

## ILM Advanced Apprenticeship in Management Level 3 QCF FRAMEWORK

The ILM Level 3 NVQ Certificate in Management is designed for first line managers with responsibility for managing budgets, allocating work to colleagues and achieving specific results with some degree of decision-making. This qualification will offer learners the opportunity to develop their managerial performance, become more effective and enhance their career prospects.

**Duration:** Framework takes between 15 and 18 months to complete. The framework involves:

**Framework:** ILM Level 3 NVQ Certificate in Management  
 ILM Level 3 Certificate in Effective Management  
 Essential skills – Application of number Level 2 (mandatory)  
 Communication Level 2 (mandatory)

**NVQ Certificate:** To achieve a Level 3 NVQ Certificate you must complete:

- **A minimum of 25 credits**
- **3 mandatory units from Group A** (combined credit value of 14)
  - Manage own professional development within an organisation
  - Set objectives and provide support for team members
  - Plan, allocate and monitor work of a team
- **Selection of optional units from Group B** (with a combined credit value of 11)

### **Technical Certificate: ILM Level 3 Certificate in Effective Management**

Focuses on the knowledge and understanding which underpins the NVQ capability and additional knowledge. To achieve the qualification you must complete: A minimum of 25 credits

- **4 mandatory units** (combined credit value of 7) - Change Management Report
  - Understanding change in the workplace
  - Planning changes in the workplace
  - Achieving objectives through time management
  - Introduction to leadership
- **Plus optional units** (with a minimum total credit value of 18)
  - Work-based assignment or reflective review depending on unit.

### **What commitment is required?**

- Assessment session at Wrexham ITeC
- Time to attend ITeC Workshops for technical certificate – 10 workshops throughout the length of the programme
- Sufficient time to collect evidence in the workplace
- Assessor to visit the Learner in the workplace – at least once a month, during which time the learner may need to be released from work duties. (All visits by Assessor and days in ITeC will be on mutually agreed dates).

**Cost:** No direct cost to Employer or Employee – funded by DELLS and WAG

**How is it delivered:** Assessments with Assessor In the workplace and attending courses at ITeC

**Benefits:** On completion Learner gains - Level 3 NVQ Certificate in Management  
 ILM Level 3 Certificate in Effective Management  
 Essential Skills Certificates

**If you are interested and would like more information: Contact Julie on 01978 367100**