

# Management – Advanced (Level 3)

**b<sup>d</sup>**

business  
development  
@southport  
college

This apprenticeship develops the knowledge, skills and behaviours required for management roles including first line managers, assistant managers, trainee managers and senior supervisors.

## Why study this course?

- Do you want to progress in management?
- Is there a requirement for you to help your organisation work more effectively?
- Do you currently have a role that would allow you to develop the skills and knowledge within this qualification?
- Do you currently work in a supervisory or management role but are not yet qualified?
- Who is the course aimed at
- The course is aimed at employees in roles including section manager, senior team leader, senior supervisor, facility manager or trainee manager

## What you will study

The Level 3 Diploma in management covers a range of skills in:

- Managing personal and professional development
- Managing team performance
- Principles of leadership and management
- Principles of people management
- Principles of business

## Knowledge and Skills you will develop

- Supporting organisational objectives
- Planning, allocating and monitoring the work of a team
- Supporting team members
- Managing conflict and resolving problems
- Project management
- Agreeing budgets
- Managing customer service

## Behaviours you will develop

Working in management requires good communication skills, an understanding of the business environment, leading by example, motivating and monitoring a team; all of which are covered by this qualification.

## Entry requirements

- You will need to complete initial assessments in maths and English and take part in an interview with a member of our Assessment Team.
- You will need to be working in an environment that will provide you with the opportunities to learn and develop skills in a supervisory or management capacity.

## How long will it last?

12 – 24 months

## How will it be delivered?

- You will be assigned an assessor who will deliver the Diploma in Management in the workplace. This will be assessed through the completion of a portfolio of evidence and online tests.
- Maths, English and ICT development will be delivered on a flexible basis to suit you and your employer
- You and your employer must demonstrate a commitment to training to support completion of this apprenticeship

## Qualifications gained

- Level 3 Diploma in Management
- Maths, English and ICT Functional Skills Level 2
- Employee Rights and Responsibilities

## Progression to further study

Advanced apprentices, with support and opportunities in the workplace, can progress onto:

- The Higher Apprenticeship in Leadership and Management
- Further or higher education to undertake management, business or other qualifications, including: Foundation Degrees in Management and Leadership, Business and Business Management
- A range of Management, Business and other undergraduate programmes
- A range of Management and other Professional Qualifications at Level 4 and above
- With additional training, Advanced apprentices may be able to progress in their careers to roles including middle and senior manager, department manager, head of department, or a wide range of managerial roles within business.

## Further details

Further details on this framework can be found at:  
<http://www.afo.sscalliance.org/frameworks-library/index.cfm?id=FR03829>

## Who to contact

For more information about apprenticeships, funding and training, please contact our Business Development Team on 01704 392817 or email on [employer@southport.ac.uk](mailto:employer@southport.ac.uk)

Apprenticeships at Southport College