



Level 3 Management

An ideal programme for professionals taking either their first steps into management, or for those looking to develop their leadership skills to improve their performance.

Within the qualification the learner will develop and gain knowledge to manage and lead a team, communicate effectively, build relationships and troubleshoot.

They will cover:

- Carrying out performance reviews
- Conducting and implementing operational plans
- Setting SMART targets for individuals and the team
- Leading, managing, coaching and mentoring a team and individuals
- Dealing with conflict within the business

- Building internal and external stakeholder relationships
- Understanding of HR systems and legalisations
- Planning and running a project

Benefits for Learners

1. Develop a range of essential management skills they can apply in their work place
2. Understanding of management theories to support their practice
3. Build leadership capabilities to motivate teams and drive business

Benefit to the Business

1. Motivated and productive managers
2. ILM Certified staff
3. Strong leaders that support business growth

Delivery

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at a local ACL centre. The apprentice will have a dedicated tutor who they will meet (online or face to face) once a month who will guide them through their apprenticeship and prepare them for their End Point Assessment. Reviews of progress are carried out every 12 weeks with the learner, their line manager and the tutor. Additional workshops and seminars will be available to all learners to support additional learning and the off job learning requirement.

Commitment

6 hours a week (based on a 30 hour week) of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor. Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner and employer to ensure successful completion.

End Point Assessment (EPA)

End Point Assessment (EPA) takes place at the end of the apprenticeship programme and is a comprehensive holistic assessment of the skills, knowledge and behaviours required as laid out in the apprenticeship standard. It is made up of:

Portfolio of work (20%) - a mixture of written documents, audio and video evidence that showcases the professional application of on-programme learning.

Online knowledge test (30%) - the learner showcases leadership and management knowledge by answering a series of questions, explaining how they would respond to a range of different scenarios. Assessed via an online, on-demand test.

Competency based interview (30%) - a one-to-one interview with the learner, using structured questions to test understanding and application of knowledge, and to assess their soft skills, behaviours and personal leadership style.

Professional discussion (20%) - the appointed EPA assessor leads a detailed discussion around the learners personal and professional development, looking for clear evidence of focused CPD and how this has been applied to improve performance in the workplace

Learners will receive a Pass, Merit or Distinction upon completion of the apprenticeship. If the result is a fail then a resit will be agreed with both learner and employer.

Entry Requirements

Applicants must:

- Be a new or aspiring manager/supervisor/team leader
- Be a manager/supervisor/team leader with a need to develop/improve their practice
- Have English and Maths GCSE's or equivalent at grade C or be deemed able to achieve the required level as part of the programme
- Not hold a similar qualification
- Be employed and have the support of their employer to undertake the programme

Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

Employers will

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member
- Agree a payment schedule for the cost of the apprenticeship

Contact

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