



# **Level 7 Extended Diploma in Strategic Management (Finance)**

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## Entry Requirements

These qualifications are designed for learners who are typically aged 19 and above.

The policy regarding access to our qualifications is that:

- they should be available to everyone who is capable of reaching the required standards
- they should be free from any barriers that restrict access and progression
- there should be equal opportunities for all those wishing to access the qualifications.

## Introduction to the Level 7 Qualifications in Strategic Management

These qualifications in Strategic Management have been developed to conform to the requirements of the RQF, to meet the requirements of higher education and employers, to meet the needs of learners and to respond to the needs of our centres.

We provide a flexible route for learners who have already achieved management qualifications at a lower level and for learners who do not have business or management qualifications, but may have qualifications in other areas and/or prior management experience in the work place.

These qualifications are designed to provide:

- opportunities for learners to acquire knowledge and understanding and develop a range of skills, personal qualities and attitudes essential for successful performance in working life
- specialisms that are directly related to learners' current responsibilities or that meet a particular interest and support career development
- opportunities for learners who wish to undertake a full time course of study leading to an Extended Diploma
- learners with the opportunity to acquire a broader range of knowledge and understanding and to develop the skills they require to work in the field of management

## Progression

On successful completion of a Level 7 Qualification in Strategic Management there are a number of progression opportunities.

Learners may progress to:

- a larger qualification at the same level e.g. from a Diploma to an Extended Diploma
- an MBA programme and claim exemptions for some of the units completed employment if they are not already in employment.

### Level 7 Extended Diploma in Strategic Management

The Level 7 Extended Diploma in Strategic Management is a 120 credit qualification. All learners must complete the five core units totalling 75 credits. Learners then select the unendorsed route or one of 4 pathways: Finance, Marketing, Managing People, International.

### Level 7 Extended Diploma in Strategic Management Unendorsed Route

Learners selecting the unendorsed route take the five core units and a further three units from the list below.

#### Core Units

Unit Title	Level	GLH	Credit
Strategic Planning	7	60	15
Finance for Strategic Managers	7	60	15
Research for Strategic Development	7	60	15
Organisational Behaviour	7	60	15
Personal Development for Leadership and Strategic Management	7	60	15

#### Optional units

Unit Title	Level	GLH	Credit
International Business Environment	7	60	15
Developing Organisational Vision and Strategic Direction	7	60	15
International Finance	7	60	15
Quantitative Methods	7	60	15

## **Unit Specifications**

### **Unit Format**

Each unit is presented in a standard format. This format provides guidance on the requirements of the unit for learners, tutors, assessors and external verifiers.

Each unit has the following sections:

### **Unit Title**

The unit title reflects the content of the unit. The title of each unit completed will appear on a learner's statement of results.

### **Unit Aims**

The unit aims section summarises the content of the unit.

### **Unit Code**

Each unit is assigned a unit code that will appear on the qualification certificate

### **Level**

All units and qualifications have a level assigned to them which represents the level of achievement. The level of each unit is informed by the level descriptors.

### **Credit Value**

The credit value is the number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit.

### **Learning Outcomes**

The learning outcomes set out what a learner is expected to know, understand or be able to do as the result of the learning process.

### **Assessment Criteria**

The assessment criteria describe the requirements a learner is expected to meet in order to demonstrate that the learning outcome has been achieved. Command verbs reflect the level of the qualification e.g. at level 6 you would see words such as analyse, evaluate, synthesise.

<b>Strategic Planning</b>			
<b>Unit aims</b>	The aim of this unit is to develop the knowledge, understanding and skills necessary to develop an organisational strategic plan		
<b>Unit level</b>	7		
<b>Unit code</b>	M/615/2675		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	To achieve this unit, learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. This unit cannot be approached from a theoretical perspective with information gathered solely from public sources. In order to achieve the Learning Outcomes for the unit, the learner work must relate their work to a specific organisation. This must be an organisation the learner knows well and ideally it should be an SME. Learners will require guidance in selecting a suitable organisation.		
<b>Learning outcomes.</b> <b>The learner will:</b>	<b>Assessment criteria.</b> <b>The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Understand the foundations for developing organisational strategy	1.1 Explain the relationship between mission, vision, strategy and business plans 1.2 Analyse named organisations' mission and vision statements	1M1 Evaluate the impact of a named organisation's vision and mission on its strategy	
2. Understand the external environment affecting organisations	2.1 Explain how external factors affect organisations 2.2 Evaluate how stakeholder expectations influence organisations 2.3 Explain how changes in the external environment affect organisational strategy		2D1 Analyse how external influences affect organisational strategy in a named organisation
3. Be able to review an organisation's strategy and business plans	3.1 Explain the importance of review in the development of organisational strategy and business plans 3.2 Evaluate the tools which can be used to review organisational	3M1 Review the position of an organisation in its current market using appropriate tools	3D1 Analyse the competitive strengths and weaknesses of an organisation's current business strategy and business plans

	strategy and business plans		
4. Be able to develop strategy options for an organisation	4.1 Use modelling tools to develop strategy options for an organisation 4.2 Develop criteria for reviewing the potential strategy options	4M1 Apply the criteria and evaluate the options as the basis for delivering the strategic direction of the organisation	
5. Understand how to create a strategic plan to meet business objectives	5.1 Explain the structure of a plan needed to deliver a strategy 5.2 Explain how stakeholders are involved in the formulation of the plan 5.3 Produce a dissemination process to ensure stakeholders are informed and committed to the plan	5M1 Create monitoring systems to ensure the successful implementation of a strategic plan	5D1 Construct a strategic plan for a named organisation



