



## Apprenticeship in Management

### INTRODUCTION

This Apprenticeship qualification offers a broad introduction to a vocational sector, which will develop confidence in your ability to work, learn and achieve your full potential at this level.

Apprenticeships are a framework of activities, based in the work place. This Apprenticeship is a mixture of on and off the job training. This framework is intended for individuals who have a responsibility for the work of others, as they lead a team. It is suitable for people who are entering management or who have the ability and opportunity to demonstrate recognisable management and leadership for your team, encouraging innovation or allocating and checking work.

### WHAT WILL I DO

The Apprenticeship is made up of both mandatory units and optional units. To achieve the qualification the candidate must complete six units in total, four mandatory and two optional.

#### Four Mandatory

- Manage your own resources
- Provide leadership for your team
- Develop productive working relationships with colleagues
- Ensure your on actions reduce risks to health and safety

#### Optional Units

- Encourage innovation within your team
- Support Customer Service Improvements
- Participate in meetings
- Allocate and check work in your team
- Provide learning opportunities for colleagues
- Help team members address problems affecting their performance
- Resolve customer service problems

Additionally your Apprenticeship will include a Technical Certificate that covers the theory element of the programme and also Functional Skills to give you the confidence to perform to the required standard.

### HOW LONG WILL IT TAKE

This course will last between 15-20 months dependant experience.

### ENTRY QUALIFICATIONS

Entry to the course will be considered in relation to the candidate's previous knowledge and experience, GCSE grades of D or above required in English and Maths or equivalent, as well as a good reference and good communication skills. Team Leading Apprentices must be employed, for a minimum of 30 hours a week at a workplace which has to be approved for Health and Safety purposes by the Apprenticeship Team. Employers have to be willing to sign up to the training agreement and have to be prepared for the Training Adviser to visit the workplace every 8-12 weeks for training reviews. As well as studying for their Apprenticeship we expect all learners to complete a Functional Skills portfolio to Level 2 in Maths and English.

### WHERE COULD IT LEAD

Successful completion of the course could enhance employment opportunities. You could progress into a Management



related career or further training.

## FEES

Employers may have to pay a contribution for those over the age of 19. For more information please enquire within the Apprenticeship Team.

For all Apprenticeships the Learner is required to be paid at least the Apprenticeship minimum wage (Currently £2.50 per hour).

## ADDITIONAL INFORMATION

Apprentices are provided with a Training Adviser to help and support throughout the programme and in the work place and to ensure the learners progression.

## 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.

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