

Emerging Leaders

level 3



This programme is designed to future-proof new and emerging talent, preparing individuals to rise to the demands of ever-evolving workplaces whilst building resilience, creating innovative and inclusive working cultures, and enhancing wellbeing.

It is aimed at those who are in their early career stages or who are new to a business and/or industry. This programme is suitable for those involved in different parts of their organisation, interacting with internal or external customers, working across teams and solving problems. Delegates will explore up-to-date productivity and management practices to help build effective relationships and be adaptive, resilient and technically competent. They will develop communication and creative problem-solving skills by engaging in practical training.

Please note, this programme is not recommended for managers and existing leaders within a business, or those who have a depth of experience.

Contents

- ▶ **Lead Yourself: Professional Behaviours**
- ▶ **Effective Collaboration: Communication, Emotional Intelligence and Interpersonal Skills**
- ▶ **Tech Tools for Efficient Working**
- ▶ **Organisational and Industry Knowledge, including Regulations**
- ▶ **Creative Thinking and Innovation**
- ▶ **Stakeholder Management and Change Management**
- ▶ **Project Management and Financial Principles Basics**

Learning Journey

This training programme is based on the [Business Administrator Apprenticeship Standard](#).

To provide an **immersive and varied experience**, the learning journey is made up of various teaching and learning methods, including practical and interactive workshops, project work, group work, and self-guided learning. Other teaching methods, such as flipped workshops, webinars and peer-to-peer learning, will also be used, if and when relevant.

Regular **on-programme assessment** can include assignments, presentations, reports, independent learning exercises, and building a portfolio of evidence. Every learner will also have regular progress reviews with their programme lead.

The **End Point Assessment** for this programme consists of three components: a knowledge test, a project/improvement presentation, and a portfolio-based interview.

On completion of the programme, learners will gain the Level 3 Business Administrator Apprenticeship Certificate.

Typical training period of

12–13 months

followed by an End Point
Assessment period of up to

3 months