



APPRENTICESHIP

Management (ILM Pathway)

Level 3

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Apprenticeship Framework

The aim of the Level 3 Management apprenticeship is to develop the core skills and transferable knowledge required to progress to a successful career in management across a broad range of industries. Providing skills in the leadership and management of a small team; setting objectives, allocating work, managing performance and facilitating change.

Who is this apprenticeship for?

This programme is suitable for those seeking to develop a career in the intensive world of management, or for those wishing to upskill themselves to take on a management role within the organisation, or for professional managers who want an accredited qualification to affirm their existing experience in the field.

On completion apprentices will achieve the following:

- ILM Level 3 Diploma in Management
- Essential Skills Wales Level 2 in Communication
- Essential Skills Wales Level 2 in Application of Number
- Essential Skills Wales Level 2 in Digital Literacy



Benefits of the apprenticeship programme:

Accelerate Your Career Growth: Undertaking the Level 3 Diploma in Management apprenticeship will provide the essential management skills and gain practical experience to propel an advancing management career across a wide spectrum of industries.

Industry-Recognised Certification: Upon successful completion of this programme, apprentices will earn an industry-recognised certification, providing them with a competitive edge in the job market. Employer's value the skills and expertise gained through this apprenticeship, opening doors to exciting opportunities.

Practical and Real-World Learning: Our programme emphasises practical, real-world learning. Apprentices will practice skills in the workplace collaborating with experienced colleagues and supported by ALS professionals who will guide the apprentice through every step of the process.

Tailored Curriculum: Throughout the programme, apprentices will delve into crucial subjects including strategic management, organisational behaviour, effective leadership, project management, financial management and human resource management.

Experienced and Knowledgeable Advisors: Throughout the apprenticeship we will provide access to a network of experienced advisors who will offer guidance, coaching, support, and feedback.

Course Delivery

- Typical duration of 17 months.
- Induction session for apprentices and for their line managers.
- Supported by self-study online resources.
- 6 x 3 Hour workshops.
- 11 x 1-2-1 Advisor visits.
- 6 Essential skills assessment days. (3 Preparation days and 3 Live Task days)
**
- 2 hour long essential skills confirmatory tests. **

***Essential Skills activities are not applicable to apprentices with exemptions.*

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Level 3 Diploma in Management

Course Delivery

This programme will primarily be delivered through blended learning with learners attending 6 x 3-hour workshops accompanied by 11 x 1-2-1 advisor visits. An ALS assessor will meet with the learner, either in the workplace or through digital means (for example, Microsoft Teams) once a month to provide coaching, advice and assessment support.

Learners will also be set tasks to complete between each visit which are tailored to the different needs of each learner and the workplace activities they are involved with.

Qualification Structure Summary

The Level 3 Diploma in Management consists of 5 mandatory units, with a total of 31 credits plus 24 credits from optional units (a minimum of 17 optional credits from group B and a maximum of 7 optional credits from group C)

Please note: at least 41 credits must be at Level 3 or above.

Unit rules of combination:

- Mandatory Units (Learners must achieve all 5 units) – 31 credits.
- Optional group B units – minimum 17 credits.
- Optional group C units – maximum 7 credits.

What you will learn

This programme is made up of a mixture of mandatory units (these have to be completed by all learners as part of the qualification) and optional units (we will work with you to decide what units are relevant to your role, and your business). Below is a brief overview of the units available.

Mandatory Units

Unit Title	Level
Manage Personal and Professional Development	3
Manage Team Performance	3
Principles of Leadership and Management	3
Principles of People Management	3
Principles of Business	3

Optional Units Group B (Minimum of 17 Credits)

Unit Title	Level	Credits
Promote Equality, Diversity and Inclusion in the Workplace	3	3
Manage Individuals' Performance	3	4
Manage Individuals' Development in the Workplace	3	3
Chair and Lead a Meeting	3	3
Encourage Innovation	3	4
Manage Conflict Within a Team	3	5
Procure Products and/or Services	3	5
Implement Change	3	5
Implement and Maintain Business Continuity Plans and Processes	3	4
Collaborate with Other Departments	3	3
Support Remote or Virtual Teams	3	4
Participate in Project	3	3
Develop and Maintain Professional Networks	4	3
Develop and Implement an Operational Plan	4	5
Encourage Learning and Development	4	3
Discipline and Grievance Management	4	3
Develop Working Relationships with Stakeholders	4	4
Manage Physical Resources	4	4
Manage the Impact of Work Activities on the Environment	4	4
Prepare for and Support Quality Audits	4	3
Conduct Quality Audits	4	3
Manage a Budget	4	4
Manage a Project	4	7
Manage Business Risk	4	6
Manage Knowledge in an Organisation	4	5
Recruitment, Selection and Induction Practice	4	6
Manage Redundancy and Redeployment	4	6

Optional Units Group C (Maximum of 7 Credits)

Unit Title	Level	Credits
Buddy a Colleague to Develop their Skills	2	3
Contribute to the Improvement of Business Performance	3	6
Negotiate in a Business Environment	3	4
Develop a Presentation	3	3
Deliver a Presentation	3	3
Contribute to the Development and Implementation of an Information System	3	6
Resolve Customers' Problems	3	4
Resolve Customers' Complaints	3	4
Gather, Analyse and Interpret Customer Feedback	3	5
Employee Rights and Responsibilities	2	2
Health and Safety Procedures in the Workplace	2	2
Manage Events	4	6
Review the Quality of Customer Service	4	4

Barred Units

This Unit	Is barred against this unit
Participate in a Project	Manage a Project

Have any questions about our Level 3 Diploma in Management?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact at info@alstraining.org.uk

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Essential Skills Qualifications

When you agree to undertake an apprenticeship, you may be required to complete Essential Skills as part of your Apprenticeship framework.

Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish. This will be discussed with you before you sign up with us, and will also be followed up by your assessor before and during your first visit from us.

Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact info@alstraining.org.uk