



Business Management

**FETAC Level 6
B30139**

Programme Brochure

Business Management

FETAC Level 6 - B30139

Oyster TRAINING Programmes

This programme is designed to enable learners to gain an in depth understanding of the role and function of management in the business environment and to develop effective skills of management. It is suited to managers who wish to expand their knowledge of the role of management or to formalise their experience with a nationally recognised qualification. It is also suited to new managers or persons seeking to improve their employment opportunities by achieving a nationally recognised, practical and skills focused qualification.

Programme Aims

Learners who successfully complete this module will:

- Appreciate the role and importance of the management function
- Understand how organisations need to adapt to a dynamic and changing environment
- Develop their knowledge and understanding of the management process
- Develop effective management skills
- Appreciate the importance of effective communication within organisations.

Programme Content

The programme is delivered in six units as follows:

- Unit 1 - The Internal Organisation
- Unit 2 - The External Environment
- Unit 3 - The Management Process
- Unit 4 - Human Behaviour
- Unit 5 - Human Resource Management
- Unit 6 - Management Skills

Programme Duration

This programme comprises a minimum of 110 hours of learning, of which a minimum of 36 hours will be tutor led and the remainder will be learner centred learning. These 36 hours of tutor led training will be delivered over a period of six days.

Programme Certification

On successful completion of the programme, learners will receive the FETAC Level 6 Minor Award, B30139 – Business Management.

Entry Requirements

To access the programme, learners should possess a FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications. Applicants who do not have these formal educational qualifications may apply for access to the programme based on their relevant life and work experience, achievement and learning.

All learners attending the course must bring to registration:

1. Completed Programme Booking Form and PPS number
2. Two recent personal passport size photographs. (These photographs have been taken within the last twelve months and must be signed on the back)
3. Identification (Drivers Licence, Passport, Social Welfare Services Card)

Learner Assessment

To achieve certification learners will complete the following assessments:

- A project to demonstrate an ability to analyse, evaluate, draw conclusions and make recommendations on issues relating to business management (50% of overall mark)
- An assignment to evaluate an organisation and produce SWOT and PEST Analysis (25% of overall mark)
- An assignment to investigate and evaluate a topic appropriate to human resources (25% of overall mark)

Learner Progression

- D30139 - Business Management is a component of:
 - BALBX - FETAC Level 6 Advanced Certificate in Applied Languages and Business
 - BAXXX - FETAC Level 6 Advanced Certificate in Administration
 - BBMSX - FETAC Level 6 Advanced Certificate in Business
 - BITSX - FETAC Level 6 Advanced Certificate in International Teleservices
 - BMANX - FETAC Level 6 Advanced Certificate in Management

Learners who successfully complete the programme may use the associated credits towards this award.

- Certain Higher Education Institutions reserve a quota of places on specific programmes for applicants who have attained *any* FETAC Levels 5 or 6 awards. In 2010, a total of 408 such awards were listed on the Central Applications Office website (www.cao.ie).
- Certain programmes of higher education identify specific FETAC Modules as part of their entry requirements, e.g. learners with BALBX - FETAC Level 6 Advanced Certificate in Applied Languages and Business learners may apply to the Institute of Technology Blanchardstown for access to the Honours Bachelors Degree (Level 8) Business and Information Technology.

Booking Form

Business Management

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Programme Details

Programme Title

Venue Date

Personal Details

Family Name

First Name(s)

Address for Correspondence

Tel. No. (Land-line)

Tel. No. (Mobile)

Date of Birth

PPS Number

Do you have any needs of which Oyster should be aware? Yes No

Please provide details
(or contact Oyster directly to discuss)

Attach two recent personal, passport size photographs, signed on the back, that have been taken within the past 12 months.

Qualification Details

Please provide details of your relevant qualifications.

- (e.g. FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications)

If applying based on life and/or work experience, achievement and other learning, please provide information you consider relevant to your enrolment on the programme.

- (Include any work or life experience you consider relevant, any training courses attended, voluntary work or any other information you consider relevant. Attach additional pages if required.)

I confirm that the information provided on this application form is correct and any attached documents are authentic.

Signature

Date

Programmes delivered by Oyster are of less than three months duration, therefore, Section 43 of the Qualifications Act (1999) does not apply. Regardless of this, in the event of Oyster ceasing to provide a programme for which fees have been paid, or prematurely ending a programme for which fees have been paid, these fees will be refunded to learners.

Employer Details

- If your course fees are being paid by your employer company, please provide the following information
 - Please ensure that you complete the Programme Details and Personal Details sections on the previous page
 - Please note that payment must be made *before* the learner commences the programme.

Employer Name	<input type="text"/>
Employer Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Contact Name	<input type="text"/>
Contact Title	<input type="text"/>
Contact Tel. No.	<input type="text"/>
Fee Due	<input type="text"/>
P.O. Number	<input type="text"/>

Forward this booking form with the correct fee by way of a cheque, bank draft or postal order made payable to Oyster, to 44 Ticknock Park, Sandyford, Dublin 18.
T: 01 2063840 M: 085 1078585 E: info@oystercoaching.com

Oyster Use Only

Total Fee Paid	<input type="text"/>
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Postal Order
Receipt Number	<input type="text"/>
Photo ID Checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Passport
	<input type="checkbox"/> Drivers Licence
	<input type="checkbox"/> National Identity Card
	<input type="checkbox"/> Other <input type="text"/>
Staff Signature	<input type="text"/>

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