## Indicative Content

### 1. Understand the foundations for developing organisational strategy

- Explanations of organisational vision, mission, strategy and business plans; the differences and the interface between them
- Core organisational values e.g. ethical, environmental, client centred; cultural diversity; drivers e.g. business growth; profit; market share; workforce expectation
- Objectives and measures: SMARTER (specific, measurable, achievable, realistic, time-based, evaluate, re-evaluate) objectives; stakeholder involvement

### 2. Understand the external environment affecting organisations

- External factors: needs and expectations of stakeholders e.g. customer groups, shareholders, suppliers and sub-contractors, the workforce and the community
- The success and direction of competitors and changes in the market sector as a whole in the short and long term e.g. product design; political changes and developments; legal changes; trends and expectations; exchange rates; trading agreements
- Use of external surveys and statistics; customer analysis and feedback; use of tools e.g. SWOT (strengths, weaknesses, opportunities, threats) analysis, STEEP (social, technological, economic, environmental and political) analysis; market research including primary and secondary information; feasibility

### 3. Be able to review an organisation's strategy and business plans

- The purpose of review and what this will entail; tools e.g. Value Chain analysis, SWOT analysis, Porter's Five Forces; internal surveys and statistics
- Market position; market share analysis; life cycle analysis; Boston growth share BCG Matrix
- SWOT analysis, resource analysis, competitive analysis, skills and competencies audit, benchmarking sustainable competitive advantage; pricing strategies; resource analysis; economies of scale and scope for this; market equilibrium

### 4. Be able to develop strategy options for an organization

Strategic planning options:

- Ansoff Matrix Strategies; corporate expansion; integration i.e. vertical, backwards and forwards; horizontal; differentiation; Porter's generic strategies
- Diversification, control of resources, distribution channels; Mintzberg's strategies (deliberate, emergent)
- Strategic alliance; merger, acquisition; competitive strategies
- Value-based strategy; contingency strategy; maintaining/increasing market share, niche markets; market segmentation
- Adding value; workforce competence development; product portfolio; reconfiguration; gap analysis; profitability; portfolio analysis; benchmarking
- Criteria for judging options; feasibility studies; risk assessments

## 5. Understand how to create a strategic plan to meet business objectives

Structure:

- Mission statement /corporate vision, corporate values and principles, decisions from options; strategic goals / initiatives, strategy, roles, responsibilities, accountability; objectives and measures: SMARTER (specific, measurable, achievable, realistic, time-based, evaluate, re-evaluate) objectives; execution plan, balanced scorecard, targets / interim targets / success metrics

Resource issues:

- Resources e.g. financial, human; skills and competencies; needed v in place;

availability. Stakeholder involvement and buy-in:

- When and at what stage in the process; how will this take place; who will be involved; communications with stakeholders; gaining general organisational agreement to the process; feedback
- Tie departmental plans into strategic plan, align performance management and reward systems to strategy implementation.

Dissemination:

- Communications with stakeholders how and when; dissemination and cascading processes; guidelines; timetable for implementation; Business Process Re-Engineering (BPR); action planning at departmental and operational levels

Monitoring:

- Monitoring and evaluation control systems; responsibilities at strategic and operational levels; performance appraisal; focus and realignment; contingency planning; smart objectives and success criteria at all levels in the organisation; establish nature of monitoring e.g. tracking system and monitoring points; review meetings; role of celebration.

<b>Finance for Strategic Managers</b>			
<b>Unit aims</b>	The learners will develop knowledge, understanding and skills that will enable them to analyse internal and publicly available financial information. This will help to inform strategic decision making.		
<b>Unit level</b>	7		
<b>Unit code</b>	A/615/2677		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	To achieve this unit, learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. Learners will need to demonstrate their full understanding of the use of financial information in business decision making. Learners can use their own experience or provide examples of businesses from their research to exemplify the points which are made. Learners will need to access and interpret published business accounts.		
<b>Learning outcomes.</b> <b>The learner will:</b>	<b>Assessment criteria.</b> <b>The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Understand the importance of financial data in formulating and delivering business strategy	1.1 Evaluate the sources of financial data which can be used to inform business strategy 1.2 Assess the need for financial data and information in relation to business strategy 1.3 Analyse the risks related to financial business decisions	1M1 Assess the impact of 'creative accounting' techniques when making strategic decisions	
2. Be able to analyse financial data for an organisation in order to inform strategic decision making purposes	2.1 Interpret financial statements to assess the viability of an organisation 2.2 Conduct comparative analysis of financial data using ratio analysis	2M1 Make recommendations to an organisation based on the analysis and interpretation of the financial information 2M2 Assess the limitations of ratio analysis as a tool for strategic decision making	2D1 Recommend, with justifications, methods and tools that allow businesses to analyse financial data for strategic decision making purposes
3. Be able to evaluate proposals for strategic decisions on capital expenditure in an organisation	3.1 Review methods for appraising strategic capital expenditure projects and strategic direction	3M1 Assess the importance of cash flow management when evaluating proposals for capital expenditure	3D1 Assess the impact of a business proposal on the strategic direction of a business organisation

	3.2 Evaluate business proposals for capital expenditure in an organisation using appropriate financial techniques.		
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## Indicative Content

### 1. Understand the importance of financial data in formulating and delivering business strategy

- Sources of financial information: Internal (internal accounting systems, payroll etc.), External (suppliers, Companies House, the Budget etc.)
- Financial information: Profitability, Cash flow, Business value, Financial stability, Cost projections.
- Need for financial information: Assessing finance requirements, obtaining finance, reporting to owners, shareholders and stakeholders, Setting and meeting targets, Appraising new projects, Managing risk, Internal needs v External needs.
- Business risks: Strategic, Market, Compliance, Operational, Risk modelling.

