



# CAKE

PEOPLE DEVELOPMENT

Setting New Standards

## LEADERSHIP & MANAGEMENT APPRENTICESHIPS



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# CAKE - SETTING NEW STANDARDS

## MAKING THE MOST OF YOUR APPRENTICESHIP LEVY

The introduction of Leadership and Management Apprenticeships is the best business opportunity available for an organisation to develop the capabilities and performance of its managers and leaders.

**CAKE** is ideally placed to help your organisation capitalise on this exciting opportunity. Our Apprenticeship Programmes represent the very highest standard of development design to deliver exactly what your organisation and leader/managers need. Our flexible, collaborative partnership offers the perfect recipe.

For all sectors and business sizes, our quality assured, fully blended learning approach will help attract and retain the best talent, bridge the skills gap, improve business performance and build future competitive advantage.

**From the CAKE team**

At **CAKE**, we believe that developing people should be the essential ingredient at the heart of every organisation. No longer a 'nice to have' but a critical factor in business strategy.

We offer unrivalled management and leadership expertise; we are also approved and accredited by both the **ILM** and **CMI**.

Organisations which are committed to the development of their people will be able to get more than they put in. All employers with a payroll of over £3m are taxed 0.5% of their payroll. The government then tops this up by a further 10%. Businesses will access funds through the Digital Apprenticeship Service (DAS), which is used to fund the training. If you spent more than your allocated funds, the government will, by co-investing, supplement 90% of the additional cost.

The only limitation is that funds must be used within 24 months of entering your DAS account. If not, these funds will be clawed back by the government.

By 2020, all employers will be able to use the digital apprenticeship service to pay for training and assessment for apprenticeships.

Until then, non-levy paying employers will continue to negotiate and agree their apprenticeship programme with their chosen training provider. 90% of non-levy paying employers' apprenticeship training and assessment costs in England will be paid for by the government.

### What you need to know:

The Apprenticeship Levy is a government initiative to boost the United Kingdom's productivity and competitiveness by investing in skills development.

It is a large-scale programme that businesses can't afford to ignore. The government's target is that 3 million new apprenticeships will have started by 2020, funded by levy payments.

The target relates to traditional technical apprenticeships and high-level leadership and management development.

Organisations with a payroll over £3 million pay the levy, which must be used to fund apprenticeship training with **CAKE** or any other provider on the Register of Apprenticeship Training Providers.

## WHAT THIS MEANS FOR YOUR ORGANISATION

### APPRENTICESHIPS ARE A HUGE OPPORTUNITY FOR ORGANISATIONS TO DEVELOP THE PERFORMANCE AND CAPABILITIES OF THEIR TEAMS.

Apart from the fact that organisations have a ring-fenced fund to claim back for leadership and management apprenticeships from their digital accounts, the other main business benefits to your organisations are:

- ◇ More motivated and engaged teams achieved by attending masterclasses and business focused facilitated sessions. The learner experience is enhanced through our on-line learner community **CAKEconnect**



## AND THE BENEFITS TO YOUR EMPLOYEES ARE VERY SIGNIFICANT TOO

- ◇ Improved leadership skills such as, communication, coaching, effectively motivating and developing their teams
  - ◇ Achieving their development goals and career aspirations. Offering apprenticeships at many levels can offer employees clear career pathways
  - ◇ Employee engagement. Employees feel valued; it has a significant impact on their lives, bringing increased confidence and job satisfaction, knowing they have the right mix of skills, behaviours and knowledge
- ◇ Flexibility of delivery, our facilitators travel to you, reducing disruption to your employees' day job
  - ◇ Unearthing and channelling new talent. Our apprenticeship programmes are ideal to up-skill and retain your team members as well as proven to attract new recruits to support succession planning
  - ◇ Investing in the development of your employees, increasing their skills and knowledge base will increase performance and boost productivity
  - ◇ Improvement in employee engagement. Employees who feel valued and are developed are less likely to leave, reducing staff turnover
- ◇ For their own personal development and gaining new skills. Upon completion, the **CAKE** apprenticeship leads to nationally recognised qualifications accredited by either the ILM or CMI
  - ◇ An appreciation and insight into how their role impacts on the effectiveness and performance of the wider organisation



