

BLUEPRINT

Education and Training Services Limited



L5 Management and Leadership



Transparent price promise
One up-front price. No hidden extras like VAT, books or registration fees. Instalment options as standard.



Unlimited tutor support
Talk to your tutor as often as you need. Phone, email or Skype – we don't have monthly contact limits.



Learning resources
We provide specialist reading texts and learning resources to support your study. Not everyone does.



24/7 Learning Portal
We have our own online campus packed with learning resources and assignment help, which you can access as soon as you enrol. View online, download to PC or tablet, or even print hard copies.



Assignment Support
We provide full assignment support guides and examples. Tutors can review assignments. Unlike many CMI centres we are approved to mark our assignments.



Membership as standard
Worth over £1000. Study with us and gain free access to more than 2,000 online articles, books, journals and videos at your fingertips. Get career support with CV writing, redundancy and more.

Introduction

Before starting a course that leads to a management qualification it is important to choose the correct level of study. Your decision will need to take into account a number of different factors:

- current job role
- previous experience
- general standard of education
- time availability

If you are uncertain please contact us for further guidance on 0845 8620 140 or customerservices@blueprintmanagement.college.

THREE STEPS TO MANAGEMENT SUCCESS

1. Choose the correct level
2. Select your qualification type
3. Enrol

About us

As a top-quality training provider we are accredited by the Chartered Management Institute and the Institute of Consulting to offer a full range of nationally and internationally recognised management and consulting qualifications.

The Blueprint Service

At Blueprint we provide high-quality supported distance learning that meets the needs of busy people. We understand that today's hectic world needs a good work-life balance.

We know that managers and leaders are always "on the go" and highly mobile so being able to access study resources 24/7 through the **i-cademy** learning portal is a real bonus. You can even download or print any of the resources.

All this is backed up by our fantastic tutors; you'll be allocated a personal tutor who will be with you all the way.

Our Fees

We believe in straight talking and transparency when it comes to money. What you see is what you pay. There are no "hidden" extras like VAT, registration, Certification, or assignment marking.

Everything is included – all learning resources, study texts, tutor support and we even pay for a studying membership of the Institute for you. Most other companies charge for these on top. The fee list is at the back of this brochure.

About our courses

Our distance learning courses have been specifically designed and produced to meet the needs of today's practitioner.

