

# **VOCATIONAL COURSES**

**Ballsbridge Cyprus**

**Centre of Ballsbridge University**

**Study Online!**

**Recognised Qualification!**



# **QUALIFI**

**ACCREDITED STUDY CENTRE**

# **HEALTH & SOCIAL CARE**

## **LEVEL 4**

### **Academic study skills**

The aim of this module is to enable learners to develop the necessary skills and understanding to study effectively within higher education. This will enable learners to acquire the necessary reflective and critical thinking skills required to achieve individual learning potential.

### **Communicating in health and social care**

The aim of this module is to develop the learner's awareness of different forms of communication used in health and social care settings and its importance for effective service delivery.

### **An introduction to healthcare policy**

The aim of this module is to develop the learners awareness of different influences on healthcare and their effect on the development of policy. Evaluation of healthcare policy will allow learners to examine what are the key contemporary issues for those making policy, providers and those receiving support.

### **Reflective practice**

This module is designed to introduce the learner to reflective practice in all its forms. Reflections on practice and in practice are important concepts in health and social care and feed into the idea of self -development linking theory to practice.

### **Managing people in health and social care**

The aim of this module is to enable learners to understand the processes involved in the recruitment, management and development of people in the health and social care workplace. In this module learners will investigate the processes involved in the management of individuals in the health and social care workplace and how to facilitate change in the organisation.

### **Sociology: concepts in health and ill health**

The aim of this module is for learners to gain an understanding of sociological concepts of health and ill health and their application to care practice in health and social care. It will enable learners to gain an understanding of the nature of contemporary society and its influences on the perception of health and ill health. Learners will explore how society is structured in terms of age, gender, ethnicity, social class, family and households and its impact on health and well-being.

# **HEALTH & SOCIAL CARE**

## **LEVEL 5**

### **Principles underpinning health and social care**

All health and social care professionals have professional codes of conduct. The aim of this module is to develop understanding of the values, theories and policies underpinning health and social care practice and the mechanisms that exist to promote good practice within the sector.

### **The management of quality in health and social care**

Quality is an essential component of health and social care services and a concept with many different interpretations and perspectives. The aim of this module is for learners to develop an understanding of different perspectives on health and social care service quality and how it is evaluated in order to empower and involve users of services.

### **Research project**

This module aims to develop the learner's skills of independent enquiry and critical analysis by undertaking a small pilot investigation of direct relevance to their higher education programme or professional development.

### **Partnership working in health and social care**

The aim of this module is to enable learners to develop an understanding of the importance of working positively in partnership with others in health and social care. Learners will explore the nature of partnership on three levels. First, they will examine partnerships with users of services that empower individuals to make informed decisions and encourage independence. Second, they will consider partnerships between different professionals within health and social care and explore inter-agency working. Finally, learners will investigate organisational partnerships and examine different ways of joint working.

### **Working with service users with complex needs**

The aim of this unit is to help learners to understand issues of health, disability and illness and how health care professionals can empower those with complex physical and mental health needs to determine their own care.

# **BUSINESS & MANAGEMENT**

## **LEVEL 3**

### **An introduction to the Business Environment**

RQF level: 3

#### **Aim**

This Unit will explain different types of businesses and their ownership exist in an economy. Learners will understand role of owner and stakeholders to fulfil purpose of business. The unit will help learners to understand how businesses are organised to achieve their targets. This unit will also help to understand the way in which the economic, political, legal and social environment can impact on businesses giving the learner an understanding of the range of businesses.

### **Business Resources**

RQF level: 3

#### **Aim**

The unit will explain how a range of resources including human, physical, technological and financial resources are used and managed within business. This unit will help the learner to have an understanding of how human resources are managed and of the employability and personal skills required of personnel in an organisation. Learners will gain an understanding of the purpose of managing resources effectively, not only in relation to human resources but also in terms of physical and technological resources.

Learners will also gain an understanding of how an organisation can gain access to sources of finance, both internally and externally and be able to interpret financial statements.

There are clear links between this unit and many of the other units; it serves as a useful introduction to areas that may be covered in depth in further units.

