

<b>FACT SHEET: OTHM LEVEL 5 DIPLOMA IN BUSINESS MANAGEMENT (MQF LEVEL 5)</b>	
<b>Awarding Body</b>	ThinkTalent Ltd.  ThinkTalent Ltd is a Further and Higher Education Institution licenced by the Malta Further and Higher Education Authority (MFHEA) Licence Number: 2017/04
<b>Title of the Qualification</b>	OTHM LEVEL 5 DIPLOMA IN BUSINESS MANAGEMENT
<b>Mode of Delivery</b>	Face-to-Face Learning/Online (3rd country nationals on a student visa must attend in Face-to-Face mode)
<b>Duration</b>	12 months
<b>Language/s of Instruction of Programmes</b>	English
<b>Address/es where programme will be delivered:</b>	ThinkTalent Offices Centris Business Gateway, Level 2E, Triq is-Salib tal-Imriehel Zone 3, Central Business District, Birkirkara CBD 3020 Malta
<b>Entry Requirements</b>	<p>This qualification is designed for learners who are typically aged 18 and above. The entry profile for learners is likely to include at least one of the following:</p> <ul style="list-style-type: none"> <li>• Relevant Level 4 Diploma qualification or equivalent qualification</li> <li>• GCE Advanced level in 3 subjects or equivalent qualification</li> <li>• Mature learners (over 21) with relevant management experience (learners must check with ThinkTalent regarding this experience prior to registering for the programme)</li> </ul> <p>English requirements: If a learner is not from a majority English-speaking country, they must provide evidence of English language competency.</p>

<p><b>Overall Programme Description</b></p>	<p>The objective of this qualification is to provide learners with an excellent foundation for a career in a range of organisations. It designed to ensure that each learner is ‘business ready’: a confident, independent thinker with a detailed knowledge of business and management and equipped with the skills to adapt rapidly to change.</p> <p>The content of the qualification is focused on human resource management, marketing, management accounting, business law, and business principles and strategy. Learners will also integrate their knowledge and skills from these disciplines and gain knowledge about how to start a business and produce a viable business plan.</p> <p>The qualification is ideal for those who have started, or are planning to move into, a career in private or public sector business. Successful completion of the Level 5 Diploma in Business Management qualification will provide learners with the opportunity to progress to further study or employment.</p>																												
<p><b>Qualification Structure</b></p>	<p>This qualification consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 600 Guided Learning Hours (GLH) for the completed qualification. <b>All units are mandatory.</b></p> <table border="1" data-bbox="507 1041 1433 1288"> <thead> <tr> <th>Unit Title</th> <th>Credit</th> <th>GLH</th> <th>TQT</th> </tr> </thead> <tbody> <tr> <td>1. Principles and Concepts of Strategy</td> <td>20</td> <td>100</td> <td>200</td> </tr> <tr> <td>2. The Management of Human Resources</td> <td>20</td> <td>100</td> <td>200</td> </tr> <tr> <td>3. Marketing for Managers</td> <td>20</td> <td>100</td> <td>200</td> </tr> <tr> <td>4. Business Law for Managers</td> <td>20</td> <td>100</td> <td>200</td> </tr> <tr> <td>5. Management Accounting and Decision Making</td> <td>20</td> <td>100</td> <td>200</td> </tr> <tr> <td>6. Business Start-up; Conception to Market</td> <td>20</td> <td>100</td> <td>200</td> </tr> </tbody> </table>	Unit Title	Credit	GLH	TQT	1. Principles and Concepts of Strategy	20	100	200	2. The Management of Human Resources	20	100	200	3. Marketing for Managers	20	100	200	4. Business Law for Managers	20	100	200	5. Management Accounting and Decision Making	20	100	200	6. Business Start-up; Conception to Market	20	100	200
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<p><b>Learning Outcomes of the Programme</b></p>	<p><b>Unit 1: Principles and Concepts of Strategy</b></p> <p><b>1. Understand the principles of business strategy.</b>  1.1 Explain what is meant by the term ‘business strategy.’  1.2 Compare different levels of business strategy.  1.3 Compare elements of a strategic framework.  1.4 Explain strategy development processes.</p> <p><b>2. Understand key business strategy theories and concepts.</b>  2.1 Differentiate between different types of business strategies.  2.2 Compare the elements of a strategic management process.  2.3 Discuss key organisational theories which impact business strategy.</p> <p><b>3. Be able to measure a business’s micro and macro environment.</b>  3.1 Explain different techniques used to measure a business’s micro environment.  3.2 Apply techniques to measure a business’s micro environment.</p>																												

