

Modern Apprenticeship in Management Level 4

This qualification is aimed at individuals who are in a middle management role. They will hold a proactive position in the company, which will include planning and leading the work of others. They are different to first line managers as they have a wider span of control and are accountable for the performance of all those whom they manage.

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

- Institute of Leadership and Management Level 5 Award in Management
- OCR Level 4 NVQ in Management
- Modern Apprenticeship in Management
- Key Skills - Application of Number Level 2 and Communication Level 2

ILM Membership

Learners who achieve the introductory diploma will be eligible to apply for associate membership of ILM.

On registration learners become student members of ILM.

Level 4 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 (5)

- Develop and implement operational plans for your area of responsibility
- Develop productive working relationships with colleagues and stakeholders
- Manage business processes
- Encourage innovation in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

Optional Units (3)

- Provide leadership in your area of responsibility
- Promote equality of opportunity and diversity in your area of responsibility
- Plan change
- Implement change

- Provide learning opportunities for colleagues
- Manage a project
- Work with others to improve customer service
- Manage the achievement of customer satisfaction
- Reduce and manage conflict in your team
- Lead meetings
- Take effective decisions
- Ensure compliance with legal, regulatory, ethical and social requirements
- Lead change
- Recruit, select and keep colleagues
- Allocate and monitor the progress and quality of work in your area of responsibility
- Manage finance for your area of responsibility
- Manage a programme of complementary projects
- Build your organisation's understanding of its market and customers
- Manage physical resources

Course Delivery:

An Assessor will visit the candidate at their workplace, at least once a month for a minimum of an 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 5 Award in Management

This qualification covers 3 units and is delivered over 5 training days.

Candidates will be required to complete a 2000 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

'The role of a manager' is delivered over 2 days

Introduction and the role of a manager (Day 1)

- Programme overview
- Vision, Mission and Value statements
- The role of a manager
- Management styles
- Organisational structure

The role of a manager (Day 2)

- Effective communication
- Self-assessment

'Become an effective leader' is delivered over 2 days

Become an effective leader (Day 3)

- Motivation
- Effective delegation
- Empowerment
- Mentoring

Become an effective leader (Day 4)

- The role of a leader
- Leadership theories
- Leadership styles
- Emotional intelligence

Managing individual development (Day 5)

- Gap analysis/TNA
- Learning and development methods
- Learning and development plans
- Evaluation
- Managing Stress and Conflict

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

Key Skills

course units

Key Skills are a range of essential skills that are critical to succeed 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.