



BPIF

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BPIF LEVEL 3 MANAGEMENT

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OVERVIEW

THE BPIF LEVEL 3 MANAGEMENT PROGRAMME HAS BEEN DESIGNED TO PROVIDE AN AMBITIOUS CURRICULUM TO FOSTER, DEVELOP AND STRETCH THE KNOWLEDGE, SKILLS AND BEHAVIOURS THAT ARE REQUIRED TO BE AN EFFECTIVE AND SUCCESSFUL TEAM LEADER OR SUPERVISOR.

In accordance with the findings of the Richard Review (2012), the course has been designed to meet and exceed the requirements of employers. By providing our learners with a robust curriculum, it is hoped that they will complete the course with significantly more opportunities for both career and educational progression.

The course is designed to meet the needs and aspirations of high-level achievers all the way through to learners who did not excel in traditional education and/or may possess special educational needs and/or disabilities. The expectation is that the programme will add value not only to the learner but also allow businesses to improve their productivity and efficiencies.

All learners are expected to study the full curriculum, although it is acknowledged that outcomes may be different for all learners. The curriculum includes planned workshop sessions for all learners, differentiated workshop sessions to meet the needs of all paces and levels of learning, planned individual one-to-one sessions and resources for unplanned one-to-one sessions in accordance with the needs of individual learners.



COURSE DESIGN & JUSTIFICATION

Although the BPIF Level 3 Management Programme has been designed with the needs of the printing industry in mind, it is also designed to prepare its learners to enter management in other industries. The programme is also open to members of other associated industries (e.g. British Office Supplies and Services (BOSS)) and the BPIF has found that learners from other associated industries mixed with learners from the printing industry enriches the learning experience for all.

To support the BPIF's learners' future opportunity for progression within the printing industry or any other industry the programme has been designed to include an ILM Level 3 Management qualification, whilst developing the knowledge, skills and behaviours to also achieve the Level 3 standard. Success in the qualification and the standard provides learners with the flexibility for progression in other industries.

Another programme objective is to prepare learners for possible future higher educational progress. This is achieved through the requirement of learners to successfully complete a number of assignments during the programme. Constructive feedback (formative assessment) is given to learners during the completion of each assignment and they are either encouraged, or advised how (or both, depending on their individual circumstances), to further improve their answers (even after they have reached a pass). Feedback may include advice and guidance on approach, content, English grammar or general assignment writing.

Upon successful completion of the BPIF Level 3 Management Programme, learners will be given the opportunity to progress onto the BPIF Level 5 Management Programme.

“This course has been an eye opener and has really made me think about how my actions affect those around me.

I found the course material very relevant to my job role and it really helped having others on the course in the same industry. It enabled us to bounce different scenarios off of each other.

Our trainer was exceptional and his friendly approach to teaching worked well for me. I 100% recommend this course to any new Manager as the skills learnt have given me the building blocks needed to succeed in my role.”

Steven Renyard, Pre-Press Team Leader, Hobbs the Printers



BENEFITS

BENEFITS FOR EMPLOYERS

Benefits for employers include:

- ♦ Improved knowledge, skills and behaviours (current and future leaders)
- ♦ Develop and encourage more strategic thinking
- ♦ Assistance with improved business performance
- ♦ Increased motivation (delegates and team members)
- ♦ Helps longer term succession planning
- ♦ Visible commitment and investment (delegates and team members)
- ♦ Helps with career progression planning

BENEFITS FOR LEARNERS

Benefits for learners include:

- ♦ Improved knowledge, skills and behaviours to improve performance
 - ♦ Help with career progression
 - ♦ Increased job satisfaction
 - ♦ Increased confidence
 - ♦ Raised profile within your organisation
 - ♦ Platform for further learning and progression
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THE COURSE

COURSE SUPPORT

The course consists of the following support:

- 1) Planned workshop sessions
- 2) Additional planned workshop sessions for lower or slower achieving learners
- 3) One-to-one sessions to meet the needs of individual learners
- 4) Specialist support for learners with special educational needs and/or disabilities
- 5) Telephone, email and video support – 5 days a week
- 6) Access to the BPIF Virtual Learning Environment (VLE) – 7 days a week
- 7) Access to the BPIF E-Portfolio System – 7 days a week
- 8) Access to the BPIF Maths and English E-Learning System – 7 days a week
- 9) An assigned personal tutor

COURSE TARGETS

All learners on the course are expected to achieve the following:

- 1) Team Leader / Supervisor End-Point Assessment (ST0384/AP02)
- 2) ILM Level 3 Management Qualification
- 3) City & Guilds Maths Functional Skills Level 2
- 4) City & Guilds English Functional Skills Level 2
- 5) The opportunity to progress to the BPIF's Level 5 Management Programme

COURSE CONTENT & KEY THEMES

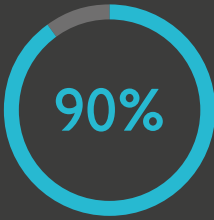
The course has been designed to cover 120 different key areas of knowledge, skills and behaviours required to be an effective manager.

KEY THEMES INCLUDE:

- Leading People
- Managing People
- Building Relationships
- Communication
- Operational Management
- Project Management
- Finance
- Awareness of Self
- Management of Self
- Decision Making
- Behaviours

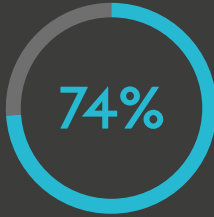
“As a result of this course I am now better prepared as a Manager, and learning has been so much fun. I am now more confident in my job role and think differently when handling situations at work.”

Amanda Bolton, Fulfilment Manager, Stephen Austin



of employers who used the BPIF for training were likely or extremely likely to recommend the BPIF for their training

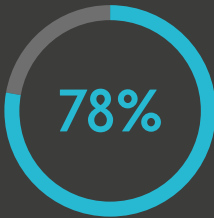
Employers gave the BPIF the highest rating for satisfaction which is more than



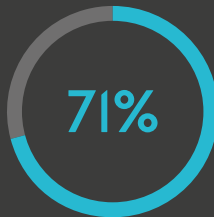
of employers reported improved product or service quality



above the national average



of employers reported improved productivity



of apprentices agreed their chances of earning a higher wage in the future had increased

For more information please contact **Howie Blanks**,
Lead for the BPIF Level 3 Management Programme
on **07508 730690** or at howie.blanks@bpif.org.uk.