



## 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 2 July and 21 September 2018:

<b>Management 30</b>	30 lessons (22.5 hours) per week
<b>Management 20</b>	20 lessons (15 hours) per week

**Course Entry Dates.** The courses can be joined on Monday 2 July or on Monday 13 August 2018.

**Study Options.** 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*).

### 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](http://www.mls-college.co.uk).

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

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

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

<b>Vocational Certificate (20 lesson programme)</b>	
<b>Minimum Entry Level</b>	Intermediate (equivalent to IELTS 4.5/CEFR B1)
<b>Course Duration</b>	6-11 weeks
<b>Course Code</b>	VMB20
<b>Course Level</b>	CEFR B1+ and specialised content Units at RQF 3/4 equivalent
<b>Course Awards</b>	Academic achievement is assessed by means of continuous assessment. On successful completion, students will achieve the following certification:  <b>MLS Vocational Certificate</b> in Management, Leadership & HR <b>NCFE Certificate.</b> <i>NCFE award with one Unit credit; for full 6-week module successfully completed</i>
<b>Course Structure</b>	10 lessons (7.5 hours) weekly in Management, Leadership & HR 10 lessons (7.5 hours) weekly in International Business Communications or English Language <b>TOTAL: 20 lessons (15 hours) weekly</b>
<b>Course Sequence</b>	The full course syllabus is detailed in the table below at Page 5. Students must complete one full 6-week study Unit.
<b>Class Size</b>	Typically 12 – maximum 14 for the English language based elements and 16 for the specialised content Units.

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

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

**Typical Syllabus**

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

Unit MG3 begins on 2 July 2018. Unit MG4 begins on 13 August 2018.

\*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.