

Advanced Apprenticeship in Management

This is the nationally recognised learning framework for those working in a supervisory or management role.

The programme develops and recognises a range of leadership and management skills – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual qualifications in order to achieve their Apprenticeship.

- Programme duration: 40–52 weeks
- Skills are assessed in the workplace through observation, personal statements, workplace documentation and short online multiple choice tests
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Level 3 NVQ Certificate in Management	Week 1–52
Key Skills in Communication Level 2*	Week 1–30
Key Skills in Application of Number Level 2*	Week 1–30
Key Skills in ICT Level 2*	Week 1–30
Level 3 Certificate in Management Principles	Week 1–30

Learners must complete all required outcomes in order to complete the Apprenticeship.

**Learners who have achieved GCSE grades A* to C in English and/or Maths in the last five years are exempt from the Key Skills qualifications.*

Highlights

- Develops essential management and leadership skills
- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

Progression

Successful learners may progress to an appropriate Level 4 or 5 qualification on completion.