



# HIRE A MANAGEMENT APPRENTICE

This apprenticeship is perfect if you are looking to develop aspiring future managers.



## HOW APPRENTICESHIPS WORK

- You offer a young person a role to support your business paying minimum wage of £3.30\*
- The role combines of employment and training leading to a nationally recognised qualification
- Their training takes place at your workplace and at the College
- The employee is required to work a minimum of **30 hours** per week including any college attendance.



## BENEFITS FOR YOUR BUSINESS

- Recruit new staff or train existing employees in a cost effective way
- Improve your recruitment policy, resulting in higher staff retention and loyalty
- Build a qualified workforce with specialist skills to suit your present and future business needs.
- Work with the largest College provider of apprenticeships in west London with over 50 years of experience.



## APPRENTICESHIP LEVY

With the introduction of the government's Apprenticeship Levy, talk to us about how we can help you plan your recruitment. To find out more, call **01895 853780** or visit our website at [www.uxbridgecollege.ac.uk/employers](http://www.uxbridgecollege.ac.uk/employers).



## APPRENTICESHIP PROGRAMME

Levels of Apprenticeships	Pathway	Qualifications gained
Level 3 - Advanced Apprenticeship (equivalent to two A Level passes)	■ Management	<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>

\*All pricing information correct at time of publication, July 2016.

## CAN YOU OFFER A ROLE? FIND OUT MORE:

- 01895 853780**
- [employerservices@uxbridgecollege.ac.uk](mailto:employerservices@uxbridgecollege.ac.uk)**
- [www.uxbridgecollege.ac.uk/employers](http://www.uxbridgecollege.ac.uk/employers)**
- UC\_Employers**





### ADVANCED APPRENTICESHIP

To be awarded the Level 3 Diploma in Management, apprentices must achieve a minimum of 55 credits.

- 31 credits from the Mandatory Group and a minimum of 17 credits from Optional Group A. A maximum of 7 credits can come from Optional Group B.

#### *Mandatory units*

- Manage Personal & Professional Development
- Manage Team Performance
- Principles of Leadership & Management
- Principles of People Management
- Principles of Business.

#### *Optional units*

Group A examples:

- Promote Equality, Diversity & Inclusion in the Workplace
- Manage Individual's Development in the Workplace
- Manage Conflict within a Team
- Encourage Learning & Development
- Manage a Budget.

Group B examples:

- Contribute to the Improvement of Business Performance
- Negotiate in a Business Environment
- Resolve Customer's Problems.

### COMMON MODULES FOR THE APPRENTICESHIP

#### **Employment Rights and Responsibilities / Personal Learning & Thinking Skills (PLTS)**

- Understand employment responsibilities and rights
- Preparing for a Level 3 Apprenticeship
- Using research skills to solve problems
- Manage own learning
- Participating through team leading.

#### **Functional Skills**

- Application of Number – Level 2
- Communication – Level 2
- Information Communication Technology – Level 2.