

EDEXCEL LEVEL 5 BTEC PROFESSIONAL DIPLOMA IN MANAGEMENT STUDIES

Programme Description

This programme will deliver management skills and knowledge required to handle complex issues of organisation. Your effectiveness will depend on how adept you are at understanding the organisation you work in, and getting things done through it. You will need good models of how people behave in organisations, of the sources of power and influence, of the nature of leadership. You will find these models in modules like Personal Development, Communication at Work and Leadership. The Edexcel Level 5 BTEC Professional Diploma in Management Studies is a 270-hour qualification comprising nine modules of 30 hours each. To achieve this qualification, a learner must successfully complete three core modules and six specialist modules. This programme is the professional diploma of Edexcel. This level is the academic equivalent to Year 1 of a UK University honours Degree and QCF level 5.

Programme Objectives: Students will be expected to develop the following skills during the programme of study:

- knowledge and capabilities which underpin the professional area of management, informed by knowledge and practice, some of which are at the forefront of the discipline
- ability as an effective practitioner to handle complex and unpredictable work situations
- independence of approach to research and study and the generation of management evidence, using and selecting appropriate methodologies
- application of the methods and techniques learned, to review, consolidate, extend and apply knowledge and understanding, and to initiate and carry out projects
- critical evaluation of arguments, assumptions, abstract concepts and data to make judgments and to frame appropriate questions to achieve a solution
- communication of information, ideas, problems and solutions to both specialist and non-specialist audiences
- ability to innovate and work in a creative way
- ability to respond to change and ability to multi-task

Programme Structure: This programme is made of nine modules:

The three compulsory core modules are as follows:

- Personal Development
- Communication at Work
- Leadership

From the following list of the specialist modules students should choose any six modules only:

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| • Financial Awareness | • Managing Change | • Managing Activities |
| • Managing Projects | • Winning Teams | • Decision Making and Taking |
| • IT for Managers | • Recruitment and Selection | • Managing Performance |
| • Managing Quality | • Managing a Budget | • Promoting Innovation |
| • Managing Marketing | • Enhancing Customer Value | • Introducing Strategy |

Career Opportunities: Edexcel Professional Diploma in Management offers career opportunities in Marketing, Finance, Operations, Accounting, Human Resources and many other departments in organisations.

Awarding Body: Edexcel, a Pearson company, is the UK's largest awarding body offering academic and vocational qualifications and testing to schools, colleges, employers and other places of learning in the UK and internationally.

Duration/Delivery Method: 12 Months full-time and face-to-face

Entry requirement: Applicants must have obtained one or more of the following:

- UK GCE A-Level standard
- In the case of overseas qualifications, candidates should have completed Higher Secondary or Intermediate level qualification.
- Students whose first language is not English will need an IELTS overall score of 4.0
- A BTEC National or Level 3 Short Course in a related subject (eg Business, Management, Administration, Customer Service)
- Edexcel level 5 qualifications
- Appropriate work experience.
- Candidates should be at least 21 years and above.

Start Dates: For information regarding start dates for LCEM programmes, please refer to the following website: www.lcoem.com

Edexcel Registration: Students should also register with Edexcel and be accepted for a particular level of examination. Membership registration can take place at any time of the year

Examination: The BTEC Professional Diploma in Management Studies programme is assessed by a mixture of assignments and examinations by the college.

Results: Candidates will be notified individually of their results by post.

Award Conditions: Edexcel Level 5 Professional Diploma in Management Studies will be awarded when a student successfully passed all modules. A module is passed when an overall module mark of 40% or more is attained and for modules that are assessed by assignment and examination, a mark of 40% or more needs to be scored in both assessment components.

University Progression: This level is the academic equivalent to Year 1 of a UK university honours degree. After completion of this course; apply to enter the second year of a management undergraduate programme at a UK university or to Edexcel BTEC Level 7 Extended Diploma in Strategic Management and Leadership

Fees: For information regarding fees for LCEM programmes, please refer to the following website: www.lcoem.com