

## WHAT IS AN APPRENTICESHIP?

Apprenticeships in Management and Team Leading are national programmes, tailored to the needs of businesses, which train managers and team leaders while they are working in that business.

### WHAT DO EMPLOYERS THINK ABOUT THEM?

***“Ultra flexible, reliable and understands small company’s needs for organising training delivery.”***

***“The hands on approach by training advisers with relevant commercial experience means the training they deliver to our employees is practical and meaningful.”***

***“Our employees have undoubtedly benefited from improved confidence, performance and motivation.”***

***“We have been impressed with the individual focus on the learner and how they can improve employee skills to help the company.”***

Employers who deliver the Management Apprenticeships speaking about Positive Outcomes.



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## The Management Standards Centre

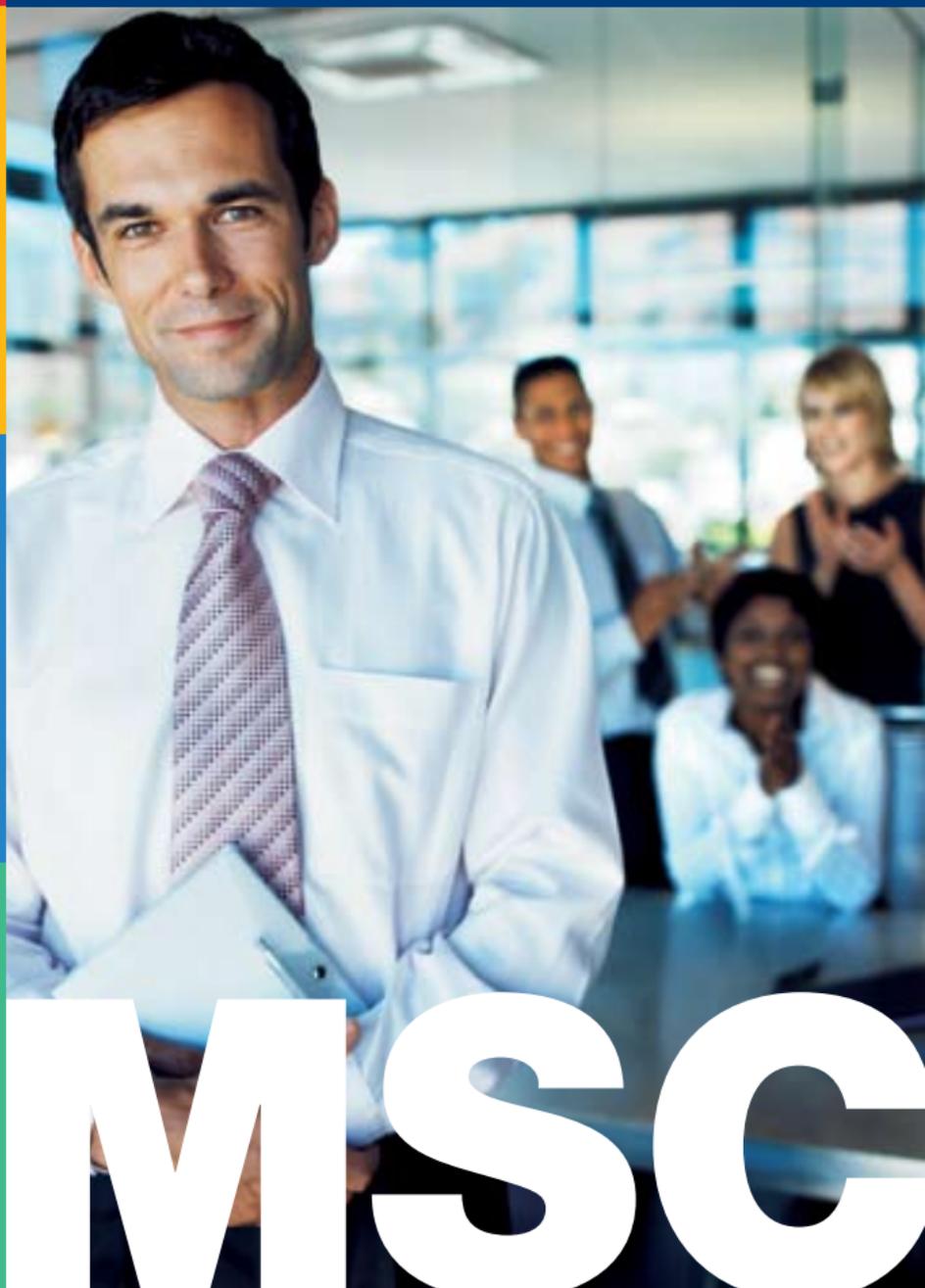
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The Management Standards Centre is an organisation within the Chartered Management Institute

