



STREAMLINE YOUR PATH TO HIGHER EDUCATION

- **ATHE LEVEL 3 DIPLOMA** IN BUSINESS AND MANAGEMENT
- **ATHE LEVEL 4 EXTENDED DIPLOMA** IN BUSINESS AND MANAGEMENT
- **ATHE LEVEL 5 EXTENDED DIPLOMA** IN BUSINESS AND MANAGEMENT
- **UNIVERSITY OF BOLTON - BSC (HONS)** BUSINESS MANAGEMENT TOP-UP

WHY CHOOSE iBp?

(INTELLIGENT BACHELOR'S PATHWAY)

iBp's provide students with flexible, stackable qualifications in various career pathways, recognised worldwide. Our programme is designed for individuals seeking to **fast-track** their academic and professional goals. Through comprehensive courses and partnerships with top universities, **iBp's** prepare students for successful careers and advanced degrees.

PROGRAMME GOALS

- Provide foundational and advanced skills to prepare students for career readiness and further study.
- Offer flexible, stackable qualifications with seamless progression from diplomas to degree programmes.
- Deliver globally recognised qualifications accredited by **ATHE** and **Qualifi**, enhancing international career and academic opportunities.

KEY BENEFITS

- Flexible Learning: Study at your own pace with online courses tailored to fit your schedule.
- Global Accreditation: Earn qualifications recognised by **ATHE** and **Qualifi**, opening doors to international career and academic opportunities.
- Industry-Relevant Learning: Engage in practical assignments and case studies that reflect real-world challenges, enhancing your employability.
- Non-Examination-Based Assessment: Compile a portfolio that demonstrates your skills and knowledge without the pressure of exams.

ACCREDITATION & PARTNERSHIPS



iBp courses are accredited by **ATHE** and **Qualifi**, and recognised on the **Ofqual** Register. Our academic partnerships with prestigious institutions, such as the **University of Bolton** and **Bangor University**, provides seamless progression for students who wish to continue their studies with a **Bachelor's top-up degree**.



COURSE OVERVIEW

ATHE LEVEL 3 DIPLOMA IN BUSINESS AND MANAGEMENT

Develop foundational knowledge in business practices, including marketing, communication, and financial management.

ATHE LEVEL 4 EXTENDED DIPLOMA IN BUSINESS AND MANAGEMENT

This course provides students with a comprehensive foundation in core business practices. The course is designed to equip students with the skills and knowledge necessary to succeed in a wide range of business environments.

ATHE LEVEL 5 EXTENDED DIPLOMA IN BUSINESS AND MANAGEMENT

This course deepens students' understanding of key areas, such as strategic management and organisational behaviour. Equivalent to the second year of a bachelor's degree, this qualification equips students with the skills needed for leadership roles or further study.

UNIVERSITY OF BOLTON – BSC (HONS) BUSINESS MANAGEMENT TOP-UP

The UNIVERSITY OF BOLTON BSc (Hons) Business Management (Top-Up) degree enhances students business knowledge, providing global insights, real-world experience, and essential skills for career development. It fosters critical thinking.

ASSESSMENT METHODS

Levels 3, 4 and 5 are assessed through a portfolio of evidence. BEng (Hons) Software Engineering (Top-Up) students are assessed through formative and summative assessments within their modules of study and are required to complete a dissertation.



ADMISSION

Applicants need a relevant qualification for admission:

- Level 3: Level 2 or equivalent qualification
- Level 4: Level 3 or equivalent qualification
- Level 5: Level 4 or equivalent qualification
- BSc (Hons) Business Management Top-Up: Level 5 or equivalent qualification

TECHNICAL REQUIREMENTS



Our platform for course delivery is fully technology-driven; therefore, students will need regular access to a reliable electronic device, such as a PC, laptop, or tablet



Students will need a stable internet connection with sufficient data to access online resources and participate in programme activities.



COURSE STRUCTURE

ATHE LEVEL 3 DIPLOMA IN BUSINESS AND MANAGEMENT

1. THE BUSINESS ENVIRONMENT (10 CREDITS)

Explore the intricacies of the business environment, where students will develop a deep understanding of the dynamic landscapes in which organisations operate. This module fosters comprehension of the diverse and often complex contexts that shape the functioning of businesses.