### 2. Be able to analyse financial data for an organisation in order to inform strategic decision making purposes

- Published accounts: Purpose, Provide information to shareholders/stakeholders, Users – for example, shareholders, potential shareholders, managers, employees, lenders, creditors, suppliers, customers, community, competitors, Annual reports, including main financial statements (statements of financial position, income statements, sources and statements of cash flows), director's report, audit report, notes to accounts etc., Internal management accounts versus published financial accounts, Structure of financial statements – content and requirements, Limitations of published accounts.
- Comparative analysis: Comparison between years, Comparison between businesses, Industry comparisons, Benchmarking.
- Ratio analysis: Reasons for using ratios, advantages and limitations, Ratio categories, including profitability, liquidity, efficiency, capital and investor.

### 3. Be able to evaluate proposals for strategic decisions on capital expenditure in an organisation

- Types of expenditure, difference between capital and revenue expenditure (definitions, decision making, treatment in financial statements)
- Investment appraisal techniques: Payback, Accounting rate of return, Net present value, Internal rate of return, Discounted cash flow, Cost benefit analysis, Value for money.
- Long term and short term finance: Definitions of long term and short term, Importance of matching finance to project.
- Sources of finance: Range of sources, External and internal sources, Role of markets, Role of government, Long term and short term, Advantages and disadvantages of each source, Implications of each source, for example gearing.

- Cash flow management: Cash flow forecasts v Cash flow statements, Managing inventory, trade payables, trade receivables, etc., Budgetary control processes – budgets and variances.

<b>Research for Strategic Development</b>			
<b>Unit aims</b>	The aim of this unit is to develop the knowledge, understanding and skills required to carry out research to meet the needs of strategic business management.		
<b>Unit level</b>	7		
<b>Unit code</b>	F/615/2678		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	To achieve this unit, learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. In order to achieve this unit, learners must carry out a comprehensive piece of research on a chosen area relating to strategic business development. Learners must ensure that the research undertaken provides sufficient evidence to meet the Learning Outcomes and the standards required.		
<b>Learning outcomes.</b> <b>The learner will:</b>	<b>Assessment criteria.</b> <b>The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Be able to formulate a research proposal relating to strategic business development	1.1 Identify a valid area for research to support the strategic development of a business area 1.2 Explain the aim, scope and objectives for a chosen area of research in strategic business development 1.3 Formulate a research proposal 1.4 Establish success criteria for the achievement of the research proposal 1.5 Prepare a project plan that identifies key milestones and critical pathways	1M1 Justify the research area chosen in order to achieve strategic business development	
2. Be able to use different research methodologies to gather sufficient and valid data	2.1 Review different literature sources to find those most appropriate for the chosen area of research 2.2 Use appropriate research methodologies to gather sufficient	2M1 Justify the research methodologies chosen	

	information from primary and secondary sources to make valid conclusions		
3. Be able to present research findings in an appropriate format for a target audience	<p>3.1 Prepare a report that provides a comprehensive explanation of the purpose, methodologies, findings and recommendations</p> <p>3.2 Reference all sources using a recognised system</p> <p>3.3 Use the information collected to justify conclusions and recommendations</p>	3M1 Respond orally to questions on research findings	3D1 Analyse how the findings of the research can be used in an actual strategic business context
4. Be able to evaluate own skills while undertaking research	<p>4.1 Review own skills linked to own research using personal reflection and feedback</p> <p>4.2 Make recommendations on ways to improve own skills while undertaking research</p>	4M1 Produce a plan to improve own research skills	4D1 Implement the plan and assess the impact on own personal progress



## Indicative Content

### 1. Be able to formulate a research proposal relating to strategic business development

Research proposal:

- Possible questions or hypothesis; different formats for research proposals; aims of research; scoping research projects; SMART objectives; terms of reference; rationale for selection; ethical issues

Information for strategic development of business area:

- Examples may include analysis of organisation; structure, culture; planned growth strategy, marketing, operational issues; SWOT analysis, PEST analysis, analysis of customers and key stakeholders, competitor analysis

Success criteria:

- Linked to purpose, objectives and outcome, SMART

Project planning:

- Key milestones, resources, risk assessment and management, critical pathways, contingency, accessing relevant information, project goals, schedule, communication systems, sensitivity of information gathered e.g. intellectual property, data protection

Link to Business Development:

- Rationale for chosen research linked to stated business development needs

### 2. Be able to use different research methodologies to gather sufficient and valid data

Research methodology:

- Research methods e.g. survey, questionnaire including manual and electronic, observations; ways to test sufficiency, reliability and validity; definitions of data e.g. primary and secondary sources, qualitative and quantitative; literature search and review – its credibility, use and acceptance; ways to reference sources
- Size and sufficiency of data, reliability and validity of information gathered

### 3. Be able to present research findings in an appropriate format for a target audience

Research findings:

- Report format e.g. title, acknowledgements, contents page, introduction, summary of literature review, research methods used, findings, recommendations, references, bibliography, appendices e.g. questionnaires, surveys
- Referencing e.g. Harvard system

Analysis of data and application of statistical methods:

- Qualitative interpretation of records, feedback, processes, categories, trends and

relationships

- Quantitative e.g. mean, median, mode, variability e.g. range, standard deviation, application to business data, reliability of estimates from samples, trends and forecasting

Presentation of findings:

- Methods for statistical data e.g. graphs, charts, statistical tables; chosen audience e.g. colleagues, Board members, external stakeholders; use of language in report appropriate to the chosen audience; power point presentations

#### **4. Be able to evaluate own skills while undertaking research**

Methods of self-evaluation:

- Personal reflection, constructive feedback from range of sources, evaluation forms, use of electronic equipment e.g. recording interviews, SWOT analysis. Balanced judgements

Improving own research skills:

