

Leadership and Management Apprenticeships

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About us

Acumen Coaching, part of the t2 group is one of the leading providers of Leadership and Management Apprenticeships in the UK.

Our unique LARA delivery methodology has been developed and refined by us over the last 25 years, utilising experiential learning combined with one-to-one coaching. This approach enables your learners to develop new skills quickly and effectively and then apply and reflect on them in their everyday practice. This advanced approach to learning leads to sustained changes in behaviour, building your organisational capability and driving measurable improvements in performance.



LEARN anywhere, anytime through online blended learning resources and activities

APPLY new knowledge and skills in work supported by our expert Leadership and Management Coaches

REFLECT on what has worked, what hasn't and how to improve this in the future

ADAPT your internal thought processes and workplace application leading to sustained changes in your behaviour



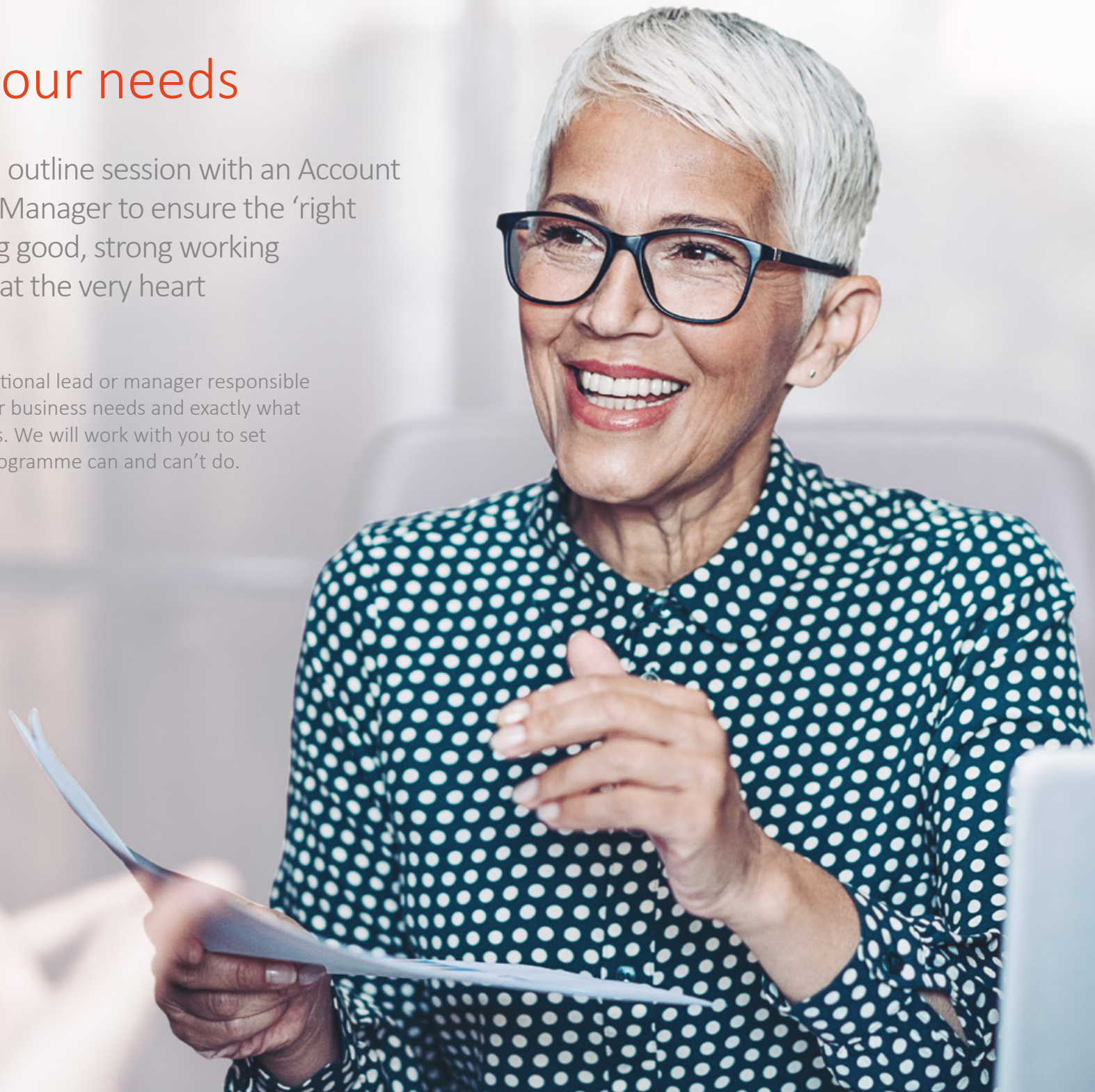
Assessors are knowledgeable about the subjects they teach. They use scenarios and case studies from their industry experiences effectively to bring topics to life for apprentices and adults.