2. HOW BUSINESSES AND ORGANISATIONS WORK (10 CREDITS)

Gain insights into the inner workings of businesses and organisations in this comprehensive module. Students will develop a broad understanding of key business aspects, including objectives, structures, effective customer service, and resource management. This module equips students with the knowledge needed to navigate the multifaceted landscape of business operations.

3. BUSINESS COMMUNICATION (10 CREDITS)

Master the art of effective communication with the Business Communication module. Students will delve into communication theory to understand its principles and applications within the business context. This module is designed to equip students with the expertise needed to excel in conveying ideas and information effectively, recognising the crucial role communication plays in business success.

4. WORKING IN TEAMS (10 CREDITS)

Understand the essentials of effective teamwork through this comprehensive module. Students will gain valuable insights into team dynamics and roles while engaging in practical exercises that help enhance employability skills, ensuring a well-rounded and impactful professional experience.

5. MARKET RESEARCH (20 CREDITS)

Explore the core principles and practices of marketing with a specialised focus on market research. This module not only provides knowledge but also offers hands-on experience through a market research project. By integrating theory with practice, students will enhance their research skills and apply them effectively in real-world scenarios.

6. INTRODUCTION TO FINANCIAL CONTROLS IN BUSINESS (15 CREDITS)

Develop a comprehensive understanding of financial controls through this module. Students will learn about budgets, budgetary control, costings, cash flow, and basic ratio analysis. Engage in practical activities where students will create simple budgets and cash flows, applying their knowledge in real-world situations. This module equips students with the skills necessary to manage the financial aspects of a business.



COURSE STRUCTURE

ATHE LEVEL 3 DIPLOMA IN BUSINESS AND MANAGEMENT (**CONTINUED**)

7. LEADING AND MANAGING PEOPLE (15 CREDITS)

Delve into the intricacies of leading and managing people, gaining knowledge in leadership concepts, principles, and skills. This module empowers students with the understanding needed to effectively navigate the dynamic world of people management.

8. PRINCIPLES OF MARKETING AND SALES (15 CREDITS)

Unlock the foundations of marketing and sales in this module. Students will gain essential knowledge and skills to develop successful marketing strategies and implement effective marketing activities. Through practical exercises, students will create a marketing mix plan, putting theory into practice and preparing for a career in marketing.

9. HUMAN RESOURCES (15 CREDITS)

Explore the field of Human Resources, focusing on key functions, such as recruitment, selection, retention, and employee development. This module provides students with the knowledge and understanding necessary to manage the dynamic aspects of human resources effectively.

**LEVEL 3
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**LEVEL 4
EXTENDED
DIPLOMA**

**LEVEL 5
EXTENDED
DIPLOMA**

**TOP-UP
DEGREE**



COURSE STRUCTURE

ATHE LEVEL 4 EXTENDED DIPLOMA IN BUSINESS AND MANAGEMENT

1. THE BUSINESS ENVIRONMENT (15 CREDITS)

This module explores the different types, structures, and functions of organisations, and examines how market and national environments influence business success in a constantly evolving landscape.

2. FINANCIAL & MANAGEMENT ACCOUNTING (15 CREDITS)

This module focuses on the principles of financial and management accounting, providing the knowledge to analyse business performance, support decision-making, and improve financial planning through budgeting, forecasting, and investment assessment.

3. MANAGING OPERATIONS (15 CREDITS)

This module delves into operations management, covering techniques for decision-making and performance optimisation, enabling businesses to streamline processes, increase efficiency, and gain a competitive edge.

4. COMMUNICATION SKILLS FOR BUSINESS (15 CREDITS)

This module develops effective oral and written communication skills, focusing on internal and customer communication, and highlights the key factors that impact communication success in business operations and stakeholder relationships.

5. CORPORATE SOCIAL RESPONSIBILITY (15 CREDITS)

This module addresses current CSR issues and their effects on stakeholders, equipping students to make informed recommendations that enhance a company's reputation, build customer loyalty, and promote sustainability.



COURSE STRUCTURE

ATHE LEVEL 4 EXTENDED DIPLOMA IN BUSINESS AND MANAGEMENT (**CONTINUED**)

6. PEOPLE IN ORGANISATIONS (15 CREDITS)

This module examines key aspects of managing people, including effective communication, teamwork, remote work, and employee support, all essential for fostering a positive work environment and achieving organisational success.

