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PROFESSIONAL COMPETENCY AND MANAGEMENT COURSES



◆ **LEVEL 5 DIPLOMA IN
EDUCATION AND TRAINING
(REGULATED)**

◆ **LEVEL 7 DIPLOMA IN
STRATEGIC MANAGEMENT
AND LEADERSHIP
(REGULATED)**

LEVEL 5 DIPLOMA IN EDUCATION AND TRAINING (UK-SPECIFIC)

COURSE OVERVIEW

The Level 5 Diploma in Education and Training is designed for learners aspiring to become fully qualified further education teachers. This one-year programme offers career development opportunities, preparing students for roles in colleges and other educational institutions. The qualification covers curriculum areas within further education and adheres to the Guidance for Qualifications in Education and Training.

COURSE STRUCTURE

The Level 5 Diploma in Education and Training is structured into four mandatory units and a selection of optional units. The course is designed to be completed in one year, with regular classes held throughout the year

MANDATORY UNITS

- **Theories, Principles and Models in Education and Training** : This unit explores the fundamental theories, principles, and models that underpin effective teaching and learning. Students will analyze and evaluate these concepts, applying them to their practice to enhance educational outcomes.
- **Teaching, Learning and Assessment in Education and Training** : This unit focuses on practical techniques for delivering effective teaching, learning, and assessment. It covers strategies for planning and implementing lessons, assessing learner progress, and providing constructive feedback.
- **Developing Teaching, Learning and Assessment in Education and Training** : This unit aims to advance students' skills in creating and implementing innovative teaching, learning, and assessment methods. It emphasizes reflective practice and continuous improvement in educational settings.
- **Professional Practice in Education and Training** : This unit addresses the professional responsibilities of educators, including ethical considerations, professional development, and adherence to regulatory standards. It prepares students to uphold high standards in their educational practice

OPTIONAL UNITS (CHOOSE 2)

- **Action Research** : This unit introduces students to the principles and practices of action research in education. It involves identifying areas for improvement, conducting research, and applying findings to enhance teaching and learning.
- **Develop and Prepare Resources for Learning and Development** : This unit focuses on designing and preparing effective learning resources. Students will learn to create materials that support diverse learning needs and enhance educational experiences.
- **Developing, Using and Organising Resources in a Specialist Area** : This unit emphasizes resource management within a specific subject area. Students will explore strategies for organizing and utilizing resources to optimize teaching and learning in their specialty.
- **Equality and Diversity** : This unit explores strategies for promoting equality and diversity in educational settings. It covers the development of inclusive practices and policies that support a diverse learner population.
- **Inclusive Practice** : This unit focuses on implementing inclusive educational practices. It covers techniques for accommodating diverse learning needs and creating an environment where all students can succeed.
- **Internally Assure the Quality of Assessment** : This unit provides students with the skills to ensure the quality and consistency of assessment practices within educational institutions. It includes methods for internal verification and quality assurance.
- **Manage Learning and Development in Groups** : This unit explores techniques for managing group learning and development. It covers strategies for facilitating effective group work, addressing group dynamics, and supporting collaborative learning.
- **Understanding the Principles and Practices of Internally Assuring the Quality of Assessment** : This advanced unit delves into the principles and practices of quality assurance in assessment. It prepares students to implement robust internal quality assurance processes in their institutions

LEARNING OUTCOMES

- Apply theories, principles, and models in education and training.
- Enhance teaching, learning, and assessment practices.
- Foster inclusive and safe teaching environments.
- Understand professional values and policy contexts in education.
- Contribute to quality improvement and assurance in educational organisations

ASSIGNMENT LISTING

Students will be required to complete various assignments throughout the course, designed to reinforce theoretical knowledge and practical skills. Each unit requires a 3000-word assignment to be written to pass the course

- **Case Study Analyses** : Analysis of real-life educational scenarios.
- **Project Reports** : Documentation of educational projects.
- **Research Papers** : In-depth research on educational topics.
- **Practical Exams** : Hands-on assessments of teaching techniques.
- **Group Projects** : Collaborative educational projects.
- **Quizzes and Exams** : Periodic assessments of theoretical knowledge

CAREER PATH

Graduates of the Level 5 Diploma in Education and Training will be well-prepared for various roles in the education sector within the UK. Potential career paths include

Further Education Teacher : Teaching in colleges and further education institutions.

