

# APPRENTICESHIP IN JUNIOR MANAGEMENT CONSULTANT

## Junior Management Consultant Apprenticeship (Level 4)

**Role Profile** – 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. Some specialist consultancies have a particular focus – for example, how to write proposals for new work, or how to change an organisation or how to develop their workforce. Others are more generalist and you could work across several different types of project. Working on client site away from your office is a possibility, while hours are varied and often depend on the project.

Tasks can be varied. You might be involved in conducting research, analysing and interpreting data or be responsible for organising the logistics of the project. As you develop and progress, you might be involved in contributing to report writing which uses statistical evidence to support recommendations and conclusions, or support the creation of slide decks to deliver key messages to clients. You might also become more focused on a particular type of service offering (financial, strategic, operational, etc.) or industry (financial services, public sector, telecommunications etc.).



## Key responsibilities include:

The primary role of a Junior Management Consultant should be to enable them to demonstrate competencies in:

- Business environment finance
- Management consultancy business
- Project management and communication
- Business Analysis
- Team working and relationship building
- Personal management and professional development
- IT technical capabilities
- Adaptability, and; Adherence to legal and ethical frameworks

## What apprentices will learn

- Know the different industry sectors, the types of organisations within these sectors, and how a management consultancy can support their needs
- Know how a project moves through its lifecycle of planning, design, development, testing, deployment and evaluation. Know what risks and issues are and how to report and monitor them to project and client teams
- Work effectively within a group environment made up of different personality types. Be aware of one's own and other people's emotions and use this understanding to guide decisions
- Be able to assist in the creation of reports, word processed documents, spreadsheets, slide decks for presentation and software for project management. These are the most prominent, though there are others depending on the consultancy

## What's involved?

- Bespoke standards
- Functional skills (Literacy and Numeracy)
- End Point Assessment (EPA)

## How long does the apprenticeship take?

The apprenticeship will take a minimum of 12-15 months to complete depending on experience.

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## What has changed from the framework?

- The new standards are now more bespoke to the employer/learner
- Created by industry experts, such as: PwC, Deloitte, KPMG, BAE Systems Applied Intelligence, EY, Stanninghouse Consulting Ltd, CapGemini, Roth Observatory International, JIP Rooke Ltd, Red Quadrant, IBM

## Summary of roles and responsibilities

Assessor	Role
<b>Employer/ training provider</b>	Brings a view of the apprentice from the perspective of <ul style="list-style-type: none"> <li>• Supporting them through the apprenticeship.</li> <li>• Helping them reflect on their performance throughout the on-programme assessment.</li> <li>• Having an understanding of their performance throughout their apprenticeship and their potential to perform beyond it.</li> <li>• Ensuring the apprentice is responsible for collating their portfolio and preparing their presentation in preparation for the end point assessment</li> <li>• Deciding when the apprentice passes the gateway</li> <li>• Sits on the final end-point assessment panel</li> </ul>
<b>Independent Assessor(s)</b>	<ul style="list-style-type: none"> <li>• Review the reflective portfolio independently and scores against the assessment criteria. The assessor of the portfolio cannot be the same assessor as the chair of the panel.</li> <li>• Conduct the interview.</li> <li>• Determine the grade to be awarded to the apprentice.</li> <li>• Chair the final end-point assessment panel providing brings a completely independent view to the end-point assessment as they have had no prior engagement with the apprentice.</li> </ul>
<b>Assessment Organisation</b>	<ul style="list-style-type: none"> <li>• Registered on Skills Funding Agency Register.</li> <li>• Appoints and trains independent assessors.</li> <li>• Demonstrates effective quality assurance and quality control procedures. As part of this, assessment organisations and individuals are expected to put in place quality assurance systems that support fair, reliable and consistent assessment across organisations and over time. This could include contributing to regional and national standardisation meetings with other apprenticeship assessment organisations.</li> </ul>

## How does the EPA work?

Assessment Component	Weighting	Assessment Grade	Assessment Grade	Assessment Grade	Assessment Grade
Reflective Portfolio	40%	Pass	100%	Distinction	Distinction
Presentation and Interview	60%	Pass	Distinction	Pass	Distinction
Overall Grade		Pass	Pass	Pass	Distinction

## Career progression

Upon completion of the programme, an apprentice might specialise in a particular type of consultancy or industry or remain more generalist. The skills that are developed often lead to employment in organisations within a certain industry, while some consultants who are established go on to run their own consultancy practices.

## USEFUL DOCUMENTS

**Levy website:** [www.app-levy.co.uk](http://www.app-levy.co.uk)  
**Course profiles and job role suitability:**  
**Found on** [www.carefirsttraining.co.uk/training/](http://www.carefirsttraining.co.uk/training/)  
**Employer responsibilities and course delivery info sheet:**  
 Available upon request on [info@carefirsttraining.co.uk](mailto:info@carefirsttraining.co.uk)