- Examples may include courses or qualifications, mentoring, coaching, conferences, secondments, application in future research
- Plan with specific actions, timescales, success criteria, resource implications, milestones. The plan is realistic but challenging and can be implemented. It addresses areas of weakness and builds on strengths

<b>Organisational Behaviour</b>			
<b>Unit aims</b>	The aim of this unit is to help learners develop an understanding of how organisational behaviour, structure, culture, motivation, creativity and leadership impact on an organisation's effectiveness and efficiency.		
<b>Unit level</b>	7		
<b>Unit code</b>	A/615/2680		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	To achieve this unit, learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. The learner will need to demonstrate their understanding of complex theories and concepts to meet the standards required for this unit.		
<b>Learning outcomes.</b>	<b>Assessment criteria.</b>		
<b>The learner will:</b>	<b>The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Understand leadership behaviour theory and practice	1.1 Evaluate different leadership behaviour theories 1.2 Analyse theories relating to work relationships and interaction	1M1 Analyse how different leadership behaviours impact on organisations	
2. Understand how organisational structures and culture impact on the effectiveness of the organisation	2.1 Analyse characteristics of different organisational structures 2.2 Explain how the culture of an organisation can impact on the effectiveness of the organisation	2M1 Evaluate the relevance of organisational culture theory in developing organisational effectiveness	
3. Understand how organisations can improve employee effectiveness to respond to business opportunities	3.1 Assess the impact of learning on the effectiveness of employees 3.2 Evaluate how working in teams can improve employee effectiveness		3D1 Analyse the process and outcomes of change on the effectiveness of employees
4. Understand how organisations can motivate employees in order to improve	4.1 Analyse the benefits and issues with involving employees in organisational decision making	4M1 Analyse how motivational theory can inform employee motivation	4D1 Evaluate how a named organisation motivates its employees

their efficiency and effectiveness	4.2 Explain different ways to motivate employees		
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## Indicative Content

### 1. Understand leadership behaviour theory and practice

- Leadership versus management
- Leadership behaviour theory including: personal leadership traits, trait theories (e.g. Allport, Eysenck, Cattell), 'great man' theory of leadership, contingency theories (e.g. Fiedler, cognitive resource theory), situational theories (e.g. Hersey and Blanchard, Vroom and Yetton), behavioural theories (e.g. role theory, managerial grid/leadership grid), participative theories (e.g. Lewin/Likert, transformational v transactional leadership, emotional intelligence).
- Working relationships and interaction e.g. power, behavioural theories, social constructivism

### 2. Understand how organisational structures and culture impact on the effectiveness of the organisation

- Organisational structure: Bureaucracies, Stakeholders, re-engineered corporation, modular, hierarchical, matrix, liquid devolved decision making powers, networked and atomised organisations, virtual organisations, line, staff & functional structures, formal and informal organisations, designing organisation structure, centralisation, decentralisation.
- Organisational culture: Harrison - power, role, person, task cultures, Likert – autocratic, benevolent autocratic, consultative participative, Mintzberg – simple, machine bureaucracy, divisional, adhocracy, Pedlar et al – the learning organisation.
- How structure and culture impact on effectiveness
- Leader as a change agent

### 3. Understand how organisations can improve employee effectiveness to respond to business opportunities

- Innovation and creativity
- Organisational culture: integration / interaction of disciplines and teams, attitude to risk, rewards.
- Organisational learning: The learning, learning culture, knowledge capture and management, technical knowledge versus experiential knowledge, technology.
- Measuring performance: Metrics, KPI, business scorecard, working in teams, group dynamics, teams versus groups, communications, collaboration and team decision making, motivation of groups.
- Change processes and outcomes: Changes (reorganisation, restructuring, merger and acquisition, downsizing), involving stakeholders, communicating and managing change.

### 4. Understand how organisations can motivate employees in order to improve their efficiency and effectiveness

- Motivational theory including: Taylorism, Mayo, Maslow, Herzberg, McGregor, Broad theories (e.g. temporal motivation theory), cognitive theory.

<b>Personal Development for Leadership and Strategic Management</b>			
<b>Unit aims</b>	This unit aims to help learners develop their own personal leadership and management skills in the context of the creation and achievement of organisational vision and strategic direction.		
<b>Unit level</b>	7		
<b>Unit code</b>	J/615/2682		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass		
<b>Assessment guidance</b>	Learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. To achieve the standards for this unit, learners will be required to understand the knowledge and skills needed by leaders and managers, create a plan to achieve these qualities and be able to know how progress with the plan can be reviewed.		
<b>Learning outcomes. The learner will:</b>	<b>Assessment criteria. The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Understand how knowledge and skills in leadership and strategic management support the creation and achievement of organisational vision and strategy	1.1 Analyse the knowledge and skills in leadership and strategic management which are required to support the creation and achievement of organisational vision and strategy  1.2 Assess the contribution that factors other than knowledge and skills in leadership and strategic management make to the achievement of organisational vision and strategy	1M1 Justify a ranking order of the leadership and management knowledge and skills required to successfully create and achieve organisational strategy	1D1 Evaluate the leadership and management knowledge and skills required for the successful achievement of organisational operations versus the creation and achievement of organisational strategy
2. Understand how to develop and communicate organisational vision	2.1 Analyse the factors which impact on the creation of organisational vision 2.2 Assess the different approaches to developing vision 2.3 Evaluate the key factors which impact on the communication of vision to external stakeholders	2M1 Evaluate the key factors needed to gain the commitment of internal stakeholders when communicating the vision	

