



**JUNIOR MANAGEMENT CONSULTANT
(Level 4)**

What is a Junior Management Consultant (Level 4) apprenticeship?

Management consultants provide business advice to public, private and not-for-profit organisations. This usually involves helping them solve a challenge of some kind, such as how to grow their business, how to make it more efficient or how to organise and structure itself in a different way.

During the typical 18-24 month term of an apprenticeship Learners will gain the knowledge, skills and behaviours required to become the next generation of Management Consultants, able to provide business advice to public, private and not-for-profit organisations.

On programme, Learners will develop skills in conducting research, analysing and interpreting data and organising the logistics of a project. As they develop and progress, they will develop report writing skills using statistical evidence to support recommendations and conclusions or support the creation of slide decks to deliver key messages to clients.

This programme can be for apprentices in a typical management consultancy role supporting client, or for those more focus on internal consultancy and supporting business internally.

Topics covered:

- Business analysis
- Project management
- Financial analysis
- Report writing
- Team working
- Communication skills



Who is it for?

This apprenticeship is suited to individuals with a broad scope of responsibilities and exposure to a wide range of consultancy tasks such as those listed above.

Typically, applicants will have 5 GCSE's or equivalent at grade C or above. If not already achieved, then Level 2 in English and maths will be required prior to end point assessment.

Want to know more?

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire staff.



The apprenticeship standard journey



What do our learners say?

"The training sessions and online learning are easy to fit in around my work and I can do it in bite sized bits or longer sessions depending on my other commitments."

"Sessions are thorough but move at a pace that acknowledges that students already have some expertise and knowledge in the area."

Becky Needham, Kaplan International

"The course is engaging, enjoyable and extremely rewarding. The balance of classroom learning and on the job training is managed well, so neither feels like it is overwhelming to the other."

"The course tutors support you throughout and you come out of it with the knowledge and skills to stand you in

"The training sessions and online learning are easy to fit in around my work."

good stead for whatever job and industry you want to pursue."

"The biggest gain from this course for me has been the massive leap in my confidence and the discovery of a job and industry I love to work in."

Jennifer Bryan, Tribal Group

JMC PROGRAMME

Mindmap of weekly timescales



Week No.	Learning Unit
1	Management consultancies and your organisation
4	The wider economy
6	Building client relationships
8	Confidentiality and risk management
10	Business Analysis tools
12	PROGRESS REVIEW
14	Understanding business finances
18	The project lifecycle & project management tools
21	Understanding the clients needs
24	PROGRESS REVIEW
25	Client confidentiality
27	Client communication
30	Creating insight around an organisation
33	Building relationships with your team and clients
36	PROGRESS REVIEW
38	Adaptability
41	Working as a team
45	Managing self
48	PROGRESS REVIEW
50	Seeking feedback
53	Exceeding expectations
56	Being in tune with organisational culture
58	APM PMQ (optional)
60	PROGRESS REVIEW
62	Understanding & recommending the change
67	Creating the project plan
72	PROGRESS REVIEW
73	Running the project
84	PROGRESS REVIEW
85	Seeking feedback
87	Exceeding expectations
89	Being in tune with organisational culture
92	GATEWAY REVIEW



End point assessment explained



Apprentice



Employer/
Training provider



Independent
assessor

Creates and submits a portfolio, gives a presentation and attends an interview. If the portfolio does not meet criteria for at least a Pass, the whole end-point assessment will be deemed a fail.

Brings a view of the apprentice to the end-point assessment and attends the final panel.

Assess and grade the apprentice on the basis of the reflective portfolio, presentation and interview. Chairs the final panel and makes the ultimate decision.



What to include in your reflective portfolio?

The five work situations selected for the reflective portfolio should cover the following areas of the apprenticeship standard:

- 1 x knowledge
- 1 x skills
- 1 x behaviours
- 2 x covering either knowledge, skills or behaviours or a combination of the three



Did you know?

Both components of the final end-point assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a pass, exceeding them is a distinction.

Presentation & interview

It is important to know this stage of the end point assessment will not take place if the reflective portfolio is deemed to be a 'fail.'

The panel consists of at least the employer and the independent assessor and it is the independent assessor that makes the final judgement.

The presentation should focus on the evidence that was used in the portfolio allowing the apprentice to further elaborate on the commentary provided and lasts for approximately 20 minutes. It gives the apprentice the chance to elaborate and demonstrate their communication skills.

The interview is structured around the reflective portfolio and presentation and lasts approximately 40 minutes.



Client confidentiality

As apprentices are likely to be involved in client work, it will be important that any potentially sensitive information (such as client name) is removed from evidence submitted during both the on-programme and end-point assessments.

This is a skill for apprentices to develop as this also forms part of the 'behavioural' aspect of the standard.

FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Who can become an apprentice? Is there a time limit to spend the levy funds?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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