

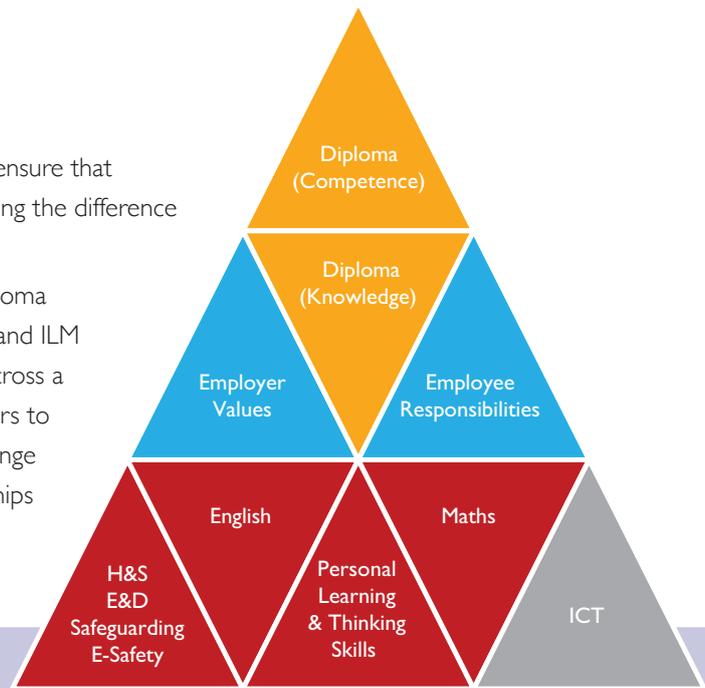


Management Higher Apprenticeship Level 4

Course Introduction

Higher level Management & Leadership skills are crucial to ensure that organisations operate effectively and efficiently – often making the difference between a successful organisation and an unsuccessful one.

This Apprenticeship contains two nationally recognised Diploma qualifications in Leadership & Management from Active IQ and ILM that are designed to help managers develop specific skills across a wide range of study areas. This course will motivate managers to take control of their personal development, understand change in the workplace, develop positive and productive relationships whilst gaining nationally recognised qualifications.



How is the course structured?

Your Apprenticeship is a collection of recognised and externally accredited individual qualifications that are delivered as part of a package that can also include other business specific training elements. We call this an Apprenticeship Framework.

A full Apprenticeship Framework is made up of the following elements:

Diploma

Competency/Practical – this element is the main learning aim of your Apprenticeship. It is a competency based qualification where you will be trained and assessed against a set of performance criteria that relate to your chosen subject/ occupational area.

Technical Knowledge/Theory – this element is the part of your programme where we train and assess your specific underpinning knowledge of your chosen subject/ occupational area. It is often delivered as part of the Diploma.

Employer Requirements – we place all learning in the context of your organisation's core values and expected behaviours. Sometimes there are additional course components that your employer will ask us to train you in.

Employee Rights – we ensure that you understand your role and responsibilities at work.

Functional Skills – we deliver English and Maths qualifications at level 2 if this level has not already been achieved.

Health & Safety/Equality & Diversity/Safeguarding/ ESafety – these elements are offered as part of your framework and you can gain an accredited outcome for completing them.

Personal Learning & Thinking Skills – we ensure that these skills are formally developed and evidenced during your Apprenticeship.

What subjects will be covered?

A wide range of unit options are available which include but are not limited to:

- Providing leadership & management
- Development & implementation of an operational plan
- Change management
- Project management
- Disciplinary and grievance management
- Managing knowledge with your organisation
- Managing a budget
- Promoting equality & diversity
- Managing health & safety
- Resolving customer problems & complaints

How long is the course?

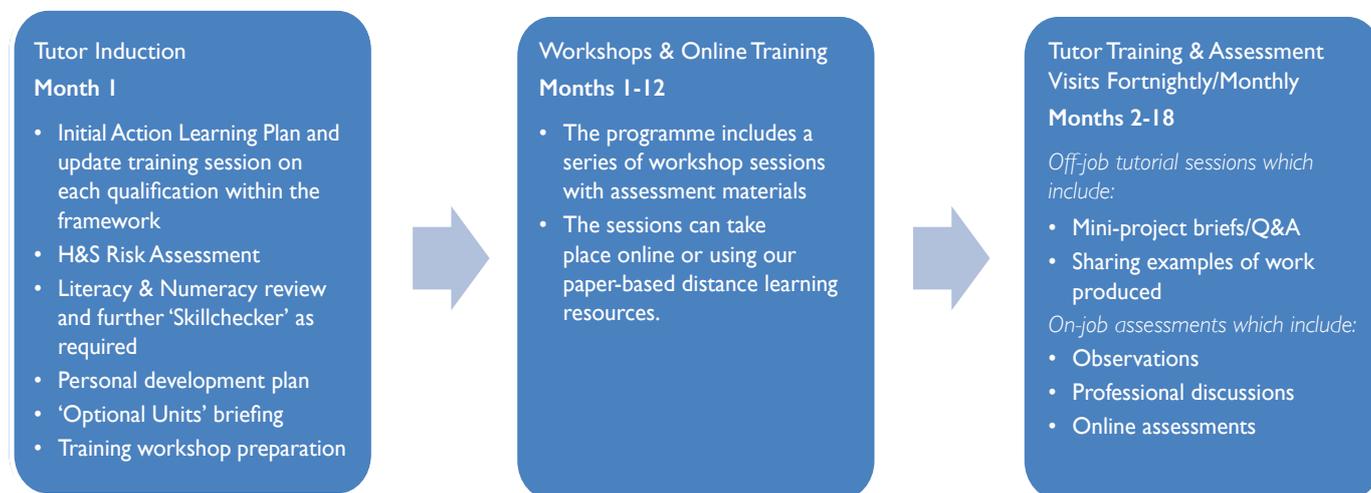
The duration of the course is 12-18 months, with an allocated personal tutor from TSP Learn.

Assessment is through a portfolio of evidence and project assignments that require you to provide real working evidence that you are consistently meeting national management standards.

How is the course delivered?

You will be assigned a personal tutor who will plan an individual learning programme with you.

This will be based around regular monthly tutorials in the workplace, workshops and if appropriate some online learning.



You will be given mentoring and support in your role both 'on and off' the job through your employer's assigned supervisor/mentor/manager. In addition, a daily or weekly portion of time should be identified, outside the training elements shown above, to complete work-based assignments/project work or to access online learning. The time that needs to be dedicated to this varies from learner to learner; it may equate to an hour within the working day. Your monthly activities will be detailed by your tutor and activities undertaken should be recorded within your Learning Journey document.

Entry requirements?

Candidates should have already completed an Advanced Level Management Certificate or Diploma course.

After the course?

Candidates may wish to consider a further Higher Apprenticeship course at level 5 or above.

What is the next step?

Fill out an enrolment form and we will check your eligibility to receive funding support to join a course.

www.tsplearn.co.uk | Twitter [@tsplearn](https://twitter.com/tsplearn) | info@tsplearn.co.uk | 01451 810 387

