

## LEVEL 4 HIGHER APPRENTICESHIP IN MANAGEMENT



The Level 4 Higher Apprenticeship in Management will combine Level 4 Certificate and Diploma in Principles of Leadership and Management and Diploma in Management. This course is designed to develop aspiring middle managers and first line managers. Learners build core skills in middle management and can access a wide range of optional study areas to help them gain specific management skills to suit their needs.

### **Course Delivery**

Assessment will take place via blended learning and you will be supported by a training officer who has industry experience. You and your training officer will have have a session at least once per month, which will include online training sessions or on site visits for up to 4 hours, we tailor the course to your needs. If you need to do your essential skills this will be done towards the beginning of your course and can include weekly visits from an essential skills tutor.

#### **Entry Requirements**

If an apprentice has not already achieved Level 2 English, Level 2 Maths and Level 2 Digital Literacy they are expected to study for them and take the tests via our Essential skills program, which will develop and ultimately demonstrate the apprentices ability to use English, Maths and Digital Literacy.

Employers see these skills as essential, and by holding this qualification apprentices are showing they have the ability to apply them in work situations.

#### Recommended time on programme

18 Months





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## **Diploma in Management - Units**

REFERENCE	UNITS
8622-300	Manage Personal and Professional Development
8622-400	Provide Leadership and Management
8622-401	Develop and Implement an Operational Plan
8622-402	Develop Working Relationships with Stakeholders

REFERENCE	UNITS
8622-301	Manage Team Performance
8622-310	Manage Conflict Within a Team
8622-414	Manage Business Risk
8622-415	Manage Knowledge in an Organisation
8622-500	Contribute to the Development of a Strategic Plan
8622-413	Manage a Project
8322-420	Manage Information Systems

## Certificate and Diploma in Principles of Leadership and Management - Units

REFERENCE	UNITS
8625-334	Understanding and Developing Relationships in the Workplace
8625-400	Understanding the Management Role to Improve Management Performance
8625-401	Planning and Leading a Complex Team Activity
8625-409	Managing Personal Development
8625-417	Managing and Implementing Change in the Workplace

REFERENCE	UNITS
8625-403	Managing Risk in the Workplace
8625-411	Managing a Healthy and Safe environment
8625-530	Understanding the Skills, Principles and Practice of Effective Management Coaching and
	Mentoring.

<sup>\*</sup>We recommend these units as they cover a broad spectrum of management skills, however if required we can tailor the unit selection to meet specific company requirements.