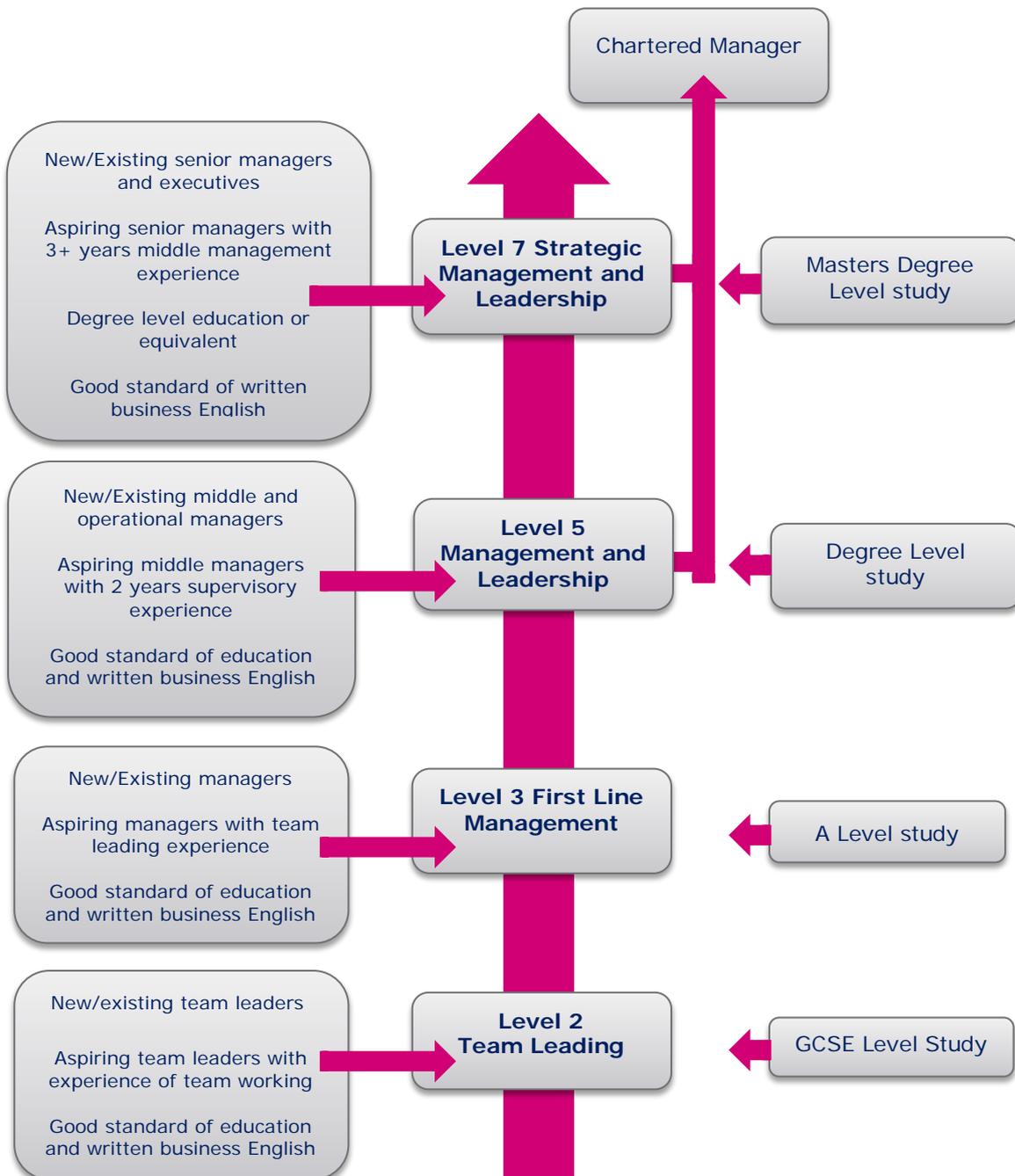
It is possible to enrol on these programs at any time – no waiting for the beginning of the academic year. You get instant access to all your study resources through our online learning portal i-cademy.

Management qualification choices

Deciding which qualification is best is a two-step process. Step 1 - match your current experience and levels of study ability to the qualification. Step 2 - decide on the size of qualification you want to study.

Step 1 Decide the Level

Use the Diagram below to help with this. The back of this guide has a self-assessment to help you map your existing management experience to the right management level.