# OUR CAKE RECIPE

**We are here to guide and support your organisation and your learners along the apprenticeship journey. Through our collaborative approach, using CAKE as a metaphor for your organisation, we take the time to understand your business (your CAKE), the culture and the heart of your organisation, your people.**

**We help to identify the ingredients needed for your recipe for success. Stripping back the jargon and hype, we provide sustainable, quality development initiatives with tangible results, the perfect CAKE.**



## ◊ Step 4 - Adding flavour and taste testing

Our development coaches support your delegates for the duration of the programme and ensure that they are making progress. In the unlikely event that they are aren't, we will arrange for additional support to help them reach their full learning potential. We will regularly review performance and adapt our approach to meet the challenges of the business.

## ◊ Step 5 - Serving it up

Each module has the right mix of group masterclasses and facilitated sessions, one to one coaching, workplace learning and self-learning through our online learning community **CAKEconnect**; our fully blended approach means we get the very best out of each and every delegate.

## ◊ Step 6 - Recipe review

End Point Assessment and evaluation of the programme. After completion of the programme, **CAKE** as the provider and you as the employer need to agree the requirements of the standard have been met by the delegates.

This is the gateway to End Point Assessment which involves a range of assessment tools and processes.

Successful individuals gain an industry recognised qualification and registration with professional bodies.

## ◊ Step 1 - Creating the recipe

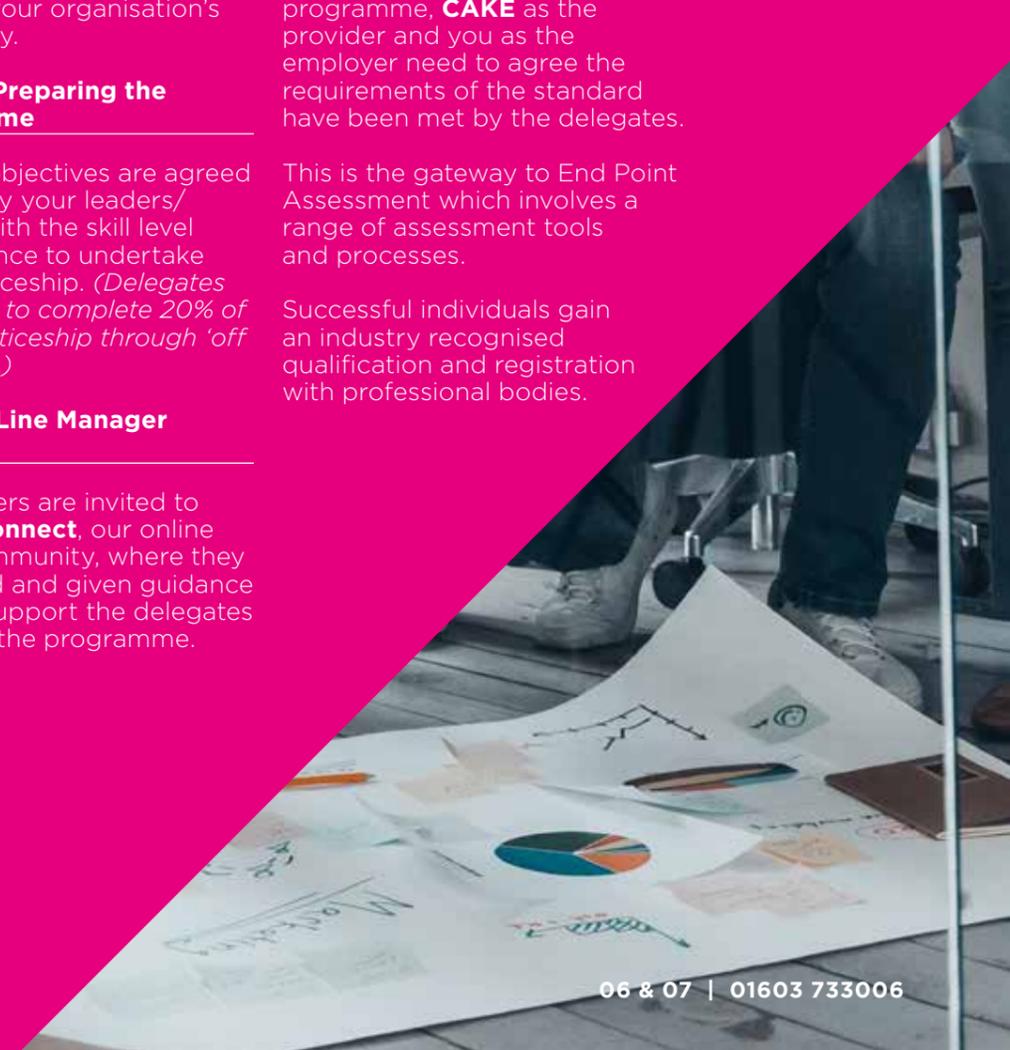
First and foremost, we will help you identify your development objectives and strategic issues. We will put together a project plan with the right mix of training and development ingredients, creating a fully blended development solution to support your organisation's L&D Strategy.