### **An Introduction to Marketing**

RQF level: 3

#### **Aim**

Marketing is a key business function covering a wide range of activities and employing many people. This unit will develop the knowledge necessary to understand key concepts of the marketing mix, marketing planning and marketing research. As an introduction to marketing, the unit will allow learners who study other, specialist marketing units to keep in mind the strategic purpose of the marketing function and how it contributes to business success.

Learners will gain a basic understanding of the role of the marketing function, with particular emphasis on the role of marketing research and how it contributes to marketing planning and the development of a marketing mix for a target group of customers. Learners will have the opportunity to develop, analyse and evaluate key marketing techniques in order to obtain a better understanding of them.

## **Human Resource Management**

RQF level: 3

### **Aim**

This unit will describe as the most valuable resource of any organisation, its human capital. All resources, especially the most valuable, need to be managed in order to obtain the greatest value from them. The unit provides an overview of some of the key areas that fall within the remit of the human resources function.

By the end of this unit learners will gain an understanding of the factors that are taken into account by organisations when planning their human resource management. They will also learn how organisations gain employee motivation and employee commitment.

Finally, learners will know about how employee performance is measured and managed as well as the benefits of doing so. This knowledge will help learners to understand the working environment and the nature of Human Resource Management when they are seeking or engaged in employment.

## **Business Communication**

RQF level: 3

### **Aim**

Effective communication is a key area in terms of its contribution to business success. When studying this unit, learners will gain a thorough understanding of the types of business information used both internally and externally by organizations and the methods used to communicate information to different audiences.

In this unit, learners will have the opportunity to develop, analyse and evaluate a range of methods used to communicate different types of business information and will understand the purpose of such communication. They will also produce and evaluate different types of business communication of their own.

## **Understanding Health and Safety in the Business Workplace**

RQF level: 3

### **Aim**

This unit will help to prepare learners for the world of work, where health and safety is a vital part of the modern workplace whatever sector is chosen. There trends to be level of myth surrounding Health and safety requirements.

This unit will help to dispel these and to promote good health and safety practise as a means to a productive working environment. Learner will understand about health and safety legislation, regulations and requirements that form the basis of all workplace in UK.

## **Managing Business Operations**

RQF level: 3

### **Unit Aim**

The aim of this unit is to introduce learners to key aspects of all businesses and how they operate within the wider business environment, as well as internally. Operational control and the provision of best practice and sound policy will be shown to facilitate organisational excellence.

## **An Introduction to Finance**

RQF level: 3

### **Unit Aim**

This unit introduces learners to practical accounting and financial reporting techniques used by managers in business organisations.

## **An Introduction to Leadership Skills**

RQF level: 3

### **Unit aim**

The aim of this unit is to provide the learner with an introduction to leadership skills, and how they can be identified and developed, and to show the importance of providing motivation for others.

## **Organisational Culture**

RQF level: 3

### **Unit Aim**

To understand aspects of an organisation's culture and their effects on its activities and its management, as well as the significance of an ethical business approach.

## **Workplace Welfare**

RQF level: 3

### **Unit Aim**

To understand that workforce welfare ensures that everybody employed within the organisation is valued and that there are benefits to be gained from being part of the organisation.

## **Thinking Entrepreneurially**

RQF level: 3

### **Aim**

The aim of this unit is to introduce the learner to an evaluation of themselves in an entrepreneurial context by using several techniques including SWOT. Learners will be introduced to critically thinking skills and put into context against a business plan.

# **ENTREPRENEURSHIP**

## **LEVEL 4**

### **Managing business operations**

This module aims to introduce learners to key aspects of all businesses and how they operate within the wider business environment as well as internally. Learners will gain knowledge and understanding of key business functions and their importance to business success.

### **Business environment**

This module aims to develop the learner's knowledge of the business environment and its impact on organisations. This includes factors that shape the internal environment and other external influences. Using this knowledge, learners will be able to develop approaches for managing change.

### **Personal effectiveness**

This module explores the skills of different approaches to learning and examines the significance of time management. It investigates the skills managers need to develop to solve problems and to make decisions, as well as discussing the issue of management stress.

### **The entrepreneurial manager**

This module aims to identify competing perspectives on the nature of entrepreneurial management as both a function and a process supporting the process of organisational change and development.