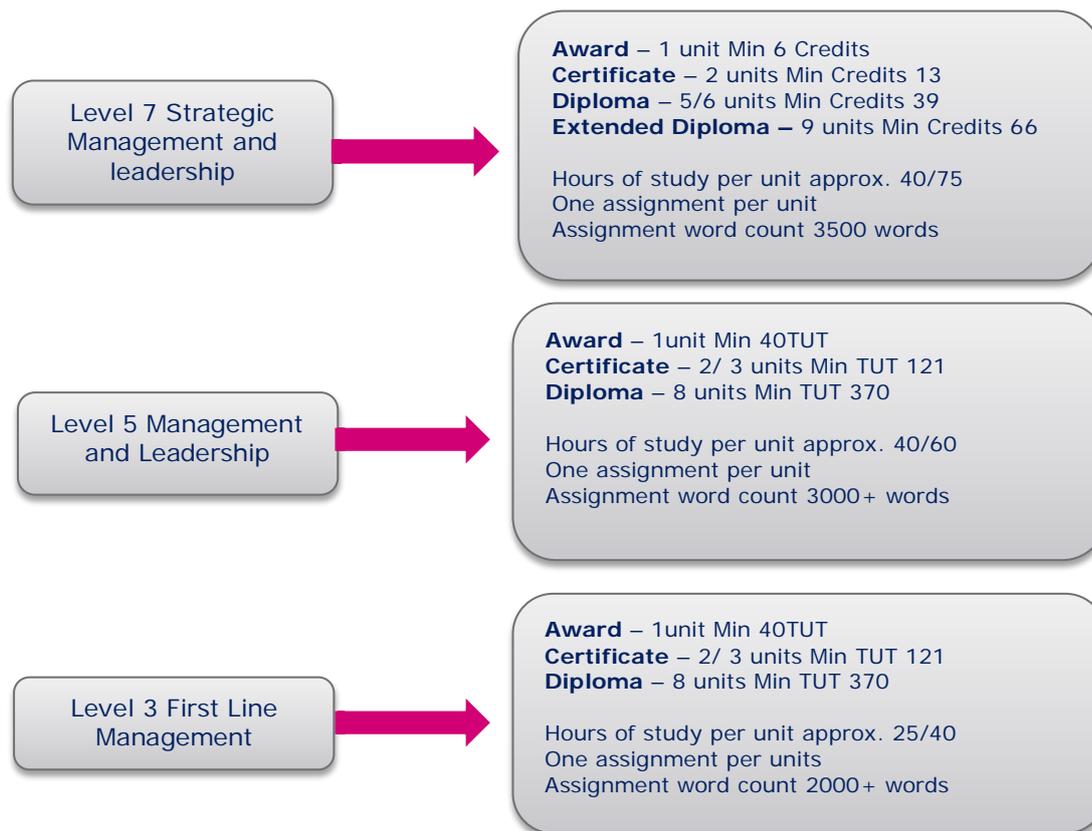


Step 2 Decide the size

At each level there are a number of qualifications available which differ in the number of units you study.

This determines the amount of assignments you will do and the overall length of your course. Each unit covers a different topic and has its own assignment.

The diagram below shows the different options available for each level.



At every level there is a set of units specially designed for that specific level of management.

Each unit studied covers a specific management topic and has a credit or a TUT value. There is a minimum credit/TUT value to be achieved for each qualification.

For most qualifications there is a free choice of units from the available list as long as the total credit or TUT value meets the minimum requirements. This means you can build your qualification to suit your role.

The only exceptions to this are the Diplomas at level 5 and Extended Diploma at Level 7, where there are mandatory and optional units or restriction on unit combinations.

Level 5 Management & Leadership

Our CMI Level 5 Management and Leadership programme range is suitable for aspiring, new and experienced middle managers in all types of industries and sectors.

The programme aims to challenge you to initiate change in your organisation and give you the skills and confidence to do so. It will develop your operational management and leadership skills, enabling more efficient management of staff, resources, and projects.

The Award and Certificate qualifications are also suitable for aspiring middle managers when choosing Unit 501: Principles of Management and Leadership in an Organisational Context

Participants

- Middle Managers
- Operational Managers
- Specialists e.g. Project managers, Finance managers
- New appointees or aspiring middle managers with some supervisory knowledge
- Individuals wishing to boost their CV and demonstrate their ability to add real value

Qualifications available

Assessment demands

Each unit of learning has a written assignment of 2,500 words.

Most people take 4-6 weeks to complete a unit.

Study level is at degree level

Level 5 Award

The Award develops your knowledge of middle management by focusing on a specific area applicable to your development needs or job demands. You will study one unit only. You can choose any unit.

Newly appointed or aspiring managers should select Unit 501: Principles of Management and Leadership in an Organisational Context.

Study method: Distance Learning

Tuition support period: 3 months

Minimum TUT: 40

Level 5 Certificate

The Certificate will provide broader development and can be obtained by completing two units. You have a free choice of from the list of units but they must total 140 TUT Credits. We recommend unit 501 and 502 as a good mix.

Very new or aspiring managers are advised to choose Unit 5020 plus one further unit from the permitted list.

There is a barred combination of units – learners taking 502 cannot select 503, 505 or 511, and learners taking 526 cannot select 501 or 502

Study method: Distance Learning

Tuition support period: 4 months

Minimum TUT: 121

Testimonial:

Julie Foster
Clinical Team Manager

I really enjoyed the flexibility and freedom of distance learning. I really appreciated the support from my tutors, the quick email responses and their ability to keep me focused and on track via email. As I would consider myself a practical learner, rather than an academic learner, I particularly appreciated and benefited from the supportive materials provided. Thank you so much.

Level 5 Diploma

The Level 5 Diploma can be achieved by studying eight units and is therefore more comprehensive. It gives you a wider range of skills and competencies needed to become an effective middle and operational manager.

