

Modern Apprenticeship in Management Level 3

This qualification is aimed at practising first line managers. These individuals may still engage in some of the tasks performed by their fellow team members but generally they will be much more involved in managerial tasks than other team members.

The Modern Apprenticeship in Management is a nationally designed training programme that develops management skills through an integrated combination of work-based learning, classroom training and assignments. This blended approach maximises the learning potential and organisational value while maintaining a flexible and dynamic structure for managers.

On completion of the framework the candidate will receive the following qualifications:

- Institute of Leadership and Management Level 3 Award in First Line Management
- OCR Level 3 NVQ in Management
- Management Modern Apprenticeship
- Key Skills - Application of Number Level 2 and Communication Level 2

Level 3 National Vocational Qualification in Management

This is a vocational qualification based on competence and is achieved through work based assessment. Managers complete a bespoke personal development plan (designed by their Personal Development Manager) to assemble a portfolio of evidence proving their competence in key management areas related to their job role.

course units

Mandatory Units (4)

- Manage your own resources and professional development
- Allocate and monitor the progress and quality of work in your area of responsibility
- Provide leadership in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

Optional Units (3)

- Promote equality of opportunity and diversity in your area of responsibility
- Plan Change
- Develop productive working relationships with colleagues

- Provide learning opportunities for colleagues
- Manage a project
- Work with others to improve customer service
- Build and manage teams
- Lead meetings
- Participate in meetings
- Communicate information and knowledge
- Encourage innovation in your area of responsibility
- Implement Change
- Recruit, select and keep colleagues
- Manage a budget
- Monitor and solve customer service problems
- Help team members address problems affecting their performance
- Take effective decisions
- Manage the environmental impact of your work

Course Delivery:

An Assessor will visit the candidate at their workplace at least once a month for a minimum of one hour. In addition to this, they will be set approximately 8 hours worth of work to complete before the next months meeting.

Technical Certificate: ILM Level 3 Award in First Line Management

This qualification covers 4 units and is delivered over 4 training days.

Candidates will be required to complete a 1000 word, work based assignment to demonstrate achievement of learning outcomes. They will also be required to complete a number of reflective reviews to demonstrate application in the workplace.

workshop outlines

Introduction to Leadership and Management (Day 1)

- Programme overview
- Understanding Leadership & Management
- Review own Leadership & Management potential

Solving problems & decision making (Day 2)

- The nature, scope and impact of problems
- Gathering and interpreting information to solve problems
- Evaluating solutions
- Planning and implementing decisions

Building the team (Day 3)

- Behaviours to develop and maintain trust
- The importance of confidentiality
- The stages of team formation
- Identifying team roles
- Managing Stress

Motivate and coach your team (Day 4)

- Assessing performance
- Meeting organisational and individual needs
- Motivate and coach to improve performance
- Feedback in the workplace

This qualification will be delivered either at t2 Head Office, St Mellons or at the clients premises depending on the number of candidates.

Key Skills

course units

Key Skills are a range of essential skills that are critical to managerial success in the workplace today. There are two Key Skill areas (Communications and Application of Number) which managers complete through a combination of work-based assessments and assignments.

Mandatory Units

- Application of Number (Level 2)
- Communication (Level 2)

Delivery

Key Skills will be completed during the assessor visits.

Recommended Time on Framework:

The recommended time to complete the Modern Apprenticeship framework is 18 to 24 months.