



HNC in Business & Management



CAMPUS	MAIDSTONE
TYPE OF COURSE	PART-TIME
COURSE LENGTH	TWO YEARS
APPLICATION METHOD	MIDKENT COLLEGE WEBSITE
VALIDATED BY	UNIVERSITY OF KENT

THE DETAILS

As well as teaching you essential business knowledge, this course will teach and develop practical skills including communication, information gathering, numeracy, problem-solving, information technology and teamwork.

You will be continually assessed throughout the course.

Modules include:

- > Introduction to the Business Environment
- > Introduction to Managing People in Organisations
- > Introduction to Managing Finance
- > Introduction to Operations Management
- > Introduction to Marketing
- > Introduction to Strategic Management
- > Business Research Project.

Applications from those with industrial knowledge are welcomed.

ENTRY REQUIREMENTS

You should have at least one of the following:

- > One A-level and five GCSE passes at grade C/grade 4 or above (including English and maths)
- > BTEC National Diploma or Certificate with overall Merit grades

- > Successfully completed an Access to Higher Education course.

FUTURE PROSPECTS

Successful completion could lead to further study on a degree programme or various professional level examinations (some exemptions may apply). Alternatively, you could seek employment in a supervisory or junior management position in a wide variety of areas e.g. public administration, financial services or retail.

OTHER IMPORTANT INFORMATION

- > You will be taught through a combination of lectures, practical exercises, case studies and group work
- > There may be additional costs for photocopying
- > This programme is validated by the University of Kent.

CAREER OPPORTUNITY

A management consultant and business analyst in the Maidstone and Medway area can expect to earn on average £20.21 per hour.*

*All of the 'fact' sections were sourced from Economic Modeling Specialists International (EMSI)/www.economicmodeling.com in February 2019.



www.midkent.ac.uk/Business

Additional Course Information 01634 402020





ILM Level 3 Award in Leadership & Management



CAMPUS	MAIDSTONE
TYPE OF COURSE	PART-TIME
COURSE LENGTH	THREE DAYS
APPLICATION METHOD	MIDKENT COLLEGE WEBSITE
VALIDATED BY	ILM

THE DETAILS

The ILM Level 3 Award in Leadership & Management is ideal if you have management responsibilities but no formal training, and are serious about developing your abilities.

The Award aims to equip potential and practising team leaders and first-time managers with the foundation for their formal development in this role. The qualification achieves this by developing basic management and leadership skills and assisting participants in gaining the necessary knowledge required at this level.

You will learn how to give critical feedback and praise, how to set objectives and how to empower your team. Additionally, you'll look at innovation tools to create new ideas, how to overcome barriers as well as analysis techniques such as SWOT and PESTEL. This will be supported by studying the relevant motivation and change theories.

You will study two modules:

- > Understanding How to Motivate to Improve Performance
- > Understanding Innovation and Change in an Organisation.

ENTRY REQUIREMENTS

There are no specific entry requirements for this course. Ideally, you will be a practising first-time manager or team leader who is looking to progress or to discover additional techniques to improve the performance of your team. Previous candidates have studied this qualification from a wide range of industries.

FUTURE PROSPECTS

Successful completion of this course will provide you with the key knowledge, confidence and skills to be a motivational and engaging leader in your workplace. You will also have the option to progress to the Level 5 Certificate in Leadership & Management.

OTHER IMPORTANT INFORMATION

- > Whilst studying for your qualification you can apply for 12 months free membership of the Institute of Leadership and Management (ILM).

CAREER OPPORTUNITY

A management consultant and business analyst in the Maidstone and Medway area can expect to earn on average £20.21 per hour.*

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Additional Course Information 01634 402020





ILM Level 5 Certificate in Leadership & Management



CAMPUS	MAIDSTONE
TYPE OF COURSE	PART-TIME
COURSE LENGTH	THREE DAYS
APPLICATION METHOD	MIDKENT COLLEGE WEBSITE
VALIDATED BY	ILM

THE DETAILS

The ILM Level 5 Certificate in Leadership & Management is designed for practising middle managers to help develop their skills and experience, improve performance and prepare for senior management responsibilities.

The Certificate will explore the key role of a leader in today's modern working environment and what qualities and skills are required of a modern leader. You'll develop your own leadership style, competencies and skills, and learn how to manage and implement change in the workplace.

Modules include:

- > Becoming an Effective Leader
- > Managing and Implementing Change in the Workplace
- > Making Professional Presentations.

ENTRY REQUIREMENTS

Although there are no formal entry requirements, you should be a practising middle manager and ideally have an Level 3 ILM qualification. Previous candidates have studied this qualification from a wide range of industries.

FUTURE PROSPECTS

You'll gain the key management and leadership skills which you can confidently put into practice within your team. Successful completion of this course could increase your chances of promotion or you could progress to the ILM Level 7 Award in Leadership and Management.

OTHER IMPORTANT INFORMATION

- > Whilst studying for your qualification you can apply for 12 months free membership of the Institute of Leadership & Management (ILM).

CAREER OPPORTUNITY

A management consultant and business analyst in the Maidstone and Medway area can expect to earn on average £20.21 per hour.*

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Additional Course Information 01634 402020





ILM Level 7 Award in Leadership & Management



CAMPUS	MAIDSTONE
TYPE OF COURSE	PART-TIME
COURSE LENGTH	THREE DAYS
APPLICATION METHOD	MIDKENT COLLEGE WEBSITE
VALIDATED BY	ILM

THE DETAILS

This Master's Degree level course is designed for senior managers who operate in a mixture of both operational and strategic roles within an organisation. The course begins with an analysis of the strategic context within which your organisation operates, and introduces you to a range of strategic business planning tools for mapping your future pathway. We will consider the barriers and challenges you will face as you implement your strategic plan, and assess the elements and qualities of effective leadership, and your role in making your organisation future-proof.

The course will introduce you to different forms of leadership, learning the behaviours and approaches that will help you to build an effective support team around you.

Developing your leadership competence and capability requires self-reflection, self-honesty and reliable feedback from others. This course will assist you with benchmarking your effectiveness and leadership potential against best practice in other industry sectors.

You will need to develop a Management & Leadership Development Plan for yourself and for your organisation. You will need to develop a strategic plan for the implementation of an area for change and improvement within your organisation, which needs to show stakeholder buy-in and subsequent evaluation of the return on investment of your strategic plan.

You will also need to conduct your own extended independent research on the themes, topics and models covered in the course.

Modules include:

- > Developing Leadership and Management Capability through Enquiry
- > Developing a High-Level Business Case
- > Developing and Maintaining a High-Performance Culture and Optimising Resources.

ENTRY REQUIREMENTS

You should be a senior manager, director or in a role that is moving towards senior management within your organisation so that you are able to produce the required evidence to support your assignments.

Many students taking this course will have previously achieved a level 5 qualification, or will have been working in a senior management role for an extended period of time.

FUTURE PROSPECTS

You'll be able to confidently develop, implement and evaluate high-level strategic business decisions and motivate staff to create a high-performance culture. You will be eligible for ILM Fellowship.

OTHER IMPORTANT INFORMATION

- > You will be expected to conduct your own independent research and gather evidence of doing so. You will also be required to produce evidence of how you have applied the knowledge and learning from the course in your own workplace.

CAREER OPPORTUNITY

A management consultant and business analyst in the Maidstone and Medway area can expect to earn on average £20.21 per hour.*

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