



Learn More...

Your Way

Management & Leadership Development Programmes & Qualifications

Available 24/7

We provide a wide range of **qualifications** to support employee achievement. This includes high quality learning materials with qualified support and delivered online, face2face or blended (using a mixture). In-house or individually. Learn more your way.

What do we do?



Qualifications



Apprenticeships



Management & Leadership Development

About us

The Virtual Learning Academy was created in the heart of the Scottish Highlands to help people gain access to learning from their remote locations. Now this highly innovative model helps candidates across Scotland and beyond.

Our mission & values

Our mission is to break down the barriers to learning to ensure opportunity for all!



INSPIRATION



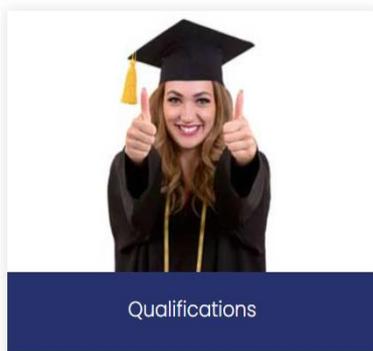
SUCCESS



TRUST

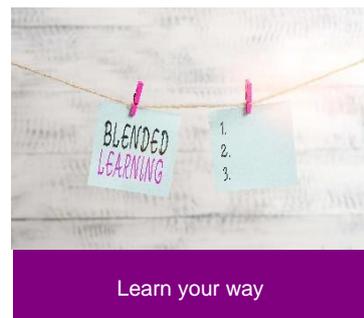
What we do

We develop knowledge, skills & competence via our wide range of qualifications, apprenticeships & development programmes for employees and employers.



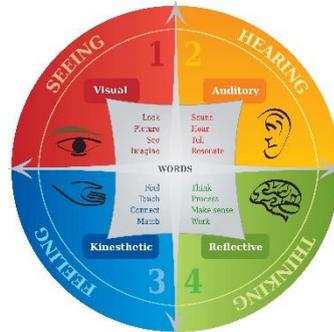
How we do it

Our highly innovative model delivers flexibility to all candidates and employers. Learning can be accessed online or face to face/online workshops or blended using both.



Studying with the Virtual Learning Academy

Not everyone learns in
the same way.....
.....so why should all
learning be the same?



By applying different
learning styles, students
can learn in their own style
with the same outcome.

Learn more *your* way

All our programmes are **learner led**. This means the needs of the learner comes first. All our learning content includes a range of resources which include PDFs, eLearning, tools and templates. This means we meet the needs of all learning styles.

Our programmes are also **employer led**. This means they are delivered in the way that suits the needs of the organisation. This could be completely online, workshops (face to face or online) or blended using a mixture of both methodologies.



The key to studying with us is **flexibility**. If one method does not suit you can move between face to face to online or vice versa. As the saying goes, **life happens..** people experience many barriers to learning, from geographical limitations to funding and personal to work commitments. Our experienced and determined team will work with you to overcome barriers and create a plan that works for you.

Management & Leadership Development

The classic scenario runs like this, a highly skilled worker, who has consistently excelled in their role, is rewarded with the added responsibility of a managerial position, but they are not given any further guidance. Their job is entirely different, but without appropriate training to prepare for the role's shift in focus the manager is being thrown in at the deep end.



This is the world of the accidental manager

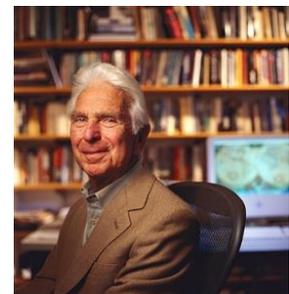


“The principles of management are stunningly simple, yet so few get it right,” says CMI chief executive Ann Francke. “Being a good manager is about training and practice. A natural runner may have a talent for running, but they won’t win a race or complete a marathon without practice and training. The same is true for a good manager.”

Transforming accidental managers into conscious leaders

“The most dangerous leadership myth is that leaders are born – that there is a genetic factor to leadership,” said the late Warren Bennis, a US pioneer of leadership studies.

This myth asserts that people simply either have certain charismatic qualities or not. That’s nonsense; in fact, the opposite is true. Leaders are made rather than born.”



