

## Apprenticeships in Team Leading & Management Programme Structure & Content

### Team Leading Intermediate Apprenticeship (SASE)

Consists of the following component qualifications:

- EDEXCEL BTEC Level 2 Certificate in Team Leading (QCF)
- Team Leading Level 2 NVQ Certificate
- Key Skills Application of Number Level 1
- Key Skills Communication Level 1
- Key Skills ICT Level 1
- EDEXCEL BTEC Level 2 Award in Workskills for Effective Learning and Employment (QCF)

### Management Advanced Apprenticeship (Certificate) (SASE)

Consists of the following component qualifications:

- EDEXCEL BTEC Level 3 Certificate in Management (QCF)
- Management Level 3 NVQ Certificate
- Key Skills Application of Number Level 2
- Key Skills Communication Level 2
- Key Skills ICT Level 2
- EDEXCEL BTEC Level 2 Award in Workskills for Effective Learning and Employment (QCF)

### Workshop Structure

#### TEAM LEADING:

##### Workshop

##### Month

##### Content

Induction x 2 days

1

Induction to apprenticeships

Award in Workskills for Effective Learning & Employment

Key Skills tests

One

2

Personal Development

Key Principles of Team Leading & Management

Two

3

Communication Skills

Developing Working Relationships

Three

4

Principles of Effective Decision Making

Four

5

Communication Skills Development part 1

Personal Development Review

Five

6

Communication Skills Development part 2

Personal Development Review

#### MANAGEMENT:

##### Workshop

##### Month

##### Content

Induction x 2 days

1

Induction to apprenticeships

Award in Workskills for Effective Learning & Employment

Key Skills tests

One

2

Personal Development

Key Principles of Team Leading & Management

Two

3

Communication Skills

Developing Working Relationships

Three

4

Principles of Effective Decision Making

Four

5

Communication Skills Development part 1

Personal Development Review

Five

6

Communication Skills Development part 2

Personal Development Review

Six

7

Coaching and Mentoring Skills

Seven

8

Building, Supporting and Managing the Team

Eight

9

Programme & Personal Development Review

Future Steps