



# CAKE

PEOPLE DEVELOPMENT

Setting New Standards

## Leadership & Management Apprenticeship Programmes



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# CAKE - SETTING NEW STANDARDS

## The best business opportunity for your development!

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 you 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**.

Our apprenticeship programmes are open to everyone. Ours is a culture of diversity, an environment where everyone is valued for their contribution and individuality.

You should not be 'put off' by the label of 'apprenticeship'. It is essentially just a 'wrapper' for a specific training programme. Anyone can commence an apprenticeship at any time in their life – irrespective of their age, background or career level. There are apprenticeships now available for senior board members with many years of previous management experience.

By completing an apprenticeship, more career opportunities will open up, you'll gain an internationally recognised management qualification, and although you may already feel confident in your current abilities, completing your qualification will expand on your existing knowledge whilst gaining new skills and experience.

### 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.

Under the Apprenticeship Levy which came into effect in April 2017, many organisations are introducing and using their levy payments to fund management apprenticeships for learning and development initiatives for their existing workforce.

These apprenticeships have been created for those working in a management role or who are being moved into a role in which management and leadership skills are key. Currently, apprenticeships cover Team Leader/Supervisor roles as well as middle and high-level management positions.



Throughout your programme, you will be supported by CAKEconnect, our on-line learning community.

**WHY 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:

- o More motivated and engaged teams achieved by attending masterclasses and business focused facilitated sessions. Your experience is enhanced through our on-line learning community CAKEconnect



**AND THE BENEFITS FOR YOU ARE VERY SIGNIFICANT TOO**

- o Flexibility of delivery, our facilitators travel to you, reducing disruption to your day job
- o Unearthing new talent. Our apprenticeship programmes are ideal for developing your leadership capability to support your future career
- o By investing in your development and increasing your skills and knowledge base, this will increase your performance and boost the productivity of your organisation
- o Improvement in employee engagement overall. It's a fact that employees who feel valued and are developed are less likely to leave, reducing staff turnover
- o You'll gain improved leadership skills such as communication, coaching and how to effectively motivate and develop your teams
- o Help achieve your development goals and career aspirations. Offering apprenticeships at many levels can offer employees clear career pathways, it brings increased confidence and job satisfaction.
- o You'll develop a personal and professional portfolio of essential management skills and gain a nationally recognised qualification accredited by either the ILM or CMI
- o You will gain an appreciation and insight into how your role impacts on the effectiveness and performance of the wider organisation

## 20% off Job Learning can include:

- Writing assignments
- Online learning
- Coaching
- Practice
- Hands-on training
- Mentoring
- Conferences
- Lectures
- Industry visits
- Role play
- Project work

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

You will work with a dedicated development coach, a fully qualified, executive leadership coach who will help to identify the ingredients needed for your recipe for success. With no jargon or hype, but a proven robust, quality development opportunity and tangible results, the perfect CAKE.



# OUR CAKE RECIPE

## ○ Step 1 - Creating the recipe

We will establish the development objectives and strategic issues, and 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

Your organisation will identify the leaders/managers with the skill level and experience to offer the amazing opportunity of undertaking an apprenticeship. 20% of your apprenticeship is through 'off job' learning.

## ○ Step 3 - Line Manager Support

Your Line Managers will be invited to join CAKEconnect, our online learning community, where they are given guidance on how to support you throughout your programme.

## ○ Step 4- taste testing

Your dedicated development coaches support you for the duration of the programme and ensure that you are making progress. In the unlikely event that you aren't, we will arrange for additional support to help you reach your full learning potential. We will regularly review your programme and adapt our approach to meet your needs.

## ○ 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 every person on the programme.

## ○ Step 6 - Recipe review

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

This is the gateway to End Point Assessment which involves a range of assessment tools and processes, a review of your portfolio of evidence which is collated during your studies, an externally set knowledge test and, if applicable to your programme, a presentation of a work based-project. As a successful participant of the programme, you will gain an industry recognised qualification and registration with professional bodies.

# 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 you if you are making the change from team member to team leader, by enhancing your skills, knowledge and confidence, to face the challenge of adjustment to the new role.

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 you and your organisation.

