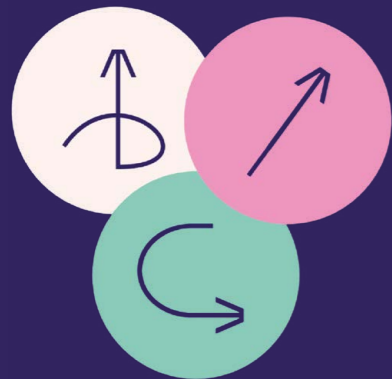


Level 5 Visionary Leaders in Healthcare



Home.
Work.
Leisure.
Together.

Your life. Your way.



Visionary Leaders in Healthcare Apprenticeship Standard

This level 5 apprenticeship training programme develops the management skills which improve healthcare setting productivity and profitability.

It is suitable for junior managers looking to gain an understanding of management practices and techniques, but is also beneficial as refresher training for experienced managers.

You will master methods to improve performance and will undertake training to develop your skills, knowledge and behaviours in a number of areas that are considered essential aspects of leadership, in a healthcare setting, such as managing people, developing relationships, delivering results, managing yourself and leading CQC inspections.

Apprenticeships are 12 to 24 month training programmes. They are made up of:

Knowledge

Skills

Behaviours

Functional Skills

Off-The-Job Training

End Point Assessment

More information on each of these components can be found within the learner or manager apprenticeship guide. All of the above components must be fully completed in order to successfully achieve your apprenticeship.

What is the duration and how will you learn?

Over the duration of 21 months, you will receive a combination of face-to-face and online training and support.

The 16 month time frame is based on an employee with a full-time contract, if an employee works fewer than 30 hours then the time frame of the apprenticeship will increase accordingly. See below for example:

16 hours contracted per week = 22 months apprenticeship programme

You will undertake an online assessment that will help us to understand your learning style and needs, then we will tailor your learning experience accordingly.

We ensure that you stay on track to complete your programme on time by managing your progress through our state-of-the-art e-portfolio system, Aptem.

Visit [aptem.](#)

Off-the-job Training

As part of the apprenticeship, alongside your job role, a minimum of 6 hours per week of your time in work must be dedicated to improving new skills, knowledge and behaviours. This can be any time devoted to learning and improving new skills, knowledge and behaviours without interruption. Examples include:

Shadowing

Note Writing

Role Play

Mentoring

Research

Teaching Sessions

Online Resources

Attending Events

Online Teaching

Formal Handovers

Learning Modules

Staff Meetings

One to One Tuition

Swapping Department

Workplace Assessment

Digital Learning Resources

End-point assessment

Learnt knowledge, skills and behaviours will be assessed by an independent assessor in your end-point assessment (EPA). This typically involves elements such as:

Presentation



Professional Discussion



Portfolio Building



Your apprenticeship journey



Month 1

Learning foundations and personal development +

Programme introduction and expectations

Months 2 to 6

Operational planning, management, and managing teams +

Functional skills support (where applicable)

Months 7 to 10

Project planning and communication skills +

Months 11 to 13

Business planning and financial practices +

Months 14 to 16

Decision making, problem solving, and module review +

Months 17 and 18

Module review: Operational, management, finance, communication, etc. +

Functional skills achievement (where applicable)

Months 19 to 21

Preparation for your End Point Assessment (EPA) +

End Point Assessment (EPA)
Progression IAG session

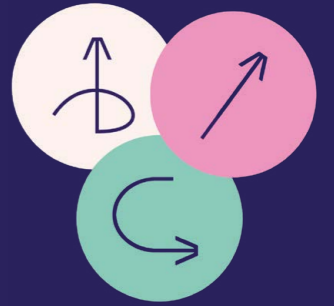
Achievement



Home.
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What will you learn?



Deliver results

- ✓ Understand management approaches and models, including creating plans to deliver objectives and setting Key Performance indicators (KPIs)
- ✓ Understand business finance, including organisational governance and compliance
- ✓ Provide reports, considering the financial implications of your decisions and adjusting your approach accordingly
- ✓ Understand problem-solving and decision-making techniques
- ✓ Analyse data to support decision-making
- ✓ Implement operational and team plans
- ✓ Manage resources and change

Manage people and develop relationships

- ✓ Understand different leadership styles and the benefits of coaching to improve performance
- ✓ Understand people and team management models, including team dynamics and motivation techniques
- ✓ Communicate organisational vision and goals and how these apply to teams
- ✓ Build a trusting, high-performing team and motivate them to achieve
- ✓ Manage conflict

Manage yourself

- ✓ Understand the impact you make on the organisation, and understand emotional intelligence
- ✓ Comprehend different behaviour styles
- ✓ Understand time management techniques and tools to manage workload and pressure
- ✓ Create a personal development plan, and be able to reflect on your own performance, working style and its impact on others
- ✓ Take responsibility and be flexible to your organisation's needs
- ✓ Operate within your organisation's values

Modules of learning

Module 1

Learning foundations +

- The details of your own chosen pathway and how you will be supported to collect evidence towards end point assessment.
- How, online safety, equality and diversity, safeguarding and prevent are part of a duty of care.
- How your progress is reviewed, how we support any additional learning needs and appeals procedures (where appropriate).
- Explore and discuss some of the topics you may be learning as part of your overall qualification.

