BRENTWOOD
OPEN LEARNING COLLEGE

CERTIFICATE IN

BUSINESS PROCESS MANAGEMENT

Course Introduction:

Business process management helps organizations leverage processes to achieve their goals and be successful. Once processes are implemented, they must be monitored, evaluated, and optimized to make sure they are still meeting the goals that they were designed to accomplish. A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs. This course will introduce you to business process management. You'll learn how business processes can help you improve your company's bottom line by providing a higher level of quality and consistency for your customers.

Course Benefits

Accredited Course	✓
Full Tutor Support	✓
Delivered through distance learning	✓
Self paced, no fixed schedules	✓
Available to students any where in the world	✓
Interest Free Fee Instalments	✓

Course Duration: 200 Hours (Flexible)

Entry Requirement:
There is no particular entry requirement for this course.

Course Accreditation:
Certificate in Business Process Management (Level 3)

Awarding Body: ABC Awards

Fee Schedule:
Total Fee: **£395**   (Including Admission Fee)
Admission Fee: **£95**
12 Monthly Instalments: **£25** / Month

There is **£80** discount if fee is paid in full.
Discounted fee: £315

UNIT 1

The Fundamentals of Business Process Management

What is Business Analysis?
Enterprise Content Management Model
Defining Business Process Management
History of Business Process Management

UNIT 2

The Vision Phase

What is a Vision?
Creating a Vision
Sharing Your Vision
Benefits of a Shared Vision

UNIT 3

The Design Phase

Gathering Information
Identifying Existing and Future Processes
Creating a Process Map with a Flow Chart

UNIT 4

The Modelling Phase

What is What-if Analysis?
Testing the Design
Steps for Design Testing
Breaking Down the Model
Benefits of Interative Design

UNIT 5

The Execution Phase

Implementing Processes
Automating Processes
Benefits of Automation
Potential Pitfalls of Automation
Steps to Automate Process
Understanding Business Rules
Implement a Workflow Engine

UNIT 6

The Monitoring Phase

What is Business Activity Monitoring (BAM)?
The Balanced Scorecard
Identifying Gaps with Process
Mining

UNIT 7

The Optimizing Phase

The Optimizing Phase
Business Process Improvement
Six Step of Business Process Improvement
What is Lean Process Improvement?
What is Six Sigma?

Your Learning Experience - FAQs

How is the course delivered?

Guided learning hours for the course are 200 to 250. The course is flexible you can work according to your own schedule. The course is assignment based after each course unit you will complete an assignment which you will submit to your tutor for marking. The tutor will mark the assignment and will upload feedback on the portal within 10 working days of the assignment being submitted. On successful completion of the unit you will move on to the next unit and this you will complete your course. There is no formal exam to take at the end.

How will I study?

When you enrol on this course you are assigned a personal expert tutor, to guide and encourage you throughout your studies with the College. Your tutor will be available throughout your course to give you help with specific issues, and difficult topics.

Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt.

What is so special about this course?

This is a unique course. We start from the very basics and give you all the essential knowledge required for working in the field successfully.

What support do students get?

Learning Material

All the core learning material will be provided to you from the college. You don't have to buy any text books. However we encourage our students to conduct their own further reading.

Additional Supporting Material

Additional support material and useful links are available on the LMS (Learning Management System) for further reading.

Tutor Support

When you enroll on any of our courses you are assigned a personal tutor to support you with your studies. You complete all this work under the supervision and guidance of your tutor who provides you feedback on your assignments and course work on regular basis throughout your course.

Online Discussion Forum

Our online forums enable you to share ideas with other students and support each other throughout your studies. Tutor's regularly review the forums and reply to student's questions or concerns.

Is the course accredited?

This course has been accredited under ABC Awards QLS (Quality License Scheme) by Brentwood Open Learning College. ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government for their qualifications on the national framework i.e. the Qualifications and Curriculum Framework (QCF). It has a long established reputation for developing and awarding high quality vocational qualifications across a wide range of industries.

As a registered charity, ABC Awards combines 180 years of examination and assessment expertise but also implements a responsive, flexible and innovative approach to the needs of our customers.

How much does it cost?

The full course fee is **£395**

There are two Options available for you.

Option 1

When paying full fee in advance you will get **£80** fee discount and will pay **£315** for the complete course.

Option:2

When paying in instalments you will pay **£395** for the complete course. This fee will be paid according the following schedule:

At the time of admission **£95**. Then **12** instalments of **£25** each.

The fee covers complete cost of your course which includes: the cost of registration, course study material, tutor support and certification fee.

Payment Methods

We at BOLC offer you the variety of payment methods to make the payment process easily manageable. You can choose any of the following methods to pay your fee:

☞ **Credit or Debit Card**
☞ **PayPal**
☞ **Bank Transfer**

Can I pay my fees in instalments?

Yes, you can pay your fee in up to 12 interest free monthly instalments. However there is special fee discount available for those paying in full at the time of admission.

What Student Will Learn?

➢ Define business process management and related concepts
➢ Recognize the vital role processes play in a business
➢ Appreciate the role of technology in process management
➢ Develop a vision to guide process improvement
➢ Understand how to design or enhance an existing process using the business process life cycle
➢ Construct a process map
➢ Perform a what-if analysis to improve your processes

How to Apply?

Online:

You can enroll online by completing the **Apply Online** form on **www.bolc.co.uk**

OR

Email:

You can contact us on **admissions@bolc.co.uk** and we will send you all the course information along with the application form which you can fill in and return to us on the same email. After processing your application form we will send you an invoice for the payment of your fee along with guidance on making payment.

Apply Now! ✔

CONTACT US

BRENTWOOD OPEN LEARNING COLLEGE
3 Oswin Road,
Brailsford Industrial Estate
Braunstone
Leicester, LE3 1HR, United Kingdom
Tel: +44 292 0026 229