

# LEADERSHIP MANAGEMENT APPRENTICESHIPS

Myerscough College

TEAM LEADER / SUPERVISOR ADVANCED APPRENTICESHIP **LEVEL 3**  
OPERATIONS / DEPARTMENT MANAGER HIGHER APPRENTICESHIP **LEVEL 5**



Myerscough  
College

## WHY MYERSCOUGH?

Myerscough College has a fantastic reputation for training managers and leaders within the land-based and sports industries. We also provide nationwide training opportunities for staff working in education, local government and the wider public and private sector.

Our innovative and responsive approach to Apprenticeships delivery has earned many accolades including most recently, the award of Skills and Training Provider of the Year at the prestigious Red Rose Awards 2018.

## WHY APPRENTICESHIPS?

Trained and skilled managers are fundamental to the success of any business, as is the need to succession plan and ensure that managers and leaders have the skills to influence and succeed.

Apprenticeships have a number of benefits for employers and individuals:

- Tuition is tailored to specific roles and responsibilities
- Staff can up-skill or re-train on the job
- Apprentices can acquire the skills needed to progress in their roles
- Apprenticeships are an ideal way to attract new recruits
- Effectiveness and productivity can increase over time

Myerscough College has a dedicated team of work-based tutors and support staff with high levels of industry competence, experience and a passion for workplace learning. The delivery team are located throughout the country to ensure that our Apprenticeship opportunities can be accessed wherever you are in England.

Our innovative, blended delivery model is tailored to meet the individual learner, employer and specific business needs.

## OTHER BENEFITS?

### ILM STUDENT MEMBERSHIP

Apprentices are also able to apply for FREE Student Membership of ILM which gives access to a wide range of resources and information to enhance the learning experience.

### ILM DIGITAL CREDENTIALS

Apprentices can showcase their skills and achievements more effectively online through ILM's digital credentials, a brand new digital badging service in partnership with Credly, who can award digital credentials to leaders who have completed ILM qualifications and units, allowing them to share their successes and achievements online.

### WHAT ABOUT COSTS?

Funding and costs vary depending on business size and also the training needs of the Apprentices. As a general rule Levy paying employers would use the funds in their levy account to pay for programme costs. Those that do not attract the levy may receive full or part funding depending on the age of the Apprentice and business size. Please contact us for an individual training assessment and quotation.



Approved  
Centre



## LEADERSHIP AND MANAGEMENT APPRENTICES

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The Institute of Leadership and Management (ILM) qualifications are owned and awarded by City and Guilds and recognised by employers across the globe. The programme delivery is designed to satisfy the requirements of the Apprenticeship standards and to meet any Government funding requirements.

The programmes cater for the needs of aspiring managers looking to acquire the skills needed for success as well as established managers looking to become more equipped to enhance their career prospects and to manage and lead more effectively in their current position.

### TEAM LEADER / SUPERVISOR ADVANCED APPRENTICESHIP LEVEL 3

Ideal for those taking their first step into line management and those who already have some experience but with no formal training. The programme is designed as an introduction to management and will give the participant a good understanding of management, leadership and business.

### OPERATIONS / DEPARTMENT MANAGER HIGHER APPRENTICESHIP LEVEL 5

Ideal for individuals who manage teams or projects and for those who have responsibility for the overall delivery of operational goals within a business. The programme will enhance skills and allow participants to put key theories and strategies into practice.

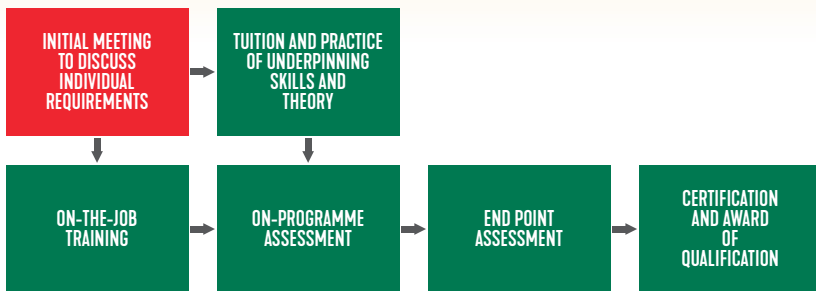
# HOW THE PROGRAMME WORKS

The Advanced and Higher Apprenticeships are a blend of traditional face to face tuition, along with work place visits, self-study, evidence gathering and summative assessments. Programme content and delivery context may vary depending on the needs of the learner and the employer. Although each setting will differ according to the business, the core of the programme will revolve around workplace visits and successful completion of work related tasks and projects. For the duration of the course, remote and face to face tutor-led sessions will be conducted to reinforce underpinning theories and practice.

