

ADVANCED APPRENTICESHIP IN MANAGEMENT.

<b>ADVANCED APPRENTICESHIP</b>	
<b>Level 3 NVQ – Seven units</b>	
4 Mandatory and 3 Optional units	
<b>Mandatory - all</b>	
1	Manage your own resources and professional development
2	Provide leadership in your area of responsibility
3	Allocate and monitor the progress and quality of work in your area of responsibility
4	Ensure health and safety requirements are met in your area of responsibility
<b>Optional – choose 3</b>	
5	Promote equality of opportunity and diversity in your area of responsibility
6	Encourage innovation in your area of responsibility
7	Plan change
8	Implement change
9	Develop productive working relationships with colleagues
10	Recruit, select and keep colleagues
11	Provide learning opportunities for colleagues
12	Help team members address problems affecting their performance.
13	Build and manage teams
14	Lead Meetings
15	Participate in Meetings
16	Manage a budget
17	Manage the environmental impact of your work.
18	Take effective decisions
19	Communicate information and knowledge
20	Manage a project
21	Monitor and solve customer service problems
22	Work with others to improve customer service
<b>Key Skills</b>	
Application of Number at Level 2	
Communication at Level 2	
<b>Certificate in Management at Level 3</b>	