



## Leadership and Management

### Course Overview

- ◆ This apprenticeship programme includes learning about leadership and management within senior roles of organisations across the public, private and not-for-profit sector, to up-skill staff in workforce who are transitioning into a managerial role.
- ◆ The apprentice will improve performance in the workplace and address weaknesses from areas that are holding back productivity, using a range of leadership skills to self manage and relationship build with colleagues to influence their work.
- ◆ They will create and deliver operational plans, manage team projects, lead and manage teams, maintain financial and resource management, as well as coaching and mentoring colleagues in the workplace.
- ◆ Students will continually build staff competences to increase efficiency within an organisation, and tap into the talents of a diverse workforce.
- ◆ Some of the core competencies the apprentice will learn include: contributing to the development of a strategic plan, designing business processes, managing strategic change, providing leadership and management to a group of staff, establishing business risk management processes, develop and manage collaborative relationships with other organisations and managing product or service development.

## Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ Manager
- ◆ Senior Manager
- ◆ Head of Department
- ◆ Director

These roles can vary across all employment sectors for small, medium and large businesses.

## Duration

- ◆ This apprenticeship takes approximately 12 months for the apprentice to fully complete.

## How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will learn and work on the employer premises, completing tasks for portfolio building and practical role-related projects.

## Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

## Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

## Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further and apply their knowledge within a wide range of roles across many sectors.
- ◆ The apprentice may also progress their training further and work towards other relevant qualifications related to their role in the workplace.

## Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

## Get in touch

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