

BUSINESS MANAGEMENT COURSE – LEVEL 2 AWARD



The **Business Management Level 2 Course** is designed for people seeking to understand and apply the principles of managing staff and resources in a variety of businesses.

The course is particularly suited to the general manager with responsibility for a small organisation or a department, needing a broad understanding of management techniques.

Objectives:

The Objectives of the Course are to:

- Define the need for keeping books.
- Define the manager's role.
- Describe techniques for managing resources effectively.
- List the legal requirements of recruiting staff.
- Describe techniques for retaining and parting with staff.
- Monitor and review staff performance.
- Apply good practice in developing staff.
- Define equal opportunities legislation requirements.
- Apply good practice in disciplining staff.
- Understand techniques for managing time effectively.
- Use methods of dealing with stress and crises.

On successful completion of the course you will receive a recognised level 2 award (Comparable to working at GCSE or NVQ Level 2).

The Course Includes the Following Units:-

➤ Unit One – Effective Management

The following topics are covered: The Manager's Role, Managing yourself, Managing people, Managing information and Managing finance.

➤ Unit Two – Employing People

The following topics are covered: Recruiting staff, Legal aspects of employment, Keeping staff and Parting with staff.

➤ Unit Three – Performance Management

The following topics are covered: Performance Management, Contracts of Employment, Equal Opportunities, Disciplinary Management, Categorising Conduct and Managing Assertiveness.

Price:
£250.00

Instalment Options:
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £100.00, followed by 3 monthly payments of £50.00.

Course Format:
Paper Based Course Materials

Assessment:
Coursework

Approximate Study Time:
80 Hours of Self Study

➤ Unit Four – Time, Stress and Crisis Management

The following topics are covered: Evaluating your situation, Time balance techniques, Stress, Relaxation, Crises and Time management techniques.

Pre-Requirements:

There are no particular entry requirements.

Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

Assessment:

You will be assessed on coursework which is detailed in the course materials. Most coursework consists of short paragraph answers to set questions. Your work can be sent back to your course tutor by email or by post.

Qualification:

The award is gained from successfully completed coursework so there is no exam to complete.

On successful completion of this course, students will receive a **Level 2 Business Management Award**.

This award has been independently accredited at a level of learning equivalent to level 2 on the National Qualifications Framework (NQF) and is comparable to working at GCSE or NVQ Level 2.



The award is issued through NCFE. NCFE is recognised as an awarding body by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.