A Diploma in Management and Leadership is the benchmark qualification for full CMI membership, and takes you another step towards Chartered Manager status.

You can choose up to eight units within the rules of combination.

There is a barred combination of units – learners taking 502 cannot select 503, 505 or 511, and learners taking 526 cannot select 501 or 502

Study method: Distance Learning Tuition support period: 12 months Minimum TUT: 370

Testimonial:

Roy Holmes
Operations Manager

It has been surprising to find just how much I still had to learn. I genuinely felt I was a pretty rounded and good manager and leader. The course has meant taking a good hard look at many areas of my management practice.

The course was very relevant to my area of responsibility and I have been able to bring a fair amount to the workplace rather than it being just an academic exercise. It led me to look beyond the obvious and examine root causes that create circumstances. I have benefited and developed as a manager and a leader.

This has not only benefited me but my employer as well.

Delivery method

Delivery method

Distance learning with excellent personal tutor support.

Instant access to the ground-breaking i-cademy management learning portal.

24/7 access to web based learning resources means you can study when it suits you.

Our courses are delivered through highly supportive distance learning using a combination of personal tutor support and access to i-cademy our online learning portal.

On enrolment you gain instant access to i-cademy where you will find all your learning materials and other study resources available for viewing and download. Unlike most other providers we also provide a text or workbook for each unit.

You will be allocated a personal tutor who will guide you through your course, undertake telephone tutorials and support you with all of your course assignments.

You will need a PC, Laptop or Notebook with sound, internet access, and meet minimum browser requirements of: Firefox 4+, Internet Explorer 8, Safari 5, Google Chrome 11, or Opera 9. You will need to disable pop-up blockers and enable cookies for the learning portal.

Table of units available

The following table shows the units within the programme range currently available from Blueprint and the rules relating to unit choices for all three qualifications. More units are added on a regular basis so please check the website.

There is a barred combination of units – learners taking 502 cannot select 503, 505 or 511, and learners taking 526 cannot select 501 or 502

Unit	Unit Name	TUT
501	Principles of Management and Leadership in an Organisational Context Understand factors which impact on an organisation's internal environment, how to apply management and leadership theories and the knowledge, skills and behaviours to be effective in a management and leadership role	62
502	Developing, Managing and Leading Individuals and Teams to Achieve Success Understand approaches to developing, managing and leading teams ensuring a balance of skills and experience in teams alongside techniques for leading individuals and teams to achieve success	60
509	Managing Stakeholder Relationships Understand the different types and value of stakeholder relationships and frameworks for stakeholder management. How to manage stakeholder relationships and measuring the impact of stakeholder engagement.	40
513	Managing Projects to Achieve Results The knowledge, skills and tools required to plan, implement and manage projects, build stakeholder relationships, manage resources and risk, overcome problems and challenges, report on outcomes and ensure successful project handover.	51
514	Managing Change Learn not only how to plan and manage change to achieve set objectives, but to do so in a professional manner with open and honest communication throughout the entire process.	43
515	Creating and Delivering Operational Plans Understanding how to create and deliver operational plans, including the setting of key performance indicators, how to monitor quality and outcomes against plans and how to report effectively on findings	52
518	Managing Risk TUT Understand the scope and purpose of business risk management. Understand types of business risks, the governance and approaches for managing these effectively, and how risk management can be implemented successfully.	53
520	Managing Finance TUT 56 Understand how financial systems within an organisation operate and the decisions that need to be made based upon financial information. Learn about sources of finance for organisations, and the principles for setting and managing budgets.	56
525	Using Reflective Practice to Inform Personal and Professional Development Understanding how to use reflective practice to analyse performance, decision making, leadership and management skills to identify opportunities for on-going development of the knowledge, skills and behaviours to manage and lead in a variety of organisational settings.	44

Remember the units you choose must total the correct credit value for the qualification.

How to enrol

You can enrol online, by email, phone or by post. For questions about any of our courses, phone 0845 8620 140 or email: enquiries@blueprintmanagement.college

You just need to enrol online at:

www.blueprintmanagement.college

You will also be asked to complete an enrolment form with your unit choices.