Managers, leaders, and those aspiring to these positions are crucial to the success of the business. Finding time to learn and develop is like finding a needle in a haystack! Our flexible programme allows everyone to commit to as little as three hours a month for CPD or eight hours a month for a qualification.

Our Solution

The Virtual Learning Academy have been designing and delivering management and leadership programmes for 10 years. We utilise all the resources from our accreditations with the Chartered Management Institute (CMI) and the Scottish Qualifications Authority (SQA) to provide high quality, flexible learning programmes, delivery methods and support.

To date we have supported over 300 managers and leaders across Scotland.

From all our experience we have created a very innovative and flexible programme. It includes the topics which we have been told have the biggest impact on performance. It can be used to develop managers, for simple CPD or for gaining a management qualification. We are proud to present our solution for transforming accidental managers into conscious leaders.



*programme of
CPD Management
events*

Each month we will cover a key topic crucial to management and leadership development. There will be three events each month covering different aspects of the key topic. These are relevant to level of experience.

*Each event
includes*

Pre reading
Attendance on two-hour online learning event (learning and discussions)
Access to online learning content, tools and templates for that particular topic for two months after the event

*Attendees will
receive*

CMI Certificate of Recognition:
Given upon completion of the programme to demonstrate their learning and commitment to Continuing Professional Development (CPD)

Costs

The cost is £155 per event or £999 for access to all events. For organisations requesting 3 or more attendees the third will receive a free place.
Alternatively you can attend any or all events if you are studying a management qualification with us. (This also applies to fully funded programmes). You will also receive one years free membership of the Chartered Management Institute.

Providing Leadership

8 th January	Introduction to Leadership	Key topics are the difference between management and leadership, leadership styles, characteristics and skills of successful managers and leaders.
22 nd January	Principles of Leadership Practice	Key topics are to distinguish between management and leadership, support organisational values by leading effectively and to use leadership skills to achieve organisational objectives.
5 th February	Strategic Leadership	Key topics are aspects of leadership, leadership motivations and behaviours, leadership context and vision and values.

Providing Vision and Direction

19 th February	Develop Your Organisation's Vision and Strategy	The aim of module unit is to enable leaders to know how to develop and influence an organisation's strategic direction through the development of a meaningful strategy.
5 th March	Develop Strategic Business Plans	The aim of this module is to consider the principles of strategic management and business planning. We will provide you with the tools to develop your own.
19 th March	Develop Operational Plans	This module helps to understand how to achieve the objectives in the strategic business plan by breaking it down into an everyday operational plan.

Achieving Results

9 th April	Managing People's Performance at Work	This module looks at how to contribute to organisational objectives by setting goals, monitoring performance and giving feedback.
7 th May	Managing Poor Performance	Not all poor performance is deliberate. Find out the root of the issue and develop techniques to support and guide employees to achieving goals.
21 st May	Leading & Developing People	Organisational success begins by placing the needs of people at the heart of the organisation. Learn how to create a culture to support successful performance.

Developing People

4 th June	Developing individuals and teams	This unit is about identifying the development opportunities of individuals and teams in order to meet team and organisational objectives.
18 th June	Coaching in the workplace	Key topics are to distinguish between management and leadership, support organisational values by leading effectively and to use leadership skills to achieve organisational objectives.
3 rd September	Coaching Skills for Leaders	This unit focuses on these specific coaching skills, techniques and approaches that are required by leaders to develop the knowledge, skills and resourcefulness of individuals.

Working with people

17 th September	Build effective work relationships	This module is about developing and sustaining productive working relationships with colleagues. Learn about the impact of personality styles.
1 st October	Managing team dynamics	This unit is about understanding groups and teams, their norms and development, and the skills of managing remote, displaced or virtual teams.
15 th October	Manage conflict in the workplace	Learn how to spot, manage, and resolve conflict in the workplace.

Innovation and Change

29 th October	Identify opportunities for innovation & improvement	This module is about identifying opportunities to develop new or improve existing products/services or markets or processes.
12 th November	Plan & implement change	This standard is planning and implementing your plans to change processes, systems, structures, roles or cultures.
26 th November	Engage people in change	This module is about engaging people – both those within your organisation and other stakeholders who are affected – in change processes.

Chartered Management Institute Qualifications Includes professional membership of the CMI

Our practical qualifications are ideal for managers and leaders at any level. The Chartered Management Institute are the only Awarding Body able to award Chartered Manager status – the ultimate management accolade. All of these qualifications are highly valued by employers, and could boost your career prospects.