Understanding your needs

Our programmes begin with an outline session with an Account Director or Senior Relationship Manager to ensure the 'right fit'. Establishing and maintaining good, strong working relationships with our clients is at the very heart of what we do.

We will meet with your nominated organisational lead or manager responsible for training to gain an understanding of your business needs and exactly what you require from your learning programmes. We will work with you to set realistic expectations of exactly what the programme can and can't do.

All our Apprenticeship programmes **can be fully funded through your Apprenticeship Levy** or the government will contribute 95% of the cost if you are a non-levy payer



Appointing the right team

We will then appoint a team of specialists based on your needs and requirements. We have over 200 expert Leadership and Management Coaches, trainers and assessors based throughout the UK.

All of our team are fully employed by t2 group; to ensure the quality of our delivery, we never use freelance or subcontracted staff to deliver our programmes. Your team will include the following:

Delivery Team

Responsible for providing one-to-one expert training, coaching and assessment support

Operations
Manager

Team Leader

Leadership and
Management
Coaches

Quality Team

Responsible for ensuring that the high-quality of our delivery meets your precise needs

Curriculum and
Quality Lead

Lead Internal
Quality Assurer

Internal Quality
Assurers

Customer Experience

Responsible for enrolling learners and gaining impartial feedback on your experience

Account
Director

Account
Manager

Customer
Experience
Manager

Bespoke learning programmes

Your learners will be seamlessly enrolled onto their programmes through our digital enrolment process by your Account Manager; if required, we can arrange learner briefing sessions to answer any questions they may have in advance.

Their Leadership and Management Coach will then arrange a one-to-one meeting to offer impartial information, advice and guidance. They will also deliver an induction to the programme and develop the bespoke learning plan.

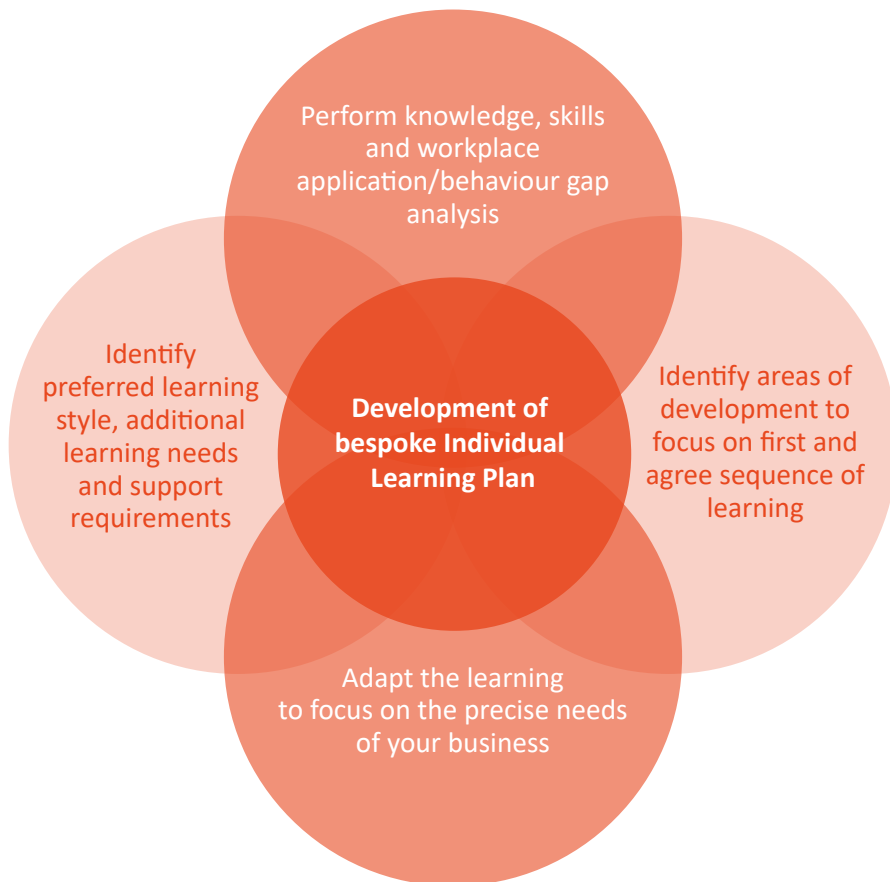
It is imperative that the learner's line manager is fully involved in the induction to ensure the learning plan meets your needs, and that they can fully commit to the requirements outlined in the Apprenticeship Commitment Statement.



