Apprenticeship Cohort Programmes available:

- **Leadership and Management Level 5**  
  Duration: 15 – 18 months  
  Delivered through 3aaa

**Target group:** Grade 5 – 8 roles. Typical roles may include: Facilities Manager; Project Manager; Laboratory Manager; Finance Manager, IT Manager.

Aimed at people who manage teams and/or projects, and achieve operational or departmental goals and objectives, as part of the delivery of the University’s strategy. They are accountable to a more senior manager or business owner and specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same. Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring.

- **Business Administration Level 3**  
  Duration: 13 months  
  Delivered through 3aaa

**Target group:** Grade 3 – 5 roles. Typical roles may include: Personal Assistant; Receptionist; Administrative Assistant; HR Administrator; Course Administrator; Facilities Administrator.

Aimed at administrators whose role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. The responsibilities of the role will vary but broadly are to support and engage with different parts of the University and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of the University, through support of functional areas, working across teams and resolving issues as requested.

- **IT Application Specialist Level 2**  
  Duration: 12-18 mths  
  Delivered through CRC

**Target group:** Grade 3-6. Typical roles may be wide ranging including: Building/Maintenance technician, Administrative Assistant, Stock controller, IT helpdesk assistant

Aimed at people who may have some computer skills but are unfamiliar with the programs and applications, how to use them or what to use them for. This apprenticeship will provide the competence, skills and knowledge to work effectively and efficiently with IT systems, communication and productivity tools and software applications. Applicants must be working where using technology forms a substantial part of the job role. This Apprenticeship programme is delivered completely in the workplace. An assessor will visit the apprentice once a month to assess skills and review progress.

- **Executive MBA Level 7**  
  Duration: 2 yrs  
  Delivered through Cranfield

**Target group:** Grade 8 upwards (indicative)  
Typical roles may include: 3-5 years management experience and likely to be currently in a leadership role

Aimed at developing individuals’ leadership and management skills. The Mastership MBA is delivered in partnership with Grant Thornton and is based on the core foundation of the Cranfield MBA. Participation will be with professionals drawn from a range of sectors and countries. The programme is delivered part time in 3 day blocks (Thurs - Sat)/month.