

MANAGEMENT

LEVEL 3 ADVANCED APPRENTICESHIP

Entry Requirements

Advanced Apprentices will need GCSE or Functional Skills Maths English and ICT qualification, experience of working in a team leading or management role and/or a Level 2 qualification in team leading.

Qualifications to be completed

- BTEC Level 3 Diploma in Management
- Level 2 Functional Skills English
- Level 2 Functional Skills Maths
- Level 2 Functional Skills ICT
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

Length of programme

12-18 months

Mandatory modules

- Manage Team Performance
- Principles of People Management
- Principles of Business
- Principles of Leadership and Management
- Manage Personal and Professional Development

Example optional modules

There are over 40 optional units. Choices include:

- Promote Equality, Diversity and Inclusion in the Workplace
- Manage Individuals' Performance
- Manage Individuals' Development in the Workplace
- Chair and Lead Meetings
- Manage Conflict within a Team

Day-to-day activities

Tasks undertaken by apprentices will vary depending on the level and sector in which they are employed. Tasks may include planning, allocating and monitoring the work of the team, giving feedback, briefing teams, supporting team members, managing conflict, resolving problems, procuring supplies, project management, agreeing budgets and managing and improving customer service.

Assessment

Apprentices will be required to produce evidence using e-portfolio software. A Skills Coach will visit once a month to observe apprentices. Some diploma units and functional skills include tests which need to be taken at a training centre.

Potential future job roles

- First Line Manager
- Assistant Manager
- Trainee Manager
- Senior Supervisor

**To find out more call 0300 111 8030,
email skills@entrust-ed.co.uk or visit
www.entrustskills.co.uk**