



DEVELOP YOUR STAFF

Management Level 5

Full Adult NVQ Apprenticeship

Course Description

This Apprenticeship builds on the success of its predecessor by using employer led, upto-date, flexible qualifications which meet the changing skills needs of employers. It builds in softer-skills such as communication, team working, interpersonal skills and the ability to reflect on personal learning.

Eligibility Criteria

Candidates Must: Be aged between 16-65, have lived in the EU for at least 3 years, be in employment for at least 30 hours per week, not be receiving any other government funding and not hold a level 4 qualification or higher.

Who the course is relevant to:

The framework has been designed for a variety of Management roles. For example, Section Manager, First Line Manager, Assistant Manager, Trainee Manager, Senior Supervisor, Junior Non-Commissioned Officer; it provides employees with an accredited pathway of qualifications which are portable as their careers develop.

Mandatory Units:

- Contribute to the development of a strategic plan
- Design business processes
- Manage strategic change
- Provide leadership and management
- Principles of Management and Leadership
- Strategic Business Management and Planning
- Strategic Decision-making

Optional Units:

- Establish business risk management processes
- Promote equality of opportunity, diversity and inclusion
- Develop and manage collaborative relationships with other organisations
- Optimise the use of technology
- Manage product and/or service development
- Manage strategic marketing activities
- Develop and implement an operational plan
- Encourage learning and development
- Discipline and grievance management
- Develop working relationships with stakeholders
- Manage a tendering process

Optional Units Continued:

- Manage physical resources
- Manage the impact of work activities on the environment
- Prepare for the support of quality audits
- Conduct quality audits
- Manage a budget
- Manage a project
- Manage business risk
- Manage knowledge in an organisation
- Recruitment, selection and induction practice
- Manage redundancy and redeployment
- Lead the development of a knowledge management strategy
- Lead the development of a quality strategy
- Lead the development of a quality strategy
- Develop and maintain professional networks
- Manage health and safety in own area of responsibility
- Contribute to the design and development of an information system
- Manage information systems
- Manage events
- Manage customer service operations
- Review the quality of customer service
- Developing sales proposals
- Prioritising information for sales planning
- Principles of business finance
- Product and/or Service Portfolio Management
- Quality Management in an Organisation
- Principles of Innovation and Change Management
- Customer Relationship Management
- Business Risk Management
- Staff Recruitment and Selection
- Business Process Management
- Corporate Social Responsibility and Sustainability
- Marketing Management
- Corporate Communications'
- Strategic Project Management
- Successful Business Team Development
- Understand How to Manage Work Activities to Improve Business Performance

For more information about this or any other course

Please contact Develop Your Staff on **0113 3979 570**

