

## Managers (Adults) BTEC Certificate (blended) level 3

### Course Overview

This course is a great opportunity for anyone already working in management or looking for a front-line management role, for example as a team leader or supervisor. You will learn all key aspects of workplace management, including how to support, manage, and help contribute to the development of team members, as well as managing projects, planning, and monitoring workloads and resources. In addition, you will further your experience in delivering operational plans, resolving problems, and building internal and external relationships. The qualification is designed to support off-the-job training on the Team Leader/Supervisor apprenticeship programme by helping you develop and apply the technical and behavioural knowledge and understanding required to become successful in a front-line management role.

### What you will learn

You will build a thorough understanding of management in a range of contexts, across the following units: 1. Principles of leadership 2. Principles of managing operations and budgets 3. Principles of managing people 4. Principles of communication and relationship management 5. Principles of project management 6. Understanding personal effectiveness as a manager All units add up to 165 guided learning hours.

### Entry Requirements

You will normally have a level 2 qualification in literacy and numeracy such as GCSE or Functional Skills. The course is classed as work-based learning so you will be either in employment or have some employment history as you will have to draw upon work experience in your assessments.

### How you will be assessed

All units are internally assessed and subject to an external standards verification. Assessment methods include written essays and report, presentations and group projects.

### Course Fees

This course is on the Lifelong Skills Guarantee list which means the course will be free for those who have not achieved a level 3 qualification before. Your eligibility for fee exemption will be assessed at enrolment.

### Course Progression

Learners who achieve the Certificate qualification could progress to another level 3 course or pursue an Apprenticeship. After completing the qualification, learners will have developed the knowledge and skills to perform competently in first-line management positions. With further training and development, learners can progress to more senior management roles, such as an operational or departmental manager.

### What Happens Next

Apply online via the College website. You will be contacted to come into College if required, or you will be sent a conditional offer according to the entry requirements for the course. You will then be invited in to enrol for your chosen course of study. For enrol and pay courses: Once you have decided to take the course, you need to fill in a short student details form online and pay the course fee. Once you have done this, you will receive an electronic confirmation of enrolment and payment.

### Course Details

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| <b>Course Code</b> | P00379               |
| <b>Start Date</b>  | 12/09/2024           |
| <b>Study Hours</b> | Part Time            |
| <b>Duration</b>    | 1 year               |
| <b>Campus</b>      | St Margaret's Campus |
| <b>Level</b>       | 3                    |

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