



Vocational Language Summer Courses in Management

The MLS range of Vocational Language training courses come from the Bournemouth Business School International (BBSI) suite of courses, following the merger of BBSI into MLS in 2016. The vocational language courses in Management, Leadership, HR & Business Communications enable students to study certain concepts and learn specific language and communication skills associated with careers in management and business.

The minimum age is 18, but MLS can accept 16 and 17-year-olds at its discretion, and these courses are also available for Summer study between 3 July and 22 September 2017:

Management 30	30 lessons (22.5 hours) per week
Management 20	20 lessons (15 hours) per week

The study options are:

Certificate: 2-5 weeks. Entry level Intermediate (equivalent to IELTS 4.5/CEFR B1). The Certificate course includes part study Units in specialised management, leadership and HR topics, international business communications and/or English language.

Vocational Certificate: 6-11 weeks. Entry level Intermediate (equivalent to IELTS 4.5/CEFR B1). The Certificate course includes one full study Unit in specialised management, leadership and HR topics, international business communications and/or English language.

Vocational Higher Certificate: 12 weeks. Entry level Intermediate (equivalent to IELTS 4.5/CEFR B1). The Vocational Higher Certificate course includes two full study Units in specialised management, leadership and HR topics, international business communications and/or English language.

Course Objectives.

- * *to provide students with specialised language for management & leadership*
- * *to enable students to communicate more effectively in the context of international management & HR*
- * *to enable students to explore current theory & practice in management, leadership & HR in the medium of English*
- * *to develop students' English and/or business communication skills*

Main Course Content. All the study options include specialised management, leadership and HR topics. The 30 lesson programme will include both international business communications and English language. The 20 lesson programme includes either international business communications or English language. The number of topics covered will depend on the duration of the course and the dates selected. Details of the course content are provided below.

External Accreditation. The national awarding body NCFE is one of the oldest providers of vocational qualifications in the UK. MLS/BBSI is accredited with the *NCFE Investing in Quality (IIQ) Licence*. This licence gives formal recognition to the MLS range of BBSI specialised courses which meet the required standards of course design, delivery and monitoring. Students who pass one or more full Units of study will receive certification from NCFE (*each full study module is 6 weeks*).

Main Course Entry Dates. The course can be joined on any Monday between 3 July and 22 September 2017.

Other MLS Vocational Language Summer Courses.

Details of Vocational Summer courses in other subject areas are available on our website at www.mls-college.co.uk.

Certificate (30 lesson programme)	
Minimum Entry Level	Intermediate (equivalent to IELTS 4.5/CEFR B1)
Course Duration	2-5 weeks
Course Code	VMB30
Course Level	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
Course Award	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification: MLS Certificate in Management, Leadership, HR & Business Communications
Course Structure	10 lessons (7.5 hours) weekly in Management, Leadership & HR 10 lessons (7.5 hours) weekly in International Business Communications 10 lessons (7.5 hours) weekly in English Language TOTAL: 30 lessons (22.5 hours) weekly
Course Content	The full course syllabus is detailed in the table below at Page 5.
Class Size	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

Certificate (20 lesson programme)	
Minimum Entry Level	Intermediate (equivalent to IELTS 4.5/CEFR B1)
Course Duration	2-5 weeks
Course Code	VMB20
Course Level	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
Course Award	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification: MLS Certificate in Management, Leadership & HR
Course Structure	10 lessons (7.5 hours) weekly in Management, Leadership & HR 10 lessons (7.5 hours) weekly in International Business Communications or English Language TOTAL: 20 lessons (15 hours) weekly
Course Content	The full course syllabus is detailed in the table below at Page 5.
Class Size	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

Vocational Certificate (30 lesson programme)	
Minimum Entry Level	Intermediate (equivalent to IELTS 4.5/CEFR B1)
Course Duration	6-11 weeks
Course Code	VMB30
Course Level	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
Course Awards	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification: MLS Vocational Certificate in Management, Leadership, HR & Business Communications NCFE Certificate. <i>NCFE award with one Unit credit; for full 6-week module successfully completed</i>
Course Structure	10 lessons (7.5 hours) weekly in Management, Leadership & HR 10 lessons (7.5 hours) weekly in International Business Communications 10 lessons (7.5 hours) weekly in English Language TOTAL: 30 lessons (22.5 hours) weekly
Course Sequence	The full course syllabus is detailed in the table below at Page 5. Students must start on either 3 July or 14 August in order to complete one full study Unit.
Class Size	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

