



Intermediate and Advanced Apprenticeship in Management

INTRODUCTION

This framework is designed to meet the skills needs of employers of all sizes across the public, private and not-for-profit sectors. It will attract new talent into management and will help to up skill the workforce to replace those who leave or retire.

Intermediate apprentices will work in job roles such as team / section leaders, floor managers, helpdesk managers and trainee supervisors. Advanced apprentices will work in job roles such as first line, section, assistant or trainee managers, senior supervisors and junior non – commissioned officers (armed forces).

WHAT WILL I DO

Each framework will include a competence based and a knowledge based qualification which will be, Level 2 NVQ Certificate in Team Leading and Level 2 Certificate in Team Leading at the intermediate level and Level 3 NVQ Certificate in Management and Level 3 Certificate in First Line Management at the advanced level.

All of the frameworks will include functional skills in Maths, ICT and English, Employee Rights and Responsibilities and Personal Learning and Thinking Skills.

Functional Skills are practical skills in English, Mathematics and ICT that enables everyone to work confidently, effectively and independently in life and at work.

A Functional Skill qualification in English @ Level 2 will show that you are competent in writing documents on complex subjects, making presentations, reading and summarising information as well as spelling, punctuation and grammar, in Mathematics @ Level 1 will show you can understand practical problems, select & apply maths in an organised way and use checking procedures, in ICT @ Level 1 or 2 will prove you can use ICT systems, find & select information, develop, present & communicate information.

Functional Skills have been produced as a response to calls from employers for more people to have these skills and they therefore form an integral part of an apprenticeship framework. They are the key to success that will open doors to learning and work.

Delivery of Functional Skills within the framework can happen in two ways:

- a) an apprentice attends day release, their functional skills will be delivered at college on that day.
- b) an apprentice does not attend college for their main qualification, they will need to attend college for a block week for each Functional Skill required for their framework. Dates of these block weeks will be discussed with the apprentice and their employer at sign up and they will be booked in advance.



HOW LONG WILL IT TAKE

It is estimated that both the intermediate and advanced apprenticeship will take 12 months each to complete.

Within each framework there must be a minimum of 100 Guided Learning hours in each year of delivery completed “off the Job”. This could be at College on a day release basis or away from the apprentices work station within the employer premises, all within the contracted hours of employment.

ENTRY QUALIFICATIONS

For the intermediate level 2 GCSE at grade C or above in English, Maths and Science or equivalent qualifications are required.

For the advanced successful completion of the intermediate apprenticeship and relevant experience will gain entry.

Apprentices have to be employed for a minimum of 30 hours per week including their College day; employment must be within a relevant environment. Employers must be willing to sign up to the training agreement and be prepared for an assessor to visit the workplace every 8 – 12 weeks for assessments and training reviews.

WHERE COULD IT LEAD

If you are up for the challenge and are ready to learn, successful completion of this course could enhance employment opportunities and gain you a widely recognised qualification.

FEES

Apprenticeships are fully funded for 16 -18 year old and employers may be expected to pay an employer contribution for those 19 years or over.

For all apprentices within their first year of training the employer is required to pay the apprenticeship minimum wage of £2.50 per hour. Within the second and subsequent years of an apprenticeship programme the following applies:

16 – 18 year olds – the apprenticeship minimum wage

19+ - the required national minimum wage for the relevant age group.

ADDITIONAL INFORMATION

A high level of attendance is expected at College for the apprentices as they are only attending one day per week where very intensive training takes place.

HOW TO APPLY

You can apply for this course by applying [online](#), by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.



ARE YOU OUR NEXT APPRENTICE? - EARN WHILE YOU LEARN

31/05/2011 11:20:52 WBLAdvAppMan