

ENTRY REQUIREMENTS

Education level: **National 5** in **Maths** and **English** is desired. Other qualifications & experience may be considered.

SCQF LEVELS 7,9,11

DURATION: 9-12 MONTHS

CORE SKILLS

Core Skills in a Modern Apprenticeship include essential abilities like **communication**, **problem-solving**, and **teamwork**, which are vital for success in any workplace.

FUNDING OPTIONS AVAILABLE

OVERVIEW

This qualification will equip you with the skills and confidence needed to excel in a variety of management tasks. You will become proficient in planning, allocating, and monitoring work, supporting and motivating your team, conducting performance evaluations, managing budgets, and ensuring compliance with company policies.

LEARNER OUTCOMES

Upon completion, you'll be able to:

Develop Operational Plans: Create and implement effective strategies to achieve business objectives.

Lead with Confidence: Provide leadership within your area of responsibility, guiding your team to success.

Optimise Business Processes: Manage and improve business operations for increased efficiency and productivity.

Build Productive Relationships: Develop and sustain strong working relationships with stakeholders and team members.

Drive Continuous Improvement: Identify areas for improvement, implement innovative changes, and foster a culture of excellence and development.

ASSESSMENTS

We use a blended approach to assess our apprentices taking a holistic view of their capabilities, encompassing both theoretical knowledge gained through a modular approach and practical skills demonstrated in the workplace.

CAREER PROGRESSION

The Management qualification could be a pathway to further career opportunities, such as operations manager, office manager, or regional manager.