



# APPRENTICESHIP MANAGEMENT

Want to become a qualified manager? Step up your career with our Management apprenticeship.

## HOW APPRENTICESHIPS WORK



## MANAGEMENT APPRENTICESHIP PROGRAMME

This programme is ideal for individuals looking to take their first step into line management and for those who already have some management responsibilities. You may be able to build & develop new skills to enhance your management career.

Entry requirements	Levels offered	Qualification gained
<ul style="list-style-type: none"> <li>16 years or over</li> <li>GCSE English, maths &amp; ICT or equivalent or by achieving the entry requirement via BKSBS Assessment*.</li> </ul>	<p><b>Level 3 - Advanced Apprenticeship</b> (equivalent to two A level passes)</p> <hr/> <p><b>Duration</b> - 18 to 24 months</p> <hr/> <p><b>Exam Body</b> - ILM</p>	<ul style="list-style-type: none"> <li>A Level 3 Diploma in Management</li> <li>Functional Skills (English, maths &amp; ICT)</li> <li>Employer Rights &amp; Responsibilities (ERR)</li> <li>Personal Learning &amp; Thinking Skills (PLTS)</li> </ul>

\*You cannot hold anything higher than a Level 4 qualification (for e.g. a Degree) to do this Apprenticeship but you can pay to do the course at full commercial cost (please see FAQs section for more details).

**VIEW OUR VACANCIES TO APPLY**

[uxbridgecollege.ac.uk/apprenticeships](http://uxbridgecollege.ac.uk/apprenticeships)



**ALREADY WORKING?**

Turn your job into an apprenticeship. Call us on 01895 853622 / 01895 853786 to get you started.

This factsheet is issued as a general guide and may be altered at any time, August 2016.

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[apprenticeships@uxbridgecollege.ac.uk](mailto:apprenticeships@uxbridgecollege.ac.uk)  
[www.uxbridgecollege.ac.uk/apprenticeships](http://www.uxbridgecollege.ac.uk/apprenticeships)  
 @UCApprenticeJob





## SAMPLE UNITS YOU MAY STUDY

### LEVEL 3 DIPLOMA IN MANAGEMENT QUALIFICATION

You will study knowledge based units that combines theory and performance. Sample units include:

- Manage Personal & Professional Development
- Manage Team Performance
- Principles of Leadership & Management
- Principles of People Management
- Principle of Business
- Promote Equality, Diversity & Inclusion in the Workplace
- Manage Individual's Development in the Workplace
- Manage Conflict within a Team
- Contribute to the Improvement of Business Performance
- Negotiate in a Business Environment
- Resolve Customer's Problems.



## CHOOSE UXBRIDGE COLLEGE



### A TOP COLLEGE

in London for success rates.



### THE LARGEST

college provider of apprenticeships in west London.



### WE WORK

with many companies e.g. Barclays, British Airways, Royal Opera House & Sky.



### 91% OF APPRENTICES

secure employment at the end of their apprenticeship through Uxbridge College.



## FREQUENTLY ASKED QUESTIONS (FAQs)

### What extras will I get?

#### *NUS Apprentice Extra Card -*

To get discounts on shopping, visit [www.apprenticeextra.co.uk](http://www.apprenticeextra.co.uk)

#### *Apprentice Oyster Card -*

To get up to discounts on travel within London Borough, visit <https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/apprentice-oyster-photocard>

### Do I already need to have a job?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job: [www.uxbridgecollege.ac.uk/apprenticeships](http://www.uxbridgecollege.ac.uk/apprenticeships)

### Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

### How long does it take to complete an apprenticeship?

You can complete an apprenticeship within 18- 24 months, depending on your experience, competence and the company you are working in.

### How am I assessed?

Assessments are carried out in your workplace. Our assessor will come and assess you in your job role.

### How much does it cost?

16 - 18 year olds: there is no cost for you to do an apprenticeship and you will be paid a wage.

19+ year olds: There is a cost of £770.

### What if I don't want to do the Apprenticeship but want to do the course?

You may still achieve the Level 3 Diploma in Management if you are working in a relevant setting & would like to complete in a shorter time frame. This would cost £1,650 & would include assessment/ exam fees.

### What's next after I complete my apprenticeship?

#### *Further Study -*

On successful completion of a Level 3 Apprenticeship, you may progress to a Level 4 Apprenticeship for further training.

#### *Career opportunities -*

You may progress to a more demanding role for e.g. Senior Management.