<p>3. Be able to manage development of own personal knowledge and skills in leadership and strategic management to support achievement of personal and organisational vision and strategy</p>	<p>3.1 Review theories of leadership and management and assess the implications for your personal development</p> <p>3.2 Carry out an audit of own personal leadership and management knowledge and skills which facilitate the creation and achievement of organisational vision and strategy</p> <p>3.3 Set objectives to meet personal development needs in the context of strategic organisational needs</p> <p>3.4 Prepare a personal development plan to develop own leadership and management skills and to support the creation of organisational vision and strategy</p>	<p>3M1 Justify how the objectives and the plan selected for personal development support achievement of organisational vision and strategy</p>	<p>3D1 Carry out appropriate personal development activities to develop knowledge and skills identified in the audit</p>
<p>4. Be able to reflect on the benefits of personal development in the achievement of personal growth and organisational vision and strategy</p>	<p>4.1 Assess the benefits of review and explain when this tool can be used in the achievement of personal and organisational strategy</p> <p>4.2 Evaluate the sources of information needed to review progress with achieving personal development plans</p>		<p>4D1 Review progress and outcomes of the personal development plan against the objectives set</p>

## Indicative Content

### 1. Understand how knowledge and skills in leadership and strategic management support the creation and achievement of organisational vision and strategy

- Meaning of vision and strategy and their interrelationship
- Knowledge and skills required – visioning, describing possible futures with clarity, creating, giving direction, specificity, providing motivation, planning, communicating and listening at different levels, synthesizing, analysing, empathy, decision taker, link between vision and strategy, bringing about effective change, emotional intelligence, developing and leading high performance teams, consistency and reliability, delegation, dealing with conflict, gaining alignment.
- Contribution to organisational vision and strategy. Leadership and management knowledge and skills can be insufficient. Other factors which come into play include – financial situation, political uncertainty, availability of human and physical resources, and instability in the market.
- Ranking order produced from criteria leading to determination of high, medium and lesser importance.
- Similarities, difference and importance of knowledge and skills needed by strategic managers compared to operational managers.

### 2. Understand how to develop and communicate organisational vision

- Factors impacting on organisational vision - history of the organisation, external and internal business environment, capacity of the organisation, anticipating potential barriers, skills and ambition of leadership team
- Approaches to developing vision - Two way, top down bottom up, timing, clarity, specificity, quality of information, presentation, dialogue, culture understanding and, feedback loops, involvement,
- Factors which impact on the communication of vision to internal and external stakeholders - size of organisation, organisational development, culture and diversity, size, complexity and boldness of vision, communication systems, dissemination and cascading processes

### 3. Be able to manage development of own personal knowledge and skills in leadership and strategic management to support achievement of personal and organisational vision and strategy

- Theories of leadership and management and their application - Transformational Leadership, Transactional Leadership, tri-dimensional leadership theory, charismatic leadership, situational leadership
- Audit of personal skills and knowledge linked to creation and achievement of organisational vision and strategy
- Objectives and personal development plan- specific, clear, challenging, achievable objectives linked to audit, directly related to plan with stated outcomes, tasks, time frames, deadlines, monitoring points. Plan could include formal learning leading to qualifications, training courses, work shadowing, and job rotation or mentoring. Plan could include informal learning e.g. reading texts, learning from successes and mistakes, using diagnostic tools e.g. Myers Briggs; development of emotional intelligence, ability to learn, systems thinking

### 4. Be able to reflect on the benefits of personal development in the achievement of personal growth and organisational vision and strategy



- Benefits of review - reviewing performance, learning from experience, repeating what is good, dealing with weaknesses, acknowledging success. Review can be used frequently in order to improve e.g. at key milestones, at the outset and conclusion of tasks, at the end of a meeting, after a difficult problem.
- Sources of information – appraisal outcomes, 360-degree feedback systems, client feedback, staff/colleague/superiors' feedback, personal observations, data, KPIs, business results.

<b>International Business Environment</b>			
<b>Unit aims</b>	The unit will enable learners to explore the changing international business environment and develop knowledge and understanding of how organisations respond.		
<b>Unit level</b>	7		
<b>Unit code</b>	R/615/2684		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	To achieve this unit, learners must achieve the learning outcomes by meeting the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. The learner will need to demonstrate their understanding of globalisation and international operations and its effect on business organisations. Learners should use actual examples from their own experience and research to support their work.		
<b>Learning outcomes. The learner will:</b>	<b>Assessment criteria. The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Be able to analyse the international business environment	1.1 Evaluate business techniques used to analyse the international business environment 1.2 Analyse the micro and macro environment of a specific business organisation which operates on an international level	1M1 Assess the extent to which working in the international environment impacts on the success of an individual business organisation	1D1 Evaluate the risks involved in operating in an international environment
2. Understand the impact of globalisation and international trade	2.1 Assess the impact of globalisation and international trade on national economies 2.2 Assess the benefits, opportunities and challenges of globalisation and international trade for a specific business organisation	2M1 Explore the organisational structures of businesses operating in global and international markets	
3. Understand the international markets in which businesses operate	3.1 Analyse the implications for businesses of the cultural and regulatory diversity		3D1 Compare and contrast management approaches to sustainability in

	<p>in international markets</p> <p>3.2 Evaluate the potential conflicts between corporate strategy and ethical, social and sustainable responsibilities</p> <p>3.3 Assess the importance of corporate social responsibility and sustainability in supporting business success</p>		<p>business organisations</p>
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## Indicative Content

### 1. Be able to analyse the international business environment

- Analysis techniques: Environmental analysis and diagnostics, Environment audit, Porter's diamond (The Competitive Advantage of Nations - Porter), PESTLE, 'Five Forces' analysis.
- Micro-environment: Stakeholders, Suppliers, Customers, Competitors, Market intermediaries.
- Macro-environment: External climate, Economic conditions, Political opinion, Legal environment (national and international), Cultural environment, Resources, for example capital, people and natural, Technology.
- International business environment: Culture, Corporate Social Responsibility, Politics, Environmental Issues, Globalisation.