### **Business planning and goal setting**

This module aims to identify mechanisms for the setting of organisational goals and their achievement as part of the process of business planning.

### **The manager's toolkit**

This module provides a selection of the most useful tools used in management and explores some of the uses of each. It aims to provide sufficient information to understand the principles behind each tool and enable them to be used with confidence. The module aims to help learners analyse situations within the organisation; develop solutions to organisational problems; evaluate an organisation's position in its operating and competitive environment; and develop elements of an effective organisational strategy.

### **Managing and using finance**

This module aims to provide an outline of the use and management of finance within an organisation. This includes an introduction to accounting and financial terminology. Learners are also introduced to the basics of financial reporting.

### **Managing and using marketing**

This module aims to develop knowledge of marketing as key management tool. This includes understanding the marketing planning process and the role of internal as well as external marketing. Using this knowledge, learners will be able to understand the value of marketing activities to an organisation.

### **Psychology of entrepreneurship**

This module aims to introduce the fundamental principles of the science of psychology, relating them to the entrepreneurial perspective of business management.

### **Innovation and creativity**

This module describes the role of innovation and creativity for organisations. It considers models used to help understand and recognise their importance, as well as techniques to facilitate their use as part of strategic development.

# **BUSINESS ENTERPRISE**

## **LEVEL 5**

The Qualification provides comprehensive coverage of the issues, challenges and disciplines growth organisations or business start-ups face. Learners who want to make a success of their own business venture or to develop their skills in promoting or creating growth in organisations will gain significantly from this qualification. The inspired student or entrepreneur will gain valuable insights into the characteristics, skills, resources and tools required to drive a growing organisation or business start-up forward. Learners will be required to be proactive and engage with businesses that have growth strategies or start-ups with ambition. Learners will be expected to create ideas and plans that support their personal business goals or those of organisations that they are involved with.

### **Units**

- Entrepreneurship, Enterprise and Creativity
- Influences on Organisational Growth and Development
- Venture Management – Growing a Business
- Marketing for Growth Organisations
- Developing and Launching a New Business
- Social Enterprise and Third Sector Organisations

## **BUSINESS MANAGEMENT**

### **LEVEL 4**

The Level 4 Certificate provides an introduction to the main facets and operations of organisations. It introduces the challenges faced by modern day businesses. The Qualification focuses upon developing understanding, skills and abilities to equip the Learner with the awareness and aptitudes to be an effective organisational manager and leader.

#### **Units**

- Communications in Organisations
- Leadership and the Organisation
- Financial Awareness
- Managing Change
- Business Operations
- Developing Teams

## **BUSINESS MANAGEMENT**

### **LEVEL 5**

The Qualification deals with complex and challenging organisational issues and opportunities. The units are closely linked to current day real world and work challenges and the Qualification will test and develop student's workplace experience and abilities. The Qualification will require learners to make judgments and provide creative and practical solutions and ways of responding to organisational challenges and problems. An action based approach will be sought and learners who have strong motivation to progress in their chosen career and business pathway will gain significantly from the qualification.

#### **Units**

- Responding to the Changing Business Environment
- Effective Decision Making
- Business Development
- Business Models and Growing Organisations
- Customer Management
- Risk Management and Organisations

# **BUSINESS ADMINISTRATION**

## **LEVEL 6**

### **IT in business**

There is clear evidence that information technology provides competitive advantage, whatever the business sphere an organisation operates it, this module will assess pros and cons of using information technology within business.

### **Effective communications**

Information is the most valuable asset in the contemporary organisation, and communication is the method by which information is shared. It is on the basis of information that business decisions are made. So without effective communications, an organisation simply cannot perform optimally.

### **High performance teams**

This module is designed for both new and experienced managers. Using a mix of information, personal and team activities, it aims to help learners develop new team building skills or refine and expand the team building skills they already possess.

### **Leadership skills**

Good leadership is essential for success in any organisation, whether in the private or public sector. Today, rapid change, in the form of a constantly changing competitive environment, innovations in technology and changing economic conditions, have led to the realisation that leadership is a skill to be developed.

### **Manager's toolkit**

There are literally thousands of management tools and models which can be used for analysis, problem solving and strategy development. The trick for the practising manager is to master a few which are versatile and which can be used in most of the situations you are likely to encounter.

