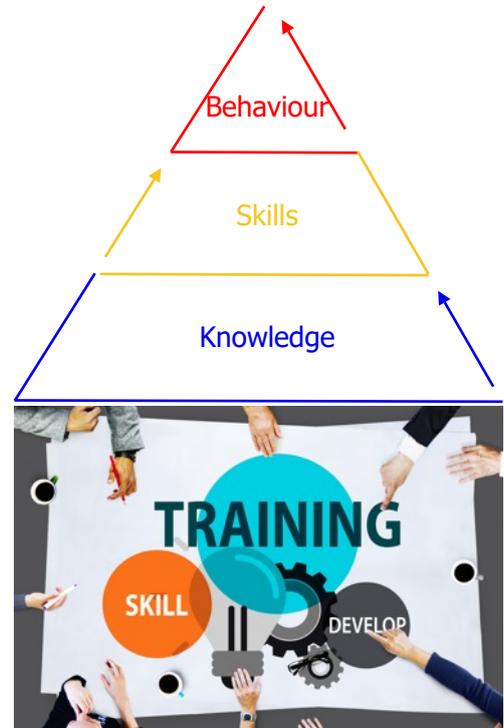


## Leadership & Management Apprenticeships

As many businesses will be aware, the Apprenticeship Levy came into effect in April 2017. The Levy is a new tax on businesses with an annual wage bill of £3m or over. These organisations will pay 0.5% through the PAYE system which is deposited into a Levy Account. The fund can then be accessed to support the delivery of Apprenticeship training by an approved training provider.

Palladium Training, in partnership with the Educ8 Group, are proud to be one such provider who specialise in delivering Leadership and Management Apprenticeships which meet Government 'Standards'. These 'Standards' have been created in conjunction with twenty nine companies including, but not limited to, the CMI, Barclays Bank, HMRC, Virgin Media, Serco, Badcock and the ilm.



We believe that the new 'Standards' open up really exciting opportunities in blending technical and experiential training that will nurture and develop existing team leaders and managers, enabling them to gain a professional qualification whilst progressing their career within your organisation. Our proposition is based on working closely with employers to deliver programmes specifically tailored to your training and development needs, embracing the flexibility of approach offered by the new Apprenticeship 'Standards'.

There are two levels of Apprenticeship covering core units focused on the fundamental role responsibilities at the undertaken level and specific elective units which will allow organisations to tailor the learning and development to focus on key industry and business challenges.

## Team Leader/Supervisor Apprenticeship (Level 3)

A Team Leader/Supervisor is a first line management role with operational, project responsibilities and/or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, coaching and support to ensure the achievement of set objectives. Working in the private, public and third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Some of the roles or occupations that this qualification will support are: Supervisor, Team Leader, Project Officer, Foreperson and Shift Manager. Key responsibilities at this level are likely to include supporting, managing and developing team members, managing tasks/projects and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

The Apprenticeship includes interactive workshops, work-based learning, one to one coaching and professional development, and is based upon the published Apprenticeship Standard. It is delivered over a 12 to 18 month period. Please refer to the detailed programme overview for further information on content and structure.



## Operations/Departmental Manager Apprenticeship (Level 5)

An Operations/Departmental Manager is someone who manages teams and/or projects, and achieves operational or departmental objectives, as part of the organisations strategy. They are accountable to a more senior manager or business owner. Working in the private, public and third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Key responsibilities at this level are likely to include creating and delivering operational plans, managing change and improvement projects, leading and developing teams, financial and resource management, coaching and mentoring. Roles may include: Operations Manager, Regional Manager, Divisional Manager, Department Manager, Site Manager, Programme Manager as well as other specialist managers.

The Apprenticeship includes interactive workshops, work-based learning, one to one coaching and professional development and is based upon the published Apprenticeship Standard. It is delivered over a 18 to 24 month period. Please refer to the detailed programme overview for further information on content and structure.

## The How

Pre-programme one to one assessment

Launch Event

Pre-programme Preparation

Including Colour Spectrum Profile and Self & 360 Competency Assessment

Full Day Workshops

Team Leader/Supervisor Programme - 7 Workshops

Operational/Department Manager - 10 Workshops

Delivered by qualified leadership and management associates. Each workshop is supported by a range of workbooks, on-line materials and post-workshop action plans.

Action Learning Sets x 2

One to One Coaching Sessions x 8 to 10

A management development assessor will be in contact every 6 to 8 weeks to support learning and help prepare delegates for the end-point assessment.

Remote Coaching Sessions

Making a Difference (MaD) Project

Delegates are expected to implement a significant work-based project that creates a positive change and/or improvement for the Team/Department/Organisation.

Mock Assessment Day

Assessment

Multiple choice test

Structured competency based interview

Portfolio of evidence

Work-based project with a Q & A session and presentation

CPD Log and professional discussion

End-Point Assessment

Palladium/Educ8 Apprentices are supported throughout their whole programme by a dedicated Leadership and Management Coach who will help them contextualise their learning and reflect on their work performance, and any development needs.

## The Benefits of the Palladium/Educ8 Apprenticeship Experience

### For the Apprentices:

- Memorable and enjoyable learning and development experience
- New knowledge and skills that can be applied immediately
- Development of an inner confidence
- Improved career opportunities and profile
- Support network
- On-line learning portfolio
- Recognised ilm Qualification
- Making a Difference (for themselves, their team and organisation)



### For the Organisation:

- People with the right skills, behaviours and attitudes
- Learning and development that reflects the organisation's needs
- Learning that is applied immediately within the workplace
- Making a Difference change/improvement initiatives
- Return on Investment
- Succession planning
- Talent that stays



### For HR Professionals:

- Supported programme delivery
- Relevant and appropriate learning materials
- Bespoke content
- Tracking & Reporting
- Retained talent
- Return on Investment evidence
- Levy Funded Leadership Development



## Get in Touch

If you require further information on our Leadership and Management Apprenticeships or would like to meet to discuss your specific requirements, please do not hesitate to contact us directly by email or telephone. We would welcome the opportunity to meet, understand your requirements and look at how best we can deliver these and exceed your expectations.