

ADGM Academy
Level 4 Award in Support
Services Programme



ABOUT THE PROGRAMME

This National Qualification develops professionals who can confidently contribute to Human Resources, Procurement, Facilities Management, and Project Coordination functions, ensuring smooth and efficient business operations across the public and private sectors.

This National Qualification develops professionals who can confidently contribute to Human Resources, Procurement, Facilities Management, and Project Coordination functions, ensuring smooth and efficient business operations across the public and private sectors.

Through a combination of theoretical learning and practical application, learners gain the confidence to work under supervision and deliver operational excellence that supports organisational growth and performance.

What to Expect from the Programme

- Gain Cross-Functional Expertise
- >>> Develop Applied Learning Experience
- >>> Enhance Leadership and Problem-Solving Skills
- >>> Earn a Recognised National Qualification Centre (NQC) Qualification



Entry Requirements

- >>> Undergraduate Degree in Business related functions
- B1 Intermediate English Language Level (CEFR) or Equivalent
- 5 years of work experience (minimum) including supervisory or specialist experience in one or more of the support services functions



CORE MODULES:



Identify the Fundamentals of Human Resources Management



Apply Key Finance and Accounting Skills



Apply Key Procurement Functions and Supply Chain Principles



Identify the Key information Technology (IT) Management Functions and Processes



Identify the Fundamentals of Facilities Management Value Chain



Apply Key Support Services Skills and Techniques through on the-Job-Training



Apply
Key Project Management
Techniques



Apply Excel Fundamentals



Identify the Fundamentals of Leadership and Management Skills

HOW TO BOOK ANY OF OUR PROGRAMMES