These professional qualifications are available at three levels:



New & Aspiring Managers and Leaders
SCQF6

These qualifications are for those who currently or aspire to supervise or manage a team to achieve objectives. Choose from a range of topics. English level 3, Scottish level SCQF6



Senior & Experienced Managers and Leaders
SCQF8

This suite of qualifications is aimed at experienced or senior managers. They are also ideal for those managing a department. English level 5, Scottish level SCQF8.



Strategic Managers and Leaders
SCQF11

These qualifications are for strategic leaders and directors of an organisation. They are responsible for the long-term direction. English level 7, Scottish level SCQF11.

Undertaking a professional qualification

A professional qualification requires membership of the accrediting body, in this case the CMI. This allows you to work towards having post nominals and the benefits of belonging to a professional institution.



Available as a Modern Apprenticeship

The AAT suite of Accounting Qualifications are available as a Modern Apprenticeship. This means we can access funding or part funding. All ages.



From Skills Development Scotland

SVQ3 in Management

SCQF level 7



About this qualification

The Scottish Vocational Qualification (SVQ) in Management at SCQF level 7 allows candidates to demonstrate competence in job-related skills in their particular area of work and expertise. It covers areas such as:

- Develop your knowledge, skills and competence*
- Lead your team*
- Manage people's performance at work*
- Provide health, safe, secure and productive working environments and practices*
- Also choose from a range of optional units*



Why undertake this qualification?

Successful candidates will gain an internationally-recognised qualification which guarantees that they have the skills, knowledge and abilities required to carry out their role successfully. Employers will also benefit from their employees being proficient.

Who is the qualification suitable for?

It has been developed to support those working as first line managers, section managers, assistant managers, trainee managers, senior supervisors, and those working in a range of other management positions.

How do I gain this qualification?

Our highly innovative model delivers flexibility to all candidates and employers. Learning can be accessed online or face to face/online workshops or blended using both.



SVQ4 in Management

SCQF level 9



About this qualification

The Scottish Vocational Qualification (SVQ) in Management at SCQF level 9 allows candidates to demonstrate competence in job-related skills in their particular area of work and expertise. It has been developed to support those working as middle managers. It covers areas such as:

- Develop *operational plans*
- Provide *leadership* in your area of responsibility
- Develop and sustain *productive working relationships* with stakeholders
- Manage *business processes*
- Also choose from a range of *optional units*



Why undertake this qualification?

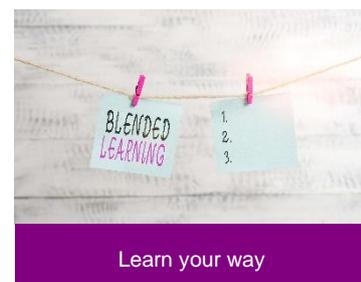
Successful candidates will gain an internationally-recognised qualification which guarantees that they have the skills, knowledge and abilities required to carry out their role successfully. Employers will also benefit from their employees being proficient.

Who is the qualification suitable for?

It has been developed to support those working as first line managers, section managers, assistant managers, trainee managers, senior supervisors, and those working in a range of other management positions.

How do I gain this qualification?

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SVQ5 in Management

SCQF level 11



About this qualification

The Scottish Vocational Qualification (SVQ) in Management at SCQF level 11 allows candidates to demonstrate competence in job-related skills in their particular area of work and expertise. It has been developed to support those working in senior managerial roles, such as directors and chief executives. It covers areas such as:

- Lead your organisation*
- Manage continuous improvement*
- Identify and evaluate opportunities for innovation and improvement*
- Also choose from a range of optional units*



Why undertake this qualification?

Successful candidates will gain an internationally-recognised qualification which guarantees that they have the skills, knowledge and abilities required to carry out their role successfully. Employers will also benefit from their employees being proficient.

Who is the qualification suitable for?

It has been developed to support those working in a roles such as directors, business owners, experienced senior managers and strategic leaders. You will be required to provide evidence from your day to day work to evidence the qualification.

How do I gain this qualification?

Our highly innovative model delivers flexibility to all candidates and employers. Learning can be accessed online or face to face/online workshops or blended using both.