### 2. Understand the impact of globalisation and international trade

- History: Economic theory, Dependency theory, Non-western cultures, Maritime European empires, Industrialisation, Trade and empire, Bretton Wood, Development of communications, Information technology.
- Extent of globalisation – Trade, labour movement, cultural exchange, technical development and exchange and capital
- Effects of globalisation – Effects on markets, business change, capital, jobs and outsourcing, cultural dominance, natural resources, conflict; debates: benefits and challenges of globalisation, advocates and critics
- Operations: International business conduct, Competition in different markets, International brand development, Protection of IP, Trade partnerships, Politics and regulation, Security, Ethics.

### 3. Understand the international markets in which businesses operate

- Sustainability
- Moral and Ethical issues: Organisation purpose, Nature of business ethics, Corporate responsibility, Social responsibility, Corporate accountability, Corporate governance, Cultural conflict (For example: nature of bribes and rewards), Different economic models, Different ethical frameworks (theories: deontological and utilitarianism), Hofstede, Hall (monochronic and polychronic cultures).
- Conflicts: Current conflicts and issues should be examined  
Examples include: climate change and environmentalism, anti-globalisation and social responsibility, 'Peak Oil', greater insecurity, relationships with government, technological change and privacy concerns, social media, intellectual property issues
- Legislation: UK, European, global and other national legislation and guidance; global agreements on carbon; legislation on pollution; agreements on issues affecting specific industries, for example fishing agreements; institutions; codes of practice and guidelines

from international (e.g. OECD, ISGN), and industry (e.g. ISAR) bodies, reporting mechanisms (audit standards)

<b>Developing Organisational Vision and Strategic Direction</b>			
<b>Unit aims</b>	To enable learners to improve their knowledge and understanding of how organisations develop vision and strategic direction. The unit may be of particular interest for learners aiming for leadership roles in either private or public sector organisations.		
<b>Unit level</b>	7		
<b>Unit code</b>	D/615/2686		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	<p>To achieve this unit, learners must meet the learning outcomes at the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief.</p> <p>Learners need to show that they understand the importance of a vision for an organisation and how this impacts on the strategic direction. In their work learners should use their own experience in organisations and/or as consumers.</p>		
<b>Learning outcomes. The learner will:</b>	<b>Assessment criteria. The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Understand how to develop an organisational vision and strategic direction	1.1 Explain the processes involved in creating a shared vision for an organisation 1.2 Analyse factors that impact on organisations and their vision 1.3 Analyse the relationship between vision, strategic direction and strategic planning	1M1 Create a vision for a named organisation and explain the reasons behind your thinking	1D1 Determine and explain the strategic direction for a named organisation
2. Understand how to communicate the vision and strategic direction to stakeholders	2.1 Analyse methods of communicating an organisation's vision and strategic direction to stakeholders 2.2 Assess how to build support for the organisation's vision and strategic direction 2.3 Assess the challenges and pressures faced by organisations when communication		2D1 Produce a plan to communicate vision and strategic direction to internal and external stakeholders

	vision and strategic direction to stakeholders		
3. Understand how to implement organisational vision and strategic direction	<p>3.1 Analyse how leadership behaviour promotes the achievement of organisational vision and strategic direction</p> <p>3.2 Outline the process for implementing the vision and strategic direction for an organisation</p>	3M1 Evaluate the ways in which an organisation might respond to negative factors affecting the implementation of the vision and strategic direction	3D1 Analyse how to embed organisational vision in an organisation

## Indicative Content

### 1. Understand how to develop an organisational vision and strategic direction

- Processes involved in creating a vision: Written vision and mission statements, Values and culture, Language, Purpose, Good practice.
- Factors that impact on organisations and their vision: PESTLE – Political, Economic, Social, Technological, Legal and Environmental, Government Policy, Legal Requirements, Regulatory and Accountability issues, Best practice and industry trends, Global factors, Data gathering.
- Relationships between vision, strategic direction and strategic planning: Strategic goals, Evaluation of key factors, Criteria for analysis, Knowledge to set strategic direction, Strategic planning techniques.

### 2. Understand how to communicate the vision and strategic direction to stakeholders

- Communication methods: Understanding audiences, Methods, for example, presentations, formats, media etc., Attitudes – enthusiasm, stressing importance, gaining agreement and acceptance, corporate style, etc. Communication systems, External support and expertise, Embedding vision,
- Stakeholders: Identification of different organisations and their structure, Identification of key stakeholders, for example, employees, managers service users, customers, funding bodies, local and national Government, Stakeholder groups needs and wants, Stakeholder roles in organisations, Stakeholder mapping and methods of engaging stakeholders.
- Communicating with external stakeholders: Promoting the vision, Benefits analysis and promotion, Format and language to promote, Feedback mechanisms, Cost / Benefit analysis.
- Building support: Communicating clearly and effectively, Equality issues, challenging behaviours, Language, Attitudes that do not support organisational vision, Negotiation skills, Changing systems, Procedures, Models of change.

### 3. Understand how to implement organisational vision and strategic direction

- Leadership behaviour; Leadership and management styles, Managing the change, acting as a role model to promote and embed the vision, challenging behaviours, attitudes, values etc. that do not support the vision, Importance of personal credibility and belief.
- Embedding the vision; Models for approaching change in the organisation e.g. top down, bottom up, consultative styles etc. Identification of procedures, activities, values, language not consistent with vision and replacing them, Organisational culture.
- Setting strategic direction; Links between vision and objectives, Strategic objectives – format, content, writing objectives, etc., Role of stakeholders.

