



Management Apprenticeship Framework (England)

The Apprenticeship framework for Management, consisting of the Intermediate Apprenticeship in Team Leading (Level 2) and the Advanced Apprenticeship in Management (Level 3) is implemented by SSC: Council for Administration (CfA). Further information can be found at <http://www.skillsca.org/apprenticeships.html> and <http://www.afo.sscalliance.org/frameworkslibrary/>

Learners must be registered with and certificated for the overall Apprenticeship by the Council for Administration.

The Intermediate Apprenticeship in Team Leading

This apprenticeship is for Team Leaders, Section Leaders, Floor Managers, Helpdesk Managers, Trainee Supervisors and Team Co-ordinators. Team Leaders play an integral role in supporting organisational objectives through a wide range of functions, including: monitoring work, giving feedback, briefing teams, supporting team members, resolving problems, procuring supplies, project management and delivering and improving customer service.

The Intermediate Apprenticeship in Team Leading consists of the following components:

Components	IQ Qualification	QUAN number	Individual price
Competence Qualification	IQ Level 2 NVQ Certificate in Team Leading (QCF)*	600/3280/7	£50.00
Knowledge (Technical Certificate) Qualification	IQ Level 2 Certificate in Team Leading Principles (QCF)*	600/6147/9	£30.00
Functional Skills	IQ Functional Skills Qualification in Mathematics at Level 1 or	601/0244/5	£13.50
	IQ Functional Skills Qualification in Mathematics at Level 2 and	601/0173/8	
	IQ Functional Skills Qualification in English at Level 1 or	601/0243/3	£13.50
	IQ Functional Skills Qualification in English at Level 2	601/0530/6	
Employee Rights and Responsibilities (ERR)	Employment Rights and Responsibilities (ERR). There is a workbook available from the CfA website at: http://www.skillsca.org/images/pdfs/apprenticeships/resources/ERR-Workbook.pdf		N/A
Personal Learning and Thinking Skills (PLTS)	PLTS have been mapped and embedded		N/A
Individual total cost is £107 Bundled cost is £100.00			

Key= * Denotes qualification is listed on LARA

Learners may undertake the various components with different awarding organisations.

The Advanced Apprenticeship in Management

This apprenticeship is for Section Managers, First line Managers, Assistant Managers, Trainee Managers, Senior Supervisors and Junior Non-Commissioned Officers. Managers play an integral role in supporting organisational objectives through a wide range of functions, such as: planning, allocating and monitoring the work of a team, supporting team members, managing conflict, resolving problems, project management, agreeing budgets and managing customer service.

The Advanced Apprenticeship in Management consists of the following components:

Components	IQ Qualification	QUAN number	Individual price
Competence qualification	IQ Level 3 NVQ Diploma in Management (QCF)*	600/6699/4	£50
	Or IQ Level 3 NVQ Certificate in Management (QCF)*	600/6418/3	
Knowledge (Technical Certificate) Qualification	IQ Level 3 Certificate In Principles of Management (QCF)*	600/7100/X	£35
Functional Skills	IQ Functional Skills Qualification in Mathematics at Level 2 and	601/0173/8	£13.50
	IQ Functional Skills Qualification in English at Level 2	601/0530/6	£13.50
Employee Rights and Responsibilities (ERR)	the CfA ERR workbook online		N/A
Personal Learning and Thinking Skills (PLTS)	PLTS have been mapped and embedded		N/A
Additional employer requirements - Not mandatory	IQ Level 2 Award in Emergency First Aid at Work (QCF)	600/8123/5	£9
	or IQ Level 3 Award in First Aid at Work (QCF)	600/8124/7	£9
Individual total cost is £112 Bundled cost is £105.00			

Key= * Denotes qualification is listed on LARA

Learners may undertake the various components with different awarding organisations.