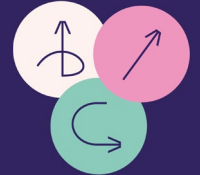
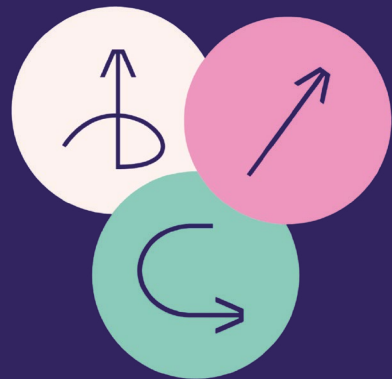


Level 3 Aspiring Leaders in Healthcare



Home.
Work.
Leisure.
Together.

Your life. Your way.



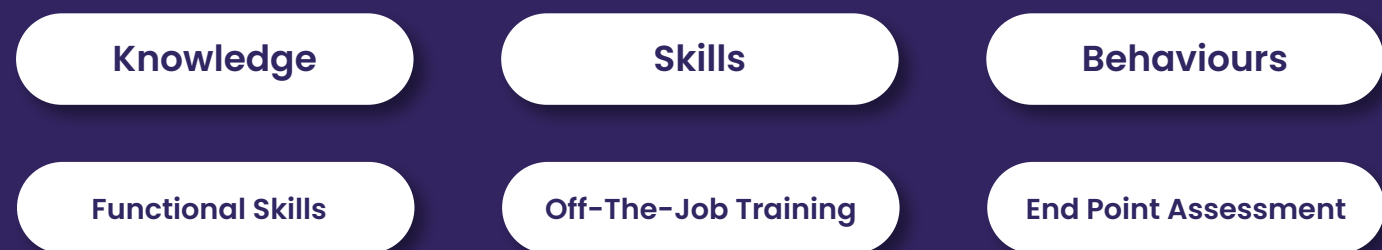
Aspiring Leaders in Healthcare Apprenticeship Standard

The Level 3 Aspiring Leaders in Healthcare Apprenticeship is designed for those supervisory or first-line managers. It will introduce learners to key concepts around team-leading that are fundamental to confidently lead a team.

It is suitable for those taking their first step into line management, as well as those who are experienced in managing a team or a project with clearly defined outcomes.

At the end of this training programme, you will be awarded a full and relevant Level 3 qualification once a passing grade has been achieved at the End-Point Assessment.

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



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 15 months, you will receive a combination of face-to-face and online training and support.

The 15 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:

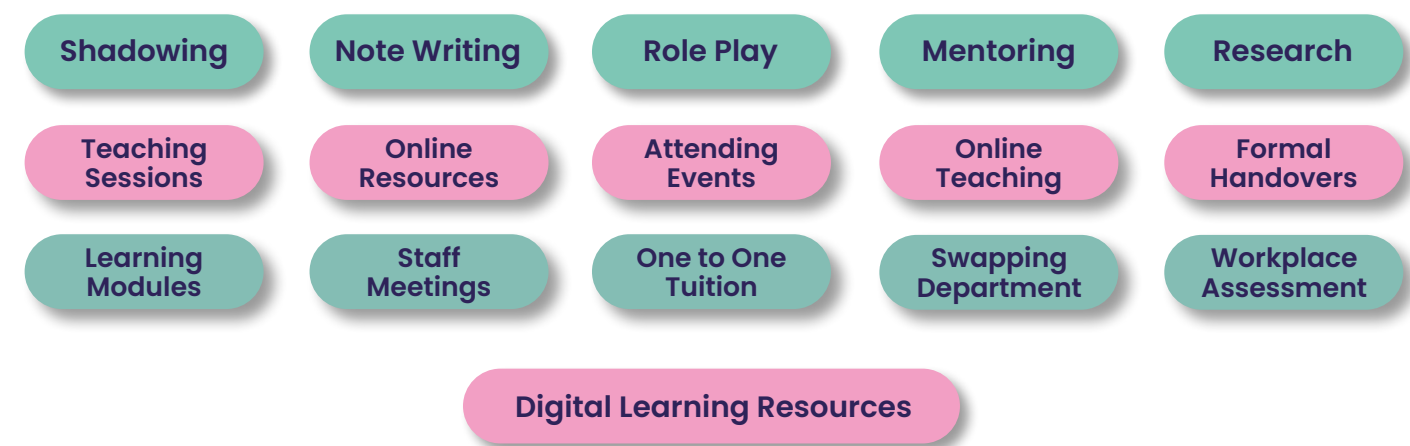
16 hours contracted per week = 22 months apprenticeship programme

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.

