

Advanced Apprenticeship in Management

ENTRY LEVEL: 3

DURATION: APPROX. 6 - 12 MONTHS



building better lives



Introduction

This is a practical work based course that will provide development and qualifications related to your job role.

This course is ideal for...

Anyone currently employed in a management role who wants to develop their performance through hands on training and assessment.

Course outline

- Level 3 NVQ Certificate in Management
 - Level 3 Certificate in Management Principles
 - Employment Rights and Responsibilities (ERR) Workbook
 - Level 2 Key skills* in Application of Number
 - Level 2 Key Skills* in Communication
- or
- Functional Skills* Level 2 in Maths & English

How will I learn?

You'll learn through your day to day work and on-the- job training. You will be assessed on your ability to carry out your responsibilities at work. You will receive flexible, one-one support which is planned to meet your individual needs.

What skills and knowledge will I develop?

- Communication
- Concepts and theories
- Management tools and techniques
- Knowledge and understanding of systems, procedures and legislation

How will I be assessed?

1. Observation of your performance in the workplace supported by discussions and questioning.
2. Online assessments and exams (technical certificate, key skills and/or functional skills).
3. A portfolio of evidence which could be either paper-based or electronic.

Why choose this course?

This flexible course is tailored to your individual needs. It allows you to develop your competence, confidence and self-esteem. You will also improve your knowledge and understanding of your job role and build sound foundations for a successful career.

You will gain a relevant nationally recognised qualification.

Will I need any special equipment?

No, your assessor has a digital recorder and laptop which will be used to record assessments.

If an electronic portfolio is chosen access to a computer and the internet will be required.

How do I apply?

For more information about courses please contact Linda on 01484 434800

or visit www.cmsvoc.co.uk or email linda@cmsvoc.co.uk

* you can choose between key skills or functional skills