

Get a job

Get paid

Get qualified

GET AN APPRENTICESHIP

The Benefits

- You'll earn £100,000 more during your career than people that don't complete an Apprenticeship.*
- No tuition fees so you'll avoid expensive student debt.

- You'll earn a salary, gain qualifications and get real life, hands-on experience.
- Apprenticeships can be an alternative route to further education and university.

What is an Apprenticeship?

Apprenticeships are work-based qualifications that last between 6 and 18 months (dependent on industry and level). They are made up of:

Vocational Qualification – the **practical part of your Apprenticeship** which shows that you understand your job and how to do it effectively. This will be an **Award, Certificate or Diploma** depending on the level of your Apprenticeship.

Key Skills – develop your **Maths, English and IT skills** to increase your confidence and ability.

Certificate – builds your knowledge of the **theory behind your job** and gives you the opportunity to develop **technical skills**.

Why JHP Training?

- ✓ We've been delivering Apprenticeships for over 28 years and have helped over **350,000 people to complete their Apprenticeship** and get ahead in their career.
- ✓ Our Apprenticeships are **entirely work-based - no need to study in a classroom** (and your free time is your own!).
- ✓ Our completion rates are **higher than the national average** and many of our learners have won industry awards.
- ✓ We work with 1,000s of employers across the UK to provide you with the **perfect Apprenticeship placement**.

MANAGEMENT

Advanced Apprenticeship

Level 3 NVQ Certificate in Management

Mandatory Units

- Manage your professional development within an organisation
- Set objectives and provide support for team members
- Plan, allocate and monitor work of a team

Optional Units

- Manage personal development
- Develop, maintain and review personal networks
- Manage risk and risk processes in your area of responsibility
- Manage or support equality of opportunity, diversity and inclusion in your area of responsibility
- Provide leadership and direction for your area of responsibility
- Implement change
- Develop working relationships with colleagues
- Manage conflict in a team
- Lead and manage meetings
- Participate in meetings
- Support individuals to develop and take responsibility for their performance
- Know how to follow disciplinary procedures
- Manage grievance procedures
- Support the management of redundancies in your area of responsibility
- Develop working relationships with colleagues and stakeholders
- Recruit staff in your area of responsibility
- Plan, allocate and monitor work in your area of responsibility
- Address performance problems affecting team members
- Build, support and manage a team
- Make effective decisions
- Communicate information and knowledge
- Manage knowledge in your area of responsibility
- Ensure compliance with legal, regulatory, ethical and social requirements
- Procure supplies
- Manage a tendering process
- Develop and implement a risk assessment plan in your area of responsibility
- Manage physical resources
- Manage the environmental impact of work activities
- Plan and manage a project
- Manage the achievement of customer satisfaction
- Prepare for and support quality audits
- Manage customer service in your area of responsibility
- Develop and implement marketing plans
- Analyse the market in which your organisation operates

You will also complete Key Skills and a Certificate to give you an Apprenticeship qualification.

What's Next?

Once you have completed your Advanced Apprenticeship, you can progress to more senior position within your current organisation or with another employer in the future. If you're ready to strengthen and develop your career in management talk to us about our professional and managerial qualifications.

Get involved...

Call us on

0845 603 4055

or go online to

jhapprenticeships.com

to find out more.