

SUPERVISORY DEVELOPMENT COURSE – LEVEL 2 AWARD



The **Supervisory Development - Level 2 Course** is designed for people who wish to gain an understanding of the principles and practices of Supervisory development.

The objectives of the course are to provide a development opportunity which teaches the broad concepts of supervision for people taking on, or planning to take on, a supervisory role in their work environment.

The Course Includes the Following Units:-

- **Unit 1: The Role of the Supervisor in the Management of Others**
- **Unit 2: Effective Time Management**
- **Unit 3: The Recruitment and Selection of Staff**
- **Unit 4: Supervising the Section or Department**
- **Unit 5: Effective Communication**
- **Unit 6: Basic Finance for the Supervisor**
- **Unit 7: Analysing Training Needs for Staff**
- **Unit 8: Personal Development**

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 Supervisory Development 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.

Price:
£195.00

Instalment Options:

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £75.00, followed by 3 monthly payments of £40.00.

Course Format:

Paper Based Course Materials

Assessment:

Coursework

Approximate Study Time:

80 Hours of Self Study



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