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:



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:



Your apprenticeship journey



Month 1

Learning Foundations/CIAG/Personal Development +

Programme introduction and expectations

Months 2 to 4

Impactful Communication, Driving Engagement, Performing Team(s) +

Functional skills support (where applicable)

Months 5 to 8

Resource Efficacy, Innovation Journey, Digital Evolution, Critical Influence +

Months 9 to 12

Business Ventures, Data Integrity, Business Instinct, Organisational Footprint +

CQC Accountability and Management

Months 13 and 14

Presenting Skills & Project Impact, Change & Communication Planning +

Month 15

Technology & Innovation +

Functional skills achievement (where applicable)

Months 16 to 18

Preparation for your End Point Assessment (EPA) +

End Point Assessment (EPA)
Progression IAG session

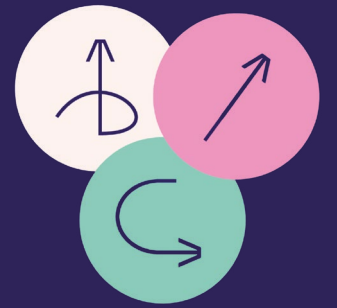
Achievement



Home.
Work.
Leisure.
Together.

Your life. Your way.

What will you learn?



Support individual and team development

- ✓ You will develop skills to enable you to contribute to the training and ongoing development needs of individuals and the team
- ✓ Understand how members of the team affect team dynamics
- ✓ How to identify and support the development of the team through informal coaching
- ✓ How to manage your individual or team performance by setting objectives, monitoring progress, and providing clear guidance and feedback

Develop yourself

- ✓ Investigate theories around the cycle of professional and personal development to comprehend the cycle of development planning for yourself and the members of your team
- ✓ Create a development plan for your own personal and professional growth
- ✓ Understand time management techniques and tools to manage workload and pressure
- ✓ Seek out learning opportunities and continuous professional development that benefit your leadership development

Link theory with practice

- ✓ You will be able to apply the principles of equity, diversity and inclusion in the workplace and their impact on the organisation and the team
- ✓ Gain insight into recognised models and theories related to strategies for motivation to help you inspire your team
- ✓ Examine the most well-known models, techniques, and theories for mapping stakeholders, so that you can better service key organisational stakeholders

Modules of learning

Module 1

Learning Foundations and CIAG +

- Identify the details of your own chosen pathway and how you will be supported to collect and build a robust portfolio of leading evidence and undertake preparations for both an observation and knowledge test at end point assessment.
- Determine how, online safety, equality and diversity, safeguarding and Prevent are part of a duty of care, understanding the application in the context of leading.
- Assess how your progress is reviewed, how we support any additional learning needs and appeals procedures (where appropriate). As well as being able to understand programme expectations and commitment to your apprenticeship journey.
- Research and discuss some of the topics you may be learning as part of your overall qualification, utilising the knowledge, skills, behaviours and duties identified in the Team Leader apprenticeship standard.

Module 2 & 3

Personal Development/ Impactful Communication +

- Examine how to create an effective personal development plan, manage and review this.
- Outline the use of time management strategies to control pressure and workload.
- Explain the idea of building one's own self-awareness and the steps required.
- Assess the possible effects of accountability and self-leadership on your position within your organisation.
- Examine potential learning styles to take into account when fostering personal growth in for self and others.
- Define organisational strategy in the workplace and how it is used to focus on the tasks that are most important to accomplishing the organisation's goals.
- Describe in detail how to convey organisational strategy, execute against operational plans, convert objectives into team-deliverable tasks, and track results.
- Review techniques to boost your leadership impact and help you communicate powerfully.
- Examine effective strategies for presiding over meetings, delivering information to the audience, and promote participation from others.

Module 4

Driving Engagement +

- Explain how influencing skills and techniques can be used to enhance the relationship with stakeholders.
- Evaluate the scope for and limitations of collaborating with different types of stakeholder.
- Outline the importance of displaying behaviour that supports equality, diversity and inclusion in the workplace when working with stakeholders.
- Determine how unconscious bias can affect how we communicate with stakeholders, especially those from different backgrounds, cultures, or perspectives.
- Describe emotional intelligence and its application to stakeholder and customer relationship management and communication.

