

Diploma in Management

Who should attend

The course is suitable for middle managers particularly within the transport industry who want to develop their management skills and aspire to senior management level. There are no specific entry requirements for this qualification, however candidates are likely to hold a Certificate of Professional Competence (CPC), Certificate in Management and/or have several years' experience at supervisory or management level.

Key benefits

The Diploma in Management is a highly prestigious and internationally recognised qualification awarded by the Chartered Management Institute (CMI) and supported by FTA's expertise in transport management. Based on the National Occupational Standards for Management and Leadership, the Diploma in Management is accredited at Level 5 on the National Qualifications Framework in England, Wales and Northern Ireland and is positioned at Level 9 on the Scottish Qualifications Framework. Achieving the diploma will not only boost personal and organisational performance but also enhance the career prospects of those that achieve it. The course is focused towards the transport sector; thus maximising the value of both learning new management ideas and sharing best practices with colleagues in similar roles.

Course content

Unit C41 – Developing your management style

This unit focuses on managing your own skills and development to help meet your personal performance objectives, along with developing effective working relationships to help you deal with a variety of situations, including conflict management.

Unit C42 – Managing financial and non-financial resources

Generic principles, methods and techniques for planning, managing and analysing the use of resources available to the manager are discussed within this unit. This includes physical, financial and human resources and the factors affecting their use – organisational, legal, ethical and environmental.

Unit C43 – Planning to meet customer and quality requirements

This unit looks at the need for managers to participate in planning to meet customer and stakeholder needs within organisational constraints and the wider environment in which the organisation operates. It focuses your role in maintaining standards, raising awareness and assessing health, safety and quality. It includes risk assessment and quality audits, as well as the broad concepts of change management and continuous improvement.

Unit C44 – Effective communication and information management

This unit is about your role in the effective use of information and communication methods and how you organise meetings so that everyone receives the maximum benefit.

Unit C45 – Managing performance

Allocation and assessment of the work required for you and your team to meet objectives and talking over performance issues with your team are the main focus of this unit.

Unit O41 – Recruitment and selection

This unit is about identifying and presenting the need for recruitment/selection in your area. It is also about taking a leading role in selecting the right person for the identified position.

Unit O42 – Developing personnel and personnel performance

Focus on planning to meet HR requirements of your organisation or business in this unit and learn your specific role in planning team and individual development to improve performance.

Unit O44 – Managing marketing activities

This unit looks at customer focus and the role of e-commerce and its implications for the manager.

Course duration

FTA is the only transport association offering the Diploma in Management as a residential course with costs inclusive of full board accommodation, tuition and course materials. The qualification requires candidates to study eight units of learning which are split into four modules over a four week period. You will receive free membership to the CMI over the duration of your study. Candidates are recommended to study the four weekly modules on specific allocated dates over the period of one calendar year; however if required this can be extended over a period of two to three years. Successful candidates will only achieve their qualification once the four weekly modules have been completed.

Residential course

Tunbridge Wells, Kent

Programme 1		Programme 3	
Module 1 (C41, C43, Management Project)	14–18 January	Module 1 (C41, C43, Management Project)	7–11 July
Module 2 (C42, O41)	10–14 March	Module 2 (C42, O41)	29 September – 3 October
Module 3 (C44, O44)	16–20 June	Module 3 (C44, O44)	3–7 November
Module 4 (C45, O42)	13–17 October	Module 4 (C45, O42)	12–16 January 2009
Programme 2		Programme 4	
Module 1 (C41, C43, Management Project)	7–11 April	Module 1 (C41, C43, Management Project)	8–12 September
Module 2 (C42, O41)	9–13 June	Module 2 (C42, O41)	24–28 November
Module 3 (C44, O44)	22–26 September	Module 3 (C44, O44)	2009 dates to be confirmed
Module 4 (C45, O42)	8–12 December	Module 4 (C45, O42)	2009 dates to be confirmed

Residential price

£1,000+VAT per module.

The price includes tuition, course materials, full board accommodation, CMI registration and certification.