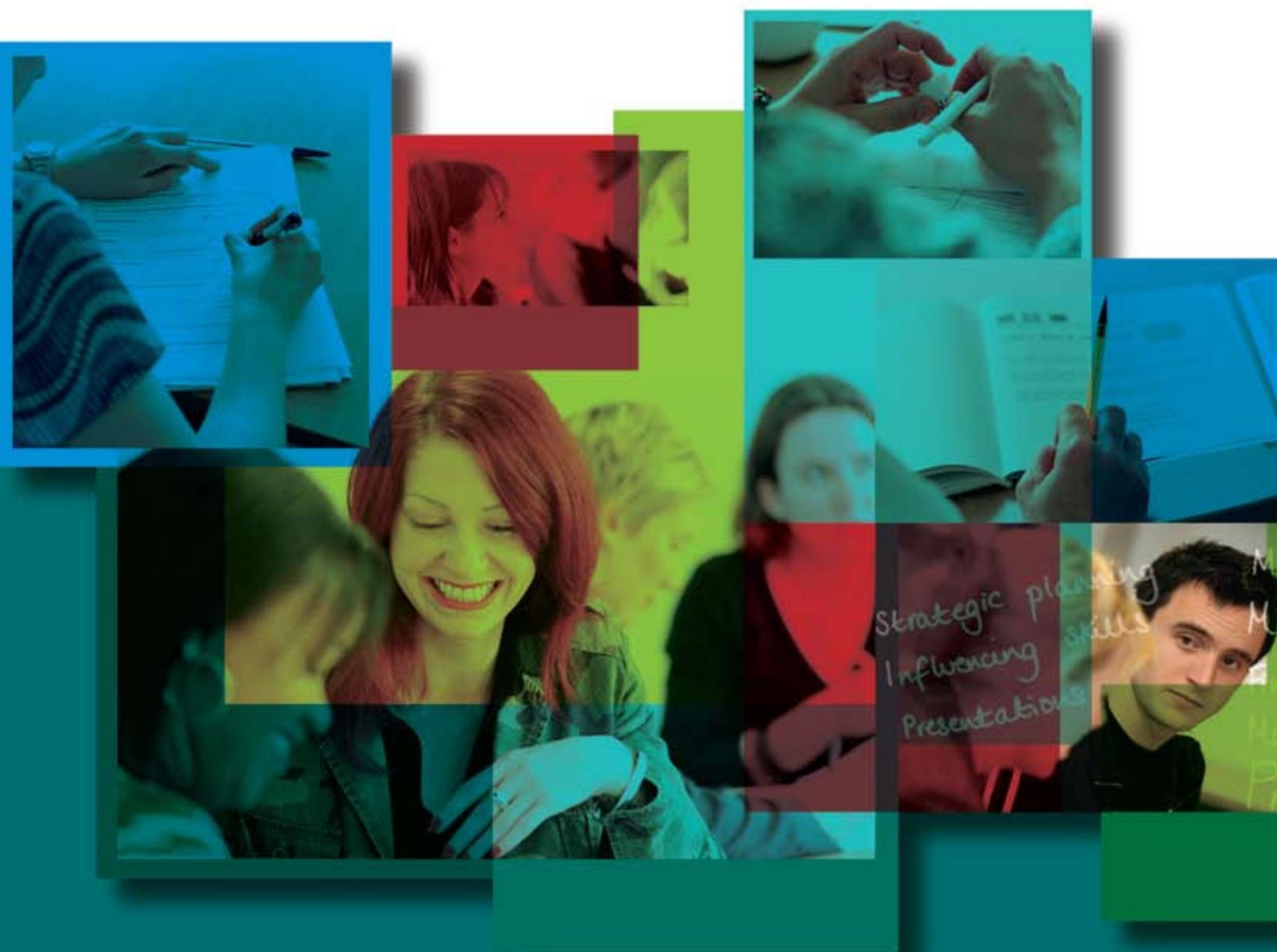




# Certificate of Higher Education in Leadership and Management



# **Certificate of Higher Education in Leadership and Management offered by Royal Holloway, University of London in partnership with the Centre**

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The Certificate in Leadership and Management offers a sound grounding for a career in management. It provides an enjoyable and flexible way of gaining skills, knowledge and a management qualification from the University of London, which is directly relevant to anyone with management responsibilities in their organisation.

# Certificate of Higher Education in Leadership and Management

## Who is it for?

This course is suitable for anyone who is new to management, or anyone who has been managing for some time, and would like to acknowledge and consolidate their experience and gain a qualification through a more formal learning programme.

## Individuals and staff groups

This programme offers a highly flexible approach both for individuals who are keen to gain a management qualification and for organisations who want to train a cohort of managers.

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**Individuals:** If you are an individual committed to personal and professional development, you will be able to participate in the programme through our open training programme, attending course modules on dates to suit your diary. As well as these individual modules, you will also attend a campus workshop at the Royal Holloway, University of London campus and undertake a dissertation relevant to your work.

