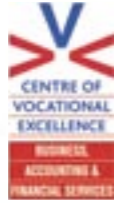


# Business



Whether you want a career in business management, administration, accounting, personnel, or financial services, Highbury can help you achieve your professional ambitions. As a CoVE specifically for Business, Accounting and Financial Services we know all about what is needed to do well. We take great pride in teaching people the practical skills they need to succeed

in business and have had a string of successes both at national and international level. Our trainers have extensive commercial experience in specialist fields, offering you the best possible support and opportunities available. We have close links with industry and professional bodies, which is reflected in the standard of our facilities and knowledge of the latest business developments.

## Administration

NVQ Level 4

### Duration of study

1 year part-time

### Start date

The flexible nature of this course means you are able to start by appointment throughout the year.

### Entry requirements

There are no specific entry requirements. However, current work experience in an administrative management role is necessary.

### How will I study?

An NVQ is a qualification which proves you are capable of the job you are doing. This course is ideal for those in work wishing to gain further skills and open up opportunities. The course covers general office administration, business processes and leading a team.

### How am I assessed?

The main assessment method is the production of a portfolio of evidence. This is comprised of assignment material undertaken in relation to the demands of your own working environment.

### What can I do after the course?

The qualification is nationally recognised and upon successful completion will enhance your career opportunities, either with your current employer or beyond.



## Management

NVQ Levels 3, 4 & 5

### Duration of study

1 year part-time

### Start date

The flexible nature of these level courses means you are able to start by appointment throughout the year.

### Entry requirements

A current managerial position to support the chosen level is essential.

### How will I study?

This course is designed to utilise your actual work skills and knowledge. Much of the learning and assessments are related to your work role. However, some common units of study are required and these include managing information, the management of people, management of operations and resources.

### How am I assessed?

The main assessment method is the production of a portfolio of evidence. This is comprised of material undertaken in relation to the demands of your own working environment.

### What can I do after the course?

Successful completion will enhance managerial prospects with your current employer and beyond. You may wish to consider the BA (Hons) Business Management programme accredited by Sunderland University.

## Learning and Development

NVQ Levels 4 & 5

### Duration of study

1 year part-time

### Start date

The flexible nature of this course means you are able to start by appointment throughout the year.

### Entry requirements

A current managerial position to support the chosen level is essential.

### How will I study?

This course is designed to utilise your actual work skills and knowledge. Much of the learning and assessments are related to your work role. The course consists of ten units from five main areas, these are advising candidates, design of course and materials, delivering training, assessment and reviewing courses and self.

### How am I assessed?

The main assessment method is the production of a portfolio of evidence. This is comprised of material undertaken in relation to the demands of your own working environment.

### What can I do after the course?

NVQs in Learning and Development can be used towards membership of the Institute of Personnel and Development (IPD) or go onto study further at Degree level in an associated subject.



## Management Studies

Edexcel BTEC Diploma Level 5

### Duration of study

Day release for 34 weeks

### Start date

September or February

### Entry requirements

There are no formal entry qualifications. However, it is expected that candidates will hold a managerial position in their workplace and be over the age of 21. Class places are allocated via an informal interview with the Programme Leader.

### How will I study?

This course is aimed at middle managers who require some underpinning managerial knowledge and understanding in order to enhance personal and professional prospects. Examples of the units studied include personal development, communications at work, leadership, financial awareness, managing change, managing activities, recruitment and selection.

### How am I assessed?

A combination of assessment methods will be used which include formal written assignments and work-based practical assessments and an individual project.

### What can I do after the course?

Successful completion of the Diploma in Management 5 will enable you to apply for the Management Diploma 7, a higher, more specialised focus on the role and skills of managers. The DMS 5 is an industry recognised qualification and will enhance career prospects with current employers and beyond.

## Management Studies

Edexcel BTEC Diploma Level 7

### Duration of study

1 afternoon and evening per week for 34 weeks

### Start date

September or February

### Entry requirements

Applicants should be at least 21 years of age and are required to hold a managerial position in the workplace. Relevant management qualifications, DMS Level 5 for example, are important and will support an application. Class places are allocated via an informal interview with the Programme Leader.

### How will I study?

This course offers practical work based training and personal development to both aspiring and practising Senior Managers. It is also aimed at those working towards NVQ Level 5 in Management. It meets the latest MCI standards, examples of the units of study include managing financial principles and techniques, human resources, planning and development, management in the wider environment, leadership of your organisation, management research methods and strategic marketing management.

### How am I assessed?

Assessment will follow a number of methods, which include formal written assignments and work-based practical assessments and an individual management project for your current employer.

### What can I do after the course?

The Diploma in Management Studies is an industry recognised qualification and will enhance career prospects at a management level with your current employer and beyond. You can also progress to an MBA (Hons) Degree in Business and Management.

## Foundation Degree in Financial Services

Accredited by the Financial Services Skills Council  
Subject to Validation

### Duration of study

2 or 3 years

### Start date

October or February

### How will I study?

Comprising the following components  
*Core concepts* – risk assessment, financial ethics, regulation, environment  
*Essential skills* – business acumen, problem solving, analytical, management, communication  
*Broad based topics* – economics, law, financial statements & information, leadership, business operations  
*Specialist topics* – investment, monitoring, sustainability, insurance, risk, law

## Chartered Institute of Management Accounting

### Duration of study

2 years, part time

### Start date

September or February

### Entry requirements

You will have completed the CIMA Certificate in Business Accounting. Alternatively, AAT Technician will give the relevant exemptions to enter the CIMA programme.

### How will I study?

You will study 3 units per year. Lessons include mock examinations, revision techniques and reflection on work experience.

### How am I assessed?

By formal examinations held in May and November.

### What can I do after the course?

You can progress to the Strategic Level of the CIMA scheme.