If your employer wishes to sponsor your learning, we are happy to send them the invoice for payment. However, we will need to have an official company purchase order number first, which you can insert into the relevant box on the enrolment form.

Before enrolling please make sure you have read our terms and conditions, these can be found on our website www.blueprintmanagement.college.

Course Fees

The table below details the fees for each course. The price shown is fully inclusive of VAT. There are NO hidden additional fees to pay such as registration or certification. Your course may be cancelled if you do not make your instalment payments.

Our instalment option is for individuals paying their own fees. Companies do not qualify.

Course	Pay in Full Fee £	Instalment option	Deposit £	Number of further instalments	Instalment £
Level 5 Award Management and Leadership	396	Y	240	1	216
Level 5 Certificate Management and Leadership (2 units)	648	Y	264	2	222
Level 5 Certificate Management and Leadership (3 units)	900	Y	264	3	232
Level 5 Diploma Management and Leadership	1824	Y	336	6	258

There are no interest charges for our instalment plan but a small discount (£60) is automatically given to those who pay in full. Instalment options are only available when paying by a debit or credit card or by using PayPal. Instalments are taken on the 2nd day of the month immediately following the date of purchase.

Testimonial:

Lynne Skelton
Labour manager

I began this course to improve my job prospects following the takeover of my employer. I had been a manager for 3 years through natural progression, but without any formal training.

Distance Learning offered the flexibility I needed to enable study whilst juggling both a busy work & home life. My tutor was friendly & motivational with a positive attitude, ready to help via phone or email at a moment's notice.

Through this course I have developed a better awareness of the relationship between providing for staff needs & achieving company aims. I am committed to encouraging learning & development, & to help facilitate the realisation of a person's full potential.

Just prior to the course completion I was promoted to my current position of Labour Manager for the London Business Centre – a job I wouldn't have applied for a year ago.

Understanding different management levels

Team Leaders

Team Leading Level 2

Team Leaders are part of the team they lead. They undertake similar tasks to their team and being team leader is an added responsibility. They may be involved in work allocation and developing the team, but decisions in connection with finance, employment or discipline are referred upwards.

First Line Management Level 3

First Line Managers may also do the same work as team members but their management role is the most important part of the job. These managers and supervisors are often involved in planning for periods of up to a year, and are involved in the decision making process in respect of recruitment and discipline. They may also have some resource responsibility.

First Line Managers

Management and Leadership Level 5

Middle and operational managers

Being a manager is the primary or most important job of a Middle Manager. Their role clearly distinguishes them from those they manage. Any other work tends to be of a specialist technical, professional or similar nature. With a fair degree of autonomy to make decisions and changes, they have responsibility for ensuring that people,

equipment, buildings etc. are used effectively, and for making recommendations for future investment in resources and/or a revised pattern of resource utilisation. Job titles might include, Operation Manager, Department Manager, Regional Manager or Divisional Manager.

Strategic Management and Leadership

Level 7 (postgraduate)

Senior Managers report to the CEO, Board of Directors or similar, and are accountable for the long-term performance of those who report to them.

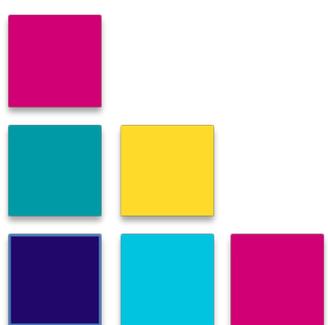
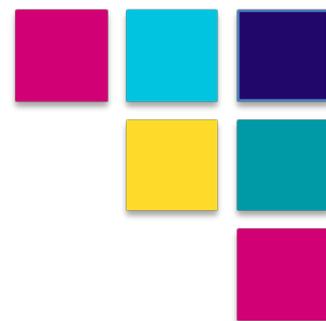
They are likely to have other operational managers report to them, rarely become involved in operational problems other than the most significant or those involving important customers and suppliers. They play an active part in determining organisational policies and procedures, and for planning activities for several years ahead. They have significant responsibilities in respect of organisational finances and other resources.

Senior Managers and executives

If you need further advice, please contact us or ask for our detailed self-assessment diagnostic tool.

BLUEPRINT

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