
THE JUICE MANAGEMENT DEVELOPMENT PROGRAMME



DEVELOP YOUR MANAGEMENT SKILLS
AND RECEIVE NATIONAL ACCREDITATION
OF YOUR TALENTS.



The Juice Management Development Programme (the Apprenticeship Standard for Team Leaders and Supervisors) aims at challenging you to maximise your potential, by improving your ability to lead teams and to drive business success. We are looking for delegates who can demonstrate a passion and commitment to participating in the programme and to achieving the right standards. This brief prospectus gives you further information about the programme.

ABOUT RECRUITMENT JUICE

As a registered independent, government approved apprenticeship training provider, we offer government-funded qualifications and development programmes specifically for Recruitment businesses. We are a multi-award winning company with accreditation from APSCo, REC and the Education and Skills Funding Agency. We understand your industry and are well placed to help employers navigate the sometimes-intimidating world of funding, standards and assessment.

DID YOU KNOW?

- Government Funded Training is available to EVERY recruitment business
- The Programmes are available to new AND existing staff
- 98% of our learners are professional adults

OUR DEVELOPMENT PROGRAMMES AT A GLANCE:

- Rated 'Good' by Ofsted in August 2022
- Rated as Excellent by employers on the UK Government website, based on 95 Employers independent reviews
- Currently have 3,000+ learners
- Provide national coverage

WHAT DOES IT INVOLVE?

Our management training for recruiters is built on a tried and tested training platform and the course lasts 12 months followed by an End Point Assessment. You need to commit to:

- being self-critical, evaluative and analytical; being challenged and to challenging others; taking responsibility for your own learning and development;
 - using a variety of learning methods including research, assignments, e-learning and on-the-job training;
 - having an online meeting with your dedicated leadership and management mentor on a one-to-one basis every four weeks;
 - building a portfolio of evidence of how you have demonstrated your knowledge, skills and behaviours.
-

WHAT WILL I LEARN?

The programme covers a broad range of leadership and management topics, including:

- Different leadership styles and how to use them effectively;
- Performance management and motivational techniques;
- Building relationships and supporting colleagues;
- Communicating effectively at work to deliver results;
- Managing conflict;
- Project management, tools and resources;
- Personal effectiveness, time management and self-reflection;
- Problem solving and decision making.

You can see a more detailed curriculum in the Appendix.

HOW DOES THE PROGRAMME BENEFIT ME?

- Successful completion of the standard entitles your staff to Associate Membership of The Chartered Management Institute (CMI) or The Institute of Leadership and Management (TILM.)
- You will achieve the prestigious Level 3 Team Leader/Supervisor Apprenticeship Standard.
- You will raise your personal brand by enhancing your leadership skills, your CV and your career prospects.
- You will have a nationally recognised qualification at no cost to you.

WHAT ELSE DO I NEED TO KNOW?

- The programme is funded by the Education and Skills Funding Agency, which uses money collected from your employer under the Apprenticeship Levy scheme.
 - The programme cannot be shortened due to funding rules.
 - You must take ownership and responsibility for your own progress and success.
 - You must hold level 2 qualifications in English and maths. This means grade C/4 or above in GCSE or level 2 in functional skills.
 - Your Juice mentor will be in touch with you at least every four weeks to steer you through the qualification until you successfully achieve the Level 3 Apprenticeship Standard.
-

WHAT HAPPENS NOW?

It's time for you to express your interest in joining the programme. We are happy to clarify any point and answer questions.

We run regular information webinars where we'll provide some additional information about the programme. Let us know if you would like to join the next one. If you decide to enrol, you will commence an onboarding process that will take you through a range of steps required by the funding agency. These include collecting some personal data, asking for proof of your ID, taking some brief initial assessments in English and maths, and providing copies of your existing English and maths qualifications.

We start new programmes at the beginning of each month, and we look forward to enrolling you soon!



APPENDIX

THE JUICE MANAGEMENT DEVELOPMENT PROGRAMME CURRICULUM

Month	Knowledge and Skill Family	Course on Juice Platform	Course Aim	Meetings / Coaching
Pre-Programme	Enrolment/Onboarding process to include: <ul style="list-style-type: none"> • Webinar to explain programme and commitments • Checks on eligibility • Initial assessments in English and maths • Checks on existing English and maths qualifications • Assessment of existing skills, knowledge and behaviours 			
Month 1	Induction	Induction Process followed by Self-reflection; PDP and Introduction to Project Management	To provide clarity on the programme and learner expectations; to complete a SWOT analysis, create a Personal Development Plan and start a project that will benefit the business	Remote Coaching and Assessment Session with Mentor
Month 2	Personal Effectiveness – managing self	Awareness of self	To help leaders understand more about themselves, the impact their behaviour has on others and business performance.	Remote Coaching and Assessment Session with Mentor
Month 3		Management of self and Problem Solving/Decision making	To encourage the application of time management, prioritisation and personal development tools to become more successful in leading a team. To gain greater insight into problem solving tools and decision-making processes and how to use them to make more effective decisions. Formal Review of Progress.	Remote Coaching and Assessment Session with Mentor
Month 4		Project Management	To study the skills involved in project delivery from identifying risks and issues to employing relevant project management tools	Remote Coaching and Assessment Session with Mentor Formal Review of Progress

Month 5	Interpersonal excellence – managing people and developing relationships	Leading People and Managing People	<p>To identify different leadership styles and how to adapt your own approach to coach, support and communicate in a way that works for your audience and gets results.</p> <p>To relate performance management models for setting goals, monitoring progress, team dynamics and motivation to everyday application.</p>	Remote Coaching and Assessment Session with Mentor
Month 6		Building Relationships	<p>To work on the key elements to building customer and colleague relationships to share good practice and achieve business objectives.</p> <p>Formal Review of Progress.</p>	Remote Coaching and Assessment Session with Mentor
Month 7	Organisational Performance delivering Results	Operational Management	To develop skill in implementing operational and team plans through resource and change management	Remote Coaching and Assessment Session with Mentor
Month 8		Finance	To define and apply the concept of delivering Value for Money in the content of organisational governance and compliance.	Remote Coaching and Assessment Session with Mentor
Month 9	Interpersonal excellence – managing people and developing relationships	Communication	<p>To explore different forms of communication and how to use them effectively for meetings, challenging conversations, feedback and presentations</p> <p>Formal Review of Progress</p>	Remote Coaching and Assessment Session with Mentor
Month 10/11	n/a	n/a	End point Assessment Planning and Preparation – Professional Discussion mock	Remote Coaching and Assessment Session with Mentor
Month 12	n/a	n/a	End point Assessment Planning and Preparation – Presentation mock	Remote Coaching and Assessment Session with Mentor