Strategic planning process; Format and contents of strategic plan, Development of strategic plan, Resource allocations, Targets, Criteria for success.



<b>International Finance</b>			
<b>Unit aims</b>	To enable learners to gain an understanding of the role of an international corporate financial manager. The unit will allow learners to consider the importance of International Accounting Standards and the international financial environment for decision making within businesses and organisations. Particular attention is paid to analysing the role of international financial markets in creating opportunities and risks for organisations, especially those operating in a multinational context. Learners will gain experience in assessing strategic options and making appropriate recommendations.		
<b>Unit level</b>	7		
<b>Unit code</b>	K/615/2688		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	To achieve this unit, learners must meet the learning outcomes at the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. In this unit learners can approach all learning outcomes from a theoretical perspective, using appropriate examples to illustrate their work.		
<b>Learning outcomes.</b> <b>The learner will:</b>	<b>Assessment criteria.</b> <b>The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Understand the causes and consequences of the evolution of international accounting standards	1.1 Describe and assess the objectives of developing International Accounting Standards 1.2 Identify the relevant International Accounting Standards to be applied to specified financial situations 1.3 Discuss the effect on financial statements of the application of specified International Accounting Standards	1M1 Evaluate the implications of the introduction of specified International Accounting Standards for a named organisation	
2. Be able to analyse the potential impacts of the international financial	2.1 Examine the key features of international finance and the major institutions involved in the international	2M1 Evaluate foreign exchange management using forward contracts, currency futures,	2D1 Evaluate interest rate management using swaps, forward rate agreement and guarantees and interest rate options

<p>environment on decision making</p>	<p>financial environment                  2.2 Assess the contribution of international financial markets and financial instruments as sources of finance                  2.3 Analyse the exchange rate market and the importance of exchange rates to an organisation</p>	<p>currency options and money market hedge</p>	
<p>3. Understand capital requirements and working capital management in an international context</p>	<p>3.1 Determine capital requirements in the context of a multinational enterprise                  3.2 Evaluate the contribution of financial theory in developing capital structures in the context of a multinational enterprise</p>	<p>3M1 Assess the planning, monitoring and management of short term assets for a named multinational enterprise</p>	<p>3D1 Evaluate working capital management strategies and their consequences for a named multinational enterprise</p>
<p>4. Be able to assess the key issues and approaches to international financial management</p>	<p>4.1 Analyse the micro-environmental and macro-environmental factors influencing international financial management decision making                  4.2 Analyse international merger, acquisition and investment policies and their relevance for international financial management</p>	<p>4M1 Assess the influence of foreign government fiscal and monetary policies for global financial flows</p>	<p>4D1 Evaluate the benefits and risks of cross-border mergers and acquisitions for international financial management</p>

## Indicative Content

### 1. Understand the causes and consequences of the evolution of international accounting standards

- Accounting Standards: Principles, concepts and conventions, going concern, matching, consistency, materiality, prudence, substance over form, aggregation and offsetting, Comparative information, Importance of true and fair view, Use of business entity, historical cost and revaluation as features of a recording system.
- International Accounting Standards (IAS): IAS 1 – Presentation of financial statements, IAS 2 – Inventories, IAS 7 – Statement of cash flows, IAS 8 – Accounting policies, IAS 10 – Events after the reporting period, IAS 16 – Property, plant and equipment, IAS 18 – Revenue, IAS 23 – Borrowing costs, IAS 33 – Earnings per share, IAS 36 – Impairment of assets, IAS 37 – Provisions, contingent liabilities and contingent assets, IAS 38 – Intangible assets.
- Impact on financial statements: Income statement, Statement of financial position, Cash flow statement, Statement of changes in equity.

### 2. Be able to analyse the potential impacts of the international financial environment on decision making

- Features of international finance: Currencies, Accounting rules, Stakeholders, Legal framework, Taxation, Regulatory framework, Political risk, Intellectual property rights.
- International monetary institutions: International Monetary Fund, World Bank, Bank for International Settlements, International stock exchanges, International credit-rating agencies.
- International sources of finance: Financial instruments and international trade – bills of exchange, forfaiting, letters of credit, factoring, invoice discounting, securitisation, options, futures and swaps (see below), Eurocurrency markets, Euro-paper and Euro-note markets, Eurobond markets, Sharia-bond markets, Futures and options markets, International equity markets.
- The foreign exchange market: The importance of exchange rates, Floating exchange rate systems, Fixed exchange rate systems, Adjustable-peg exchange rate systems, Common currencies, International clearing systems, Purchasing power parity, Foreign currency futures versus forward contracts, Forwards and futures in commodities, Speculative positions in forward contracts, Arbitrage and the determination of spot and future rates, Exchange rate forecasting, Foreign currency swaps, Foreign currency options.
- Techniques for dealing with global exchange rate and interest rate risks: Internal and external hedging techniques, Hedging *FOREX* transactions exposure, operating exposure and its management, Difficulties in choosing between fixed and floating rates of interest, Interest yield curve and its role in interest rate exposure management, Potential exchange rate risk – scenario analysis.

### 3. Understand capital requirements and working capital management in an international context

- Role of multinationals within the international business and financial environment; Types and objectives of multinationals, Constraints – environmental, regulatory and ethical, Benefits

gained – economies of scale, sources of lower production costs, market share, diversification, new skills and experience, Risk exposures – operational restrictions, discriminatory practices, loss of assets, confiscation, expropriation, nationalisation, trade related disputes, corruption, labour problems.

