eligible for the Licentiate (LCGI) in Management. For more information on Senior Awards please log onto

www.city-and-guilds.co.uk/seniorawards

Are there any other qualifications that may be of interest?

Level 4 Higher Professional Diploma in for IT Practitioners

A separate centre's guide is available for this award.

What's the next step?

If you are an existing City & Guilds approved centre you will need to complete a scheme approval form. If you are not an existing centre you should contact your nearest City & Guilds regional office where staff will guide you through the process.

How can I find out more?

You can find out more by contacting the Higher Level Qualifications Department at:

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If you are asked for a scheme number please quote 4447

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Key points

- Nationally recognised level 4 qualification
- Can form part of a related Foundation Degree or attract CATS points
- Suitable for senior practitioners and managers