



# ATHE Level 3 Diploma in Business and Management

Qualification Number: 601/8701/3

### Overview

The ATHE Level 3 Diploma in Business and Management is a 120-credit qualification and has been designed to support students' progress into Higher Education. This qualification enables learners to develop underpinning knowledge, understanding and skills in business including the skills of analysis and evaluation. Learners who complete this qualification can progress to study a variety of Bachelor's Degrees at a university such as our partner universities including The University of Northampton and The University of Bedfordshire.

### Modules

Learners must complete six mandatory units worth 120 credits to achieve the ATHE Level 3 Diploma in Business and Management.

#### Managing Business Operations

This unit aims to introduce learners to key aspects of all businesses and how they operate within the wider business environment. Learners will explore the important business areas of finance, customer service, planning, decision making and operational control.

#### Maximising Resources to Achieve Business Success

This unit aims to ensure learners understand the range of resources businesses need, why this must be monitored and how this can be achieved through technology and other project management tools.

#### The Business Environment

An introduction to all aspects of that external environment and how an organisation may choose to 'position itself' through marketing or its ethical image and the impact of culture on organisations.

#### Managing People in Organisations

People are often considered to be the most important resource in any organisation. This unit aims to give learners the knowledge and understanding about recruitment, performance management and development.

#### Working in Teams

Good teamwork creates synergy within an organisation. This unit introduces the learner to the skills of teamwork- learners will explore the features of an effective team, motivation and leadership and the importance of delegating, influencing and developing excellent interpersonal skills.

#### Effective Business Communications

Good communication skills are critical to all those working in business. This unit explores the written and oral skills that are needed in a variety of business contexts

#### Entry Requirements

- 5 or more GCSEs at grades C and above
- Other related level 2 subjects
- Other equivalent international qualifications





### Assessment and Verification

All units within this qualification are internally assessed via assignments and externally verified by awarding organisation. There are no examinations in this course.

### Course Material

Course material, including presentations, handouts, assignment briefs and e-books are made available to enrolled learners. In addition to this, the learners also get the course handbook and tutorial via emails to support the learning.

### Online Learning

The learner sets the pace for learning and the courses are offered across an academic year basis. Although our tutors encourage the learners to make progress monthly, but this approach is flexible.

### Progression

On successful completion of a Level 3 Diploma in Business and Management there are number of progression opportunities. Learner may progress to:

- a level 4 ATHE Qualification such as the ATHE Level 4 Extended Diploma in Management
- a degree programme

### Certification

The Diploma is issued by the ATHE - Awarding Organisation. UK Versity Online Limited (Number 889) is an accredited and approved delivery Centre for ATHE qualifications.

### Fees £950 + VAT

\* The fees include registration, assessment, teaching, and certification. There are no other hidden costs.

### Key Facts

Awarding Body: Awards for Training and Higher Education (ATHE) Qualifications

Course Duration: 3-6 Months

Method of Study: Distance or Blended Learning/Full Time

Qualification Level: 3

### Disclaimer

We do everything we can to ensure that information on our website is correct, however details may change and we cannot accept responsibility for errors or omissions. For more detailed information about the course visit-<https://athe.co.uk/athe-level-3-diploma-in-business-and-management/>



Suite 2, universal square,  
Devonshire St N,  
Manchester, M12 6JH  
admin@ukversity.co.uk  
www.ukversity.co.uk  
+44 161 2734 745



Main Market, Mayur Vihar Phase 1,  
New Delhi -110091  
admin@courses4u.in  
www.courses4u.in  
+91 96730 82945

