



HIGHER APPRENTICESHIP

Management (ILM Pathway)

Level 4

4

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Apprenticeship Framework

The Level 4 Management Apprenticeship (ILM Pathway) is specifically designed to meet the increasing demand for effective qualified professional managers across the private and public sectors of the UK economy. This nationally recognised qualification equips learners with the tools to lead and manage their work teams to achieve team and organisational goals.

The programme prepares learners for roles such as:

- Middle Manager
- Senior First Line Manager
- Functional Manager

Who is this apprenticeship for?

This higher-level apprenticeship package is ideal for people moving up from first line management into middle management. Learners broaden their knowledge of the principles behind good leadership and management and apply it directly in the workplace. Practical skills in operational planning are also developed and implemented.

On completion of this apprenticeship you will achieve the following:

- ILM Level 4 NVQ Diploma in Management
- ILM Level 4 Diploma in the Principles of Leadership & Management
- Level 2 Essential Skill in Application of Number
- Level 2 Essential Skill in Communication
- Level 2 Essential Skill in Digital Literacy



Benefits of the apprenticeship programme:

- **Accelerate Your Career Growth:** With the Level 4 Higher Apprenticeship, you will fast-track your career by gaining invaluable hands-on experience alongside theoretical knowledge. You will be equipped with the tools to excel as a Middle Manager and make a difference in your organisation.
- **Industry-Recognised Certification:** Upon successful completion of this programme, you will earn a prestigious industry-recognised certification, providing you with a competitive edge in the job market. Employers value the skills and expertise gained through this apprenticeship, opening doors to exciting opportunities.
- **Practical and Real-World Learning:** Our programme emphasises practical, real-world learning. You will practice skills in a classroom environment and be able to apply within your workplace, collaborating with experienced colleagues who will guide you through every step of the process.
- **Tailored Curriculum:** Our comprehensive curriculum is designed to meet the demands of the ever-evolving management role. You will cover essential topics such as leadership, goal setting and culture, change management, communication, building relationships and motivating the team, and continual professional development.
- **Experienced and Knowledgeable Advisors:** Throughout your apprenticeship, you'll have access to a network of experienced advisors who will provide guidance, support, and feedback. Learn from experts with a wealth of knowledge and experience across management roles in a broad range of economic sectors.

Course Delivery

- Typical duration of 18 months.
- Induction session for apprentices and for their line managers.
- 5x half day technical skills and knowledge workshops.
- Supported by self-study online resources.
- One to One tutor coaching and assessment support sessions
- 6 Essential skills assessment days. (3 Preparation days and 3 Live Task days) **
- 2 hour long essential skills confirmatory tests. **

***Essential Skills activities are not applicable to apprentices with exemptions.*



ILM Level 4 NVQ Diploma in Management

Course Delivery

This element of the programme will primarily be delivered through 1-to-1 sessions with a member of the ALS delivery team, using a mixture of face-to-face and remote learning sessions. An ALS assessor will meet with the learner, either in the workplace or through digital means. (for example, Microsoft Teams)

The knowledge and skills for this element of the programme will be gained through attendance at the regular off the job workshops spanning the 18 months of the programme and covering the ILM Level 4 Diploma in the Principles of Leadership & Management content.

Learners will also be set tasks to complete between each visit which are tailored to the different needs of each learner and the workplace activities they are involved with.

Qualification Structure Summary

To achieve the ILM Level 4 NVQ Diploma in Management, learners must complete a minimum of 53 credits.

- Mandatory units from Group A (17credits)
- Minimum of 20 credits from Group B
- Maximum of 16 credits from Group C
- A minimum of 40 credits at Level 4 or above

What you will learn

This programme is made up of technical units providing a broad range of knowledge and skills across the discipline of computing.