Vocational Certificate (20 lesson programme)	
Minimum Entry Level	Intermediate (equivalent to IELTS 4.5/CEFR B1)
Course Duration	6-11 weeks
Course Code	VMB20
Course Level	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
Course Awards	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification: MLS Vocational Certificate in Management, Leadership & HR NCFE Certificate. <i>NCFE award with one Unit credit; for full 6-week module successfully completed</i>
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Class Size	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

Vocational Higher Certificate (30 lesson programme)	
Minimum Entry Level	Intermediate (equivalent to IELTS 4.5/CEFR B1)
Course Duration	12 weeks
Course Code	VMB30
Course Level	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
Course Awards	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification: MLS Vocational Higher Certificate in Management, Leadership, HR & Business Communications NCFE Certificate. <i>NCFE award with two or three Unit credits; one for each full 6-week module successfully completed</i>
Course Structure	10 lessons (7.5 hours) weekly in Management, Leadership & HR 10 lessons (7.5 hours) weekly in International Business Communications 10 lessons (7.5 hours) weekly in English Language TOTAL: 30 lessons (22.5 hours) weekly
Course Sequence	The full course syllabus is detailed in the table below at Page 5. Students must start on 3 July in order to complete the two full study Units.
Class Size	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

Vocational Higher Certificate (20 lesson programme)	
Minimum Entry Level	Intermediate (equivalent to IELTS 4.5/CEFR B1)
Course Duration	12 weeks
Course Code	VMB20
Course Level	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
Course Awards	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification: MLS Vocational Higher Certificate in Management, Leadership & HR NCFE Certificate. <i>NCFE award with two or three Unit credits; one for each full 6-week module successfully completed</i>
Course Structure	10 lessons (7.5 hours) weekly in Management, Leadership & HR 10 lessons (7.5 hours) weekly in International Business Communications or English Language TOTAL: 20 lessons (15 hours) weekly
Course Sequence	The full course syllabus is detailed in the table below at Page 5. Students must start on 3 July in order to complete the two full study Units.
Class Size	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

Typical Syllabus

Study Unit	Management, Leadership & Human Resources <i>10 lessons MLS Element 7</i>	International Business Communications* <i>10 lessons - MLS Element 5 or 6</i>	English Language* <i>10 lessons MLS Elements 1, 2, 3 or 4</i>
MG3 <i>(6 weeks)</i>	<p style="text-align: center;">Managing & Communicating Information <i>the nature of information, sourcing & researching information, recording & storing information types of information, analysing & evaluating information, effective meetings, presentation & interpretation of data, forecasting trends, using information for decision-making, effective presentations, decision analysis decision making models, presenting information, targeting communication</i></p> <p style="text-align: center;">Costs & Pricing <i>fixed, variable and total costs, pricing strategies & tactics</i></p> <p style="text-align: center;">Business Planning <i>the nature of business, writing a business plan for a small company</i></p>	<p style="text-align: center;"><i>International Business Communications, to improve business English skills and language to support the specialised elements of the course</i></p>	<p style="text-align: center;"><i>English language support and development at appropriate language levels</i></p>
MG4 <i>(6 weeks)</i>	<p style="text-align: center;">Human Resource Management Recruitment & Selection <i>human resource planning, the recruitment process, job descriptions & person specifications sources & cost of recruitment, advertising, the selection process, selection criteria CVs covering letters & application forms, short-listing, selection interviews, testing systems mock interviews, appointment & induction, appraisal interviews</i></p> <p style="text-align: center;">Developing Individuals & Teams <i>groups & teams in business, SMART objectives, assessing competence, training & development, the training process, continuous professional development, administering training & development, evaluating training & development</i></p>	<p style="text-align: center;"><i>International Business Communications, to improve business English skills and language to support the specialised elements of the course</i></p>	<p style="text-align: center;"><i>English language support and development at appropriate language levels</i></p>

Unit MG3 begins on 3 July 2017. Unit MG4 begins on 14 August 2017.

*30 lesson programme includes Management, Leadership & HR, International Business Communications and English Language.

*20 lesson programme includes Management, Leadership & HR and either International Business Communications or English Language.