Individual Learning Plans

The Leadership and Management Coach will work with your learner and their line manager to identify their precise needs and requirements for the programme, skilfully sequencing their learning of new knowledge and skills to develop an Individual Learning Plan.

The Individual Learning Plan will include key milestones and monthly reviews of progress throughout. Learners will be introduced to their bespoke Knowledge and Skills Development Measure; a visual representation of their knowledge and skills at their starting point. This will be updated throughout the programme as knowledge and skills develop.



Assessors skilfully use high-quality audiovisual teaching resources in lessons to illustrate topics and check that apprentices and adults understand the content.

Flexible, high-quality delivery

Your learner will then be introduced to the directive programme content they will use to develop their knowledge, skills and techniques. They can access these resources in 'bite-size pieces' at a time and place convenient to them to fit in with their busy schedules.



One-to-one expert coaching support

One-to-one expert coaching is provided every month by a dedicated Leadership and Management Coach. This can be face to face or virtually through video conferencing, depending on your preference and this is supplemented by recommended on-line monthly workshops

We use our four aspects of coaching to enable learners to take ownership for their own learning and development. The emphasis of the coaching approach throughout is on asking questions and letting learners come up with their own solutions rather than telling them what to do leading to sustained changes in behaviour.



Suggesting is helping learners take ownership for developing solutions to problems and challenges themselves, and only helping them by suggesting solutions when they are stuck. They then have the option of accepting or declining the suggestion so still take ownership for developing the solution.

Supporting is helping learners look at solutions to move forward their thinking and develop a way forward. At its core the focus is on helping the learner find solutions rather than problems, building on strengths rather than weaknesses and finding positive ways forward rather than examining barriers.

Exploring is giving the learner true space to think effectively, asking great questions and listening effectively. As most learners have never been exposed to this level of listening before this leads to huge breakthroughs with them coming up with the answers of what to do next and why just because they have really taken the time and had the space to really think about it.

Confronting is about really challenging any limiting beliefs or blind spots that are holding the learner back. Many learners are not aware of these limiting beliefs or blind spots, so by becoming more aware of them they have the choice to change them, and our Coaches support them in doing this leading to changes in behaviour and improved performance.

Your dedicated coach will also complete a triangulated review with each learner and their line manager each month to ensure the intent, implementation and impact of the learning is meeting their precise requirements.

Preparation for End Point Assessment (EPA)

Once your Leadership and Management Coach has completed all aspects of the on-programme, training coaching and assessment, a Gateway meeting will be arranged. This is a meeting to agree that the learner is ready to be put forward for EPA.

Thorough EPA preparation will be provided by your Leadership and Management Coach including mock professional discussions, questioning, and presentations to ensure your learner is fully prepared and ready for EPA.



Feedback on progress throughout

Every month, a learning review will be completed with each learner by their Leadership and Management Coach to measure the intent, implementation, and impact of the Individual Learning Plan.

This is a triangulated review to ensure that the learning is meeting your needs and requirements. It is imperative that the learner's line manager or a dedicated workplace mentor is involved in the first 15 minutes of each learning review to review progress in the learning and to plan the next steps of learning, especially in relation to the off-the-job training requirement for the Apprenticeship. All progress for each learner is stored in our i-learn platform, an on-line portal which enables our learners and employers to easily view a range of learning and development targets in relation to their programme. Your dedicated Account Manager will contact you every month to gain impartial feedback on your experience and provide any additional support you may require.