# DO YOU WANT PROFICIENT MANAGERS OR TEAM LEADERS WHO HAVE BEEN TRAINED IN YOUR BUSINESS?

A guide about Apprenticeships in Management  
and Team Leading for employers.



# MSC

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## WILL MY COMPANY BE ELIGIBLE?

Any size or type of company is eligible as long as they can employ the apprentice in a position where they will have the opportunity to complete all aspects of the training.

## HOW MUCH WILL IT COST?

It is difficult to say. You will need to pay the individual for working for you and will need to account for any time when the individual is not working while attending any training. However, funding may be available towards the cost of training and assessment depending on the age of your employee and the area of the country you are in.

## HOW LONG DOES IT TAKE?

It depends on your business needs and the motivation of the individual, but it generally takes between 1 and 3 years.

## WHAT DO I DO NEXT?

Find out who your local training providers are. (Contact the national Learning and Skills Council at [www.isc.gov.uk/regions](http://www.isc.gov.uk/regions) to find the contact details for your local Learning and Skills Council. Your local Learning and Skills Council will have a list of your nearest training providers.)

Identify which training provider you would like to work with and arrange to meet with them to discuss:

- **what position in your organisation might suit an apprenticeship;**
- **which person might best suit an Apprenticeship programme;**
- **whether the apprenticeship in team leading or management might be most appropriate;**
- **how the apprenticeship can best be compiled to suit the position and best meet the needs of your business;**
- **who might best provide any mentoring or support the apprentice might need.**

## HOW CAN AN APPRENTICESHIP HELP MY BUSINESS?

*You will have*

### **EFFECTIVE AND CAPABLE MANAGERS AND TEAM LEADERS**

- **Who are Credible**

They know what they are doing and why.

- **Who are Focused on your business's needs**

They have learnt how to do their job in your business.

- **Who are Motivated and eager**

They will feel valued and want to stay with you.

*You will have*

### **EFFECTIVE AND WORTHWHILE TRAINING**

- **Which is relevant and focused on your business**

You tailor the training to suit the needs and priorities of your business and focus on any problems it is currently facing.

- **Which is delivered in a way that suits your business**

You agree what training the apprentice actually needs, the order and timing of the training and which parts will be delivered on and off site.

- **Which may benefit from funding**

A worthwhile training programme that may attract funding.

*You will*

### **BENEFIT FROM OTHER'S EXPERTISE**

- **Other employers**

The training programme has been designed nationally by employers to deliver what employers want.

- **Expert trainers**

The training programme includes dedicated support from local trainers which is geared around the needs of the Apprentice and your business.

## WHAT WILL THEY LEARN?

The Apprenticeship is based on an NVQ in Management or Team Leading but also focuses on the communication, literacy and numeracy skills they need to do their job, as well as making sure they understand what they are doing and why. At the end of the Apprenticeship you can feel confident that they will be able to:

- **manage their own workload;**
- **work effectively with other people;**
- **make sure their job's legal and regulatory requirements are met;**
- **work effectively with the numbers and figures required in their job;**
- **understand and act upon the written information they come across in their job;**
- **produce good quality written information as required for their job;**
- **coherently express their opinion and discuss processes problems and solutions related to their job; and**
- **understand what a good team leader or manager should be doing.**

Depending on the route you choose they might also be able to:

- **effectively lead or supervise others;**
- **allocate and check other people's work;**
- **plan and implement change;**
- **manage a project or budget;**
- **encourage innovation;**
- **carry out operational plans;**
- **recruit and select; or**
- **develop customer service skills.**