



Managing in the workplace

Managing in the workplace (B121) will help you acquire or reinforce your supervisory skills in the Scottish social care setting.

New registration requirements

If you are a Supervisor in an adult care home service in Scotland you will soon have to register with the Scottish Social Services Council (see <http://www.sssc.uk.com/All+about+Registration/All+about+registration.htm>).

Managing in the workplace is ideal if you've completed a minimum of a vocational qualification at level 3 (e.g. S/NVQ Level 3 in Health and Social Care) and need at least 15 academic credits at SCQF level 7 or above from a supervisory or management course to meet the new registration requirements.

Career development

If you are a registered nurse or hold an S/NVQ in Health and Social Care at Level 4, you or your employer may consider it helpful to your career and professional development to study *Managing in the workplace*.

Why choose Managing in the workplace?

The course will help you think about general mainstream supervision and management ideas in relation to your own role in your workplace, and to undertake activities that build on your existing learning and skills.

You will use your workplace experiences to develop a more formal understanding of management, as well as some valuable study skills.

This is an ideal first course, but if you are uncertain about studying, The Open University offers a great deal of information and guidance. Feel free to take advantage of the contact details given at the end of this leaflet or look at our website (www.open.ac.uk).

Course outline

Managing in the workplace is a 20 week course on which you will need to study on average 5 hours a week. It draws on your previous relevant qualification, so you may find it useful to refer to any materials you produced for that while you are studying this course.

It begins with an outline of the type of learning and subject areas covered. It then helps you assess your own learning style and preferences, so that you will know how to tackle the work ahead. Next you will look at six key areas of management: strategy and the organisation in its environment; marketing – good customer care with relatives, friends and outside agencies; resources – making the best use of time, people and finances; leadership, management and motivation; managing people, and monitoring and evaluation.

Some of these management areas may be directly related to your daily work as a supervisor. Others will help you to get a useful overview of how the whole organisation works, and how your work role fits into it.

You will read about management theories in the course textbook, and then you'll carry out various activities. Some of these activities will ask you to compare the ideas that you are reading about with what you see around you in your workplace. You will think about how your organisation works, or how you carry out your job, and write about what you find.

There will be opportunities to share your ideas about being a supervisor and managing in the care sector with other people on the course, and with your OU tutor and/or workplace manager. These discussions will help you to see the connections between management theory and your own day-to-day work.

Other activities have been designed to help you to think about yourself as a learner and to develop your thinking and study skills.

These activities prepare you for the Tutor-Marked Assignment and the End-of-Course Assessment.

Learning outcomes

By the end of the course, you'll have developed a new and deeper understanding of how and why supervisors and managers do what they do in organisations.

You will have a toolkit of supervisory and management concepts, theories and models that you can use to tackle workplace issues.

You'll also feel more confident about embarking on further study in the future.

Features for Scottish cohorts (May 2010)

- Continuous support from tutors with Scottish social services experience who will help you with the course material, mark and comment on your written work, and offer advice and guidance.
- Group tutorials (four 3hr sessions over the 20 weeks) which you are encouraged to attend. Where your tutorials are held will depend on the distribution of students taking the course.
- Half day induction and evaluation workshops at the beginning and end of the course. The evaluation will help to identify the impact of learning on you at an individual, team and organisational level.
- Health and social care course materials, including a reader, study guide, assignments, tutor guidance notes, topical resources and readings on the course website.
- Additional resources/readings relevant to the Scottish social care setting.
- Involvement of a manager from your workplace for support, context and integration of learning into the workplace.
- Student support services from The Open University to support new learners.
- Computer conferencing to help you network, for which you will need internet access and a computer (see Personal Computing for OU Study on the OU website for full information).
- One Tutor-Marked Assignment (TMA) and an End-of-Course Assessment (both paper-based). There is no examination.
- Course starts in May 2010. Successful completion of the course is awarded with 30 credit points at SCQF level 7.
- In total, the tailored programme requires attendance at 6 x half-day sessions (16 hours), in addition to, on average, five hours per week of study time.

Where will this lead?

As well as updating your professional skills, *Managing in the workplace* is a specified course in our Certificate in Business Studies . If you also take *An introduction to business studies* (B120) you will have completed the Certificate in Business Studies.

Otherwise you gain 30 points (SCQF Level 7) towards:

- Diploma of Higher Education in Business
- Diploma of Higher Education Information Technology
- Diploma of Higher Education in Leadership and Management
- BA (Hons) Business Studies
- BA (Hons) Leadership and Management
- BA/BSc (Hons) Health and Social Care

If you have a disability or additional requirements

If you're a new student, or new to courses using a computer or the internet, make sure that you have the OU booklet, *Meeting your needs*. We provide a range of support services for individual needs but some of these may take several months to arrange.

If you have concerns about taking this course or the support that you would have, please contact our Student Registration & Enquiry Service for advice. The website www.open.ac.uk/disability has the latest information about availability.

Course fee

£360 per participant.

You may be able to gain sponsorship from your employer and/or you may be eligible for financial support. This may include funding through an Individual Learning Account (ILA). Speak with your employer and see the OU website (www3.open.ac.uk/studyatou/apply/scotland.shtml) for further details on funding sources.

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