

# Developing Managers at Capel Manor College

**COMPLETE YOUR MANAGEMENT DEVELOPMENT THROUGH  
CAPEL PARKS & OPEN – SPACES MANAGEMENT PROGRAMME  
(CaPOMP) LINKED WITH NVQ4 AMENITY HORTICULTURE MANAGEMENT**

**2008 - 2009**

## BACKGROUND

CaPOMP was introduced as a pilot Programme in October 2006, following consultation with the London Parks Benchmarking Group and the London Parks and Green Spaces Forum, in response to the need identified for specifically tailored and targeted management development.

The pilot was subsidised through London Development Agency/Learning and Skills Council/Capel Manor College funding.

Since the highly successful pilot we have had a second intake and are now ready for intake 3.

We are approved by C&G/NPTC to run the “Landscaping and Heritage” options of this NVQ4 and are applying for the “Sports Turf” option, however, all share the same management syllabus.



beautiful mansion dating back to 1750, set in 30 acres of parkland, theme and water gardens.

College facilities include the more recently constructed Duchess of Devonshire Pavilion, incorporating a Library, Information Technology Suites and Shop, along with a Restaurant.

## VENUE

Capel Manor College,  
Bullsmoor Lane, Enfield,  
Middlesex, EN1 4RQ (Close to  
A10 and J25 of M25; nearest  
railway station - Turkey Street;  
also on several local bus  
routes; Good on site car  
parking).

The Programme will be based  
in Capel Manor House – a

*Continued overleaf*

## AIMS

This broadly based Management Development Programme is aimed at parks and open-spaces staff from public, private and voluntary sectors. It seeks to help participants to enhance their managerial competency through focused consideration of the management of organisations, activities and key resources.

## CONTENT AND APPROACH

- Management of Resources – People, Information, Facilities, Technology and Finance
- Management of Contracts and Services – Specifications, Tenders, General Contract and Project Management, Organising Events, Work Planning and Organisation, Performance Management and Quality, Decision Making and Problem Solving
- Marketing and Customer Services – Approaches, Strategies and Practice, Handling Complaints
- Communication - Strategies and Techniques, Meetings and Presentations
- Equal Opportunities and Diversity – Legislation and Good Practice
- Health and Safety – Legislation, Regulations, Good Practice and Risk Assessment



CaPOMP is a Work Based Learning (WBL) orientated programme which encourages participants to draw on past and current work experience and to view the workplace as a key learning environment. Hence, the interest and support of senior management is important in enabling the translation of ideas and learning into practice. The programme involves:-

- 12 Units (Modules) overall, ( 7 Mandatory, of which 5 are Management related plus 1 on Health and Safety and 1 Land Based along with 5 Optional - chosen from a range of Management and Land Based, technical/specialist areas).
- 12 one day Sessions, held at approximately 3-4 weekly intervals, October 2008 – July 2009, combined with supplementary tutorials, workplace visits, assessment and other support mainly by email and telephone.

## ASSESSMENT AND ACCREDITATION

This is based on Unit work completed during the programme and overall portfolio development. There are no exams.

All participants completing the programme and achieving competency in assessment of at least 7 Units ( 5 Mandatory and 2 Optional), will gain a Capel Manor College Certificate of Completion & Achievement, whilst those competing the full 12 Units ( 7 Mandatory and 5 Optional), will also qualify for the NVQ4 in Amenity Horticulture Management.



*Old Court House Recreation Ground  
London Borough of Barnet*

## DATES AND TIMES

From 24/10/08 to 25/07/09 Fridays 9.30am – 4.30pm, monthly with supplementary support as needed up to 30/09/2009. Enrolment on day 1.

A more Distance Learning based route is available, whilst we can also cater for participants enrolling throughout the year

## ENTRY REQUIREMENTS

NVQ3 or equivalent qualification \*and some supervisory/management experience/ potential.

\*Those without this level of qualification, but with significant management experience will also be considered.

## PROGRESSION

This is an advanced programme, whilst NVQ4 is viewed as a higher education qualification and successful participants will be able to progress to more advanced qualifications, such as the Diploma in Management Studies, or specialised Work Based Learning Degrees/Masters, with exemptions related to overall experience and achievement. Links and exemptions are also planned with a new land based Foundation Degree due to be launched during Autumn 2009.

*Continued overleaf*

## TUITION FEE

£1000 inclusive of tuition, tutorials, assessment and employer based visits/follow up and other support. (Fee for those who are continuing from a previous intake will be £900 if needing full level of support, or £400 for more limited support).

For new enrollees there will be a NVQ4 registration fee of £195 approx (current rates, whilst registration will hold for 3-5 years).

## CONTACT

For a more detailed information leaflet and a nomination form email, write to, or telephone:

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Tel: 08456 122 122



*Looking at work completed for one of the course units*