University of Central Lancashire
**Training 2000**

**ilm** Approved Centre

Apprenticeships

European Union
Social Fund

# Leadership and Management

## Apprenticeships

If your organisation is looking to recruit or upskill team leaders, supervisors, operations or departmental managers, Training 2000's Level 3 Team Leader or supervisor and Level 5 Operations/Departmental Manager Apprenticeships will develop your managerial staff's knowledge and skills. With a commitment of one day a month for a masterclass at Training 2000's Blackburn site or online, your leaders will have the flexibility to learn in a format which suits your organisation's needs.

PRINCESS ROYAL TRAINING AWARD 2022

The Princess Royal Training Awards celebrates employers with outstanding training and skills development programmes which have been proven to have significant positive impact on their business or their staff.

Training 2000 are delighted to have been awarded a Princess Royal Training Award 2022 for driving a shift in leadership culture on our Level 5 Management Apprenticeship programme

**www.training2000.co.uk**
**01254 54659**
**businessdevelopment@t2000.co.uk**

**Part of the University of Central Lancashire**

University of Central Lancashire UCLan

# Team Leader or supervisor

**Duration:** 18 months

**Commitment:**
One day per month masterclass with Training 2000 or weekly online classes.

The apprentice is required to spend at least 6 hours per week completing 'off the job' training. This could include their lessons at Training 2000, online training, industry visits, competitions and shadowing.

**Who is this Apprenticeship for?**
Aspiring leaders and those who are on a career development plan

**Funding your Apprenticeship:**

| | |
|---|---|
| **Levy paying employers:** | £5,000 |
| **Non-levy - 22+ years old:** (5% contribution) | £250 |
| **Non-levy - 16-21 years old** | £0 |

**Entry requirements:**
GCSE at grade 4 (C) in maths and English. Your apprentice may have to complete English and Maths Functional Skills depending on their GCSE grades or if they cannot provide evidence of their GCSE results.

**Masterclass topics:**

- Objectives and performance
- Budgets and targets
- Training and development of team
- Using data for decision making
- Organisational goals
- Team compliance
- Mitigation of risk
- Change management
- Supporting operational plans
- Equity, diversity and inclusion
- Improvement opportunities
- Improve performance
- Reducing business costs

**End-point assessment methods:** A project presentation with questions & answers and a professional discussion underpinned by a portfolio of evidence

# Operations Manager

**Duration:** 2 ½ years

**Commitment:**
One day per month masterclass with Training 2000

The apprentice is required to spend at least 6 hours per week completing 'off the job' training. This could include their lessons at Training 2000, online training, industry visits, competitions and shadowing.

**Who is this Apprenticeship for?**
Existing managers who have no formal management qualifications

**Funding your Apprenticeship:**

| | |
|---|---|
| **Levy paying employers:** | £9,000 |
| **Non-levy - 22+ years old:** (5% contribution) | £450 |
| **Non-levy - 16-21 years old** | £0 |

**Entry requirements:**
GCSE at grade 4 (C) or above in maths and English AND prior experience in a manager role. Your apprentice may have to complete English and Maths Functional Skills depending on their GCSE grades or if they cannot provide evidence of their GCSE results.

**Masterclass topics:**

- Leadership and management
- IT and digital interventions
- Data reporting, objectives and targets
- Continuous improvement
- Manage stakeholder relationships
- Resource planning
- Legislation and regulations
- Equity, diversity and inclusion
- Continuous professional development
- Organisational performance
- Sustainability
- Internal relationships
- Risk management
- Strategic operational planning

**End-point assessment methods:** A project proposal, presentation and questions & answers and a professional discussion underpinned by a portfolio of evidence