

## **CERTIFICATE IN LEADERSHIP AND MANAGEMENT**

### **FAQs**

#### ***How much will it cost? and how can I pay?***

If you pay when you register at the beginning, it costs £3,600 plus VAT.

If you want to pay as you go, each day costs £395 plus VAT. This covers the cost of the marking and the University registration.

We regret that, due to the costs involved, there is no small charity discount for the Certificate in Leadership and Management.

#### ***How long does it take?***

The Certificate should take a minimum of one year and there is an expected maximum of two years.

#### ***Why should I do this at the Centre?***

The Centre offers a genuinely flexible approach to gaining this qualification. You can take the courses in the order you want and at the times you want. You can do the set work in your own time and will receive plenty of helpful feedback from your trainers. When you are ready, you can let us know and set up your 'Organisational Improvement Project' and the campus workshop at the University at a time that suits you.

The Royal Holloway School of Management has a lot of involvement with the public and voluntary sector and tutors there understand organisations like yours and the context for your work.

You can spread the payment of your qualification over the time you take to sit the modules – up to two years if you want.

#### ***Can I have credits for any modules I've already done?***

Modules taken at the Centre in the year before you register with us for the Certificate will be counted toward your learning. However, you will need to complete the set work for each of the modules you've already done and there will be a charge of £120 plus VAT for each module to cover the cost of setting and marking the work.

#### ***What does it count toward in terms of a degree?***

The Certificate in Higher Education in Leadership and Management will be worth 120 credits within the European Credit Transfer Scheme (ECTS) towards further study at Undergraduate level. The European Credit Transfer Scheme provides a mechanism for reporting and transferring credits between universities. Qualifications awarded by the University of London are widely respected and accepted all over the world.

#### ***What NVQ level does the Certificate equate to?***

The Certificate in Higher Education in Leadership and Management is assessed at NVQ level four.

***When can I start the Certificate?***

As soon as you like. Just sign up for your first module and let us know that you want to undertake the Certificate programme. We'll send you all the paperwork to register with the University and set up all the necessary payment arrangements.

***I have a group of staff who want to do the Certificate together in house. Is this possible?***

Yes, the Certificate can be run for you in house and tailored to meet your organisation's context and sector. Give us a call to find out how this works and what the cost will be as this depends on how much tailoring you would like and how many staff you want to enter on the Certificate programme.

For the answers to any other questions or to discuss the Certificate in more detail, call Jan Burnell on 020 7490 3030 or email [jan.burnell@the-centre.co.uk](mailto:jan.burnell@the-centre.co.uk).