## ◊ Step 2 - Preparing the programme

Once your objectives are agreed you'll identify your leaders/ managers with the skill level and experience to undertake the apprenticeship. *(Delegates are required to complete 20% of their apprenticeship through 'off job' learning.)*

## ◊ Step 3 - Line Manager Support

Line managers are invited to join **CAKEconnect**, our online learning community, where they are inducted and given guidance on how to support the delegates throughout the programme.



# LEADERSHIP & MANAGEMENT TRAILBLAZER APPRENTICESHIPS

This apprenticeship is for individuals who are or who are aspiring to become a first line manager. Typically, these roles include Team Supervisor, Team Leader, Project Officer, Shift Manager, Foreperson, Shift Supervisor.

This apprenticeship will support your employees who are making the change from team member to team leader, by enhancing their skills, knowledge and confidence, to face the challenge of adjustment to the new role.

**(THE APPRENTICESHIP STANDARDS HAVE BEEN DEVELOPED BY GOVERNMENT, EMPLOYERS GROUPS AND AWARDING BODIES, KNOWN AS 'TRAILBLAZERS.')**

## TEAM LEADER/ SUPERVISOR LEVEL 3 APPRENTICESHIP STANDARD ILM AND CMI

Our **CAKE** Level 3 programme provides a blend of facilitated sessions, coaching, experiential activities, a work-based project and self-guided learning;

resulting in an internationally recognised qualification, and practical business knowledge and tools to benefit your organisation.

Our programme covers all the Trailblazer Standards required for the Team Leader/Supervisor Apprenticeship.

- ◇ Communication
- ◇ Managing people
- ◇ Leading people
- ◇ Self-awareness
- ◇ Management of self
- ◇ Building relationships
- ◇ Problem-solving and decision making
- ◇ Operational management
- ◇ Finance
- ◇ Project management

**DURATION**  
12 to 18 months

### The CAKE recipe

- ◇ Online learning community - **CAKEconnect**
- ◇ One to one coaching
- ◇ Manager mentoring
- ◇ Practical work-based case studies
- ◇ Group masterclasses
- ◇ Self-guided learning
- ◇ Group work
- ◇ Business project

### Learning outcomes for your apprentice

- ◇ Successful completion of a full Team Leader/Supervisor Apprenticeship Programme
- ◇ A toolkit of essential and practical management skills applied and refined in the workplace

- ◇ The leadership capability to lead and motivate teams with confidence
- ◇ A thorough and broad understanding of business critical management & leadership theory that underpins and supports growth and performance
- ◇ Achievement of Level 3 Diploma

# LEVEL 3

# LEADERSHIP AND MANAGEMENT LEVEL 5 APPRENTICESHIP STANDARD ILM AND CMI

This Apprenticeship is for current leaders who manage teams or projects, and who are responsible for achieving departmental or operational goals and objectives as part of the organisation business strategy.

Our **CAKE** Level 5 programme provides a blend of facilitated sessions, coaching, self-guided learning, online learning, a business project together with experiential activities; resulting in an internationally recognised qualification and practical business knowledge and tools to benefit your organisation over the long term.

Our programme covers all of the Trailblazer Standards relating to the Knowledge and Skills required for the Operations/ Departmental Manager Apprenticeship:

- ◇ Leading people
- ◇ Managing people
- ◇ Communication
- ◇ Building relationships
- ◇ Self-awareness
- ◇ Managing self
- ◇ Operational management
- ◇ Project management
- ◇ Problem-solving and decision making
- ◇ Finance

## DURATION

Typically, this programme will be 24-months in duration, although it can run between a minimum of 18 months through to a maximum of 30 months.

