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. Candidates should have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example, providing leadership, recruitment, planning and implementing change, managing a budget, managing a project, marketing and customer service.

This 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 this apprenticeship you will achieve the following:

• Advanced Apprenticeship in Management
• ILM Level 3 Diploma in Management
• Essential Application of Number Skills Level 2, Essential Communication Skills Level 2 and Essential Digital Literacy Skills Level 2

Combined Qualification - ILM Level 3 Diploma in Management

To achieve a Level 3 Diploma in Management, you will need to complete a minimum of 55 credits from the Mandatory Group (31 credits) and then a minimum of 17 from Group B and a maximum of 7 from Group C.

Below are some of the units that could be selected:

<table>
<thead>
<tr>
<th>Group A – Mandatory</th>
<th>Group B (Select from...)</th>
<th>Group C (Select from...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage personal and professional development</td>
<td>Manage individuals’ performance</td>
<td>Deliver a presentation</td>
</tr>
<tr>
<td>Manage team performance</td>
<td>Manage conflict within a team</td>
<td>Resolve customer service problems</td>
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<tr>
<td>Principles of leadership and management</td>
<td>Manage physical resources</td>
<td>Employee rights and responsibilities</td>
</tr>
<tr>
<td>Principles of people management</td>
<td>Encourage learning and development</td>
<td></td>
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<tr>
<td>Principles of business</td>
<td>Implement change</td>
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<td></td>
<td>Participate in a project</td>
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Essential Skills

There are three skills areas that you will develop through a variety of controlled tasks and confirmatory tests. The controlled task must be completed within 8 weeks of its start date:

• Essential Application of Number Skills Level 2
• Essential Communication Skills Level 2
• Essential Digital Literacy Skills Level 2
**Employee Rights and Responsibilities (ERR)**
This is covered within the main qualification.

**Course Delivery**

An Assessor will visit the candidate at their workplace at least once a month for a minimum of 1 hour. In between visits learners will be expected to complete work to ensure progress is made.

**Recommended Time on Framework**

The recommended time to complete the Advanced Apprenticeship framework is 15 months.