Educational Trainer : Providing training in educational settings.

Curriculum Developer : Developing educational curricula and resources.

Educational Consultant : Advising on educational practices and policies.

Quality Assurance Officer : Ensuring quality in educational assessments and practices.

COURSE DELIVERY

The course will be delivered through a combination of in-person and online methods, ensuring flexibility and accessibility for all students. Regular classes will be held throughout the year

Lectures : Delivered by experienced education professionals, available both in-person and online.

Practical Sessions : Hands-on training in educational practices.

Workshops : Interactive workshops on educational techniques and procedures.

Online Resources : Access to a comprehensive online library and learning management system.

Guest Lectures : Insights from professionals in various educational fields.

Field Visits : Organised visits to educational institutions

Placements : Opportunities for teaching practice in educational settings

CERTIFICATION

Upon successful completion of the course, students will be awarded a Level 5 Diploma in Education and Training. This certification will signify that the holder has acquired the necessary knowledge and skills to work competently in the field of education and training

ELIGIBILITY CRITERIA

To be eligible for the Level 5 Diploma in Education and Training, applicants must meet the following criteria

- ◆ **Age Requirement** : Learners aged 19 and above.
- ◆ **Prior Learning** : No specific prior learning required, but Level 4 Certificate in Education and Teaching is beneficial.
- ◆ **Professional Experience** : Qualified and/or experienced in the subject they intend to teach. A degree in the subject specialism is expected for academic subjects, while professional qualifications or substantial industry experience is required for vocational areas.
- ◆ **Maths and English Skills** : Sufficient personal skills to complete the programme and support learners.
- ◆ **Teaching Practice** : A minimum of 100 hours of teaching practice, including working with groups.

LEVEL 7 DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP (UK-SPECIFIC)

COURSE OVERVIEW

The Level 7 Diploma in Strategic Management and Leadership is a comprehensive one-year programme designed to develop and reward current and future business managers. This course focuses on strategic leadership principles, management tools, and models relevant to the 21st-century business environment. It prepares students for leadership roles in various industries within the UK through critical evaluation and application of strategic management concepts.

COURSE STRUCTURE

The Level 7 Diploma in Strategic Management and Leadership is structured into six mandatory modules and two optional modules, each focusing on a key area of strategic management. The course is designed to be completed in one year, with regular classes held to provide a thorough learning experience.

MANDATORY UNITS

- **Manage Team Performance to Support Strategy** : Techniques for managing and enhancing team performance to align with strategic goals. This unit covers methods for setting performance standards, providing feedback, and fostering a high-performance culture.
- **Information Management and Strategic Decision Taking** : Principles and practices for effective information management and strategic decision-making. Topics include data analysis, information systems, and decision support tools to improve organizational performance.
- **Leading a Strategic Management Project** : Skills for leading and managing strategic projects within an organization. This unit focuses on project planning, execution, monitoring, and evaluation, emphasizing strategic alignment and stakeholder management.
- **Strategic Direction** : Methods for setting and communicating strategic direction. Students will learn about vision and mission statements, strategic objectives, and the processes for developing and implementing strategic plans.
- **Strategic Planning** : Techniques for developing and implementing strategic plans. This unit includes environmental scanning, SWOT analysis, and strategic formulation, with a focus on long-term organizational success.
- **Development as a Strategic Manager** : Continuous personal and professional development as a strategic manager. This unit emphasizes self-assessment, reflective practice, and lifelong learning to enhance leadership capabilities.

