



Leadership Development Programme
Course Specification



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Training Organisation Details

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Entry Requirements

To apply to the Leadership Development Programme, an individual must be:

- Aged 18 or over;
- Employed in a part- or full-time role;
- Have the written consent of their employer to participate;
- Actively seeking a team leader, supervisory or managerial position.

Application Process (Direct)

All interested individuals must express their interest by completing the 'Apply Now' form on the Academy of Assessors website, found at <https://academyofassessors.co.uk/applynow.html>. A payment link will then be sent to the applicant via Business PayPal.

Upon receipt of payment, Academy of Assessors will arrange a telephone interview within 48 hours. During the telephone interview, a representative from the Academy of Assessors will ask a series of screening questions to establish the applicant's suitability.

A decision will not be communicated instantly. Within 48 hours of the telephone interview, the applicant will receive an e-mail to either accept or decline their application. In the event of a declined application, the applicant will receive comprehensive feedback establishing the reasons for being declined. A refused applicant will receive a full refund of their application fee within 24 hours.

Application Process (Voucher)

Individuals applying through a voucher scheme such as Wowcher© will be directed to a landing page otherwise hidden on the Academy of Assessors website. Upon completion of the form on the landing page, a payment link will then be sent to the applicant via Business PayPal.

Upon receipt of payment, Academy of Assessors will arrange a telephone interview within 48 hours. During the telephone interview, a representative from the Academy of Assessors will ask a series of screening questions to establish the applicant's suitability.

A decision will not be communicated instantly. Within 48 hours of the telephone interview, the applicant will receive an e-mail to either accept or decline their application. In the event of a declined application, the applicant will receive comprehensive feedback establishing the reasons for being declined. A refused applicant will be able to redeem their voucher with Wowcher©.



Scholarship Scheme

Academy of Assessors is committed to providing equal opportunities. As a result, the organisation will offer 10 need-based Scholarships per year* for the Leadership Development Programme.

Academy of Assessors will contact a number of local and national charities and charitable organisations to offer Scholarships to a person(s) of the charity's choice. The need-based Scholarships may be issued to those who have limited access to education and opportunities due to personal, social and financial constraints.

**subject to annual review.*



Programme Objective

The objective of the Leadership Development Programme is to provide learners with an introductory level of underpinning knowledge and skills required by those in positions of leadership, for example, Mentors, Team Leaders, Supervisors, Line Managers, Departmental Managers or Operations Managers.

Upon completion of the programme, learners can progress by applying for promotion(s) within their current employment, or seek Team Leader, Supervisory or Managerial positions elsewhere.

Academy of Assessors acknowledges the importance of occupational competency and learners must be aware that their own occupational competency may impact their ability to achieve position(s) of leadership.



Programme Structure



Expected Duration

The Leadership Development Programme is designed to last approximately 12 weeks. Each module is designed to last approximately four weeks. Two modules are studied per four-week period. Each module includes a 40-minute webinar and directed study time.



Learning Outcomes

By the end of Module #1 – Personal Development, the learner will:

1. Be able to write an effective CV, tailored to a specific job role.
2. Understand how to carry out a SWOT Analysis self-assessment as part of a Personal Development Plan.
3. Understand how to set goals and objectives as part of a Personal Development Plan.
4. Understand the role of Continuing Professional Development (CPD) in the workplace.
5. Be able to correctly identify and record CPD activities.

By the end of Module #2 – Leadership Styles, the learner will:

1. Understand the six leadership styles as proposed by Goleman (2000).
2. Recognise the strengths and weaknesses of the six leadership styles.
3. Be able to judge the leadership style of others.
4. Be able to utilise a leadership style questionnaire to understand your own practices.
5. Understand your own strengths and weaknesses in relation to the six leadership styles.

By the end of Module #3 – Effective Mentoring, the learner will:

1. Understand the role of a workplace mentor.
2. Analyse what makes an effective mentor.
3. Understand the process(es) of workplace mentoring.
4. Understand the benefits (to the mentee) of being mentored in the workplace.
5. Be able to plan an effective mentoring schedule.

By the end of Module #4 – Change Management, the learner will:

1. Understand the organisational impact of change in the marketplace, environment and technology.
2. Be able to identify appropriate organisational changes based on the marketplace, environment and technology.
3. Understand the process of the implementation of change within an organisation.
4. Understand how change within an organisation can be received by staff and the impact of this.



5. Be able to effectively plan change management within an organisation.

By the end of Module #5 – Project Management, the learner will:

1. Understand the concept of project management within businesses.
2. Understand the core components of project management.
3. Understand when and why project management is utilised.
4. Understand the stages of project management.
5. Be able to produce a Gantt Chart, a key project management tool; using underpinning Microsoft Excel skills.

Assessment Methods

Assessment methods may include, but are not limited to, a combination of the following:

- Written assignments;
- Oral questioning;
- Professional discussions;
- Simulated activities;
- Online tests.



Tutor Credentials

Module Tutors are required to:

- Deliver webinar sessions of approximately 40 minutes per module;
- Provide support to learners via telephone and e-mail;
- Deliver Question and Answer (Q&A) support webinars on an as-and-when-required basis;
- Issue assignments, tasks and tests;
- Conduct professional discussions;
- Make assessment decisions;
- Provide feedback to learners.

Module Tutors must hold, or be working towards at least one of the following qualifications:

- Level 3 Award in Education and Training;
- Level 3 Award in the Principles and Practices of Assessment;
- Level 3 Award in Assessing Competence in the Work Environment;
- Level 3 Award in Assessing Vocationally Related Achievement;
- Level 3 Certificate in Assessing Vocational Achievement.

Due to the introductory-level nature of subject delivery, occupational competency is not required to deliver programme content. Module Tutors will receive a comprehensive webinar session led by an Academy of Assessors representative to familiarise them with the content of the module.



Awarding

Upon completion of the Leadership Development Programme, learners are awarded a Certificate of Completion by Academy of Assessors. This is not an Ofqual regulated qualification and is awarded solely by Academy of Assessors.



Progression

Upon completion of the Leadership Development Programme, learners may wish to progress onto one of the following qualifications:

- ILM Level 2 Award in Leadership & Team Skills;
- ILM Level 2 Certificate in Leadership & Team Skills;
- ILM Level 3 Award in Leadership & Management;
- ILM Level 3 Certificate in Leadership & Management;
- ILM Level 5 Award in Leadership and Management;
- ILM Level 5 Certificate in Leadership and Management

