

# Graduate Level 6 Diploma in Business and Administrative Management

Students study with the Online Business School for 120 credits. This is the equivalent to an Undergraduate degree level qualification (3rd year of an Undergraduate degree). It enables students to go onto a Level 7 programme.

## Stage 3

Complete the final year of your Masters Degree with a number of universities in the UK, or choose from our preferred partner Universities below (please refer to the last page).

## Stage 2

Postgraduate Level 7 Diploma in Strategic Management (120 credits)

## Stage 1

Level 6 is the same level as the final year as an Undergraduate degree qualifications (120) credits

**Graduate Level 6**

Diploma in Business and Administrative Management

**Level 7**

Strategic Management Diploma

**MBA**

# About Online Business School

- OBS programmes are delivered 100% online.
- Short 30-40 hour interactive learning modules set against RQF (Regulated Qualifications Framework) learning outcomes.
- Additional resources to aid learning are also available, such as e-books, webinars and 1-2-1 dedicated tutor support. This is all free of charge as part of your programme.
- All modules have an online multiple choice assessment (30 questions with a pass mark of 50%).
- On completion of all the modules, students then write assignments set by the awarding body and receive their diploma which can be used as University credits.
- Completely off campus and agreed top-up routes to a range of UK universities.
- OFQUAL approved partners.



## Support systems provided to students

Online Business School provide students with multiple support systems throughout their learning journey. All of these are accessible through the student dashboard. Students will have access to the following:

- Blogs- Online Business School periodically create blogs relevant to our students and courses.
- Webinars- Students have access to live webinars, covering lessons within the modules, as well as a bank of previously recorded lessons.
- E-books- We provide students with an extensive library of online e-books covering a range of subjects.
- Interactive Forums- Students are able to connect with their peers in order to ask questions or share resources they may find useful.
- Tutors- Online Business School have dedicated tutors who are available for personal online tutoring sessions.
- External Resources- A bank of links to relevant external resources is available and updated regularly.
- Online Tests- Multiple choice tests are provided within the online modules to help students assess their own learning,
- Student Advisers- Advisers are available via telephone, email or the online chat option. They are available to answer queries relating to learning or any technical difficulties that students may encounter.

# LEVEL 6 DIPLOMA

## Module Listing

### **IT in business**

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. So, without effective communications, an organisation simply cannot perform optimally.

### **High performance teams**

This module 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.

### **Manager's toolkit**

There are literally thousands of management tools and models which can be used for analysis, problem solving and strategy development.

### **Managing and using finance**

This module covers key areas of accounting, as seen from a business perspective.

### **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.

### **Managing organisations**

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

### **Personal effectiveness**

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.

# COURSE INFORMATION

## OVERVIEW

Equivalent to the third year of an Undergraduate degree, giving the student 120 credits on completion. Students are awarded a diploma qualification. This allows students to progress onto the start of a Level 7 programme (MBA).

## ENTRY REQUIREMENTS

The Level 6 programme is for non-university graduate mature students (age 25 or older) who have five years managerial work experience and want to study for an MBA. Alternatively students who hold a Level 5 qualification are eligible.

## STUDY HOURS

10 modules each requiring an average of 40 hours of study per module. It is flexible, so you study the course at your own pace. As well as 10 modules, you will be required to write 6 assignments with a word count of around 5,000-8,000 words per assignment, to complete the qualification.



