

MANAGEMENT LEVEL 3

Factsheet



The aim of this qualification is to contribute to the skills, knowledge and overall performance of management and leadership. Its purpose is to provide insight into the principles and processes of management and leadership and to aid career progression.

Entry Requirements

Apprentices who are undertaking the management advanced apprenticeship are likely to have some prior experience in a managerial or team leader role, although this is not a formal requirement.

Description

An apprenticeship is a framework of qualifications which may include:

- Level 3 diploma in management
- Functional skills in maths, ICT and English at level 2

Guided learning hours

284-371 hours (diploma only). Examples of this are on-the-job work experience, 1-2-1 learning and group teaching.

Duration

12 months

Mandatory units

- Manage team performance
- Principles of people management
- Principles of business
- Principles of leadership and management
- Manage personal and professional development

Examples of optional units

- Manage individuals performance
- Manage individuals development in the workplace
- Manage conflict within a team
- Develop and implement an operational plan
- Encourage learning and development
- Contribute to the improvement of business performance
- Health and safety procedures in the workplace

Methods of recording study

Your qualification will be completed via paper based portfolio with interactive learning.

Diploma

The apprenticeship requires the development of underpinning knowledge (theory) and observations in the workplace to demonstrate competence. You will complete the mandatory units (31 credits) and a selection of optional units to achieve the minimum 55 credit requirement.

Follow on courses

Level 4 higher apprenticeship in management and level 5 higher apprenticeship in management and leadership

Further information

If you would like advice on other work-based learning programmes, methods of delivery and eligibility for funding please contact one of our team on:

info@letsacademy.co.uk

01782 286046



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