

HOW TO REGISTER

If there isn't a course registration form enclosed with this brochure, you can register online: go to www.sfe.co.uk and follow the link to online courses.

COURSE FEES

Your Diploma fee of £1100 plus VAT and Edexcel registration fee (£75.75 plus VAT subject to change) covers the Award and Certificate as well. Should you wish to complete these as separate entities, the prices are as follows:

Level 5 Award in Management	£450 plus VAT and Edexcel Registration fee of £75.75 plus VAT
Level 5 Certificate in Management	£450 or £800 (if purchased with the Award in Management) plus VAT and Edexcel Registration fee of £75.75 plus VAT (a saving of £100 plus VAT)
Level 5 Diploma in Management	£450 or £1100 (if purchased with the Award and Certificate in Management) plus VAT and Edexcel Registration fee of £75.75 plus VAT (a saving of £250 plus VAT)

sfe ONLINE LEARNING

Moving up in Management

BTEC Professional Award, Certificate and Diploma in Management





Moving up in Management is an online course that offers you the flexibility to study at your own pace in your own place. You may have been working in management for a while and decided that you need to obtain a recognised qualification, or you may be looking to take the next step up the career ladder and feel that a management qualification will help you get the job you want.

Whatever your situation, if you are looking for a modern management qualification, this three-part offering could be the answer. Based on study time of approximately 7.5 hours per week, you could complete the Diploma in about 18 months.

Moving up in Management covers the BTEC Level 5 Award, Certificate, and Diploma in Management, which are classified under the new National Qualifications Framework. For further information about this, see www.edexcel.org.uk/quals/nqf-grid/.

The approach is modular, so you can work at your own speed. The recommended completion time is six months for the Award, a further six months for the Certificate and another six months for the Diploma. If you find that you need longer than this, a small extension fee of £50 is payable to continue your access to the materials and tutor support.

A BTEC Level 5 Qualification

There are three core modules in the Diploma that have to be completed, and six other modules. The path to the Diploma which Moving up in Management recommends is as follows:

The Level 5 Award, Certificate and Diploma in Management

Unit 1 Personal development (Core unit)

Unit 2 Managing activities

Unit 3 Recruitment and selection of personnel – on completion of this unit, you have completed the Award

Unit 4 Communications (Core unit)

Unit 5 Managing finance

Unit 6 Managing quality – on completion of this unit, you have completed the Certificate

Unit 7 Leadership (Core unit)

Unit 8 Managing marketing

Unit 9 Managing projects

On successful completion of these nine units, you will be awarded your BTEC level 5 Diploma in Management. When you complete is up to you; your tutor will help you set milestones that will enable you to complete the course when you want to.