

## ATHE Level 4 Extended Diploma in Management

### Course Overview

The Level 4 Extended Diploma Management is a 120 credit size qualification, equivalent in size and level to the first year of a bachelor's degree and is part of a flexible suite of administrative management qualifications. Learners must complete the eight mandatory units, worth 120 credits.

Learners who complete this qualification can build credits towards the ATHE Level 5 Extended Diploma in Management which provides entry to further progress to the second year of a variety of Bachelor's Degree Top-Up Programmes at a university such as our partner universities including Anglia Ruskin University, London School of Business and Management, University of Bolton, Coventry University and Southampton Solent University. For more information, please visit our [progression routes page](#).

Learners must complete 4 mandatory units worth 60 credits in total and a further 4 or 5 optional units totalling 120 credits to achieve the ATHE Level 4 Extended Diploma in Management (QCF).

### Mandatory

- Business Environment
- Resource Management
- Communication Skills
- People in Organisations

### Optional

- Planning a Work Based Team Project
- Finance For Managers
- Customer Relationship Management
- Personal and Professional Development

### Entry Requirements

- A certificate in management studies or business management
- An equivalent professional qualification from a recognised institution.
- Mature students with a minimum of two years' relevant work experience may be considered.
- These qualifications are designed for learners from aged 19 and above.
- English Language Requirement – a minimum of CEFR B1 Level of English or IELTS 4.5 or Equivalent, If English is not your native language.

## Progressions

Upon successful completion of ATHE Level 4 Diploma qualification learners will be eligible to gain entry into the ATHE Level 5 Extended Diploma or the second year of the BSc Degree in any UK University.

## Course Material

Course material, including presentations, handouts, assignment briefs and e-books are made available to enrolled learners. In addition to this, the learners also get the course handbook and tutorial via emails to support the learning.

## Books

We can provide printed books for a few units and these can be ordered by the learners at the start of the course at an additional cost. The books are from BPP Media or other publications and are discounted for enrolled learners. They are available for some units only.

## Online learning

The learner sets the pace for learning and the courses are offered across an academic year basis. Although our tutors encourage the learners to make progress monthly, but this approach is flexible.

## Fees – £995

The fee includes registration and assessment for the course. There are no other hidden fees

## Key Facts

Awarding Body:	Awards for Training and Higher Education (ATHE)
Course Duration:	4-6 months
Method of study:	Full Time
Qualification Level:	4