Management Acumen Programme (Team Leader Apprenticeship Standard)

DURATION
16
MONTHS

The management acumen programme is aimed at first line managers and team leaders in the private, public and voluntary sectors, ranging from small local SMEs to large, national organisations.

A team leader is found in organisations where there is a need for first-line management and support for teams and senior management.

The management acumen programme enables individuals to provide leadership with operational and project responsibilities and analyse their leadership and management skills to identify how they can improve the results of their team.

The programme begins with the learner understanding how different performance management techniques can improve their ability to manage objectives and team performance. They then choose in which order to complete the remaining duties to improve their knowledge and skills throughout the duration of the programme.



Programme content

- How to set, monitor, and manage objectives and performance which link to organisational outcomes
- Manage resources to deliver tasks within budget and targets
- Contribute to the training and ongoing development of your needs and the needs of the team
- Collate and interpret data and share outputs with stakeholders to support decision-making
- Contribute to projects, initiatives, and your implementation to achieve organisational goals
- Monitor and apply operational policies, relevant legislation, and regulation, and make recommendations to ensure your compliance and the compliance of the team
- Identify, assess, and monitor potential risks, and support the mitigation of risk within the organisation
- Contribute to change and support others through change
- Support the development and implementation of sustainable operational plans to achieve organisation goals
- Lead and manage the team to ensure the application of Equity, Diversity, and Inclusion principles
- Collaborate and build relationships with stakeholders to identify and support improvement opportunities
- Communicate information to drive operational activities and improve organisational performance
- Manage the team and resources to reduce carbon footprint and reduce business costs

End Point Assessment

To achieve this Apprenticeship, the coach, learner and employer will agree when all aspects of on-programme training, coaching and assessment have been met.

The learner will then be put forward for EPA with an independent EPA Organisation of their choice. The EPA will typically involve a presentation with questioning and a professional discussion underpinned by a portfolio of evidence.

Qualifications included in this Apprenticeship

- Level 3 Team Leader Apprenticeship Standard
- ILM Level 3 Award in Leadership and Management
- Level 2 Functional Skills in English and maths (if required)

Executive Acumen Programme (Operations Manager Apprenticeship Standard)

DURATION
21
MONTHS

The executive acumen programme is aimed at Operations Managers who perform leadership and management duties with teams and senior managers to ensure teams fulfil their roles and meet organisational goals, in the private, public and voluntary sectors, ranging from small local SMEs to large, national organisations.

The programme begins with the learner understanding how to provide leadership and people management duties, offering direction, instructions, and guidance to achieve the organisational goals. They then choose in which order to complete the remaining duties to improve their performance and build a high-performing team throughout the duration of the programme.



Programme content

- Provide leadership and people management
- Keep up to date with IT and digital interventions such as Artificial Intelligence (AI) and software that can be used in your sector
- Analyse, interpret and cascade data to enable tracking, trend analysis and metric reporting to enable decision making for managing objectives and targets
- Manage and influence activities and projects within budget and resources to deliver change and continuous improvement
- Collaborate with and manage stakeholder relationships
- Lead the creation and implementation of your resource plans considering future organisation needs and impact on change requirements
- Interpret and comply with relevant legislation and regulation and the impact on your organisation
- Lead and manage the team to ensure the application of Equity, Diversity, and Inclusion principles
- Lead the team and individual training needs and support continuous professional development
- Communicate complex information to build understanding and drive team and organisational performance
- Manage activities which drive the organisation's sustainability goals
- Build and manage internal relationships and collaborate with colleagues to enable cross-team working
- Lead and respond to risk management, assessing the opportunities which could affect individual and team performance, and finding solutions that meet your needs
- Develop and implement your operational plan that aligns with the strategic direction of the organisation

End Point Assessment

To achieve this Apprenticeship, the coach, learner and employer will agree when all aspects of on-programme training, coaching and assessment have been met.

The learner will then be put forward for EPA with an independent EPA Organisation. The EPA will typically involve a project with written report, and a professional discussion underpinned by a portfolio of evidence.

Qualifications included in this Apprenticeship

- Level 5 Operations Manager Apprenticeship Standard
- ILM Level 5 Award in Leadership and Management
- Level 2 Functional Skills in English and maths (if required)

Closing the gap between performance and potential



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