



Star
Institute



STAR SENIOR LEADER/MANAGER

QUALIFICATION

Level 5 Diploma in Leadership & Management
Institute of Leadership & Management (ILM)

DURATION

18 months

WHO IS IT FOR?

The programme is suitable for Star Senior Leaders/Managers who are responsible for managing larger teams of people and strategic planning and development including identifying and delivering against priorities and objectives that contribute to the Star strategy and vision.

FUNCTIONAL SKILLS

This programme requires completion of Functional Skills Level 2 in mathematics and English, unless a learner has prior qualifications that exempt them and valid evidence can be produced.

HOW IS IT DELIVERED?

This programme will be delivered through one to one, face to face and remote visits with a Skills Coach. Visits will take place every four weeks and will be 1.5 hours in duration. These visits may be supported by full or half day masterclasses at set intervals throughout the course. While on programme, learners will be given ILM membership which gives access to the ILM membership website and also the ILM learning platform, Illuminate.

END POINT ASSESSMENT (EPA)

Towards the end of the programme, knowledge, skills and behaviours will be tested by an independent End Point Assessor. Prior to the EPA the learner will attend a Gateway Meeting with their Manager and Skills Coach who will review their progress and confirm that all of the requirements of the apprenticeship have been met.

The EPA will take the form of a project proposal, presentation with Q&A and a professional discussion.

LEARNER JOURNEY

In monthly stages

- 1 Induction and Initial Assessment
- 2 Leading People
- 3 Managing People
- 4 Building Relationships
- 5 Communication
- 6 Completion of Functional Skills
- 7 Introduction to Work Based Project
- 8 Operational and Project Management
- 9 Finance
- 10 Self-Awareness, Management of Self, Problem-Solving and Decision Making
- 11 Project SWOT Analysis and Planning
- 12 Work Based Project
- 13 Work Based Project and GAP Analysis
- 14 Finalise Project EPA Work (End Point Assessment)
- 15 Finalise Portfolio of Evidence for EPA
- 16 EPA Mock Tests
- 17 Revision and GAP Analysis
- 18 Gateway Meeting, Final Review and EPA Referral

The key competences of the Star Leadership and Management Framework are incorporated into the programme.

ON THE JOB TRAINING

Operational Management

Able to input into strategic planning and create plans in line with organisational objectives. Support, manage and communicate change by identifying barriers and overcoming them. Demonstrate commercial awareness and able to identify and shape new opportunities. Creation and delivery of operational plans including setting KPIs, monitoring performance against plans, producing reports, providing management information based on the collation, analysis and interpretation of data.

Decision Making

Able to undertake critical analysis and evaluation to support decision making. Use of effective problem solving techniques.

These are just some of the topics that you will be working towards. Your Skills Coach will support you to meet the full requirements of the apprenticeship.

OFF THE JOB TRAINING

The programme will be completed through various on and off the job training activities. Induction, mandatory and refresher training will be embedded into this programme and will count towards off the job training activity. Other examples include:

Performance Management

Two-day workshop/workbooks/online learning platform.

Performance management is about establishing a culture in which individuals and groups take responsibility for the continuous improvement of business processes and of their own skills. We aim to build the knowledge and skills needed for effective performance management culture in your organisation as well as maintaining and improving the quality of relationships.

Time Management

Two-day workshop/workbooks/online learning platform.

This course demonstrates various time management strategies to help managers and leaders be more productive. By applying the techniques and strategies discussed throughout this course, managers will be fully capable of making time for every task they need to do.

Change Management

Two-day workshop/workbooks/online learning platform.

This course entails change management strategies and how to approach the transition or transformation of an organisation's goals. As a manager you may be asked to identify and request change, manage its implementation or guide others. The course will use your own experience and organisation as well as examples from other organisations to stimulate your thinking.

For further information about apprenticeships please contact Star Institute:

 0330 313 9870

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 @Star_Inst