Module 5 & 6

Performing Team(s)/Resource Efficacy +

- Define how members of the team affect team dynamics.
- Identify the advantages and disadvantages of team working and lone working.
- Outline the traits of a high-performing team and the methods and approaches to foster and enhance these.
- Describe with reference to established models and theories, describe the motivational strategies utilised to inspire both people and groups.
- Examine efficient methods and approaches for expressing the objectives of the business to the team, in addition to performance management practices including goal setting and feedback-giving.
- Review a range of support methods to enable individuals to perform well.
- Analyse the importance of effective and efficient resource use in organisations.
- Describe resource management and suitable leadership approaches, include reference to how to organise people, money, technology, and time.
- Detail the steps involved and the results of efficiently planning, setting priorities, and assigning tasks to team members.
- Explain how to set SMART objectives for teams and individuals to achieve daily work activities.
- Identify tools and which contribute to the efficient completion of daily work activities.

Module 7

Innovation Journey +

- Identify reasons for change in an organisation.
- Explain types of change that may occur in an organisation, considering individual and team reactions, barriers and plans to overcome these.
- Examine the various forms and reasons behind conflicts in organisations, considering stakeholders and the possible effects of change.
- Evaluate how to drive a culture of continuous improvement within the organisation.
- Review critical challenges, business face when having to comply with changing regulation, legislation, and compliance.



Module 8 & 9

Digital Evolution/Critical Influence +

- Describe the main digital leadership problems that exist in today's workplace.
- Explain how to use technology in an effective and efficient manner.
- Reflect and handle obstacles, challenging circumstances, and technologically related solutions.
- Evaluate the impact of technology, AI and the future of leadership.
- Outline how mindset and personal bias influence your ability to solve problems and make decisions.
- Reflect on how mindset and personal bias influence your ability to solve problems and make decisions.
- Evaluate the use of problem solving and decision-making techniques when leading a team.
- Evaluate the role of influence of stakeholders involved in the decision-making process.

Module 10

Business Ventures +

- Identify the differences between projects and everyday activities.
- Define each stage of the project life cycle, roles and responsibilities.
- Explain the reasons organisations use projects, detailing types of projects in an organisation.
- Detail the aim, objectives and scope of a proposed workplace project.
- Outline how to manage risks and monitor progress to the successful delivery of a project.
- Assess how completed projects can be evaluated.

Module 11 & 12

Data Integrity/ Business Instinct +

- Explain reasons why organisations collect data and information.
- Define the differences between data and information.
- Examine the legal and organisational requirements for managing data and information.
- Review how technology is used to manage and analyse data in the workplace.
- Evaluate the advantages and disadvantages of tools used to communicate findings to a target audience.
- Summarise internal or external forces that impact an operational functionality of an organisation.
- Define business acumen and understand how it benefits a leader in the workplace.
- Review business models and how an organisation creates, captures, and delivers value.
- Evaluate business strategy and how organisations gain competitive edge.

Module 13

CQC Management and Accountability +

- Understand the CQC process/ Assist in CQC inspections
- Develop presentation skills/Motivate and inspire staff
- Help to drive ownership and accountability
- Understand the impact of under-performance/Demonstrate good observational skills
- Support in the documentation of CQC inspection outcomes and improvement measures
- Understand the professional duty of candour

Module 14

Organisational Footprint +

- Discuss organisational approaches to corporate social responsibility and sustainability.
- Define what is a business footprint.
- Review simple business strategies for a sustainable future.
- Assess opportunities for sustainable business models in a wide range of industry sectors.
- Evaluate sustainable technology for the workplace.

Module 15

Presenting Skills & Project Impact +

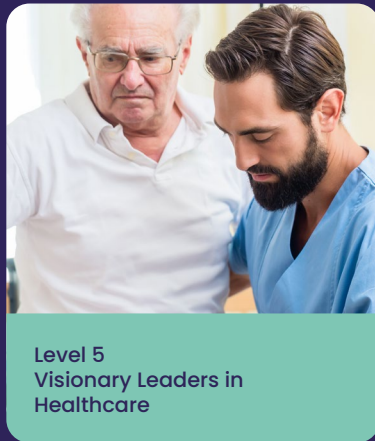
- Review strategies for effectively communicating business project outcomes to key stakeholders.
- Evaluate the effectiveness of capturing and managing project-related knowledge.
- Assess approaches for project closure.

Module 16 & 17

Change & Communication Planning/ Technology & Innovation +

- Determine best practice for coaching and mentoring employees as they transition through the change.
- Review the process of interpreting and communicating the right operational messages to teams and individuals. Explain the positive impact that innovation can have on a team and organisational culture.
- Discuss ways technology can be utilised to respond to operational challenges and overcome barriers to communication, organising data and support organisational goals.

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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