

Certificate of Higher Education in Management

Anglia Ruskin University

Qualification

On successful completion of the programme you will be awarded a Certificate in Management.

Awarding Body

Anglia Ruskin University

Course Description

This course is designed to meet the needs of newly appointed first-line managers or those in supervisory positions. The overall purpose is to introduce you to a wide range of business and management concepts and provide you with opportunities to apply your knowledge and reflect on it. This course does not require any previous study of business or management but presumes you are in employment (or have recently been) and thus builds on practical experience.

Mode

Online distance learning

Course Content (Modules)

Comprises four modules:

1. Personal Development

- Personal development planning
- Skills audit
- Developing communication skills
- Data presentation
- Developing ICT skills
- Oral presentation
- Poster presentations
- Accessing information resources

2. Effective Communication

- Communication styles
- Information sources
- Verbal and non verbal communication
- The use of IT
- Using information for decision making

3. Managing the Organisation

- SWOT and PEST analyses
- Introduction to financial statements
- The marketing mix
- Recruitment process
- Equal opportunities

4. People in Organisations

- Motivation
- Leadership
- Coaching and mentoring
- Workplace communication
- Conflicts in the workplace

Assessment

The Personal Development module requires you to develop a portfolio to demonstrate your attainment of the required learning outcomes. In addition, there are three assessments that will provide you with the opportunity to apply your learning to problem situations (real and simulated) necessitating the development of recommendations based on an understanding of the context and basic principles.

Duration of Programme

Variable but a maximum of three years. The maximum study period for each module is up to 9 months.

Entry Requirements

Entry to the Certificate is available for all those who can demonstrate that they will benefit from it. No formal entry qualifications are required. The programme is however designed to meet the needs of newly appointed first-line managers or team leaders and as such demands the ability to relate learning to the workplace. Candidates will therefore normally be practicing managers or have recent relevant experience.

Candidates should have English ability equivalent to an IELTS score of 5.5.

What's Included

- RDI's Online University iLearn is used to deliver all resources for this course including:
- Study materials - Access electronic copies of your learning materials and

important information, such as assessment instructions, whenever and wherever you are.

- Tutor support - Tutors use live chats and forums to stimulate discussions, request input and highlight external sources.
- External resources - Links to external sources can include key journal articles, your university's online library, sites of topical interest, etc.
- Discussion with other students - Forums allow students to come together, share thoughts and ideas and you can initiate topics that you want to discuss with your fellow students.

Workload

We recommend an average of 8-10 hours study time per week for this programme.

Exemptions

No exemptions are allowed for this programme.

How to Apply

In addition to a completed application form:

- Copies of your relevant certificates and/or transcripts
- Two suitable references. Please note we can only accept academic and/or professional work references.
- Copy of your CV detailing your work history (covering the last five years).

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Visit our website: www.rdi.co.uk/apply

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Email applications@rdi.co.uk

☎ Call Us
Contact us today on FREEphone
0800 COURSES / 0800 268 7737

What you could do next

successful completion of the programme may allow entry to:

Anglia Ruskin University Masters Entry Diploma in Management