

## Level 3 Diploma in Management

<b>Duration:</b>	12 – 18 months
<b>Venue:</b>	FutureWorks Training Room Unit 18, Capital Business Centre, 22 Carlton Road, South Croydon, Surrey CR2 0BS
<b>Cost:</b>	<b>FREE – NO AGE LIMITS</b>

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### ***Who is the programme for?***

Our NCFE accredited **Level 3 Advanced Apprenticeship Diploma in Management** will suit practitioners with leadership and management responsibilities including: Senior Managers; Middle Managers; Room Leaders; and those with responsibility for areas of practice.

### ***What does it cover?***

Our management programme covers the following units: Manage Team Performance; Principles of People Management; Principles of Business; Principles of Leadership and Management; Manage Personal and Professional Development; Manage Individuals Performance; Manage Individuals Development in the Workplace; Chair and Lead Meetings; Manage Conflict Within a Team; Encourage Learning and Development; Buddy a Colleague to Develop Their Skills; Employee Rights and Responsibilities; and Health and Safety Procedures in the Workplace.

### ***How long will the programme take to complete?***

The programme can be completed in 12 – 18 months, depending on functional skills requirements.

### ***How is the programme delivered?***

Learners will: Attend 6 workshops (excluding any Functional Skills support) over a period of 9 months; take part in independent research and reading; complete written assignments; be assessed in the workplace; reflect on practice; and take part in professional discussions. Competency in all units must be achieved in order to gain the award. Unless exempt, learners must also achieve Level 2 Functional Skills in English, Maths and ICT.

### ***How much will the programme cost?***

We have secured funding for all learners with no upper age limit.

### ***How can I find out more information?***

Contact **Deborah Sawh** or **Lianne Lewis** on **020-8916-2078** for further information. You may also email us on [training@futureworks.org.uk](mailto:training@futureworks.org.uk) to express your interest and to request further information.

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