7. THE MARKETING MIX (15 CREDITS)

This module provides a comprehensive understanding of the marketing mix, including its digital components, enabling students to craft targeted marketing strategies that effectively engage customers and drive business growth.

8. ENTREPRENEURSHIP (15 CREDITS)

This module explores the key concepts of entrepreneurship, focusing on the skills and attributes of successful entrepreneurs, and provides guidance on preparing for and launching a new business venture to achieve long-term success.

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COURSE STRUCTURE

ATHE LEVEL 5 EXTENDED DIPLOMA IN BUSINESS AND MANAGEMENT

1. BUSINESS ORGANISATIONS IN A GLOBAL CONTEXT (15 CREDITS)

This module covers global business operations, external factor impacts, globalisation's effects on internal operations, and current issues in a specified country, equipping students with the skills to adapt to the dynamic global market.

2. FINANCE FOR MANAGERS (15 CREDITS)

The module teaches students to identify financing sources, evaluate financial performance, and use costing methods for informed decision-making in organisations.

3. OPERATIONS MANAGEMENT (15 CREDITS)

The module covers operations management essentials, its role in business success, key tools, techniques, and relevant ethical considerations for effective and responsible management.

4. MANAGING COMMUNICATION (15 CREDITS)

The module explores effective organisational communication, influential factors, personal skill development, and methods for improving communication management in the workplace.

5. PEOPLE MANAGEMENT (15 CREDITS)

The module covers the effects of organisational factors on employees, managing and motivating teams, and evaluating people management strategies for optimal performance and development.

6. MANAGE SUSTAINABILITY IN AN ORGANISATION (15 CREDITS)

The module focuses on sustainability issues, legislative impacts, sustainability auditing, and quality standards, preparing students to assess and improve organisational sustainability practices.

7. RESEARCH PROJECT (15 CREDITS)

The module covers research proposal creation, project execution, outcome evaluation, and presenting findings, enhancing students' skills in conducting impactful research.

8. PLANNING A NEW BUSINESS VENTURE (15 CREDITS)

The module addresses market potential, legal aspects, business planning, and funding for new ventures, equipping students with key skills for successful business launches.

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COURSE STRUCTURE

: UNIVERSITY OF BOLTON – BSC (HONS) BUSINESS MANAGEMENT (TOP-UP)

1. STRATEGIC MANAGEMENT

This module develops your ability to think strategically for business growth and competitiveness. Students will explore how internal and external factors influence strategic decisions and long-term success. The focus is on problem-solving and real-world business analysis, with an emphasis on sustainable competitive advantage and global citizenship.

2. E COMMERCE AND CONTEMPORARY MARKETING PRACTICE

This module provides an understanding of traditional and digital marketing theories, focusing on planning and multichannel strategies. Students will analyse case studies that highlight the role of digital technology in marketing, gaining skills to identify opportunities and create marketing plans for domestic and international markets. Effective communication and adaptability are key components of this module.

3. LOGISTICS AND OPERATIONS MANAGEMENT

In this module, you'll explore the strategic role of logistics and operations in global business. Students will study how to deliver materials and goods efficiently while controlling costs.

Using real-world examples, this module highlights the importance of collaboration and problem-solving in optimising logistics and operations.



COURSE STRUCTURE

: UNIVERSITY OF BOLTON – BSC (HONS) BUSINESS MANAGEMENT (TOP-UP) (**CONTINUED**)

4. INTERNATIONAL HRM

This module emphasises the critical role of human resources in international business. Students will explore how IHRM contributes to gaining a competitive edge and understand its applications in a global context. The focus is on developing adaptability and global citizenship in managing people across borders.

5. RESEARCH METHODS

This module introduces key research methodologies, including both quantitative and qualitative approaches. Students will learn to design studies, formulate research questions, and ethically analyse data. The skills you gain will be applied to independent research projects, preparing you for real-world business challenges.

6. DISSERTATION

This module enables you to conduct independent research on a relevant business management topic. Students will undertake rigorous, original research addressing specific business challenges, applying contemporary theories and methodologies. The module emphasises resilience, adaptability, collaboration, and lifelong learning.

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TO APPLY, SIMPLY CONTACT OUR ADMISSIONS TEAM AT
INFO@GENEXINSTITUTE.COM TO BEGIN THE PROCESS.

