



# CEPN Practice Manager Apprenticeship Development Programme

The CEPN Practice Manager Apprenticeship Development Programme has been designed to support staff and managers in non-clinical roles advance their careers through formal management qualifications and apprenticeship standards within the Practice.

Whether you are a Practice Manager currently in post seeking to progress your career or an admin/receptionist staff aspiring to be a practice manager, these apprenticeship programmes will support you in your journey on the progression career ladder!

*What apprenticeships are available?  
What to expect to see in the programme?  
What qualifications will you receive?  
What are the entry requirements?*

For more information, [CLICK](#) on to the next page

This programme is fully funded through the apprenticeship levy and CEPN (Community Education Provider Network)

Practices in Camden will receive £2,500 to support their staff on this programme

For more information and to express an interest onto the programme please contact [Daniella.Halil@communitymatters.co.uk](mailto:Daniella.Halil@communitymatters.co.uk)

Click [HERE](#) for the Expression of Interest Form

## What apprenticeships are available?

- Level 3 Apprenticeship in Team Leading and Supervision for Admin and Reception Staff combined with the AMSPAR Level 3 Certificate in Primary Care Management - The Level 3 Management programme has been designed for aspiring or existing team leaders and first line managers and covers all aspects of the manager's role. It is designed to enhance and benchmark skills to give consistent operational management practice.
- Level 5 Operational Manager Apprenticeship combined with the AMSPAR Level 5 Diploma in Primary Care Management - The Level 5 Management programme has been designed for Senior Managers and covers all aspects of the manager's role which includes Management of a team and operational tasks. It is designed to enhance and benchmark skills to give consistent operational management practice.
- Level 7 Senior Leader Masters Degree apprenticeship - This occupation applies to senior leaders in the private, public or third sector and all sizes of organisation, who lead, organise and direct organisations. Specific job roles may include: General Manager, Senior Manager, Executive Director, Chief Operating Officer, Chief Financial Officer, Chief Executive Officer, Chief Information Officer, Senior Military Officer.

## What to expect to see in the programme?

Depending on the level of the programme you choose to carry out, the modules will differ. Some of the modules you can expect to be covered in management programmes are:

- Induction to the programme
  - Leading and Managing people
  - Communication and Meeting Skills
  - Change management and decision making
  - Finance and budget management
  - Recruitment, selection, induction, training and coaching
  - Collaborative governance and strategy
  - Contemporary context in public service management
  - Social marketing and innovation
  - Research methods
- And more....

## What qualifications will you receive?

Candidates can receive up to 2 qualifications at the end of this programme:

### Level 3

- Level 3 Team Leading & Supervision Apprenticeship
- AMSPAR Level 3 Certificate in Primary Care Management

### Level 5

- Level 5 operational/departmental manager apprenticeship
- The AMSPAR Level 5 Diploma in Primary Care Management

### Level 7

- Level 7 senior leaders degree apprenticeship
- Masters Degree in management (either MA, MSc or MBA)

## Returning to learning? Don't worry!

The programme recognises your skills as an experienced leader and is work focussed, concentrating on tools and techniques you can apply in practice.

There is support to guide you through the written work required, which is in the main work focussed.

The training provider will provide help, guidance and tutorial input at all stages and one to one tutorials at key stages.

## Entry requirements:

Entry requirements differ depending on training provider but here are some of the expected requirements:

- Applicants must also be able to evidence achievements of English and Maths level 2 prior to applying and, if require a work visa, must have sufficient time remaining to cover the entirety of the programme plus 3 months
- Must be working a minimum of 30 hours a week
- Applicants must have a relevant first degree or 5 years leadership/management experience and have either recently moved or looking to move to a more senior role with strategic responsibilities (this is for the Level 7 programme only)

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