

# BUSINESS MANAGEMENT

Level 2

## DISTANCE LEARNING PROGRAMME

### ○ CLIENT PROFILE

This programme from Study House is for people seeking to understand and apply the principles of management in a business. It is particularly suited to the general manager with responsibility for a small organisation or a department, needing an understanding of effective management techniques and the legal aspects of employing people.

### ○ COURSE OBJECTIVES

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

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

### ○ KEY DATA

#### Entry requirements

There are no requirements. No prior knowledge is assumed.

#### Method of study

Distance learning enables you to complete your studies at work or at home over a timescale which suits your other commitments. No formal attendance at college is required but tutor support is included.

#### Duration

The course may take an average student approximately 60 hours to complete, including the assessment. You can register

at any time and you will have a **full year** in which to complete the course.

#### Course materials

You receive: course manual, with exercises and activities, assignments and study guide to help you plan your studies, and assessment materials.

#### Assessment method

Each element is followed by a written assignment, which you submit for marking by your Tutor. No external examination is required.

#### Tutor support

As well as marking your assignments, your Tutor is available for help by telephone and/or email.

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### ○ ACCREDITATION

This course is provided in conjunction with Kendal Publishing Ltd, a licensed **NCFE** centre, and is equivalent to Level 2 on the National Qualifications Framework. NCFE is recognised as an awarding body by the Office of the Qualifications & Examinations Regulator (Ofqual) in England, DCELLS in Wales and CCEA in N Ireland.

○ **PRICE £250** including registration, materials, tuition and validation

Or £60 deposit and 4 monthly payments of £50 (£260) (UK only)

**Overseas:** EU postage included or £20 courier. World: Add £20 Airmail signed-for delivery.

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**THE DISTANCE LEARNING PARTNERSHIP**

**BUSINESS MANAGEMENT**  
**Level 2**  
**DISTANCE LEARNING PROGRAMME**

○ **OUTLINE CONTENT**

**Module 1: Effective Management**

- The manager's role
- Managing yourself
- Managing information
- Managing finance

**Module 2: Employing People**

- Recruiting staff
- Legal aspects of employment
- Keeping staff
- Parting with staff
- VAT and tax relief for bad debts

**Module 3: Performance Management**

- Performance management

- Contracts of employment
- Equal opportunities
- Disciplinary management
- Categorising conduct
- Managing assertiveness

**Module 4: Time Stress & Crisis Management**

- Evaluation your situation
- Time balance techniques
- Stress
- Relaxation
- Crises
- Time Management techniques

○ **COURSE PROVIDER**

You will become a registered student of **Study House**, which is part of Kendal Publishing Ltd.



info@study-house.com

○ **HOW TO APPLY**

Complete our enrolment form, and send with payment (or deposit and completed Banker's Standing Order) to:

The Distance Learning Partnership  
FREEPOST SEA9262  
West Horsley  
LEATHERHEAD  
KT24 6BR

**OVERSEAS** Send to:

Distance Learning Partnership  
PO Box 52  
EAST HORSLEY Great Britain  
KT24 6YQ

**Or:** Tel: **01483 285626** to enrol by phone or to pay your deposit by credit card

**Or:** Enrol online via our website [www.distancelearningpartnership.co.uk](http://www.distancelearningpartnership.co.uk)

For advice by e-mail: [info@distancelearningpartnership.co.uk](mailto:info@distancelearningpartnership.co.uk)

**NOTE:** We can invoice your employer on receipt of an official purchase order signed by the appropriate person.



The Distance Learning Partnership is a member of the **Association of British Correspondence Colleges** to whose Code of Ethics we subscribe.

