

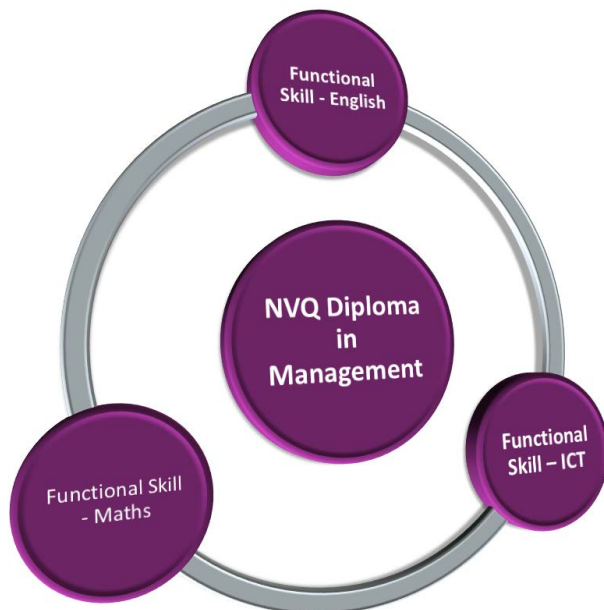
## Advanced Apprenticeship

Effective management skills are essential in today's competitive market place. A good manager with the right skill set will not only ensure that their team are productive and motivated but will contribute significantly to the performance of the organisation. The Management Advanced Apprenticeship helps develop core competencies and skills and consequently is applicable to those working in a broad range of sectors and job roles. Good managers are essential to the success of any business, so the skills gained on this Apprenticeship are transferable and valuable.

As well as learning the key principles of management, improving your own performance and professional development planning, the management apprenticeship helps develop and enhance a range of management skills including developing relationships with colleagues, providing leadership and direction, setting targets and monitoring the work of a team.

### What is included?

An Apprenticeship programme integrates a number of components and qualifications which together will ensure that you have a comprehensive range of skills to excel in your job.



### How is the Apprenticeship delivered?

You will have your own sector competent tutor to support you through each stage of your Apprenticeship. The tutor measures your performance against national standards, and provides regular feedback and support. Assessment is achieved through a mixture of workbooks, tests and a portfolio of work-based evidence demonstrating your competence in each area. The apprenticeship programme is designed around you and delivered at a pace to suit. The minimum anticipated duration of an apprenticeship programme is 12 months.

### Where does the delivery of the qualification and assessment take place?

The apprenticeship programme is delivered in your workplace and fits in with and around everyday work demands and responsibilities. There is no day release or College attendance necessary.

### What are the responsibilities of your employer?

Over and above its normal commitments and obligations to you, your employer will provide a safe learning environment, provide ongoing support and assistance, access for our tutor to meet with you during work time and a suitable room for training delivery and undertaking tests.

**Level 3 NVQ Diploma in Management** - provides the knowledge and understanding to perform the role and assesses the competence of putting it into practice.

### Functional Skills in Maths, English and ICT at Level 2



## What makes up the Management Advanced Apprenticeship programme?

The programme is made up of 4 qualifications each of which must be successfully completed.

### Level 3 NVQ Diploma in Management

To achieve a Level 3 Diploma in Management, you must complete a **minimum of 55 credits**:

- **31 credits** from **Group A Mandatory Units**
- a **minimum of 17 credits** from **Group B Optional Units**
- a **maximum of 7 credits** from **Group C Optional and Mandatory Units**

A **minimum of 48 credits** must be achieved through the completion of units at Level 3 or above.

The Mandatory Group C unit will not need to be undertaken if you have previously completed this unit as part of another qualification.

Group A – Mandatory	Credit	Level	Group B – Optional	Credit	Level
Manage personal and professional development	3	3	Participate in a project	3	3
Manage team performance	4	3	Manage individuals' performance	4	3
Principles of leadership and management	8	3	Manage conflict within a team	5	3
Principles of people management	6	3	Chair and lead meetings	3	3
Principles of Business	10	3	Encourage innovation	4	3
<b>Group C - Optional</b>			Manage individuals' development in the workplace	3	3
Buddy a colleague to develop their skills	3	2	Procure products and/or services	5	3
Negotiate in a business environment	4	3	Implement change	5	3
Contribute to the improvement of business performance	6	3	Implement and maintain business continuity plans and processes	4	3
Develop a presentation	3	3	Collaborate with other departments	3	3
Deliver a presentation	3	3	Support remote or virtual teams	4	3
Contribute to the development and implementation of an information system	6	3	Promote equality, diversity and inclusion in the workplace	3	3
Resolve customers' problems	4	3	Develop and maintain professional networks	3	4
Resolve customers' complaints	4	3	Develop and implement an operational plan	5	4
Gather, analyse and interpret customer feedback	5	3	Encourage learning and development	3	4
Health and safety procedures in the workplace	2	2	Discipline and grievance management	3	4
Manage events	6	4	Develop working relationships with stakeholders	4	4
Review the quality of customer service	4	4	Manage physical resources	4	4
<b>Group C - Mandatory</b>			Manage the impact of work activities on the environment	4	4
Employee rights and responsibilities	2	2	Prepare for and support quality audits	3	4
			Conduct quality audits	3	4
			Manage a budget	4	4
			Manage a project	7	4
			Manage business risk	6	4
			Manage knowledge in an organisation	5	4
			Recruitment, selection and induction practice	6	4
			Manage redundancy and redeployment	6	4

The following units cannot be chosen together	
This unit	Is barred against this unit
Participate in a project	Manage a project

### Functional Skills

As part of the programme you will achieve qualifications in English and Maths at Level 2. You may not need to undertake one or both of the functional skill qualifications if you already hold a relevant qualification to the same or higher level.