

Management Apprenticeships

For first-line managers



MAKING THE MOST OF THE APPRENTICESHIP LEVY

With dual-track training optionally combining the ILM Level 3 Management Apprenticeship & ILM Level 3 Diploma in Management - all in one integrated programme



The apprenticeship levy – how it works

- If your payroll is over £3m per annum the government will require a payment of 0.5% towards the levy.
- This can be claimed back through your Digital Account for apprenticeships.
- Apprentices must be in employment and over 16 years old (there is no upper age limit).
- Apprentices must not have a degree in the same subject as the apprenticeship.
- If apprentices do not have GCSE (or equivalent) in Maths and English, they will need to complete Level 2 functional skills.



Level 3 Management Apprenticeships

Who is it for?

The Level 3 Management Apprenticeship has been designed for existing first-line managers. The programme covers all aspects of the first-line management role and is designed to enhance and benchmark their skills to give their organisation consistent best practice.

How long does it take?

The apprenticeship would normally be run over a 18-24 month period by attendance at day long virtual or live workshops running approximately 4 weeks apart but avoiding key holiday dates. Apprentices will need to spend at least 6 hours per week working on their programme all of which will be worked related and focussed on improving performance in their role.

What accreditation do Apprentices gain?

The Level 3 Management Apprenticeship is accredited by ILM/CMI. Participants will gain 2 qualifications:

- Level 3 Team Leader/Supervisor Apprenticeship.
- Optionally the ILM Level 3 Diploma in Management.(additional accreditation fees may apply)

How will this apprenticeship programme benefit my organisation?

- ✓ Maximise the return from your levy payment and invest in upskilling your first-line managers
- ✓ Embed current best management practice within your organisation
- ✓ Make your employees feel valued by investing in their professional development

What is the cost of this apprenticeship?

Your organisation can draw down **£4,500.00** per learner for this apprenticeship from your digital account. The cost of delivery within this budget will vary depending on numbers and locations – we can supply a firm quotation or tender bid which will include a free Learning Management System that meets OFSTED requirements.

How are functional skills delivered?

Cherith Simmons Learning and Development deliver functional skills (where required) online through City & Guilds.

Delivery & content - the learner journey

How is the apprenticeship delivered?

Cherith Simmons uses 'Blended learning', a mixture of pre-programme study that gives learners prior knowledge of the next subject on their journey, highly interactive workshops, and post-programme work to embed knowledge and skills.

We deliver via Virtual Classrooms or face to face where possible. These are live interactive, tutor-led webinars starting at 9.30 and ending around 5 pm with breaks for tea, coffee and lunch. There is some precourse work – details are included in comprehensive and interactive workbooks, all of which are downloadable from our Learning Management System in advance.

What subjects are covered?

| Modules – indicative content |
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| Induction Learning to learn and Writing skills |
| Change management and decision taking |
| Leadership & team building |
| Time management, delegation and motivation |
| Equal opportunities, diversity, Employment law and GDPR |
| Finance and budget management and cost benefit analysis |
| Recruitment and selection and training and induction |
| Appraisal, objective setting and performance management and discipline, grievance and counselling |
| Interpersonal skills including assertiveness and emotional intelligence |
| Communication and meeting skills |
| Customer service and quality management, marketing, partnership and collaborative working |
| Project management and organisational risk management |
| End point assessment |

How is the Apprenticeship assessed?

The apprenticeship is assessed on the following criteria:

- Knowledge – Assessed through two unit tests and bite sized progressive assessments.
- Skills – Assessed through uploading evidence of work (e.g., meeting minutes).
- End point assessment – Assessed via an online knowledge test, a competency-based interview and a professional discussion.

Guidance for all assessments is given on workshop days, tutorial days and via downloadable guidance on the learning management system.

Not a levy payer?

You may still be eligible for help. Even if your payroll is below the threshold, many organisations can still benefit under the 95/5 rule where the Government will pay 95% of the fees (£4,275) and you contribute just 5% (£225). Ask us for details.

One of the UK's largest Centres

Highly experienced tutor team

We have a highly experienced tutor team who have all worked at senior level in a wide variety of sectors. Most of our tutors are qualified to master's level and also deliver at leading business schools such as Kingston University Business School and the LSE, as well as the Open University.

Dedicated support team

All programmes have a dedicated graduate level Client Services Manager who is the first point of contact for all participants and for our clients. FAQs, forums, webinars and email contact are available 24/7.

Individual tutorials and additional support can be provided where needed and we achieve a 96% success rate in all the qualifications we deliver.



Get the best from your apprenticeship levy
Call us on 01932 856565



Cherith Simmons Learning & Development LLP
0044 (0)1932 856565

apprenticeships@cherithsimmons.co.uk cherithsimmons.co.uk