Module 2

Personal development +

- The importance of self-awareness and understanding own impact and emotional intelligence and understand different and learning and behaviour styles.
- Reflect on own performance, working style and emotional intelligence, including the impact on others.
- Understand time management techniques and tools, and how to prioritise activities and the use of different approaches to planning, including managing multiple tasks.
- How to create a personal development plan and operate within organisational values.

Module 3

Operational planning & management +

- Understand operational business planning techniques, including how to manage resources, development of sales and marketing plans, setting targets and monitoring performance.
- The creation and delivery of operational plans, including settings KPIs, monitoring performance against plans.
- Data security and management, and the effective use of technology in organisation.
- Organisational cultures and diversity and their impact on leading and managing change.
- Operational business planning techniques, including how to manage resources, development of sales and marketing plans, setting targets and monitoring performance.

Module 4

Managing teams +

- Understand different leadership styles, how to lead multiple and remote teams and manage team leaders.
- Know how to manage multiple teams and develop high performing team.
- How to delegate effectively.
- Performance management techniques, talent management models and how to recruit and develop people.
- Know how to manage talent and performance.
- Understand how to develop, build and motivate teams by identifying their strengths and enabling development within the workplace.
- How to be open, approachable, authentic, and able to build trust with others.

Module 5

Project planning +

- Know how to set up and manage a project using relevant tools and techniques and understand process management.
- How to plan, organise and manage resources to deliver required outcomes.
- How to initiate and manage change by identifying barriers and know how to overcome them.
- Time management techniques and tools, and how to prioritise activities and the use of different approaches to planning, including managing multiple tasks.
- Problem solving and decision-making techniques, including data analysis.
- Know how to support, manage and communicate change by identifying barriers and overcoming them.
- Be able to communicate effectively and be flexible in communication style.
- How to use time management/prioritisation techniques/effective problem solving techniques.
- To undertake critical analysis and evaluation to support decision making.



Module 6

Communication skills +

- Understand interpersonal skills and different forms of communication and techniques and how to apply them appropriately.
- How to use active listening, and able to challenge and give constructive feedback.
- Demonstrate positive and adaptable behaviours, responding well to feedback and need for change.
- Understand approaches to partner, stakeholder and supplier relationship management including negotiation, influencing and effective networking.
- Knowledge of collaborative working techniques to enable delivery through others and how to share best practice.
- Know and able to identify and share good practice and work collaboratively with others both inside and outside of the organisation.
- How to chair meetings and present using a range of media, and seek the views of others and values diversity.
- Understand approaches to partner, stakeholder and supplier relationship management including negotiation, influencing and effective networking.
- Know how to manage conflict at all levels.
- How to demonstrate determination when managing difficult situations.

Module 7

Business planning +

- Understand operational management approaches and models, including creating plans to deliver objectives and setting KPIs.
- Knowledge of management systems, processes and contingency planning.
- Organisational values and ethics and their impact on decision making.
- How to input into strategic planning and create plans in line with organisational objectives.
- Understand that as a leader, it's important to be creative, innovative and enterprising when seeking solutions to business needs.
- Understand business development tools (e.g. SWOT) and approaches to continuous improvement.
- Know how to support the management of change within the organisation.
- Demonstrate commercial awareness, and able to identify and shape new opportunities.
- Knowledge of management systems, processes and contingency planning.
- Know how to be flexible to the needs of the organisation.

Module 8

Financial practices +

- Understand business finance; how to manage budgets and financial forecasting.
- Know how to use specialist advice and support to deliver against plans relative to financial management.
- Monitor budgets and provide reports and consider financial implications of decisions and adjust approach/recommendations appropriately.
- Understands that they must always be open to new ways of working.
- Know how to produce reports, providing management information based on the collation, analysis and interpretation of data.
- Understand how to monitor budgets, and provide reports and consider financial implications of decisions and adjust approach/recommendations appropriately.
- Know why and when the use of specialist advice and support is required to deliver against plans.

Module 9

Decision making and problem solving +

- Understand problem-solving and decision-making techniques, including data analysis.
- Organisational values and ethics and their impact on decision making.
- Know how to undertake critical analysis and evaluation to support decision-making.
- How to use effective problem-solving techniques.

Your career is a journey Take the next step



Make an impact

We're all about making an impact, be that individuals making an impact through their day-to-day work, or by organisations making their impact on our economy.

As a national training provider, we make this impact throughout the UK, with expertise in childcare, healthcare, clinical and business skills apprenticeships.

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