

## BTEC Professional Management Qualifications

### Award, Certificate and Diploma in Management Studies

#### Introduction

The BTEC Professional Management Qualifications incorporate e-Learning with a management mentor, assessment centre and business references to take learners through the qualification and to be awarded one of three qualifications – an Award, Certificate and / or Diploma in Management Studies.

#### Course Structure / Assessment

Learners can progress from the Award to the Diploma by studying three core Units as follows:

Unit 1: Personal Development  
Unit 2: Communication at Work  
Unit 3: Leadership

Learners then have a number of optional Units to choose from to achieve the three qualifications. The number of required Units for each of the qualifications is as follows:

BTEC Award in Management Studies – 3 Units  
BTEC Certificate in Management Studies – Award + 3 Units  
BTEC Diploma in Management Studies – Certificate + 3 Units

Optional Units include for example Financial Awareness, Managing Change, Decision Making and Taking, Managing Performance and Introducing Strategy.

Learners will need to complete assignments for each Unit and these will need to be submitted by email to e-assessment-4u.

The programme can typically take between 9 and 12 months to complete.

#### Learning Materials

e-assessment-4u partners with AdVal KeyKnowledge to provide innovative –Learning resources to support the qualification.

The materials are an electronic resource to support the **e-Learning BTEC Professional Management Qualification**. The Learning Modules are mapped to the qualification using video based scenarios, interactive questions, case studies and exercises and summaries to improve retention. It is a resource that can be used independently on-line or on CD-ROM by learners, on 'learning laptops' or alongside an existing management programme.



### Key benefits

- Dedicated Assessor throughout the programme
- Access to an interactive and enriched learning environment
- Learn anytime anywhere - fits in busy lifestyles
- Learn at their own pace – recap, refresh and understand the way that best fits learning style
- Directly experience management and leadership skills and roles in a real environment through the power of video (includes stars from TV)
- Analyse their own skills - self exploratory learning – links, more information sections, case studies, games, questionnaires, references, website links and exercises
- Assignments marked and back within 10 days – can immediately assess your performance
- Learn from the best by having access to Best Practice Experts and Key Thinkers

#### Timetable

Learners can start at anytime. Once e-assessment-4u has received and approved your Learner Profile form, learners are taken through an Induction, given a Handbook, learning materials (if selected) and introduced to their Assessor from e-assessment-4u.

**For more information, please contact Client Services.**

**Client Services:** +44 (0) 1296 423496  
**Email:** [info@e-assessment-4u.co.uk](mailto:info@e-assessment-4u.co.uk)  
**Visit:** [www.e-assessment-4u.co.uk](http://www.e-assessment-4u.co.uk)

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