

BTEC Advanced Award in Local Government Management

Quick information guide for participants

Benefits for you:

- Extra knowledge and practical skills to help you at work.
- More confidence to face daily challenges and change.
- Flexibility to fit study time around your work and home commitments.
- Enhanced personal and professional credibility.
- Improved career prospects and earning potential.

See over page for programme content

Key features:

Programme completion in *just 30 hours* – this includes time for study and all assessments.

Choice of optional units to suit your preferences (3 units in total).

Award made up of 1 core unit plus 2 units from 5 options.

Online learning programme with many user-friendly and helpful features.

Full support all through by qualified personal tutors.

Straightforward bite size mini-assignments for assessment.

No worry format:

- no formal entry requirements
- no examinations
- no essays to write
- no presentations
- no training events to attend
- no special skills needed.

Award ideal for existing/aspiring team leaders/first line managers in local government.

Qualification accredited by Edexcel – the UK's largest qualification awarding body.

Award counts towards BTEC Advanced **Certificate** in Local Government Management.

Easy online registration

Discount for self-funded Union Members

Especially for existing and aspiring team leaders/first line managers in Local Government



Option Unit 1

Managing personal development

Introduces importance of managing personal development; provides valuable tools for improving efficiency and effectiveness. Characteristics of constructive feedback with practical guidance on giving and receiving feedback.

Option Unit 4

Managing activities

Introduces work planning and control. You explore the processes involved, including key stages you can use to plan and control work effectively. Specific team leader responsibilities are identified plus how to set effective performance standards.

Option Unit 2

Managing people

Introduces leadership in managing people. In a practical way, you explore notable leadership concepts relevant to your role and gain a framework of approaches of direct value at work. Skills are identified and their importance assessed.

Option Unit 5

Managing resources

Introduces resource management in the context of your role. You explore the need for and stages in resource management. Responsibilities for physical resources (equipment and buildings) are considered plus issues about sustainability.

Option Unit 3

Managing information

Introduces the importance of managing information. You consider notable concepts, including processes and principal methods of communication (uses, advantages, and disadvantages). Helps you apply effective approaches/methods.

Core Unit 6

Managing change in local government

Introduces the dynamics of change. You explore the nature and forces of change and your role in anticipating and supporting change. This includes clarifying objectives, reactions to and phases of change, and a planning/implementation check-list.

Register now!

There's never been a better time to:

- achieve a national BTEC qualification
- gain extra skills, knowledge, and understanding to help you in your job
- boost your self-confidence and professional credibility
- advance your career and improve your earnings potential

Full details on website: www.localgovtraining.co.uk

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