Training provided by

IMPACT FUTURES

Helping Hands
Caring since 1989

LEVEL 3

ASPIRING LEADERS IN HEALTHCARE

Managing teams and projects to achieve operational goals

From small acorns, great oak trees grow!

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.

ENTRY Requirements

You must have been a UK, EEA, or EU resident for at least the past three years to undertake this training programme.

In addition, you must be able to commit to the full length of the programme, and be able to meet the programme modules through your job role.

If you do not have a level 2 or equivalent in Maths and English, you will be required to work towards achieving these qualifications as part of your apprenticeship.

COMPONENTS OF AN Apprenticeship

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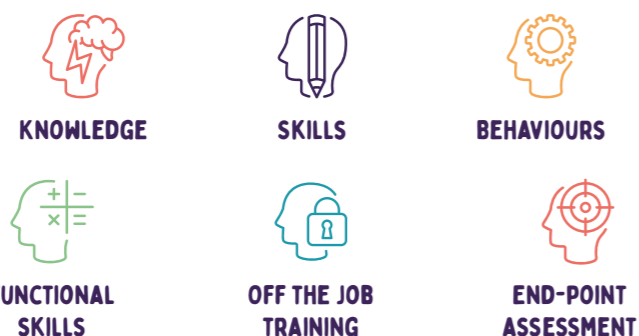
More information on each of these components can be found within the learner or manager apprenticeship guide. All of the above components must be fully completed in order to successfully achieve your apprenticeship.

WHAT IS THE DURATION AND HOW WILL YOU LEARN?

Over the duration of 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:

MENTORING   **SHADOWING**   **NOTE WRITING**   **TEACHING SESSIONS**   **FORMAL HANDOVERS**   **STAFF MEETINGS**

RESEARCH   **ONLINE RESOURCES**   **ATTENDING EVENTS**   **LEARNING MODULES**   **ROLE PLAY**   **SWAPPING DEPARTMENT**

ONLINE TEACHING   **DIGITAL LEARNING RESOURCES**   **ONE TO ONE TUITION**   **WORKPLACE ASSESSMENT**
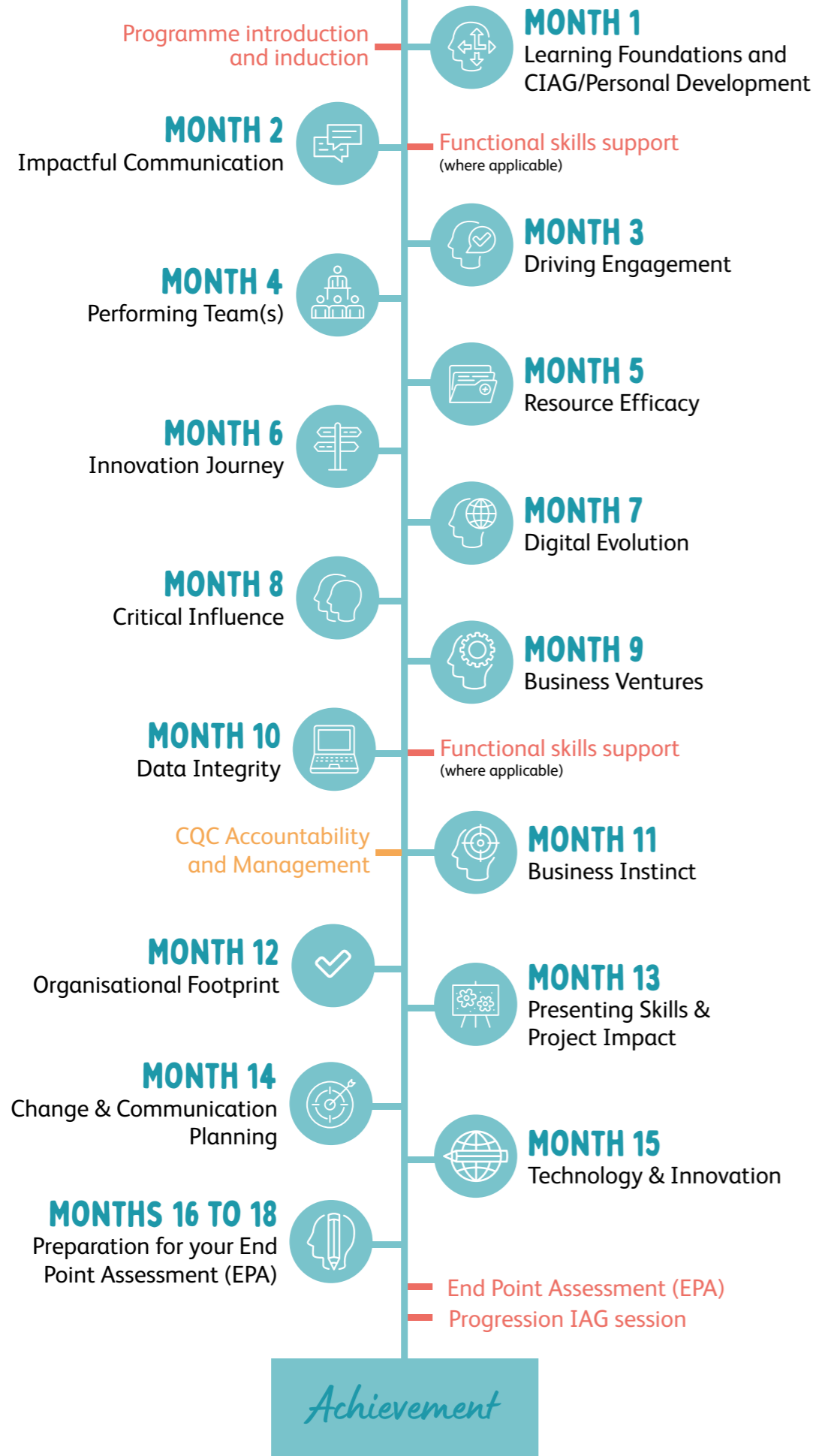
END-POINT ASSESSMENT

