

Management Studies - Level 3 Course

Key Information

Course Format:
Paper Based Course Materials

Price:
£350.00

Assessment:
Written Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
100 Hours of Self Study

Initial Payment of
£155.00

Approximate Delivery Time:
1-2 Working Days (Courier Service)

Followed by 3 payments of:
£65.00



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

The home study courses are 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.

On successful completion of this course students will receive an accredited Level 3 Certificate of Achievement.

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.

The Course Covers the Following 8 Units:-

Each unit is followed by a written assignment, which is submitted and then marked by your tutor. There are no external examinations required.

• 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.

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• 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.

Course Duration:

Students may register at any time and have a full year to complete their studies. The home study courses will take approximately 100 hours of study to complete.

Prerequisites:

There are no particular entry requirements.

Technical Support:

Once you have enrolled, you will have access to your own personal tutor by mail or email. You will receive full tutor support for a 12 month period.

Certification:

At the end of this course successful learners will receive a Certificate of Achievement from ABC Awards and Certa Awards and a Learner Unit Summary (which lists the components the learner has completed as part of the course). The course has been endorsed under the ABC Awards and Certa Awards Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet defined quality criteria. The completion of this course alone does not lead to a regulated qualification* but may be used as evidence of knowledge and skills gained. The Learner Unit Summary may be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this subject. To this end the learning outcomes of the course have been benchmarked at Level 3 against level descriptors published by Ofqual, to indicate the depth of study and level of demand/complexity involved in successful completion by the learner. Information on level descriptors can be found on the Ofqual's level descriptors page. We provide a link to this on each course page of our website. The course itself has been designed by Kendal Publishing to meet specific learners' and/or employers' requirements which cannot be satisfied through current regulated qualifications. ABC Awards & Certa Awards endorsement involves robust and rigorous quality audits by external auditors to ensure quality is continually met. A review of courses is carried out as part of the endorsement process. ABC Awards and Certa Awards have long-established reputations for providing high quality vocational qualifications across a wide range of industries. ABC Awards and Certa Awards combine over 180 years of expertise combined with a responsive, flexible and innovative approach to the needs of our customers. Renowned for excellent customer service, and quality standards, ABC Awards and Certa Awards also offer regulated qualifications for all ages and abilities post-14; all are developed with the support of relevant stakeholders to ensure that they meet the needs and standards of employers across the UK.

*Regulated qualification refers to those qualifications that are regulated by Ofqual / CCEA / Qualification Wales