

# Business and Management

## Management and Leadership Diploma Level 3 Distance Learning

### In Brief

#### Start Date

The course will run for 18 months.

#### Entry Requirements

No formal educational qualifications are required, but GCSE maths and English grades A to C are desirable. Candidates should ideally be a practicing team leader seeking to move up to the next level of management or have management responsibilities and want to develop their abilities. All candidates will be interviewed before being accepted onto the programme.

#### You will achieve

Level 3 Diploma in Leadership and Management

### Course Overview

This is a comprehensive course designed to give practicing or aspiring first line managers a solid foundation in their formal development as a manager.

The Level 3 Diploma in Leadership and Management is ideal for those who are leading or managing staff within their job role or who plan to pursue a career in management. It is also suited to those who are already in a supervisory position, but have had little or no formal training and wish to develop their existing skill set.

This qualification will give you the insight you need to work in a management role in a variety of settings. It aims to build on your leadership capabilities and show you how to manage projects, people and relationships. The innovative design of this qualification means you can fast track your progression to a level which is recognised by employers.

### Course Content

The course has a credit value of nineteen and consists of a variety of units, examples are:

- Understanding how to lead effective meetings
- Understanding health and safety
- Understanding recruitment and selection
- Understanding the communication process in the work place
- Understanding change in the work place

During this time you will be allocated a tutor who will be your personal guide, mentor and coach. They will be an expert in their field and distance learning. You can be confident that their support and help will give you every opportunity to be successful. You can contact them as often as you need.

Your personal tutor will also assess the work you have to submit for your qualification. They will provide you with full written feedback.

For more course content, please click on the link below;

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-3-qualifications-in-leadership-and-management-ilm-q-card,-d-,pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-3-qualifications-in-leadership-and-management-ilm-q-card,-d-,pdf.ashx) [https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\_published-documents/level-3-qualifications-in-leadership-and-management-ilm-q-card,-d-,pdf.ashx]

## **How will I be assessed?**

Units are assessed via assignments.

## **What Equipment Will I Need?**

You will required to provide paper and writing materials.

## **Where will I study?**

You will study in your own environment.

## **What can I do next?**

On completion of this programme, you could progress onto the Level 5 in Leadership and Management.

## **How much does the course cost?**

£1295 full fee payable.

## **Extra information**

### **Full Fee Payable**

If the course is listed as full fee payable, you will have to pay for the course.

## Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

## Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 10th December 2020

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**