



## LEVEL 5 MANAGEMENT

The Level 5 Higher Apprenticeship in Management will combine Level 5 Diploma in Principles of Leadership and Management, and NVQ Diploma in Management and Leadership.

It develops skills in strategic planning, strategic change and business process design alongside core leadership and management abilities such as inspiring colleagues and delivering results.

### WHO IS IT FOR?

This qualification is designed for learners' to develop core middle management skills and competencies. It also introduces learners to strategic management concepts, preparing those who aspire towards senior management roles.

### ENTRY

If an apprentice has not already achieved Level 2 English, Level 2 Maths and Level 2 Digital Literacy they are expected to study for them and take the tests via our Essential Skills programme, which will develop and ultimately demonstrate the apprentices ability to use English, Maths and Digital Literacy.

### DURATION

21 months.

### TRAINING OFFICERS

Cambrian Training's Training Officers will visit on a regular basis and carry out assessments while you carry out your routine tasks at work. All work produced will be signposted so that employers/ apprentices data will be fully protected. There will also be a knowledge element to all apprenticeships which can be generated through assessment, written questions or can be recorded digitally.

FOR MORE INFORMATION CONTACT OUR BUSINESS  
DEVELOPMENT OFFICER, CARYS EVANS:  
[INFO@CAMBRIANTRAINING.COM](mailto:INFO@CAMBRIANTRAINING.COM) | 01938 578531



In partnership with:



**Cambrian  
Training**  
**Hyfforddiant  
Cambrian** ®

**Diploma in Principles of Leadership and Management - Units**

**Mandatory**

<b>UNITS</b>
Understanding the Management Role to Improve Management Performance
Managing Improvement
Making a Financial Case
Developing Critical Thinking
Leading Innovation and Change

**Group 1**

<b>UNITS</b>
Managing Individual Development
Managing Stress and Conflict in the Organisation
Understanding the Organisational Environment
Understanding Organisational Culture and Ethics
Managing Customer Relations
Managing for Efficiency and Effectiveness
Managing Projects in the Organisation
Managing Resources
Managing Information
Managing Recruitment
Managing Work Analysis
Analysing and Interpreting Statistics to Inform Management Decisions
Understanding the Management of Facilities
Making Professional Presentations
Developing and Leading Teams to Achieve Organisational Goals and Objectives
Assessing Your Own Leadership Capability and Performance
Managing Own Continuing Professional Development
Becoming an Effective Leader
Preparing to Apply Lean Production and Improvement Methodologies to Operational Problems in Service Delivery
Applying Lean Production and Improvement Methodologies to Operational Problems in Service Delivery
Improving and Maintaining the Organisation's Environmental Performance
Managing Remote Workers
Partnership Working
Understanding Governance of Organisations
Knowledge and Information Management
Managing Stress and Conflict in the organisation

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**Group 2**

<b>UNITS</b>
Planning and Leading a Complex Team Activity
Managing Equality and Diversity in Own Area
Managing Risk in the Workplace
Delegating Authority in the Workplace
Developing People in the Workplace
Developing Your Leadership Styles
Management Communication
Managing the Analysis of Secondary Data
Managing a Healthy and Safe Environment
Managing Meetings
Managing Marketing Activities
Data Collection and Analysis to Justify Management Decision Making
Motivating People in the Workplace
Solving Problems by Making Effective Decisions in the Workplace
Managing and Implementing Change in the Workplace
Understanding the Organisational Culture and Context
Understanding Work in Contemporary Society
Budgetary Planning and Control
Interpreting Financial Statements to Assess Organisational Performance Using Financial Ratios
Understanding the Importance of Marketing for an Organisation
Using Quantitative Methods to Solve Management Problems
Understanding the Economics of the Marketplace
Developing a Culture to Support Innovation and Improvement
Managing Operations Research

**NVQ Diploma in Management and Leadership - Units**

**Group 1**

<b>UNITS</b>
Contribute to the Development of a Strategic Plan
Design Business Processes
Manage Strategic Change
Provide Leadership and Management

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**Group 2**

<b>UNITS</b>
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 Maintain Professional Networks
Develop and Implement an Operational Plan
Encourage Learning and Development
Discipline and Grievance Management
Develop Working Relationships with Stakeholders
Manage a Tendering Process
Manage Physical Resources
Manage the Impact of Work Activities on the Environment
Prepare For and Support 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 Continuous Improvement Strategy

**Group 3**

<b>UNITS</b>
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

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## HOW THE APPRENTICESHIP PROGRAMME WORKS...

### INDUCTION

#### Initial Assessment & Induction Paperwork

To start an apprenticeship with CTC, you will first need to take a literacy & numeracy assessment to enable us to assess your existing level and then provide the appropriate level of support.

We will then discuss your apprenticeship route to make sure it matches your needs.

We will then take some personal details and identification to complete your application.

#### Learning Plan & Set Up

In order to make sure your learning goes to plan, we create an individual learning plan, while giving you access to the following online platforms;

#### E-portfolio Essential Skills Health & Safety Level 2

By using online platforms and the latest technology, you can access your learning 24/7. You will need an email address to access these platforms.

### DELIVERY

#### Apprenticeship Framework

Your apprenticeship consists of several elements;

#### QCF Portfolio Technical Certificate Essential Skills Rights and Responsibilities Health & Safety

You will be visited regularly by your Training Officer who will assess, support and provide guidance in your workplace.

#### Support & Ownership

Our qualified training team will be on-hand to support you throughout your learning journey. You have complete ownership of your learning and are responsible for building an e-portfolio of evidence towards your qualification.

Online resources are available to help you study and learn. There are also opportunities to attend and compete at various events and competitions, e.g. Worldskills Competitions

### CERTIFICATION & PROGRESSION

#### Certification

Upon completion of your apprenticeship framework and all its elements, you will receive your certificates of achievement.

You will receive a framework certificate, as well as a certificate for each certified qualification element.

#### Progression

Your learning journey doesn't have to stop here...

You have acquired new skills and knowledge and may want to progress further?

Ask your Training Officer today for progression details.

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