Diploma in Project Management

SCQF level 8



About this qualification

The Diploma in Data Analytics at SCQF level 8 provides learners with a qualification that will demonstrate their aptitude in this area. This Diploma will develop the learner's confidence and awareness of the skills that they have acquired. It covers areas such as:

- Principles of Project Management
- Stakeholder Management
- Managing Project Scope, Schedule, Finances, Risk, Quality, Resources, Contracts, Business Case
- Providing Leadership, Allocating & monitoring work



Why undertake this qualification?

This is a very up and coming qualification. Every organisation requires project management capabilities. This provides the knowledge from which candidates then apply to their work context.

Who is the qualification suitable for?

Learners wishing to embark on a career as a Project professional
 Learners who are already employed in Project Management but with no professional qualification.

How do I gain this qualification?

Our highly innovative model delivers flexibility to all candidates and employers. Learning can be accessed online or face to face/online workshops or blended using both.



Hospitality Supervision & Leadership

SCQF level 7



About this qualification

The Scottish Vocational Qualification (SVQ) in Hospitality Supervision and Leadership at SCQF level 7 allows candidates to demonstrate competence in job-related skills in their area of work and expertise.. It covers areas such as:

- Team Leadership
- Control of resources
- Team working
- Workplace health and safety
- Also choose from a range of optional units relevant to housekeeping, reception, food and drink service and food preparation



Why undertake this qualification?

Successful candidates will gain an internationally recognised qualification which guarantees that they have the skills, knowledge and abilities required to carry out their role successfully. Employers will also benefit from their employees being proficient

Who is the qualification suitable for?

Individuals who are currently in a role which involves supervising people and/or tasks within the hospitality industry
Those who wish a formal qualification to demonstrate their experience within the industry

How do I gain this qualification?

Our highly innovative model delivers flexibility to all candidates and employers. Learning can be accessed online or face to face/online workshops or blended using both.



Hospitality Management

SCQF level 8



About this qualification

The Scottish Vocational Qualification (SVQ) in Hospitality Management Skills at SCQF level 8 allows candidates to demonstrate competence in job related skills in their particular area of work and expertise. It covers areas such as:

The mandatory units in this qualification cover areas such as **management** of people and **teams**, **legislative** and regulatory requirements and professional development.

The optional units provide scope to specialise in areas such as **managing costs** and resources, staff **recruitment**, selection and **training**, **customer service** and management of operational areas (eg **food and beverage**, kitchen, **front of house**, housekeeping).



Why undertake this qualification?

Successful candidates will gain an internationally recognised qualification which guarantees that they have the skills, knowledge and abilities required to carry out their role successfully. Employers will also benefit from their employees being proficient.

Who is the qualification suitable for?

Individuals who are currently in a role which involves supervising people and/or tasks within the hospitality industry
Those who wish a formal qualification to demonstrate their experience within the industry

How do I gain this qualification?

Our highly innovative model delivers flexibility to all candidates and employers. Learning can be accessed online or face to face/online workshops or blended using both.



Diploma Logistics Operations

SCQF level 7



About this qualification

The Scottish Vocational Qualification (SVQ) in Logistics Operations at SCQF level 7 allows candidates to demonstrate competence in job related skills in their particular area of work and expertise. It covers areas such as:

- Communicate Effectively with all Stakeholders*
- Optimise the Use of Logistics Resources*
- Respond to Problems in Logistics Operations*
- Schedule Logistic Operations to Meet Customer Requirements*
- Also choose from a range of optional units*



Why undertake this qualification?

Successful candidates will gain an internationally recognised qualification which guarantees that they have the skills, knowledge and abilities required to carry out their role successfully. Employers will also benefit from their employees being proficient.

Who is the qualification suitable for?

People who work within this industry. Day to day roles may include tasks such as optimising the use of logistics resources, scheduling logistics operations and responding to problems in logistics operations. individuals who wish to obtain a formal qualification

How do I gain this qualification?

Our highly innovative model delivers flexibility to all candidates and employers. Learning can be accessed online or face to face/online workshops or blended using both.



Contact Us

We are happy to have a chat at any time to discuss your requirements. Please contact us on one of the following:

Our website www.vla.scot
or
www.virtuallearningacademy.co.uk

By email info@virtuallearningacademy.co.uk

By phone 01349 853037

Our facebook [@virtuallearningacademy.co.uk](https://www.facebook.com/virtuallearningacademy.co.uk)

Our Twitter @TheVLA

