

# Leadership & Management Level 3

## Level 3 Certificate in Management (QCF)

The Level 3 Certificate in Management has been designed to provide an introduction to the key principles of management and leadership including:

- Creating Personal Development Plans
- Management and leadership skills and theory
- Effective working relationships
- Delegation and time management
- Developing work and personal objectives
- Appraisals and developing staff
- Developing staff, working with conflict
- The quality culture, overcoming resistance to change
- Coaching
- Reviewing Personal Development Plan



### Entry Requirements

Although there are no formal entry requirements for this course learners need to be reminded that an appropriate level of English, maths and information technology skills will be required for the successful completion of the course. All units undertaken for this qualification are at Level 3 - this is the equivalent of the skills required at 'A' level.

### Course Dates

This course will be delivered at SP Training, Carlisle Airport Business Park, over 11 dates. For specific dates contact us.

### Qualification Structure

This qualification is made up of a series of units, which make up a total of 16 credits. The units chosen for this course are:

- *Key Principles of Management and Leadership* (5 credits)
- *Improving your own management and leadership performance* (2 credits)
- *Appraising and developing staff* (3 credits)
- *Developing working relationships with team members* (3 credits)
- *Coaching skills in team leading and management* (3 credits)

### How is the qualification assessed?

Through a portfolio of evidence which demonstrates the learner has met the required assessment criteria. Assignments will be completed, some of which will be undertaken during the workshops, and others will be completed in the learners time between workshops.

### Will I have to study at home?

Yes. As well as classroom delivery by a tutor this course also includes self study time for research, completion of assignments and of a written portfolio.

### What next?

Learners may wish to progress to a further qualification such as Level 4 Qualifications in Education and Training (QCF)

Funding is available for this course through The Edge. If you would like to know more about the funding available or you require more information on the course please email [info@sptraininguk.com](mailto:info@sptraininguk.com) or call **01228 530552**

