

# Leadership and Management

## Apprenticeship Programme – Level 3

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### Who is this Programme for?

Managers play an integral role in supporting individuals and organisations to achieve their goals and objectives.

They do this by performing a wide range of activities to include: managing and developing team members, managing projects, planning and monitoring workloads, delivering operational plans, resolving problems and building relationships internally and externally.

The Level 3 Team Leader / Supervisor Apprenticeship is ideal for those in a first line management role with responsibility for managing others.

### How will Managers benefit? They will:

- Learn a range of key management skills
- Become more confident and competent
- Become more agile and resilient
- Gain a recognised qualification
- Network and collaborate with others

### How will the Business benefit?

Research shows a direct correlation between a business's performance and the capability of the management team.

### Improvements you can expect to see post course are:

- Increase in management capability
- Increase in personal and team performance
- Increase in employee engagement
- Improved staff retention
- Increase in productivity and growth

### The Learning Journey – How does it work?

One of the biggest challenges managers face is that they have lots to do and not enough time to do it! So how can they find the time to learn new skills? The irony is that if managers took the time to develop their skills and knowledge – they would become more effective leaders, planners, delegators and people managers – which would help them to free up more time.

### Our Delivery Approach Blended Flexible Learning

To help busy managers learn and gain the skills they need, we have designed a highly flexible, blended programme that fits in with their needs.

### The Programme includes:

**Qualification** – This programme incorporates a Level 3 Diploma in Management qualification.

**Coaching in the workplace** – participants will be allocated their own dedicated coach who will support them throughout the programme. The coach will discuss action plans and support the manager to embed the learning from the workshops.

**Online Workbooks** – participants will have full access to the new online ILM workbooks that cover all the management and leadership knowledge they need to learn as part of this programme.

**360 Degree Review** – at the beginning of the programme participants will receive feedback from the people they work with to help them develop their management skills and create their own bespoke learning plan.

**Functional Skills** – participants will need to demonstrate competence in Maths and English via the functional skills route unless they already have A-C grades in GSCE or O Level and can provide proof of certification.

**Workshops** – delivered at our modern training facilities in the heart of Manchester. Our workshops facilitate peer to peer learning and offer participants the opportunity to network with other managers, share best practice, gain new knowledge and take part in facilitated discussions around current management challenges they face.

### Workshops cover the following topics:

- Leading & Motivating People
- Managing Performance
- Dealing with Conflict
- Coaching & Mentoring
- Communication Techniques
- Emotional Intelligence & Self Awareness
- Time Management
- Creating Operation Plans
- Managing Change
- Continuous Improvement Techniques

Managers attend six workshops which help to inspire and embed learning. The workshops run throughout the year to give participants the ultimate flexibility to learn at their own pace.

**Independent Learning** – By complementing this programme with additional independent learning, participants will gain a more thorough and developed understanding of how they can increase their own performance and the productivity of their team.

### How is this Programme Assessed?

Over the duration of the programme participants will need to collate a portfolio of their best work which will form part of the evidence produced at the end to prove competence.

At the end of the programme managers will need to partake in a competency based interview with an end point assessment organisation (EPO) and have a professional discussion with them around their CPD activity.

There will be a knowledge based scenario test and their portfolio of work will also be reviewed by the EPO.

If functional skills are required then these will be assessed early in the programme through a practical observed exercise and an online test.

A final grade will be given on completion of these activities to recognise the achievement by awarding a Distinction, Merit, Pass or Fail.

### How long will it take and what will it cost?

Many managers start qualifications and then become overwhelmed with trying to balance busy work schedules with study and personal commitments.

Using our approach, managers can learn at their own pace, gain new skills and qualifications and can progress to the next level when they are ready.

This leadership and management development programme will take approximately 15 months and has a value of £5000.

It is part of the New Management Apprenticeship Standard which is available to all employees in the UK who meet Skills Funding Agency (SFA) criteria.

Larger organisations can use their Apprenticeship Levy funds to pay for this programme. A further supplement of £87 +VAT per month will be charged for the first 12 months to cover some of the additional elements of the programme.

Smaller organisations who have a wage bill less than £3 million per year can enroll their employees onto this programme by contributing £125 +VAT per month for the first 12 months which covers all the elements plus their mandatory 10% contribution. The government will pay the remainder on their behalf.

### CMI and ILM Membership

On completion of the programme managers will be able to register as an Associate Member of the Chartered Management Institute (CMI) or the Institute of Leadership and Management (ILM) which will support their ongoing professional career development and progression.

### Next Steps:

Call us on 0161 200 1670 and let the learning journey begin.



DEVELOPING  
SKILLS AND  
DRIVING  
PERFORMANCE