### **Managing and using finance**

This module covers key areas of accounting, as seen from a business perspective. It explains how accountancy can inform and guide management decisions.

### **Managing and using marketing**

The focus of marketing is on the customer and customer satisfaction – meeting the needs of customers through the products/services we sell and offering the customer what they perceive as value. Today customers have higher and higher expectations for quality, service and value.

## **Managing organisations**

There is a great deal of focus on creating the right type of organisation today because it is recognised that the structure, culture and management of the organisation has a huge influence on organisational performance.

## **Personal effectiveness**

So what is personal effectiveness? Personal effectiveness covers those skills and abilities that we need to have, regardless of our job, status or professional background. Personal effectiveness is about using the key skills we have identified to achieve greater productivity and successful results – whether that be on a business or personal basis.

## **Quality and excellence**

The words quality and excellence are used in a wide variety of contexts in organisations. We refer to a quality product, a quality company, excellent business procedures or an excellent service. So what exactly do we mean by these terms? Does quality mean conformance to specifications? Does it mean a product or service without flaws? Does it mean excellence?

# STRATEGIC MANAGEMENT

## LEVEL 7

The Level 7 Diploma focuses on developing understanding, skills and abilities to equip the learner with the awareness and aptitudes to be an effective strategic manager and leader.

### **Manage Team Performance to Support Strategy**

RQF level: 7

#### **Aim**

The unit will explore how team performance can be evaluated and optimised to realise strategic objectives.

### **Finance for Managers**

RQF level: 7

#### **Aim**

This unit is geared towards supporting learners in understanding and using financial information and data. This unit is important to learners as it supports decision making.

### **Information Management and Strategic Decision Taking**

RQF level: 7

#### **Aim**

The unit will address the volume and complexity of data and information available to organisations and how to analyse, apply and determine its value in making strategic decisions.

### **Leading a Strategic Management Project**

RQF level: 7

#### **Aim**

The unit will involve the learner in formulating research and methodologies to support a strategic management project. They will be required to critically evaluate options and data sources prior to presenting project outcomes.

### **Strategic Direction**

RQF level: 7

#### **Aim**

The unit will explore the strategic aims and objectives of an organisation and their significance in setting direction, and identifying success and progress for the organisation. The unit will also explore where different strategic options may lead the organisation to change its direction.

## **Strategic Marketing**

RQF level: 7

### **Aim**

The unit will investigate underlying models, techniques and theories that underpin marketing and can contribute to strategic objectives. It will also provide learners with a critical understanding of the marketing function within complex organisations.

## **Organisational Change Strategies**

RQF level: 7

### **Aim**

The main objective of this unit is to enable learners to understand, plan and achieve organisational change successfully. The received wisdom in much of the business world is that change has to be fast, large-scale and transformational if organisations are to survive. However, there is also evidence that many successful organisations take a much slower and more cautious approach to change. In addition, the failure rate of change initiatives is claimed to be around 70%. It follows from this that managing organisational change is one of the most problematic tasks leaders undertake, and that the ability to do so is a key attribute of successful leaders and successful organisations.

This unit will examine the changing nature of organisations and the challenges they face. It will examine the main approaches to managing change and show how these relate to the types of change that organisations are undertaking, especially in terms of individual, group and organisational behaviour.

## **Strategic Planning**

RQF level: 7

### **Aim**

This unit is about the value of the strategic planning process in formulating appropriate strategies and designing a plan that will be supported by stakeholders and other organisational leaders. The critical review of the plan and its success is also addressed in the unit.

## **Human Resource Planning**

RQF level: 7

### **Aim**

The unit will address issues that are important when planning for and securing a workforce that will be able to deliver strategic objectives. The unit will also consider the constraints and influences on organisational HR practices.

## **Development as a Strategic Manager**

RQF level: 7

### **Aim**

The unit aims to support organisational and self-awareness in learners. It provides a foundation for a self-critical and reflective approach to personal development to support the learner when operating at a strategic level. Wider context organisational and environmental factors are also considered as contributors to overall strategic success of the individual and the organisation.

# **IT & E-COMMERCE**

## **LEVEL 5**

### **Technopreneurship**

This unit aims to provide learners with the knowledge and skills needed to establish a new techno business. It includes understanding the characteristics of entrepreneurs, planning, marketing and finance.