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

- o Communication
- o Managing people
- o Leading people
- o Self-awareness
- o Management of self
- o Building relationships
- o Problem-solving
- o Decision making
- o Operational management
- o Finance
- o Project management

**DURATION**  
12 to 18 months

# LEVEL 3

## The CAKE recipe

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

## Learning outcomes for you

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

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

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

TEAM LEADER/  
SUPERVISOR LEVEL  
3 APPRENTICESHIP  
STANDARD ILM  
AND CMI

# LEADERSHIP AND MANAGEMENT LEVEL 5 APPRENTICESHIP STANDARD ILM AND CMI

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

- o Leading people
- o Managing people
- o Communication
- o Building relationships
- o Self-awareness
- o Managing self
- o Operational management
- o Project management
- o Problem-solving
- o Decision making
- o 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.

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 you and your organisation over the long term.

## The CAKE Recipe

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

## Learning outcomes for your apprentice

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

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

## Senior Leadership Apprenticeship Level 6 and 7

If you are 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 you 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

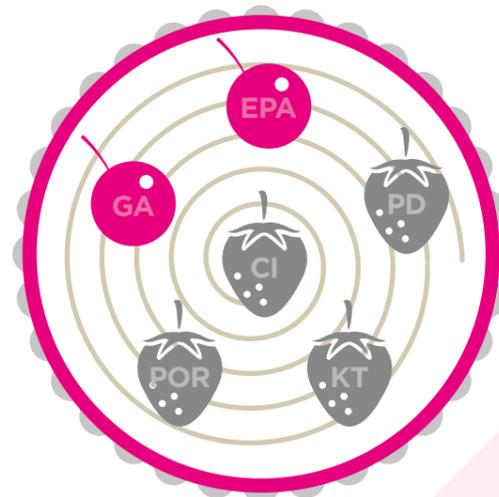
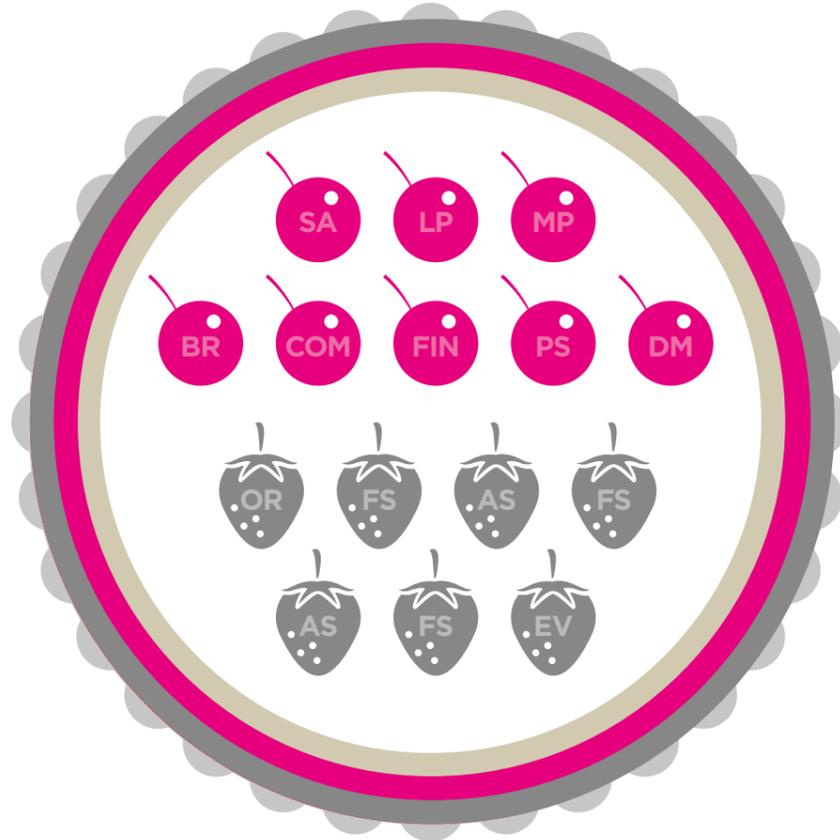
- ◇ ORIENTATION
- ◇ FACILITATION SESSION X 3
- ◇ ASSESSMENT X 2
- ◇ EVALUATION

