



The Course

In brief...

Most of your training will be directly linked to the career you have chosen, gaining practical experience in the workplace, backed up by the benefits of attending college one day a week.

As an apprentice, you will gain valuable experience in a variety of routine business-related activities.

Managers play an integral role in supporting organisational objectives through a wide range of functions, such as planning, allocating and monitoring the work of a team, supporting team members, managing conflict, resolving problems, project management, and agreeing budgets. Your exact duties will depend upon your employer.

The apprenticeship is aimed at existing supervisors or team leaders who can demonstrate real evidence of their competence in the workplace. Visit <http://www.managers.org.uk> to find out more about the Chartered Management Institute (CMI).

What the Course Leads to

**What courses can I do after this?**

You could progress to a Higher Apprenticeship in Leadership and Management.

What do I need to apply

**To do this course you should have...**

You will need to have a minimum of Mathematics and English GCSEs grade C or above (or equivalent) and you will need to demonstrate an interest in Management and Leadership.

Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
HAXOHE003T	Various	TBC	TBC	TBC

\* Please note fees are subject to change.

Course Content

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The level 3 apprenticeship is ideal for those taking their first steps on the managerial ladder. This qualification helps managers implement their own professional development plan and aims to support the development of their skills and competence in leading a team, allocating work and setting individuals objectives, problem-solving and decision making of their area.

**Knowledge & Behaviours include:**

- Leading and managing
- Managing People

## Key Information

**Duration**

18 Months

**Attendance**

Apprenticeship

**Level**

Level 3

**Qualification Name**

QCF Award/Certificate/Diploma

**Awarding Body**

CMI

**Curriculum Area**

Service Industries and

Humanities - Hospitality and

Catering

- Building relationships
- Communication
- Operational management
- Project management
- Finance
- Self-awareness, management of self and decision making, taking responsibility, inclusivity, being agile, and professionalism.

#### Management Content:

- Personal development as a first line manager
- Resource planning
- Meeting stakeholder needs
- Managing and communicating information
- Identifying development opportunities
- Management communication
- Being a leader

#### Next Steps ...

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Web: [www.thecollege.co.uk](http://www.thecollege.co.uk)

Live chat available on the website