Mandatory Units	
Unit Title	Level
Manage personal and professional development.	3
Provide leadership and management.	4
Develop and implement an operational plan.	4
Develop working relationships with stakeholders.	4

Optional units group B (minimum 20 credits)

Unit Title	Level	Credits
Develop and maintain professional networks.	4	3
Encourage learning and development.	4	3
Initiate and implement operational change.	4	2
Discipline and grievance management.	4	3
Manage a tendering process.	4	2
Manage physical resources.	4	2
Manage the impact of work activities on the environment.	4	2
Prepare for and support quality audits.	4	3
Conduct quality audits.	4	3
Manage a budget.	4	2
Manage a project.	4	7
Manage business risk.	4	6
Manage knowledge in an organisation.	4	5
Recruitment, selection and induction practice.	4	6
Manage redundancy and redeployment.	4	6
Promote equality, diversity and inclusion in the workplace.	3	3
Manage team performance.	3	4
Manage individuals' performance.	3	4
Manage individuals' development in the workplace.	3	3
Chair and lead meetings.	3	3
Encourage innovation.	3	4
Manage conflict within a team.	3	5
Procure products and/or services.	3	5
Implement and maintain business continuity plans and processes.		
Collaborate with other departments.	3	4
Support remote or virtual teams.	3	3
Contribute to the development of a strategic plan.	3	4
Design business processes.	5	5
Develop and manage collaborative relationships with other organisations.	5	5
Optimise the use of technology.		
Manage product and/or service development.	5	6
	5	5

Optional units group C (maximum 16 credits)

Unit Title	Level	Credits
Manage health and safety in own area of responsibility.	4	5

Contribute to the design and development of an information system.	4	5
Manage information systems.	4	6
Manage events.	4	6
Manage customer service operations.	4	7
Review the quality of customer service.	4	4
Contribute to the improvement of business performance.	3	6
Negotiate in a business environment.	3	4
Resolve customers' problems.	3	4
Resolve customers' complaints.	3	3
Analyse competitor activity.	4	5
Developing sales proposals.	4	3
Prioritising information for sales planning.	4	3

Have any questions about our ILM Level 4 NVQ Diploma in Management?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact info@alstraining.org.uk



ILM Level 4 Diploma in the Principles of Leadership & Management

Course Delivery

This element of the programme will be delivered through blended learning with learners attending full day knowledge and technical skills workshops delivered either face to face or virtually using Microsoft Teams across the 18-month duration of the programme.

Additional development and assessment support will be provided through regular 1-to-1 sessions with a member of the ALS delivery team. An ALS assessor will meet with the learner, either in the workplace or through digital means. (for example, Microsoft Teams) to provide coaching, advice and assessment support.

Learners will also be set assignment tasks to complete between each visit which relate to the units detailed.

Qualification Structure Summary

The ILM Level 4 Diploma in the Principles of Leadership & Management consists of 6 units, with a total of 37 credits.

Programme Units	
Unit Title	Level
Understand Management Role to Improve Performance	4
Management Communication	4
Managing Personal Development	4
Understanding Developing Relationships in the Workplace	3
Managing and Implementing Change in the Workplace	4
Understanding the Organisation Culture and Context	4

Have any questions about our ILM Level 4 Diploma in the Principles of Leadership & Management?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact info@alstraining.org.uk



Essential Skills Qualifications

When you agree to undertake an apprenticeship, you may be required to complete Essential Skills as part of your Apprenticeship framework.

Essential Skills Wales

The Essential Skills Wales (ESW) will be initially assessed via an online Wales Essential Skills Toolkit (WEST) Assessment. Where a Learner already holds an ESW certificate or equivalent qualification this can provide an exemption and learners will not need to complete that ESW element of the programme. Where a Learner is not exempt an Individual Learning Plan (ILP) will be generated from the initial assessment. The modules delivery will include independent learning via WEST, prior to guided learning sessions preparing the Learner for their assessment. ESWs are assessed via controlled tasks and confirmatory tests for Communication and Number, Digital Literacy is assessed via a controlled task and structured discussion.

Exemptions

If you already hold qualifications, these may be used as 'exemptions' towards your apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish. This will be discussed with you before you sign up with us and will also be followed up by your assessor before and during your first visit from us.

Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact info@alstraining.org.uk