

# BTEC Professional Diploma in Management Studies



The Professional Management Studies qualifications have been developed to meet the needs of practising or aspiring managers and leaders. The qualifications form part of a professional qualification pathway for managers, links to the Management NVQ level 4 award and has been designed with regard to the requirements of MBA courses allowing the possibility of exemptions from such courses. The qualification is validated by Edexcel-BTEC

## Programme Aims:

- To provide a professional qualification for people who are practicing managers.
- To provide knowledge and understanding
- Develop the skills of practicing managers and those aspiring to management positions.
- Promote good practice in management.
- Provide a progression route to a more advanced management qualification
- Provide people with the basis for professional development.

## Structure of the qualifications – four are possible:

**Unit Accreditation in Management Studies** is a 30-hour qualification comprising One Core unit.

**Award in Management Studies** is a 90-hour qualification comprising three Core units.

**Certificate in Management Studies** is a 180-hour qualification comprising three Core units plus three Option Units.

**Diploma in Management Studies** is a 270-hour qualification comprising three Core units plus six Option Units.

(The hours duration includes tuition and hours spent on homework/assignment – approx 60/40)

### Core units — all units are compulsory

- Unit 1 Personal Development
- Unit 2 Communications at Work
- Unit 3 Leadership

### Optional units

- Unit 4 Financial Awareness
- Unit 5 Managing Change
- Unit 6 Managing Activities
- Unit 7 Managing Projects
- Unit 8 Winning Teams
- Unit 9 Decision Making and Taking
- Unit 10 Information Technology for Managers
- Unit 11 Recruitment and Selection
- Unit 12 Managing Performance
- Unit 13 Managing Quality
- Unit 14 Managing a Budget
- Unit 15 Promoting Innovation
- Unit 16 Managing Marketing
- Unit 17 Enhancing Customer Value
- Unit 18 Introducing Strategy

For further information about the delivery of this award please contact  
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