

Management

Advanced Apprenticeship and Level 3 Certificate



“This programme enabled our team leaders to progress to middle management. Staff motivation, retention and efficiency increased as a result.”

Debra Hutchings,
Quayside Clothing

Your first line managers will receive a bespoke development programme to drive your business forward

The programme

The Management Advanced Apprenticeship or Level 3 Certificate will ensure your staff are skilled, properly trained and motivated to succeed in senior management positions. They will develop competency in work planning, briefing, target setting, monitoring results, giving presentations, human resources, mentoring, numeracy, spread sheets and report writing.

The Level 3 Certificate (QCF) has been developed by the Management Standards Centre, the standards setting body for management and leadership and forms the competency element of the Advanced Apprenticeship.

Employer benefits

- 88 % of employers experienced more motivated staff within first line management positions
- 82 % of employers said that team work has improved between first line managers and team leaders
- 67 % of employers experienced an improvement in productivity and growth within all departments following the Mantra course
- Access to a fully funded Health and Safety audit worth over £300, and a Business Improvement Needs Analysis (BINA)

Outcomes

Achievement of these professional qualifications leads to a solid set of skills for new managers and awareness of the latest working practices amongst existing managers. Tasks may include planning, allocating and monitoring the work of the team, giving feedback, briefing teams, supporting team members, managing conflict, resolving problems, procuring supplies, project management, agreeing budgets and managing and improving customer service.

Factfile

Aimed at:

Supervisors, newly appointed first line managers and managers keen to update their skills

Length of Level 3 Qualification:

12 months

Length of Advanced Apprenticeship:

12 – 24 months

Location:

Greater Manchester, Warrington, Merseyside

Funding:

Usually part or fully Government funded

Employer commitment:

Study time/access for training and development

For enrolment:

Freephone: 0800 389 5283

Email: apprenticeships@mantralearning.co.uk

ENABLING PEOPLE TO TRANSFORM BUSINESS

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“82% Success Rate”

Programme delivery

All Mantra Learning Training Advisors are industry professionals who are specialists in the area in which they teach and are members of the Institute for Learning.

Programme design

A minimum of 25 credits is required overall for completion of this qualification, which must include a minimum of 14 credits at, or above, Level 3.

Mandatory units

All units must be completed	Credit	Level
Manage own professional development within an organisation	4	3
Set objectives and provide support for team members	5	3
Plan, allocate and monitor work of a team	5	3

Optional units

Minimum of 11 credits required from these units at level 3	Credit	Level
Develop, maintain and review personal networks	4	4
Provide leadership and direction for own area of responsibility	5	4
Ensure compliance with legal, regulatory, ethical and social requirements	5	4
Manage risk in own area of responsibility	4	4
Review risk management processes in own area of responsibility	3	4
Manage personal development	4	2
Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	4	3
Support team members in identifying, developing and implementing new ideas	4	3
Implement change in own area of responsibility	6	4
Develop working relationships with colleagues and stakeholders	4	4
Recruit staff in own area of responsibility	4	5
Develop working relationships with colleagues	3	2
Plan, allocate and monitor work in own area of responsibility	5	4
Support learning and development within own area of responsibility	5	4
Address performance problems affecting team members	3	4
Build, support and manage a team	4	4
Manage conflict in a team	3	3
Lead and manage meetings	4	3
Participate in meetings	2	2
Support individuals to develop and take responsibility for their performance	4	4
Know how to follow disciplinary procedures	3	4
Managing grievance procedures	3	4
Support the management of redundancies in own area of responsibility	3	4
Develop and implement a risk assessment plan in own area of responsibility	6	4
Manage physical resources	3	4
Manage the environmental impact of work activities	5	4
Make effective decisions	3	3
Communicate information and knowledge	4	3
Manage knowledge in own area of responsibility	3	2

Minimum of 11 credits required from these units at level 3	Credit	Level
Procure supplies	2	3
Manage a tendering process	4	4
Plan and manage a project	8	4
Develop and implement marketing plans	6	4
Analyse the market in which your organisation operates	5	4
Manage the achievement of customer satisfaction	5	4
Prepare for and support quality audits	4	4
Manage customer service in own area of responsibility	4	3

Additional Apprenticeship units

Key skills – literacy, application of number and ICT (Level 2)
Employment rights and responsibilities workbook
Personal learning and thinking skills
BTEC Level 3 Certificate in Management

Assessment

The Mantra Learning Advisor will use a range of assessment methods including observation, question and answer, video, professional discussion and written reports. Their visits usually take place once a month with progress assessed and reviewed every three months or sooner if necessary.

Opportunities for further development

Learners can progress to:

- Level 5 Diploma in Management
- Logistics Operations Advanced Apprenticeship and Level 3 Certificate
- Foundation Degree in Logistics Management delivered by Mantra in collaboration with Bolton University

For further information and to increase the value of your staff: FREEPHONE

0800 389 5283

www.mantralearning.co.uk



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