

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

Unit Title: Leadership and Management

Graded Unit Reference Number: GA33MAN15

Ungraded Unit Reference Number: UA33MAN15

Module: Business; Management

Level: Three (3)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the key differences and features of leaders and managers	1.1 Discuss the difference between leadership and management
	1.2 Evaluate the different skills and behaviours exhibited by both
2. Understand different leadership styles	2.1 Discuss the different types of leadership and critically appraise them in three different contexts
	2.2 Discuss the features of John Adair's Action Centred Leadership and evaluate how this theory can be adopted to become a more effective leader
3. Understand how a manager increases productivity and enables effective teamwork	3.1 Discuss the methods in which managers increase productivity, for example, appraisals, training, remuneration, etc
	3.2 Discuss the features of an effective working team using an appropriate perspective such as Belbin or Truckman
	3.3 Evaluate the role of a leader or manager in supporting an effective team