OPTIONAL UNITS (CHOOSE 2)

- **Finance for Managers** : Principles of financial management and their application in strategic decision-making. Topics include financial analysis, budgeting, and investment appraisal, aimed at improving financial literacy and decision-making skills.
- **Strategic Marketing** : Techniques for developing and implementing strategic marketing plans. This unit covers market analysis, segmentation, targeting, and positioning, along with the development of comprehensive marketing strategies.
- **Organisational Change Strategies** : Methods for managing and implementing organizational change. Students will learn about change models, resistance management, and strategies for leading successful change initiatives.
- **Human Resource Planning** : Techniques for effective human resource planning and management. This unit focuses on workforce planning, talent management, and the alignment of HR strategies with organizational goals.

LEARNING OUTCOMES

- Understand and apply principles of strategic leadership in business.
- Review and apply principles of business management within industry.
- Improve employability by exploring the relationship between management theories and their practical application.
- Analyse problem-solving techniques specific to business and industry.
- Select, collate, review, and analyse information from various sources.
- Work independently and as part of a team.
- Manage personal development and growth.

ASSIGNMENT LISTING

Students will be required to complete various assignments throughout the course, designed to reinforce theoretical knowledge and practical skills. Each unit requires a 3000-word assignment to be written to pass the course

- **Case Study Analyses** : Detailed analysis of real-life management cases, focusing on the application of strategic management techniques.
- **Project Reports** : Comprehensive documentation of strategic management projects, including methodologies, results, and interpretations.
- **Research Papers** : In-depth research on specific management topics, requiring critical analysis and synthesis of current literature.
- **Practical Exams** : Hands-on assessments of strategic management techniques, conducted in practical settings.
- **Group Projects** : Collaborative projects simulating management challenges, requiring teamwork and the integration of various management disciplines.
- **Quizzes and Exams** : Periodic assessments to test theoretical knowledge and understanding of course material

CAREER PATH

Graduates of the Level 7 Diploma in Strategic Management and Leadership will be well-prepared for a variety of leadership roles in the business field within the UK. Potential career paths include

Strategic Manager : Leading and managing strategic initiatives within organisations.

Business Consultant : Providing expert advice on strategic management and business operations.

Project Manager : Overseeing strategic projects and ensuring successful implementation.

Operations Manager : Managing day-to-day operations and aligning them with strategic goals.

HR Manager : Planning and managing human resources to support strategic objectives.

Marketing Manager : Developing and implementing strategic marketing plans

COURSE DELIVERY

The course will be delivered through a combination of in-person and online methods, ensuring flexibility and accessibility for all students. Regular classes will be held throughout the year

Lectures : Delivered by experienced management professionals and researchers, available both in-person and online.

Practical Sessions : Hands-on training in strategic management practices, providing practical experience with management techniques.

Workshops : Interactive workshops focusing on specific strategic management techniques and procedures.

Online Resources : Access to a comprehensive online library, learning management system, and digital resources.

Guest Lectures : Insights from professionals working in various management fields, sharing their experiences and expertise.

Field Visits : Organised visits to businesses and other relevant facilities.

Placements : Opportunities for work placements in management roles, providing practical experience and industry exposure

CERTIFICATION

Upon successful completion of the course, students will be awarded a Level 7 Diploma in Strategic Management and Leadership. This certification will signify that the holder has acquired the necessary knowledge and skills to work competently in the field of strategic management

ELIGIBILITY CRITERIA

To be eligible for the Level 7 Diploma in Strategic Management and Leadership, applicants must meet the following criteria

- ◆ **Educational Background** : A Level 6 Qualification or a First Degree.
- ◆ **Academic Performance** : A minimum 2:1 honours degree or equivalent.
- ◆ **Language Proficiency** : Proficiency in English is required. Non-native English speakers must provide IELTS scores of at least 6.5 overall, with no lower than 6.0 in any component.
- ◆ **Professional Experience** : Experience in a management or leadership role is recommended

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