

## BTEC Advanced Professional Management Qualifications

### Advanced Award, Certificate and Diploma in Management Studies

#### Introduction

Whilst the BTEC Advanced Professional Management Qualifications may be taken on their own the recommended programme incorporates e-Learning with a management mentor, assessment centre to take learners through the qualification. You will be awarded one of three qualifications – an Award, Certificate and / or Diploma in Management Studies. Business references are required to ensure suitability for the Qualification.

#### Course Structure / Assessment

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

Unit 1: Advanced Professional Development  
Unit 2: Managing Change in Organisations  
Unit 3: Managing Research – Projects and Presentation

You 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 Advanced Award – 3 Units  
BTEC Advanced Certificate – Award + 3 Units  
BTEC Advanced Diploma – Certificate + 3 Units

Optional Units include for example Strategic Planning and Implementation, Managing Financial Principles and Techniques and Strategic Review.

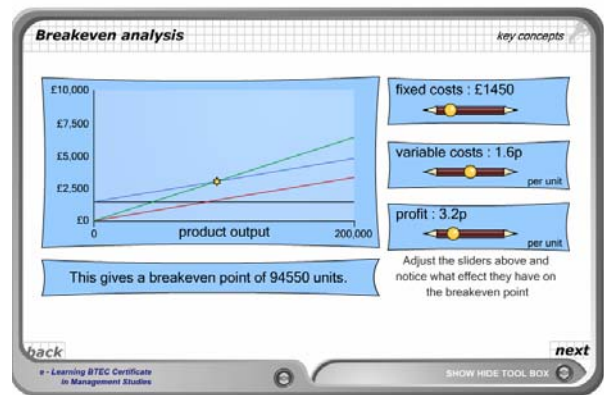
You will need to complete assignments for each Unit and these will need to be submitted by email to e-assessment-4u.

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

#### Learning Materials

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

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 your own pace – recap, refresh and understand the way that best fits your learning style
- Directly experience management and leadership skills and roles in a real environment through the power of video (includes stars from TV)
- Analyse your 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 – you can immediately assess your performance
- Learn from the best by having access to Best Practice Experts and Key Thinkers

### Timetable

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

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

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**Visit:** [www.e-assessment-4u.co.uk](http://www.e-assessment-4u.co.uk)

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