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 AND Q&A   **PROFESSIONAL DISCUSSION UNDERPINNED BY A PORTFOLIO OF EVIDENCE**

Your Apprenticeship Journey

Programme introduction and induction

MONTH 1
Learning Foundations and CIAG/Personal Development

MONTH 2
Impactful Communication

Functional skills support
(where applicable)

MONTH 3
Driving Engagement

MONTH 4
Performing Team(s)

MONTH 5
Resource Efficacy

MONTH 6
Innovation Journey

MONTH 7
Digital Evolution

MONTH 8
Critical Influence

MONTH 9
Business Ventures

MONTH 10
Data Integrity

Functional skills support
(where applicable)

CQC Accountability and Management

MONTH 11
Business Instinct

MONTH 12
Organisational Footprint

MONTH 13
Presenting Skills & Project Impact

MONTH 14
Change & Communication Planning

MONTH 15
Technology & Innovation

MONTHS 16 TO 18
Preparation for your End Point Assessment (EPA)

End Point Assessment (EPA)

Progression IAG session

Achievement

You will learn how to:

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 (Key Areas):

CHANGE & COMMUNICATION PLANNING
- 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.

IMPACTFUL COMMUNICATION
- 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.
- Examine effective strategies for presiding over meetings, delivering information to the audience, and promote participation from others.

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.
- Outline how to manage risks and monitor progress to the successful delivery of a project.
- Assess how completed projects can be evaluated.

DIGITAL EVOLUTION
- 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 to satisfy corporate needs.

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.
- Review critical challenges, business face when having to comply with changing regulation, legislation, and compliance.

PERSONAL DEVELOPMENT
- 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.

RESOURCE EFFICACY
- 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.

TECHNOLOGY & INNOVATION
- 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.

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

PERFORMING TEAM(S)
- 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.
- 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.

Making an impact, now and in the future:

WHAT WILL YOU ACHIEVE?

A nationally recognised qualification

Functional skills to the required level

Potential career progression into future roles

WHAT'S NEXT?

YOUR CAREER IS A JOURNEY

Take the next step

LEVEL 5 VISIONARY LEADERS IN HEALTHCARE

LEVEL 7 SENIOR LEADER

Make an impact

For more information, contact

apprenticeships@helpinghands.co.uk

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Caring since 1989