It is expected that Apprentices will spend 20% of their time undertaking training and work-related tasks that are directly related to their Apprenticeship. This will be monitored throughout the programme.

**COURSES START  
THROUGHOUT THE YEAR  
GO TO: [MYERSCOUGH.AC.UK/  
COURSES/LEADERSHIP](http://MYERSCOUGH.AC.UK/COURSES/LEADERSHIP)  
TO SEE COURSE  
START DATES**

## COURSE OVERVIEW



18 - 24 MONTHS

Sessions will vary from week to week with learning for theoretic aspects taking place at the College as well as additional 'E-Learning'. Individuals will also conduct workplace learning with the support of a tutor.

There will be periodic workplace visits to offer additional support in completion of portfolio evidence and to conduct professional discussions on current topics and to assess depth of understanding of key principles. Once all aspects have been taught and the evidence is gathered, an endpoint assessment (EPA) will be conducted with an independent assessor to ensure that all skills, knowledge, personal attributes and evidence meet the requirement for the qualification.



## INITIAL ACTIONS

As the programme revolves around the completion of work related tasks for inclusion in a portfolio of evidence, a tri-party meeting will be required with the individual, the employer and a Myerscough tutor.

The aim of the tri-party meeting is to establish suitability and workplace opportunities for development and meeting the learning outcomes for the different modules within the qualification.

## LEVEL 3-TEAM LEADER / SUPERVISOR ADVANCED APPRENTICESHIP

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### APPRENTICESHIP STANDARD

Team Leader/Supervisor.

### ENTRY REQUIREMENTS

Level 1 English and Maths. Learners should be employed in an appropriate supervisory role. Learners will undertake an initial assessment to confirm suitability.

### COURSE LENGTH

Approximately 18 months, 172 guided learning hours and over 200 hours supported self-study. 1-2 days per month.



### COURSE CONTENT

17 modules which include practical training, development of skills and tuition on underpinning theories. Modules include:

Leading People\*

Building Relationships\*

Operational Management\*

Finance\*

Management of Self

Managing People\*

Communication\*

Project Management\*

Self-Awareness

Problem Solving and Decision Making

\* These are double modules which have separate skills and knowledge outcomes

### ASSESSMENT

Online assessments for knowledge components Portfolio of evidence for skills components.

EPA by independent verifier.



## LEVEL 5-OPERATIONS / DEPARTMENT MANAGER HIGHER APPRENTICESHIP

### APPRENTICESHIP STANDARD

Operations/Departmental Manager.

### ENTRY REQUIREMENTS

5 GCSEs including English and Maths. Learners must be employed in an appropriate management role. Learners will undertake an assessment to confirm skill level.

### COURSE LENGTH

Approximately 24 months, 221 guided learning hours and over 290 hours supported self-study.

### COURSE CONTENT

The course focuses on development and employment of leadership, management and delegation techniques, in order to develop performance in the workplace. In total, there are 17 modules which include practical training, development of skills and tuition on underpinning theories.

Modules include:

- Leading People\*
- Managing People\*
- Building Relationships\*
- Communication\*
- Operational Management\*
- Project Management\*
- Finance\*
- Self-Awareness
- Management of Self
- Problem Solving and Decision Making

\* These are double modules which have separate skills and knowledge outcomes

### ASSESSMENT

Mixture of work-based scenario assessments, extensive professional discussions and presentations for practical aspects of skills components and proof of personal attributes. Completion of a portfolio of evidence. End-point assessment by independent verifier to confirm skill, knowledge and competencies in all areas.

### INSTITUTIONS/EMPLOYERS

The workplace should meaningfully commit to providing staff with a varied work experience during the apprenticeship period to ensure that the full range of knowledge, skills and values can be developed.

### END POINT ASSESSMENTS

The EPA is arranged with an independent assessor to ensure that all skills, knowledge, personal attributes and evidence meet the requirement for the qualification. The EPA may involve an interview, a professional discussion, a situational judgement test, or a combination of these. The aim for the independent assessor is to gauge if the learner has met desired learning outcomes for all components, accordingly. A varying approach to suit circumstances will be arranged.

### CERTIFICATION AND ACCREDITATION

Once all external verification is complete and when the independent EPA organisation confirms that learners have passed the assessment, they will be given a grade. If a learner does not pass the EPA, we will address the shortfalls with further support. Learners will then re-sit the EPA.



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For further information please contact Employer Enquiries on 01995 642255  
or email [employerenquiries@myerscough.ac.uk](mailto:employerenquiries@myerscough.ac.uk)

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Myerscough College, Bilsborrow, Preston, Lancashire PR3 0RY  
Tel: 01995 642222 Fax: 01995 642333 [www.myerscough.ac.uk](http://www.myerscough.ac.uk)