

Management Apprenticeships

For middle managers



MAKING THE MOST OF THE APPRENTICESHIP LEVY

With dual track training combining the Level 5 Management Apprenticeship and optionally the ILM Level 5 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.
- Non Levy payers can access 95% funding
- Levy payers can get Government top ups if their Digital Account does not contain sufficient funds
- Apprentices must be in employment and over 16 years old (there is no upper age limit).
- Apprentices must not have a qualification the same subject as the apprenticeship at the same level.
- If apprentices do not have GCSE (or equivalent) in Maths and English, they will need to complete Level 2 functional skills.



Level 5 Management Apprenticeships

Who is it for?

The Level 5 Management Apprenticeship has been designed for middle managers. The programme covers all aspects of the middle manager's role and is designed to enhance and benchmark their skills to give their organisation consistent best operational management practice.

How long does it take?

The apprenticeship would normally be run over an 18-24 month period by attendance at day long workshops running approximately 4 weeks apart - but avoiding key holiday dates.

What is the accreditation?

The Level 5 Management Apprenticeship is accredited by ILM. Participants can gain two qualifications from the programme:

- Level 5 Operations/Department Manager Apprenticeship
- Optionally the ILM Level 5 Diploma for Leaders and Managers (additional accreditation fees apply)

How will this apprenticeship programme benefit my organisation?

- ✓ Claim back your levy payment whilst upskilling your middle managers
- ✓ Standardise best practice within your organisation
- ✓ Make your employees feel valued by investing in their professional development

What is the cost of this apprenticeship?

The draw down for this apprenticeship is **£7,000.00** per learner. 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 a mixture of pre-programme work that gives apprentices prior knowledge of the subject in the next session, highly interactive workshops and post-programme work to embed the knowledge.

We deliver via Virtual Classrooms or face to face where possible. These are live interactive, tutor-led 1 day webinars starting at 9.30 and ending around 5pm with breaks for tea, coffee, and lunch. Learners will be expected to have completed some pre-course work in comprehensive and interactive workbooks, all of which are downloadable from our Learning Management System in advance.

What subjects are covered?

Modules – indicative content
Induction Learning to learn and writing skills
Change management
Leadership and team building
Time management, delegation, and motivation
Employment law and equal opportunities
Finance and budget management and cost benefit analysis
Recruitment and selection, training, and induction
Appraisal, objective setting and performance management and discipline, grievance, counselling
Interpersonal skills including assertiveness and emotional intelligence
Communication and meeting skills
Customer service and quality management, marketing, and collaborative working
Partnership working, project management and organisational risk management
Operational and Project management
Oral Presentation & End point assessment

How is the apprenticeship assessed?

The apprenticeship is assessed on the following criteria:

- Knowledge – Assessed through bite sized progressive assessments.
- Skills - Assessed through uploading evidence of work (e.g. meeting minutes).
- Knowledge and skills – Assessed through progressive assessment.
- 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 (£6,650) and you contribute just 5% (£350). Ask us for details.

One of the UK's largest ILM 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 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



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