



**Qualifications available:** ILM Level 3 Diploma in Management - Apprenticeship

**Duration:** 12 Months

**Date/s:** on demand

**Location:** Workbased

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### OVERVIEW:

Apprenticeships are work based learning programmes designed around the needs of employers, which lead to nationally recognised qualifications. This qualification combines knowledge and competency and is appropriate for individuals who are currently first line managers, senior supervisors, assistant managers and trainee managers. The knowledge and competency sections will ensure that the learner will build and develop new skills to enhance their management career.

This qualification is ideal if the learner has management responsibilities but has had no formal training, to date, and that they are really keen to develop their management abilities. It is particularly suited to those who are practising team leaders and are looking to move up to the next level of management as well as those that might need to lead people through organisational change, budget cuts or other business pressures.

For the learner, this will ultimately develop a wide range of essential management skills, take charge of their own personal development, know what is expected of a manager and, ultimately, manage their team very effectively.

For the employer, this apprenticeship will enable development of first-line managers (who already demonstrate competence as a manager) to really develop skills across a wide portfolio of managerial skills required to be proficient in today's business climate.

### ENTRY REQUIREMENTS:

- Be currently working as a first-line manager and looking to move up to the next level of management.
- Have sufficient Essential Skills Wales i.e. Minimum Level 2 in Application of Number (AON), Communication and ICT, in order to benefit fully from the programme

### PROGRAMME CONTENTS:

- ILM Level 3 Diploma In Management (Combined knowledge and competency qualification)
- Essential Skills Wales – Communication, Application of Number and ICT
- Employee Rights and Responsibilities (ERR) – a reference book on areas of law and employment knowledge



**COURSE ASSESSMENT / EXAMINATION:**

- ✚ Portfolio of Evidence
- ✚ Workplace Evidence
- ✚ Practical Assessments

**PROGRESSION:**

This course will enable employees to progress to higher qualifications such as:

- ✚ ILM Level 4 NVQ Diploma In Management
- ✚ ILM Level 4 Diploma In The Principles Of Leadership & Management
- ✚ ILM Level 5 NVQ Diploma in Management

**EQUIPMENT REQUIRED:**

Access to computer, stationery, files/folders etc.

**FURTHER INFORMATION**

An apprentice will receive their training at no cost to the business. Employers are, however, responsible for the salary of the apprentice, which should reflect their age and experience. The employer is required to allow the apprentice time to be assessed in the workplace on a monthly basis.

