



CSED Management Development Programmes: Policy and Guidelines for Participants & Managers

The following document outlines the Centre for Staff and Educational Development's policy in relation to accredited management development programmes. Our programmes are tailored for University staff and lead to nationally recognised ILM (Institute of Leadership & Management) qualifications. Those staff interested in management development, but not wishing to gain a management qualification should contact CSED to discuss other alternatives.

All staff attending CSED management development courses must read the following information.

1. Who are these courses for?

The ILM Certificate in Leadership & Management (Qualification & Credit Framework Level 3) will run most years, commencing in January 2019. It is aimed at those with little or no experience of management. The course is a good introduction to supervisory and management skills and is designed to provide staff with the knowledge and understanding required for employment in management positions. No previous qualifications or experience are necessary.

The ILM Diploma in Leadership & Management (Qualification & Credit Framework Level 5) is intended to run every other year and commences in October 2018. It is aimed at middle and first line managers. It is designed to help staff in operational management positions develop a sound knowledge and understanding of a broad range of management topics, issues, processes and systems. To attend this course, completion of the ILM Level 3 (or BTEC Level 3 Award in Management) and/or current experience of managing staff, is desirable.

2. The Application Process

Any individual applying for a place on our management development programmes should first discuss their developmental needs and career aspirations with their line manager. CSED can provide advice and guidance on the suitability of courses. It is important that both participants and managers are fully aware of the commitment required to complete these qualifications. It is equally important that managers are supportive of individuals attending our programmes and take an active interest in their staff member's learning and development.

Staff may register interest in these courses and will be placed on a list. This is not confirmation of a place. In due course staff will be issued with an application form, CSED's management development policy document and course details. Each application will be read and assessed by the Head of CSED (Programme Director).

3. Allocation of Places

CSED may decide to limit places, where there are several applications from the same school/faculty/division. CSED will contact line managers and ask them to prioritise places for their staff as appropriate. This will ensure fairer access to courses for staff from across the University.

4. Course Fees

There is a registration fee for both the ILM Level 3 Certificate in Leadership & Management and the ILM Level 5 Diploma in Leadership & Management, likely to be in the region of £115 and £184 respectively. Also, CSED reserves the right to charge schools/units 50% of the course fee per individual for non-completion of the ILM Level 3 Certificate in Leadership & Management or the ILM Level 5 Diploma in Leadership & Management*. Non completion means withdrawal from the course or failure to complete the coursework within course deadlines (including any pre-approved extensions).

Participants are required to supply us with a recharge code on the course application form. **Applications without a code will not be accepted.**

5. CSED Staff Contacts

Contact Amanda Giles, Programme Director, amanda.giles@uea.ac.uk, ext 3699 with course queries and Kate Faire, Programme Administrator, K.Faire@uea.ac.uk, ext 3039, for administrative matters.

6. Attendance

75% attendance is required on both programmes. When authorising attendance, managers are in principle agreeing to release staff from work on the specified dates. We expect all participants who enrol on our programmes to meet this condition, although we are flexible if there are good reasons for non-attendance. CSED will send both participants and managers a list of course dates. If participants are unable to attend, they are to contact Kate Faire in CSED, giving as much notice as possible, preferably via an e-mail with their line manager copied in.

7. Coursework

We accept staff on to our programmes with the expectation that they will gain a qualification that is recognised both within UEA and nationally, and that they will complete all the coursework in order to do so. Non-completion of coursework means that participants will be asked to withdraw from the course, and their school/unit will be charged accordingly (please see section 4). Extensions can be given on coursework deadlines, if there is good reason, up to a maximum of one month. An application for an extension must be made in writing to the Course Director and the CSED Programme Director, Amanda Giles.

8. Withdrawing from a course

Participants must notify the Programme Director in writing if they wish to withdraw from a course.

9. Additional support

Telephone and email tutorial support is given by the Course Director. We strongly advise participants to take advantage of this.

Additional support is always available from staff in CSED. Our aim it is to ensure that staff are able to complete our programmes successfully. Participants should not hesitate to contact us if we can be of help in any way, whatever your concern or issue. Please contact amanda.giles@uea.ac.uk for help and support.

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** For 2019, 50% of course fee for ILM Level 3 is £155 and for 2018-2020 the ILM Level 5 is £525*