- Investment Decisions; Investment appraisal processes, mutually exclusive projects and capital rationing, Real options including abandonment options, Management of risk, Decision processes – certainty equivalents and sensitivity analysis, Portfolio theory, Systematic v unsystematic risk.
- Working Capital Management; Importance of the working capital cycle, Use of cash, Cash budgeting and control, Treasury management practices, Stock, cash and credit controls, Short term investment opportunities, Working capital management strategies.
- Planning, monitoring and managing short term assets; Features of international trade financing – accounts receivable financing, cross border factoring, acceptances etc., International issues of cash management – reasons for holding cash, cash pooling, interest rate influences, managing blocked funds, Criteria for obtaining short term funds, Influences of foreign currency stability.

#### **4. Be able to assess the key issues and approaches to international financial management**

- International financial management; Cross-listing on foreign stock exchanges, International liquidity and market integration, Transfer pricing, International taxation, International dividend policies, Off-shore banking and financial centres.
- Government monetary and fiscal policies and international financial management; Monetary policies, Fiscal policies, Financial interdependence, Growth of global financial flows, Impacts of global financial flows, Control of global financial flows, Economic unions.
- Methods of internationalisation and international financial management; Export-based methods – direct and indirect exporting, Non-export-based methods – licencing and franchising, Joint ventures and alliances, Cross border mergers and acquisitions.

<b>Quantitative Methods</b>			
<b>Unit aims</b>	This unit will enable learners to further develop understanding and skills in the application of quantitative methods appropriate to support decision-taking in organisations.		
<b>Unit level</b>	7		
<b>Unit code</b>	K/615/2691		
<b>GLH</b>	60		
<b>Credit value</b>	15		
<b>Unit grading structure</b>	Pass/Merit/Distinction		
<b>Assessment guidance</b>	To achieve this unit, learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. Additional assessment guidance is provided on the ATHE sample assignment brief. The learner will need to demonstrate a full understanding of quantitative methods and they will need to be applied in context to business decision-taking.		
<b>Learning outcomes.</b> <b>The learner will:</b>	<b>Assessment criteria.</b> <b>The learner can:</b>		
	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
1. Understand the types of data which can be used by organisations to monitor and improve their performance	1.1 Evaluate the different types of data which can be gathered by organisations to monitor and improve their performance 1.2 Distinguish between alternative sampling methods and measurement scales		
2. Be able to analyse and evaluate raw business data to inform decision taking	2.1 Analyse and evaluate quantitative raw business data from a range of examples using appropriate quantitative methods 2.2 Analyse and evaluate qualitative business data using a range of examples and appropriate quantitative methods	2M1 Evaluate the differences in application between descriptive statistics, inferential statistics and measuring association	2D1 Evaluate the differences in application between methods of descriptive, exploratory and confirmatory analysis of business data to support decision taking
3. Be able to apply a range of quantitative methods to support effective business decision taking	3.1 Apply a range of quantitative methods for business decision taking for quality, inventory and	3M1 Justify and evaluate the application of appropriate quantitative methods	3D1 Make judgements and recommendations for business decisions based on the

	capacity management	used by specific organisations	application of quantitative methods
4. Be able to report on data and communicate findings to inform decision taking	4.1 Explain different ways of summarising and presenting a set of business statistics 4.2 Construct appropriate tables and charts with a commentary, utilising summary data	4M1 Justify the rationale for choosing the methods for communicating the data	4D1 Evaluate the use of different types of charts and tables for communicating given variables in order to inform decision taking

## Indicative Content

### 1. Understand the types of quantitative data which can be used by organisations to monitor and improve their performance

- The nature of data and types of data such as qualitative and quantitative, and of information, how data can be turned into information and information used to inform decision making.
- Interpreting data from a variety of sources using different methods of analysis with advantages, disadvantages and limitations of each
- Use and comparison of sampling techniques including random sampling with and without replacement; stratified sampling; cluster sampling; systematic sampling and other types of sampling techniques

### 2. Be able to analyse and evaluate raw business data to inform decision taking

- Quantitative methods that are used to analyse and evaluate data
- Descriptive statistics:
  - Measures of central tendency (e.g. mean, median)
  - Measures of variability (e.g. range, standard deviation)
  - Application to business data (e.g. finding average earnings, measuring)
  - Variability in business processes such as queuing times and customer arrival rates
- Inferential statistics, the difference between sample and population and reliability of estimates from samples
- Measuring association:
  - Use of scatter plots, correlation and regression analysis (linear), simple forecasting
  - Business applications such as the association between output and cost, advertising and sales
  - Evaluating use of software such as Excel and SPSS to perform raw data analysis

### 3. Be able to apply a range of quantitative methods to support effective business decision taking

- Probability distributions and application to business decisions, Normal distribution (e.g. weights and measures regulations and statistical process control), Poisson distribution (e.g. customer arrival rates) and binomial distribution (e.g. inspection sampling), Inference (e.g. margins of error and confidence limits)
- inventory management including optimum inventory and economic order quantities capacity management and factors effecting capacity and maximum output rates, forecast capacity and the use of decision trees
- The issue of variability in business processes (e.g. arrival rates of customers and time taken to deal with customers), and how this leads to a trade-off between waiting time and process utilisation
- Quantitative methods used to analyse trends over time such as time series analysis and index numbers and how they support planning and decision making

### 4. Be able to report on data and communicate findings to support decision taking

- Identifying data: numerical, both discrete and continuous; Categorical data -nominal or ordinal
- Levels of measurement - nominal, ordinal, interval, ratio
- Centre, and spread of data, ordering, frequency and scatter plots, ranking.
- Levels of measurement - nominal, ordinal, interval, ratio
- Time series analysis, indices, histograms, charts, tables, bar and line graphs and their use in representing and interpreting data

- Choosing the most effective ways analysing data and of communicating the results of the analysis and information for decision taking using tables and charts with appropriate limitations conclusions and recommendations given
- Utilising Software for producing charts/tables.