3.3 Explain different techniques used to measure a business's macro environment.

3.4 Apply techniques to measure a business's macro environment.

**4. Understand a business's strategic options.**

4.1 Explain what is meant by the term 'strategic option.'

4.2 Compare different strategic options available to a business.

4.3 Recommend and justify a relevant strategic option which a business could implement.

**Unit 2: The Management of Human Resources**

**1. Know about the purpose and objectives of human resource management.**

1.1 Explain how human resource management has evolved.

1.2 Explain the purpose of human resource management.

1.3 Explain the objectives of human resource management.

**2. Understand the functions of human resource management.**

2.1 Explain key operational functions of human resource management.

2.2 Explain key strategic functions of human resource management.

2.3 Discuss the relationship between business strategy and human resource management.

**3. Know how internal and external factors impact the human resource management function.**

3.1 Compare the internal factors which affect human resource management.

3.2 Compare the external factors which affect human resource management.

**4. Understand how a business uses its human resource management function.**

4.1 Apply techniques to measure the effectiveness of a business's human resource management function.

4.2 Suggest ways in which a business could improve the effectiveness of its human resource management function.

**Unit 3: Marketing for Managers**

**1. Understand the context and concept of marketing.**

1.1 Explain what is meant by the term 'marketing.'

1.2 Explain different marketing eras.

1.3 Compare ways in which a business can determine its marketplace.

1.4 Discuss the concept of buyer behaviour in consumer and business markets.

**2. Understand the functions of marketing.**

2.1 Explain key operational functions of marketing.

2.2 Explain key strategic functions of marketing.

2.3 Discuss the relationship between business strategy and marketing.

**3. Know how internal and external factors impact the marketing function.**

3.1 Compare the internal factors which affect marketing.

3.2 Compare the external factors which affect marketing.

**4. Understand how a business uses its marketing function.**

4.1 Apply techniques to measure the effectiveness of a business's marketing function.

4.2 Suggest ways in which a business could improve the effectiveness of its marketing function.

**Unit 4: Business Law for Managers**

**1. Know about generic business law.**

1.1 Explain why it is important to have business related laws.

1.2 Explain the principles of business law.

1.3 Differentiate between civil and criminal law.

**2. Know about legal and justice systems in context.**

2.1 Explain what is meant by the term 'legal system.'

2.2 Describe a legal system.

2.3 Explain what is meant by the term 'justice system.'

2.4 Describe a justice system.

**3. Know about key business-related laws.**

3.1 Describe key features of consumer law.

3.2 Describe key features of contract law.

3.3 Describe key features of law of tort.

3.4 Describe key features of international laws.

**4. Know how laws impact on businesses.**

4.1 Explain how businesses are legally formed.

4.2 Describe the impact of key legislation on a business.

4.3 Explain why contractual obligations are important to a business.

4.4 Explain how a business could resolve different legal disputes.

**Unit 5: Management Accounting and Decision Making**

**1. Know about management accounting and decision making.**

1.1 Explain what is meant by the term 'management accounting.'

1.2 Explain what is meant by the term 'decision making.'

1.3 Differentiate between management accounting and financial accounting.

**2. Know about technical procedures used in management accounting.**

2.1 Describe different management accounting concepts.

2.2 Describe different tools and techniques used in management accounting.

**3. Be able to use management accounting to solve problems and inform decision-making.**

3.1 Apply management accounting techniques to solve business problems.

3.2 Apply management accounting techniques to inform business decision making.

	<p><b>Unit 6: Business Start-up; Conception to Market</b></p> <p><b>1. Know the fundamental requirements for starting a new business.</b>  1.1 Describe the range of resources required to start a business.  1.2 Describe the personal skills and qualities required to start a business.  1.3 Describe the legal requirements when starting a business.</p> <p><b>2. Know sources of support available to new businesses.</b>  2.1 Compare sources of financial support.  2.2 Describe support provided by governments.  2.3 Describe support provided by non-government organisations.  2.4 Compare sources of non-financial support.</p> <p><b>3. Be able to create a business plan for a new business to gain stakeholder support.</b>  3.1 Produce a business plan for a start-up business.  3.2 Demonstrate effective communication when seeking stakeholder support for a new business.</p>
<p><b>General Pedagogical methods used for this programme</b></p>	<p>This is a training programme in which participants will benefit from the following mixed-learning and teaching methodologies:</p> <ul style="list-style-type: none"> <li>• Tutor-led, traditional and collaborative teaching contact via short lecture-type interventions interspersed with group discussions, reflective exercises and group activities</li> <li>• Self-study via handouts and recommended reading</li> </ul>
<p><b>Assessment</b></p>	<p>All units within this qualification are assessed and internally quality assured by the ThinkTalent and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.</p> <p>Each unit is assessed via a written coursework of approximately 3000 words. To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.</p>