

Advanced Apprenticeships in...

# Management

Apprenticeships in Management are work-based qualifications designed for young people up to the age of 25 who want to develop a range of management skills to meet the needs of the modern economy. Level 3 is for people who are in their first management role.

## Advanced Apprenticeship (AA)

The Advanced Apprenticeship is for you if you have some experience of a first line management role and you have responsibility for an area of work and/or a team.

During your training you will have the opportunity to learn, develop and practise the skills required to work effectively with people to help them meet their objectives and develop in their job roles.

The Apprenticeship is made up of the following:

### NVQ Management Level 3

The NVQ is extremely flexible in structure. The mandatory units cover the skills that are essential to your management role. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

To achieve the Level 3 NVQ Certificate in Management, learners must achieve:

A minimum of 25 Credits

A minimum of 11 credits must be from optional units

The learner must complete all mandatory units

### Mandatory units include:

- Manage own professional development within a organisation
- Set objectives and provide support for team members
- Plan, allocate and monitor work of a team

### Optional units include:

- Lead and manage meetings
- Address performance problems affecting team members
- Build, support and manage a team

### Key Skills

You will need to achieve Key Skills in order to function effectively as a member of your team and organisation.

The Key Skills you need to achieve are:

- Level 2 Application of Number
- Level 2 Communication

### Technical Certificate

Level 3 – Certificate in Management – EDI Multiple choice test paper

### Employment Responsibilities and Rights workbook

### How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the NVQ requirements.

### How can I enrol onto an Apprenticeship in Management

If you are currently employed speak to your supervisor and then contact us on 01773 747377, so that we can arrange an appointment to come out and visit you and your supervisor at work.

However, if you're not currently employed then ring us and ask to speak to us to obtain an application form and to arrange an interview (at a location convenient to you). Once you have discussed your training and career requirements with us, we will put you forward for any interviews, which match your criteria



## Level 3 NVQ Certificate in Management

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<b>Mandatory Units</b>	<b>Credits</b>
Manage own professional development within a organisation	4
Set objectives and provide support for team members	5
Plan, allocate and monitor work of a team	5
<b>Optional Units B</b>	<b>Credits</b>
Manage personal development	4
Develop, maintain and review personal networks	4
Review risk management processes in own area of responsibility	3
Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	5
Ensure compliance with legal, regulatory, ethical and social requirements	5
Support team members in identifying, developing and implementing new ideas	4
Develop working relationships with colleagues	6
Manage conflict within a team	3
Lead and manage meetings	3
Participate in meetings	2
Support individuals to develop and take responsibility for their performance	4
Know how to follow disciplinary procedures	4
Manage grievance procedures	3
Support the management of redundancies in own area of responsibility	3
Develop working relationships with colleagues and stakeholders	4
Recruit staff in own area of responsibility	4
Plan, allocate and monitor work in own area of responsibility	5
Support learning and development within own area of responsibility	5
Address performance problems affecting team members	3
Build, support and manage a team	4
Make effective decisions	3
Communicate information and knowledge	3
Manage knowledge in own area of responsibility	4
Procure supplies	2
Manage a tendering process	4
Develop and implement a risk assessment plan in own area of responsibility	6
Manage physical resources	3
Manage the environmental impact of work activities	5
Plan and manage a project	8
Manage the achievement of customer satisfaction	5
Prepare for and support quality audits	4
Manage customer service in own area of responsibility	4
Develop and implement marketing plans	6
Analyse the market in which your organisation operates	5

