Level 2
BUSINESS MANAGEMENT

Student Profile

This programme is designed for people who wish to gain an understanding of principles and practice of Business Management . No prior knowledge is required.

Objectives

At the end of the course you will be able to:

- Define the manager's role
- Describe techniques for managing resources effectively
- List the legal requirements of recruiting staff
- Describe techniques for retaining and parting with staff
- Monitor and review staff performance
- Apply good practice in developing staff
- Define equal opportunities legislation requirements
- Apply good practice in disciplining staff
- Understand techniques for managing time effectively
- Use methods of dealing with stress and crises

Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and studyguide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Assessment

Each element is followed by a written assignment, which is submitted and then marked by your tutor. There is no external examination required.

Course Certification

At the end of this course successful learners will receive a Certificate of Achievement by ABC Awards and a Learner Unit Summary (which lists the details of all the units you have completed as part of your course).

The course has been endorsed under the ABC Awards' Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet certain quality criteria. The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future. The unit summary can be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this sector. To this end the learning outcomes of the course have been benchmarked at Level 2 against level descriptors published by Ofqual, to indicate the depth of study and level of difficulty involved in successful completion by the learner.

The course itself has been designed by Kendal Publishing to meet specific learners' or employers' requirements. ABC Awards' endorsement involves a robust and rigorous quality audit by external inspectors to ensure quality is consistently met. A regular review of courses is carried out as part of the endorsement process.

ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government.

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 90 hours of study to complete.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Studyguide
- Comprehensive study notes for each element of the course
- Self-assessment activities
- Assignments
- Tutor support
- Assignment marking & feedback
- Certification

Price and Payment Methods

Please refer to current price list

Course Content

The course is divided up into four units, as follows:

Unit 1: Effective Management

The manager's role
Managing yourself
Managing information
Managing finance

Unit 2: Employing People

Recruiting staff
Legal aspects of employment
Keeping staff
Parting with staff

Unit 3: Performance Management

Performance Management
Contracts of Employment
Equal Opportunities
Disciplinary Management
Categorising Conduct
Managing Assertiveness

Unit 4: Time Stress & Crisis Management

Evaluating your situation
Time balance techniques
Stress
Relaxation
Crises
Time management techniques