## The CAKE Recipe

- ◇ Online learning community – **CAKEconnect**
- ◇ One to one coaching
- ◇ Manager mentoring
- ◇ Practical work-based case studies
- ◇ Group masterclasses
- ◇ Self-guided learning
- ◇ Group work
- ◇ Business project

## Learning outcomes for your apprentice

- ◇ Heightened capability, ability and confidence to provide practical, inspirational and operational management
- ◇ Increased ability to lead, motivate and inspire to drive better performance

- ◇ Ability and confidence to use key management tools and techniques
- ◇ Successful completion of a full apprenticeship
- ◇ Achievement of a Level 5 Diploma

## Senior Leadership Apprenticeship level 6 and 7

If you identify a leader who would benefit from a degree level apprenticeship in leadership and management, please talk to us. The routes and options are varied and complex; we will advise on the best solution for your leaders on a case by case basis.

# LEVEL 5

## THE LEVEL 3 CAKE

### - TEAM LEADER/SUPERVISOR TRAIL BLAZER APPRENTICESHIP

#### INITIAL RECIPE

1-12 MONTHS TOTAL  
CAKE TIME

##### MODULES

- ◇ SELF AWARENESS
- ◇ LEADING PEOPLE
- ◇ MANAGING PEOPLE
- ◇ BUILDING RELATIONSHIPS
- ◇ COMMUNICATION
- ◇ FINANCE
- ◇ PROBLEM SOLVING
- ◇ DECISION MAKING

##### METHOD

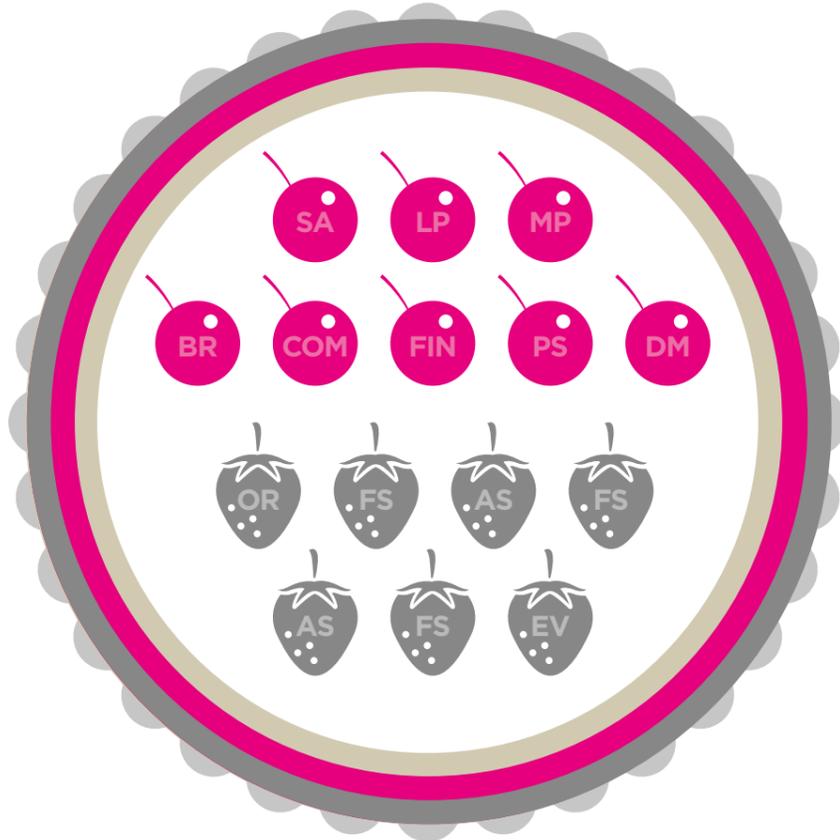
- ◇ ORIENTATION
- ◇ FACILITATION SESSION X 3
- ◇ ASSESSMENT X 2
- ◇ EVALUATION

- ◇ Personal Development Portfolio and Learning Log
- ◇ **E-Portfolio/Project**
- ◇ Employer and CAKE Development Coach Reviews

