



Leadership & Management

Apprenticeship (NVQ)
Level 3



Tel: 01443 749 000
www.educ8training.co.uk



Who are Educ8?

The Educ8 Group (incorporating ISA Training Ltd) are a government contracted training provider, supplying Apprenticeship training programmes throughout our area of operations.

Established in 2004, our 180+ staff work from a number of locations throughout the area in which we operate.

Our entire philosophy is to put the learner at the heart of everything we do and to deliver an excellent learning experience. This is reflected in our good and excellent grades from external inspections and quality audits. Moreover, 100% of the employers we work with (over 500 each year) and 100% of learners graded Educ8 as 'Good or Excellent' - feedback which we are extremely proud of

Our focus on service and quality extends not only to our customer base, but to our own staff. Educ8 were voted 6th in the UK in the Sunday Times Best Companies 2019 and Best Employer in Wales 2019 by the Federation of Small Business (FSB).

The old adage that "...companies who treat their staff well, treat their customer well..." could never have been more aptly applied than to the Educ8 Group.



100%

Overall Rating

100% of employers rate Educ8 good or better as their training provider

Applied Knowledge

99% of employers report that their employee(s) are good, or better, at applying what they have learnt to their work role

99%

Employer needs

100% 100% of employers felt Educ8 Group were effective at taking into account the needs of the employer when planning the apprenticeship delivery

99%

Support

99% of employers report that Educ8's apprenticeship programme is good, or better, at supporting the development of their employee(s)

Recommendation

99% of employers would recommend Educ8 Group to others

99%



Why Leadership & Management Level 3?

Leadership & management skills are critical to companies that seek to increase productivity, improve communication and align staff objectives with future business strategies.

Every company needs effective leadership & management in order to realise their business objectives and achieve sustainability.

The ILM Level 3 Management is suitable for first line managers and experienced team leaders looking to progress to the next level of management. On completion of this qualification learners will have acquired management skills that support the development and performance management of others. They will also understand how to implement business improvements and manage change within their team.

Companies that invest in improving the skills of their managers can expect to achieve an increase in productivity and improved efficiencies within their company.

This is a nationally recognised qualification which is fully funded by Welsh Government with training delivered through a combination of workplace visits, distance-learning and external workshops.



This qualification is aimed at those who are actively involved in staff management with a specific focus on performance management and business improvement. Learners are required to demonstrate their management capabilities throughout the duration of the qualification.



Level 3 Leadership & Management

To achieve the Level 3 Diploma Management, learners need to achieve **all** of the following mandatory units (55 credits must be selected in total):

Unit Title	Assignment/Portfolio	Level	Credit
Manage Personal and Professional Development	Portfolio	2	4
Manage Team Performance	Portfolio	2	4
Principles of Leadership and Management	Assignment	2	5
Principles of People Management	Assignment	2	5
Principles of Business	Assignment	2	4

Learners will need to complete a minimum of 17 credits from groups 1:

Unit Title	Level	Credit	Unit Title	Level	Credit
Promote Equality, Diversity and Inclusion in the Workplace	3	3	Encourage Learning and Development	4	3
Manage Individuals' Performance	3	4	Discipline and Grievance Management	4	3
Manage Individuals' Development in the Workplace	3	3	Develop working Relationships with Stakeholders	4	4
Chair and Lead Meetings	3	3	Manage Physical Resources	4	4
Encourage Innovation	3	4	Manage the Impact of Work Activities on the Environment	4	4
Manage Conflict within a Team	3	5	Prepare for and Support Quality Audits	4	3
Procure Products and/or Services	3	5	Conduct Quality Audits	4	3
Implement Change	3	5	Manage a Budget	4	4
Implement and Maintain Business Continuity Plans and Processes	3	4	Manage a Project	4	7
Collaborate with other Departments	3	3	Manage a Business Risk	4	6
Support Remote or Virtual Teams	3	4	Manage Knowledge in an Organisation	4	5
Participate in a Project	3	3	Recruitment, Selection and Induction Practice	4	6
Develop and Maintain Professional Networks	4	3	Manage Redundancy and Redeployment	4	6
Develop and Implement an Operational Plan	4	4			

Learners may select a maximum of 7 credits from group 2:

Unit Title	Level	Credit	Unit Title	Level	Credit
Buddy a Colleague to Develop their Skills	2	3	Resolve Customers' Complaints	3	4
Contribute to the Improvement of Business Performance	3	6	Gather, Analyse and Interpret Customer Feedback	3	5
Negotiate in a Business Environment	3	4	Employee Rights and Responsibilities	2	2
Develop a Presentation	3	3	Health and Safety Procedures in the Workplace	2	2
Deliver a Presentation	3	3	Manage Events	4	6
Contribute to the Development and Implementation of an Information System	3	6	Review the Quality of Customer Service	4	4
Resolve Customer Service Problems	3	4			

Apprenticeship Overview



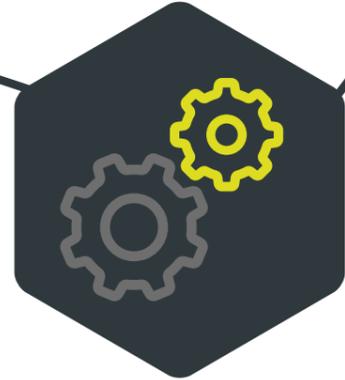
Timeframes

The time it takes to complete the framework depends entirely on your commitment and motivation to complete the required tasks.

Generally, learners complete an ILM Level 3 Management qualification within 12 months.

Learners are encouraged to set aside approximately 2-3 hours per week of personal time to work towards the completion of their qualification.

Our highly experienced Trainer Coaches provide learners with all the support they require to complete their course.

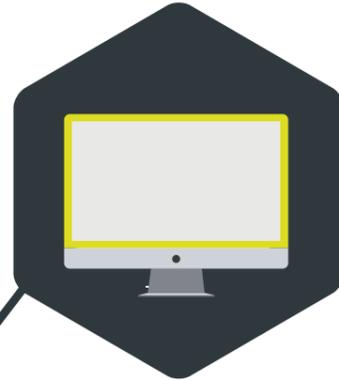


Essential Skills

Communication, Digital Literacy and Application of Number qualifications are an integral element to the funded Apprenticeship frameworks.

These are usually delivered via workshops at one of Educ8's centres and will be planned well in advance.

**N.B If you have completed Essential Skills previously or are able to provide other suitable proxies (i.e GCSE certificates or similar), you may be exempt from completing this element of the course.*



Engagement Methods

Each learner will have a variety of methods in which they can engage with their Trainer Coach for their learning programme:

- One to One sessions
- Observations
- Smart Assessor e-Portal
- Email submission
- Telephone support
- Smart Rooms/Teams

The role of your Trainer Coach is to support you throughout the process to enable you to complete your qualification whilst having the best learning experience along the way.



Delivery Methods

You will be allocated a qualified and sector-competent Trainer Coach who will visit you in your workplace on a monthly basis.

Between visits, your Trainer Coach will leave you assignments or work to complete in your own time.



Recognition of Prior Learning (RPL)

If you have previously completed any work-based qualifications or units, any relevant work (evidenced by copies of certificates) can be mapped across to this qualification to avoid duplication of work.

Your allocated Trainer Coach will go through RPL with you in more depth during your induction.



ESQs

QCF
Qualification



Our Managers have been undergoing an ILM Level 4 programme with Educ8 for the past few months and feedback has been great. The Tutor is great fun whilst providing lots of food for thought for the guys. Very impressed so far - thanks!

Gareth Williams
Commercial Manager at Nuair Ltd.





Get in touch!
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