

MANAGEMENT STUDIES COURSE – LEVEL 3 AWARD



The **Management Studies - Level 3 Course** is designed for people who wish to understand the principles and practices of management and their business applications.

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and study guide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Objectives:

The Objectives of the Course are to:

- Understand the role and responsibilities of a manager.
- Delegate authority and monitor and appraise the results.
- Effectively manage each stage of a project.
- Understand how to recruit and train new staff.
- Understand the importance of monitoring staff performance and how to coach staff through each performance cycle.
- Effectively manage time and reduce workplace stress.

On successful completion of the course you will receive a recognised level 3 award (Comparable to working at A Level or NVQ Level 3).

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 – Project Management

The following topics are covered: What is Project Management?; Initiation of the Project; Planning of the Project; Choosing and Motivating the Team Players within the Project; Monitoring the Project; and Finalising the Project.

➤ Unit Three – Delegating Responsibility and Authority

The following topics are covered: Understanding delegation; Analysis; Appointment; Briefing; Monitoring and Control; and Appraisal.

➤ Unit Four – Time, Stress & Crisis Management

The following topics are covered: Evaluate; Time Balance; Stress; Relaxation; Crisis Management; and Time Management Techniques.



Price:
£350.00

Instalment Options:

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £155.00, followed by 3 monthly payments of £65.00.

Course Format:

Paper Based Course Materials

Assessment:

Coursework

Approximate Study Time:

100 Hours of Self Study

➤ **Unit Five – Employing People**

The following topics are covered: Recruiting Staff; How to Interview People; Keeping Staff; Parting with Staff; Legal Aspects of Employment; and Paying People.

➤ **Unit Six – Performance Management**

The following topics are covered: The Importance of Monitoring and Recording Performance; Performance Agreement; Performance Plan; Monitor and Review; Performance Review; and Performance Management in Conclusion.

➤ **Unit Seven – Coaching & Mentoring**

The following topics are covered: Understanding Coaching; Review Progress, Give Feedback and Identify Areas for Improvement; When to Coach; Tools of coaching; A Development Plan; Provide Support for your Employee; and Review and Learn from the Experience.

➤ **Unit Eight – Equality & Diversity**

The following topics are covered: Introduction; The Equality Strands; Discrimination; Key Legislation; and Adopting and Promoting Good Practice.

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 3 Management Studies Award**.

This award has been independently accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) and is comparable to working at A Level or NVQ Level 3.

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.

