

Higher Certificate in Arts in Applied Management (Nonprofit/Human Services)



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The Higher Certificate in Arts in Applied Management (Nonprofit/Human Services) offers managers, deputy managers or staff aspiring to those roles, (either already employed or seeking employment in the sector), the opportunity to further develop key management skills and explore in-depth management issues from the perspective of the nonprofit/human services sector. This is a HETAC approved major award at Level 6 on The National Framework of Qualifications (NFQ).

The course is designed specifically as an add-on programme for the holders of the Certificate in Applied Management. However, all relevant applications will be considered. (i.e. applicants who hold a recognised management qualification at Level 6 on the NFQ or a qualification with a significant management focus.)

This 6-module programme (usually completed over 1 academic year) is very suitable for participants working or seeking work at first-line and middle management level in nonprofit/human services. While grounded in generic management, a major strength of this course is the application of advanced learning. As with all Open Training College courses, this course is delivered through our Supported Open Learning Model. Successful completion of this course leads to the award 'Higher Certificate in Arts in Applied Management (Nonprofit/Human Services)' a major award at Level 6 on the National Framework of Qualifications. Successful completion of the course also allows eligibility to participate in the Bachelor of Arts in Applied Management (Nonprofit/Human Services).

Module 1:

Managing the Organisational Environment - Organisational Structure, Culture And Values

- Organisational Structure
- Organisational Culture
- The Empowering Service

Module 2:

Managing Organisational Objectives – Organisation Mission, Aims & Objectives

- Objectives in Everyday Life
- Objectives and Organisations
- Managing Objectives in Organisations

Module 3:

Managing Change – Professional Development and Change Management

- Change Management: An Overview
- Phase 1: Diagnosis
- Phase 2: Design
- Phase 3 & 4: Implementation & Evaluation

Module 4:

Managing Yourself (2) – Creative Problem Solving & Action Learning

- Thinking Effectively
- Working Effectively
- Action Learning

Module 5:

Managing Other People (3) – Human Resource Management

- Human Resource Management
- Increasing Productivity in Others
- Managing Volunteers
- Reporting to Others

Module 6:

Managing Finance (2) – Financial Management in the Nonprofit Sector

- Managing Your Budget
- Raising Funds
- Financial Accountability

Past students of this course have included senior managers, deputy managers and a range of frontline staff. Consideration will be given to all applicants wishing to develop their competencies in management. Applicants should hold the Certificate in Applied Management (Nonprofit/Human Services) (Minor Award, Level 6) or an equivalent award. (Please see overleaf)

Course Details:

- Six Open Learning Modules
- Extensive E-Learning Supports and Open Learning Materials
- Email Tutorials
- Assessment primarily by Assignment
- Workshop Seminars offered per module (Attendance optional)
- Telephone Tutorials
- Study supports including online library database/Study Skills module
- Only one Examination

Course Fees: €2,495. Please note that students undertaking this course en route to the BA Degree award, may be entitled to tax relief of 20%, a saving of approximately €500 for the student. The College also supports students with an annual fees instalment plan. Terms and Conditions apply. Courses for academic year 2011 – 2012 will commence in Autumn 2011.

To apply complete **all** sections on the application form and return to:

Applications

The Open Training College

Prospect Hall

Willowfield Park

Goatstown

Tel: (+353-1) 2988544

Dublin 14

Fax: (+353-1) 2987004

Ireland

Email: info.otc@smh.ie

Every effort will be made to run courses as advertised but the College reserves the right to amend courses as necessary and to postpone or cancel courses at its discretion.

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Get further information on line by visiting our website www.opentrainingcollege.com

Access, Transfer and Progression Arrangements for the Higher Certificate in Applied Management (Non-profit/Human Services)



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Access

The process by which learners may commence a programme of education and training having received recognition for knowledge, skill and competence required (NQAI, 2003)

Entry Requirements:

All applicants must:

- Be age 23 years at time of application OR have successfully completed the Leaving Certificate/FETAC Level 5 Certificate.
- Attend an interview with academic staff of the programme.

Employment in Human/Non-profit services is not a pre-requisite for entry to this programme but, due to the applied nature of the programme, employment status will be considered in support of all applications

Transfer

The process by which learners may transfer from one programme of education and training to another programme having received recognition for knowledge, skill and competence required (NQAI, 2003)

Applicants wishing to transfer from a previous programme of education, where that programme may be of a lower level, must provide evidence of the content of that programme and their achievement in the associated assessments.

For Advanced Entry (i.e. transfer from a previous programme of education to an advanced stage of the OTC management programmes) the following criteria apply:

Advanced Entry to Higher Certificate Stage:

- Applicants must hold a cognate* management qualification at at least Minor Level 6 (60 credits) on the NFQ (or equivalent for international qualifications or ab initio programmes), completed within the last 10 years.
- Applicants must indicate their wish to be considered for entry to this stage on the standard application form and provide transcripts of their previous educational achievements
- Applicants then attend an interview with the Course Director.
- If successful in the AE application and interview the applicant will be offered a place on the Higher Certificate. If the applicants' previous qualifications do not meet the standard required for this stage entry to the first stage (Certificate) may be offered.

Notes on Advanced Entry:

- Applicants for Advanced Entry who hold international qualifications must follow the procedures for International Applicants.
- The regular application fee will apply for Advanced Entry applications

*A cognate qualification is one that is similar in nature, content and quality to the programme being applied for. This will be assessed by a review of the content and learning outcomes of previous qualifications.

Progression

The process by which learners may transfer from one programme of education and training to another programme, where each programme is of a higher level than the preceding programme (NQAI, 2003)

Progression from previous OTC qualifications to the BA in Applied Management

- The suite of management programmes of the Open Training College are offered as individual programmes, thus there is a direct progression route for OTC students from the Certificate (Stage 1) to Higher Certificate (Stage 2) to Bachelor of Arts (Stage 3) in Applied Management.

Progression from previous qualifications from another institution to the BA in Applied Management

- Applicants wishing to progress from a previous qualification from another institution to this programme are directed to the Advanced Entry process described above, in which their achievements on their previous programmes will be considered in their application.
- Applicants with qualifications from an educational institution outside Ireland are directed to the procedures for International Applicants.

Note on Modular Exemptions

Modular exemptions may be granted to those applicants who can demonstrate they have achieved at least 70% of the learning outcomes associated with any of the modules on these management programmes.

These learning outcomes must have been achieved through previous accredited study and transcripts of assessment results must be provided in support of such an application.

Any applicant wishing to be considered for modular exemption(s) must discuss their case with the Course Director.