

# Advanced Apprenticeship in Management

This is the nationally recognised learning framework for those working in a supervisory or first-line management role.

The programme develops and recognises a range of leadership and management skills – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual qualifications in order to achieve their Apprenticeship.

- Programme duration: 52 weeks
- Vocational Skills are assessed through observation, written worksheets, workplace evidence and on-screen tests
- Functional Skills are assessed through either paper-based or on-screen tests
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Functional Skills in English, Mathematics and ICT Level 2*	Week 1–18
BTEC Level 3 Diploma in Management	Week 19–52
Personal Learning and Thinking Skills	Week 19–52

*\*Learners will be exempt from the equivalent Functional Skills qualification if they have achieved: GCSE in Maths or English (with enhanced functional content) at grade C or above at any time prior to starting the Apprenticeship*

*GCSE grade B/C or A-Level or AS-Level grade B/C/D/E in Maths or English before September 2012 and within 5 years of starting the Apprenticeship*

*GCSE grade A or A\* or A-Level or AS-Level grade A in Maths or English at any time prior to starting the Apprenticeship.*

## Highlights

- Develops essential management and leadership skills
- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

## Progression

Successful learners may progress to an appropriate Level 4 or 5 qualification on completion.

# BTEC Diploma in Management

The BTEC Level 3 Diploma in Management develops essential management skills and provides valuable professional recognition for supervisory and first-line managers.

It is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 9 – 12 months
- Assessed through observation, written worksheets, workplace evidence and onscreen tests
- Supported by e.learning and optional in-company workshops

Learners must achieve a total of 55 credits: 31 credits from Group A mandatory units and at least 24 credits from optional units. At least 17 credits from Group B. No greater than 7 credits from Group C.

\* These units are assessed through onscreen tests. Credit values are shown below in brackets.

## Level 3

<b>Mandatory units – Group A</b>
■ Manage personal and professional development (3)
■ Manage team performance (4)
■ Principles of leadership and management (8) *
■ Principles of people management (6) *
■ Principles of business (10) *
<b>Optional units – Group B</b>
■ Manage individuals' performance (4)
■ Manage individuals' development in the workplace (3)
■ Chair and lead meetings (3)
■ Encourage innovation (4)
■ Manage conflict within a team (5)
■ Procure products and/or services (5)
■ Implement change (5)
■ Collaborate with other departments (3)
■ Participate in a project (3)
<b>Optional units – Group C</b>
■ Develop a presentation (3)
■ Deliver a presentation (3)
■ Resolve customer's problems (4)
■ Employee rights and responsibilities (2)

### Highlights

- 60 – 90 minutes per week study & preparation time
- Most units assessed in the workplace by experienced assessors

### Progression

Learners may progress to a Level 4 NVQ Diploma in Management.