#### PRESENTATION & RECIPE REVIEW

6 MONTHS TOTAL  
CAKE TIME

- ◇ GATEWAY ASSESSMENT 
- ◇ END POINT ASSESSMENT
- ◇ PORTFOLIO 
- ◇ KNOWLEDGE TEST
- ◇ COMPETENCY INTERVIEW
- ◇ PROFESSIONAL DISCUSSION



## THE LEVEL 5 CAKE

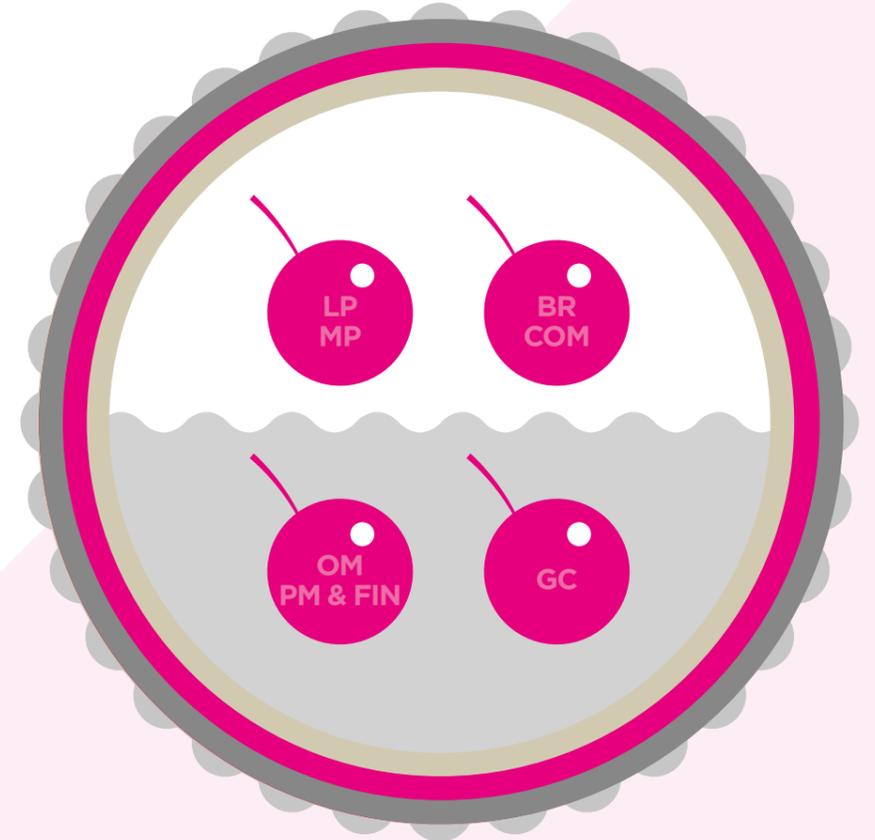
### - OPERATIONS/DEPARTMENTAL MANAGER TRAIL BLAZER APPRENTICESHIP

#### INITIAL RECIPE

1-18 MONTHS  
MINIMUM CAKE TIME 

##### MODULES

- ◇ LEADING PEOPLE  
MANAGING PEOPLE
- ◇ BUILDING RELATIONSHIPS  
COMMUNICATION
- ◇ OPERATION MANAGEMENT  
PROJECT MANAGEMENT  
FINANCE
- ◇ GATEWAY COACHING
- ◇ Quarterly Reviews by Senior/Line Manager
- ◇ **Portfolio/Learning Log/CPD**
- ◇ Regular Reviews/Coaching/  
One to One with Learning Coach
- ◇ Personal Project



#### END POINT ASSESSMENT

18-30 MONTHS  
CAKE TIME 

- ◇ KNOWLEDGE TEST
- ◇ STRUCTURED COMPETENCY  
BASED INTERVIEW
- ◇ ASSESSMENT OF  
PORTFOLIO OF EVIDENCE
- ◇ PRESENTATION  
QUESTION & ANSWER  
SESSION
- ◇ PROFESSIONAL DISCUSSION





# APPRENTICESHIP ALUMNI



All graduates of our Leadership and Management Apprenticeship Programmes automatically become part of our alumni network. This gives them access to our connect community to forge connections across professions, occupations and industries, and to continue their learning pathway; accessing many resources and invitations to regular networking events and seminars.

**For further information  
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# CAKE

PEOPLE DEVELOPMENT

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