**Staff groups:** For staff groups, we can run the programme in-house, tailoring case studies etc. to your needs. Our open programme of training courses provides a back-up for those who may be unable to attend a particular session. The course also includes a campus workshop at the Royal Holloway, University of London campus. The dissertation element of the course will provide an opportunity for some useful 'consultancy' within your organisation and you will have the option of nominating a co-supervisor from within your organisation.



# Teaching and Learning Strategies and Methods

The programme is practical and skills orientated, underpinned by a strong theoretical base. It addresses both organisational and personal competency.

## It is based on a blended learning approach with the following elements:

Part-time taught modules, mostly 2 day courses, with a choice of dates.

Study guides, core texts and independent and online tutorials and supported learning (via a web based virtual learning environment).

Action learning elements to reinforce the relevance of the programme to you and your organisation.

The teaching methods in the programme provide a rigorous intellectual framework, to enable you to build on the insights and expertise you will already have gained in your working life. Participation will also help you to develop a personal and professional discipline, intellectual and managerial skills and key personal qualities.

## Programme Content

### Core Modules

#### Management skills

Strategic planning and thinking  
Project management  
(4 days training)

#### Personal impact

Influencing and presentation skills  
(2 days training)

#### People and team management

Supervision skills  
Appraisal  
(2 days training)

#### Organisation finance and accounting

Finance for managers in the non-profit sector  
(2 days training)

### Electives. Choose one from:

#### Moving up in management

For junior managers with some experience who want to reflect on and deepen their understanding  
(2 days training)

#### Moving from manager to leader

For senior managers considering moving into an executive role  
(2 days training)

### Campus workshop

Introduction to leadership  
Thinking tools and business planning  
AND  
Organisational Improvement Project (OIP)  
(1 day training)

## A. Core modules

- Management skills
  - Strategic planning and thinking
  - Project management
- Personal impact
- Managing people and teams
- Organisational finance



You will study the four core modules independently by means of face-to-face training events run by the Centre with ongoing online support from the Royal Holloway, University of London. Each module will include exercises and activities designed to help you develop analytical and writing skills, embed your new knowledge and enable you to demonstrate your learning in the workplace. These activities measure your progress and will be marked. However these marks do not count towards the formal assessment of the programme.

In addition to the activities and exercises described above, you will also need to submit one written assignment on any one of the core modules which will be formally assessed as part of the qualification. This assignment will be 1,500-2,000 words in length and will be an 'open book' assignment - you will be able to look up information and guidance will be on offer from the Centre trainers.

**Pass mark: 50% (you have to pass in order to proceed to the Organisation Improvement Project stage)**

**Weighting towards final mark: 10%**

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## B. Elective Modules

- Moving up in management
- Moving from manager to leader

You will choose one of the electives based on your level of experience as a manager with help from the Centre in deciding which is right for you. You will study your elective module independently by means of face-to-face training events run by the Centre with ongoing online support from the Royal Holloway, University of London.

Assessment of the elective modules is through a written assignment on your chosen module. This is part of the formal assessment process. Again, the assignment should be 1,500-2,000 words in length. It will be open book and guidance will be on offer from your trainer.

**Pass mark: 50%**

**Weighting towards final mark: 10%**



## C. Campus workshop

- Introduction to leadership
- Thinking tools and business planning

This is an opportunity to attend sessions at the Royal Holloway, University of London campus, to meet your university tutors and your fellow students who are working towards the Certificate in Leadership and Management.

The two taught modules, **Introduction to leadership** and **Thinking tools and business planning**, are not formally assessed. The learning aims and outcomes of these modules are expected to feed into the OIP.

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## D. Organisational Improvement Project (OIP)



The OIP brings everything together and is an opportunity for you to learn and practise the necessary research, project management, presentation and writing skills needed in any successful management career. Through this project, you will apply the analytical and problem-solving techniques acquired during your studies.

The OIP involves selecting an aspect of your own organisation and applying the lessons learned through the programme to develop new understandings and possibly new systems and approaches so as to make improvements. The outcomes of the OIP must be agreed with your employers and they are expected to offer you close cooperation with the project. The outcome of the OIP will be a written work of about 8,000 words.

**Pass mark: 50%**

**Weighting towards final mark: 80%**

## Assessments towards the qualification

As described above, the programme is formally assessed by a mix of:

### Two written, marked assignments

Weighting towards final mark: 20%

Passing these assignments will enable students to progress to the Organisational Improvement Project.

### The Organisational Improvement Project (OIP)

Weighting towards final mark: 80%

The OIP is a substantial piece of work, looking in detail at some aspects of your organisation.



### Duration

Taught over a minimum study period of 1 year, maximum 2 years, the Certificate in Leadership and Management involves 1,200 notional hours of study time and it will be worth 120 ECTs towards further study at Undergraduate level.

### Costs

Fees for the programme are £3,600 plus VAT for a single payment, or £4,250 plus VAT if paid in instalments.

### To find out more

To find out more about the Centre's Certificate in Leadership and Management, please call Jan Burnell or Jennie Spencer on **020 7490 3030** or email us at **info@the-centre.co.uk**.

the-**centre**  
**Certificate of Higher Education  
in Leadership and Management**



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