### **Network security**

This unit aims to provide learners with knowledge of network security issues in a networked environment and the process of preventing and detection common security incidents

### **C#.NET Programming**

This unit aims to provide learners with the basic concepts and principles of ASP.NET programming using C#. This will enable learners to understand how to create dynamic web pages using server side programming techniques

### **System Administration**

This unit aims to provide the knowledge needed to administer a system in Linux and Windows. Topics covered include user and group management; file system management; task automation; shell scripting; Dynamic Host Configuration Protocol (DHCP) servers; mail servers; domain name servers; files and printers sharing; basic utilities and tools; application management; registry; local and group policies; backup policies; restore policies and performance tuning

### **Business to Consumer (B2C) E-commerce**

This unit aims to provide learners with knowledge of business to consumer e-commerce. This includes the concepts and techniques used in mobile e-commerce and ticketing, the psychology of marketing, artificial intelligence (AI) in image recognition and social commerce.

### **Business to Business (B2B) E-commerce**

This unit aims to provide learners with knowledge of Business to business (B2B) e-commerce. This includes Electronic Data Interchange (EDI), Electronic Funds Transfer (EFT), online transaction processing, inventory management systems and supply chain management.

# **IT & NETWORKING**

## **LEVEL 5**

### **Technopreneurship**

This unit aims to provide learners with the knowledge and skills needed to establish a new techno business. It includes understanding the characteristics of entrepreneurs, planning, marketing and finance.

### **Network security**

This unit aims to provide learners with knowledge of network security issues in a networked environment and the process of preventing and detection common security incidents

### **C#.NET Programming**

This unit aims to provide learners with the basic concepts and principles of ASP.NET programming using C#. This will enable learners to understand how to create dynamic web pages using server side programming techniques

### **System Administration**

This unit aims to provide the knowledge needed to administer a system in Linux and Windows. Topics covered include user and group management; file system management; task automation; shell scripting; Dynamic Host Configuration Protocol (DHCP) servers; mail servers; domain name servers; files and printers sharing; basic utilities and tools; application management; registry; local and group policies; backup policies; restore policies and performance tuning

### **Network Routing and Switching**

This unit aims to deliver the knowledge needed to carry out switching and the knowledge and skills needed to carry out routing – how to set up and configure a router and switches to interconnect a multi area network. The unit covers computer networks routing and switching including Router Information Protocol (RIP); Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF).

### **Network Design and Administration**

This unit aims to provide the knowledge and skills needed to enable learners to design a network i.e.how to scale and connect different networks to form an effective inter-connecting network. It covers hierarchical network design; gathering network requirements; identifying network performance issues.

# **IT & WEB DESIGN**

## **LEVEL 5**

### **Technopreneurship**

This unit aims to provide learners with the knowledge and skills needed to establish a new techno business. It includes understanding the characteristics of entrepreneurs, planning, marketing and finance.

### **Network security**

This unit aims to provide learners with knowledge of network security issues in a networked environment and the process of preventing and detection common security incidents

### **C#.NET Programming**

This unit aims to provide learners with the basic concepts and principles of ASP.NET programming using C#. This will enable learners to understand how to create dynamic web pages using server side programming techniques

### **System Administration**

This unit aims to provide the knowledge needed to administer a system in Linux and Windows. Topics covered include user and group management; file system management; task automation; shell scripting; Dynamic Host Configuration Protocol (DHCP) servers; mail servers; domain name servers; files and printers sharing; basic utilities and tools; application management; registry; local and group policies; backup policies; restore policies and performance tuning

### **Content Management Systems**

This unit aims to provide learners with the knowledge and skills needed to use content management systems (CMS) as a tool for the creation of digital content. Successful achievement of this unit will enable learners to understand CMS roles, content modelling, content aggregation, publication management and content migration.

### **Web Design**

This unit aims to provide learners with the skills and knowledge of client side programming and how to create a dynamic web pages using JavaScript (JS) programming language and Adobe Dreamweaver. The unit covers the creation of dynamic web pages that use form validation, validate user input, process user input at client side, dynamic navigation menu and a web client application.