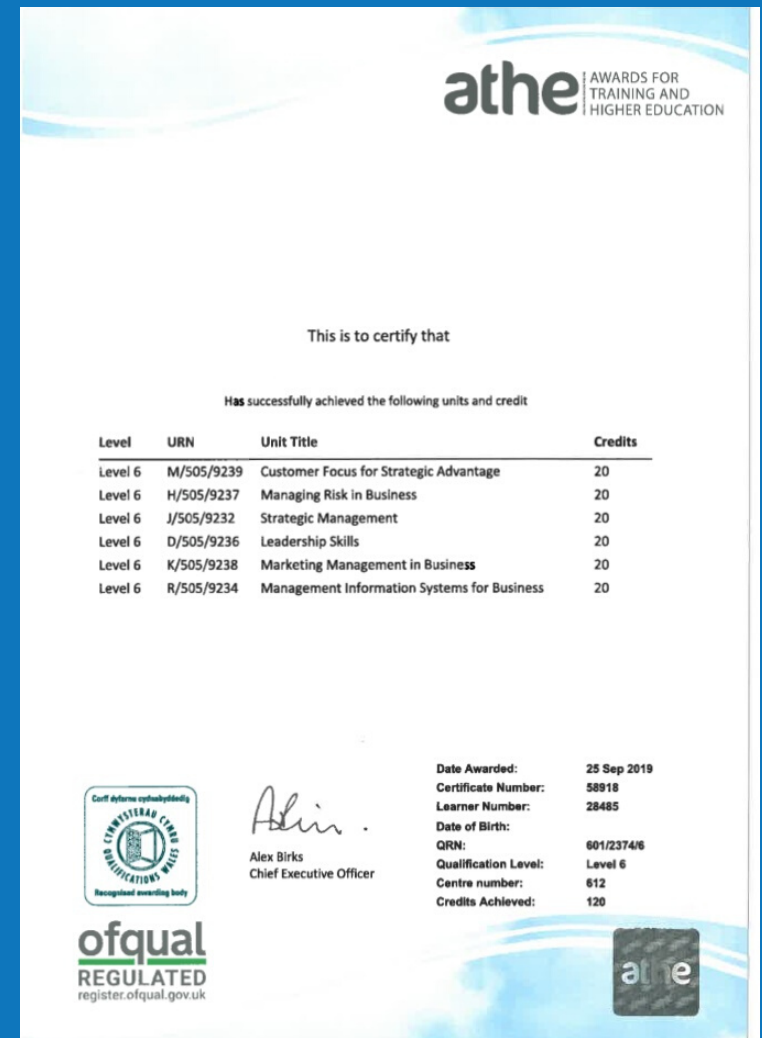
# Completing your Diploma

Students are provided the online modules and assignments at the start of their programme. These contain the titles and tasks of the assignments and are made available to students for 5 years. There are 10 assignments in total, each consisting of specific topics and tasks. Online Business School recommend a word count between 5,000-8,000 words per assignment and it is also recommend to use the Harvard style of referencing. Students are provided with tips on writing and a guide to referencing.

Online Business School cannot submit an assignment for marking until it has been checked for plagiarism. Once the work has been checked and verified it will then be sent to an external examiner who will mark the work against the awarding bodies marking standards.

At level 6, assignments are graded Pass or Fail. If a student fails the assignment, they will be provided feedback on the areas that need improving and are allowed to resubmit the assignment free of charge.

After a student has completed and passed all of the assignments, they will be sent to the awarding body for verification and if the work is deemed acceptable, the student will receive their diploma certificate within 4 weeks of submission.



# How top-up degrees work

Graduating Online Business School students can progress onto a university programme either to join at undergraduate entry level, usually on completion of a Level 3 programme, or onto a “top-up” degree, depending on the level of their completed Ofqual programme. Generally Level 3 is undergraduate entry, Level 4 first year degree, Level 5 second year degree, Level 6 Graduate level and Level 7 Post Graduate level.

University top-up courses require you to have a qualification in a relevant subject. This means that the course of study that you choose should be closely tied to your previous qualification. However, it does not have to be the same subject. There is wide flexibility which allows our students to have a wide range of career or completion prospects upon graduation from Online Business School courses. Universities will generally look at your broader experiences and motivations as well as formal qualifications.

## Progression Routes

On completion of your Online Business School Diploma, you will be eligible to complete a university top up programme, from one of our university partners. Your final degree will be awarded by your chosen University and will not state that it has been completed online .