- ◇ 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

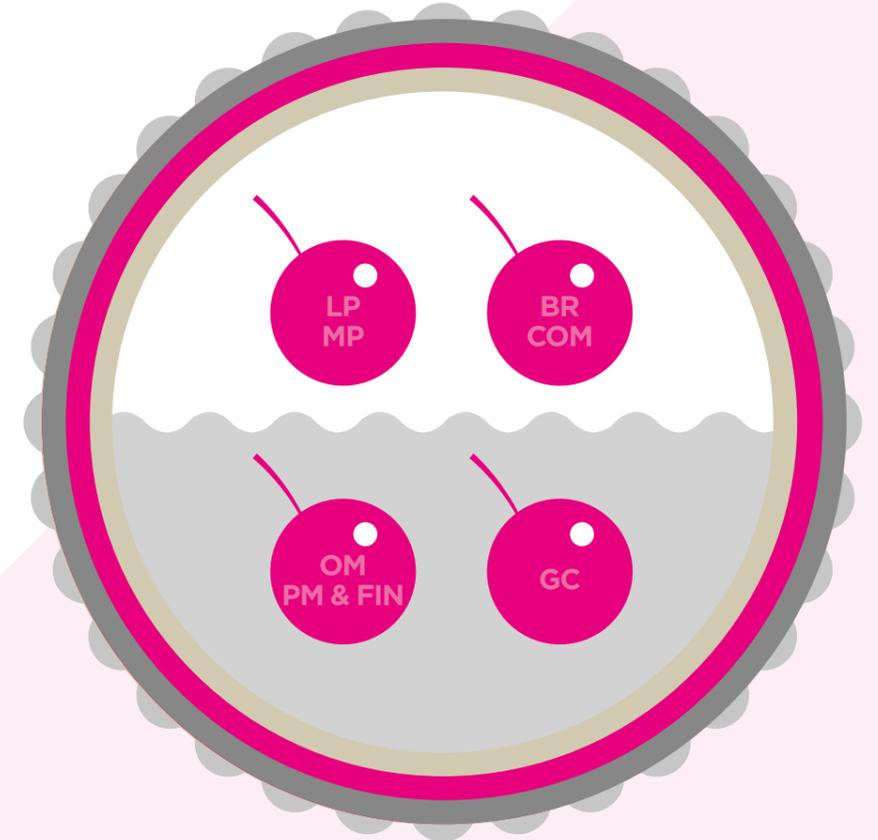
– OPERATIONS/DEPARTMENTAL MANAGER TRAIL  
BLAZER APPRENTICESHIP

### INITIAL RECIPE

1–18 MONTHS  
MINIMUM CAKE TIME

#### MODULES

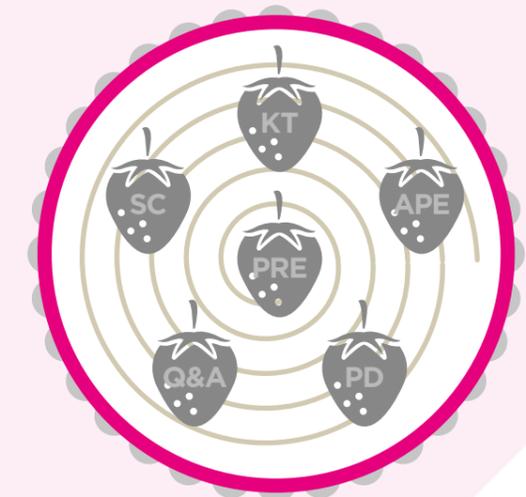
- ◇ LEADING PEOPLE
- ◇ MANAGING PEOPLE
- ◇ BUILDING RELATIONSHIPS
- ◇ COMMUNICATION
- ◇ OPERATION MANAGEMENT
- ◇ PROJECT MANAGEMENT
- ◇ FINANCE
- ◇ GATEWAY COACHING
- ◇ Quarterly Reviews by Senior/Line Manager
- ◇ **Portfolio/Learning Log/CPD**
- ◇ Regular Reviews/Coaching/One to One with Learning Coach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





# connect Apprenticeship Alumni



All graduates of our Leadership and Management Apprenticeship Programmes automatically become part of our alumni network. This gives you access to our connect community to forge connections across professions, occupations and industries, and to continue your 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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