



# Level 5 Operations and Departmental Manager Apprenticeship

## About the programme:

**An Operations and Departmental Manager is someone who manages teams and/or projects, and works to achieve operational or departmental goals and objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. 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.**

This programme is aligned to the Level 5 Operations and Departmental Manager Apprenticeship standard.

This standard is allocated £7,000 by the Institute for Apprenticeships and Technical Education (IfATE).

## Who is this apprenticeship suitable for?

This apprenticeship is suitable for operations managers, regional managers, divisional managers, departmental managers and specialist managers in private sector; public sector; further and higher education institutions; local authorities; logistics and retail.

## What are the entry requirements?

- Five GCSE's at grade C and above plus at least 2 years experience of team leadership

OR

- Significant experience of first line management (to be individually assessed).

## How will I be considered for the programme?

- All applications are considered individually and all equivalent UK and international qualifications are accepted
- The selection process will include a written personal statement and an interview
- Applications from mature learners with relevant professional qualifications and substantial work experience including a strong track record of team leadership of first line management are welcomed.

## What level qualification will be achieved?

- The Level 5 Operations and Departmental Manager Apprenticeship
- University Certificate Professional Development Operations Management (UCPD) 60 Credits.

## Indicative modules to be studied

Year 1	Year 2
Managing Self	Operational and Project Management
Leading and Managing People	End Point Assessment

### What is the delivery model?

This blended work-based programme is taught over 24 months and includes three compulsory modules with assessments followed by an additional 4 months to complete End Point Assessment. Each module will be supported by 3 workshop study days during which apprentices will gain valuable input from academic and practitioners who are experts in their field. They will also benefit from peer learning in a supportive environment with other operational managers on the programme.

Apprentices will need to complete their work-based assignments away from the university.

The programme will commence with an induction that will introduce the programme team and provide valuable insight into individual modules.

### How is the apprenticeship assessed?

The programme is designed to enable apprentices to apply the academic theory to their own organisation role. All apprentices are required to create a portfolio which will capture the knowledge, skills and behaviours developed on the programme and in the workplace. In the final year of the academic programme, the apprentice will bring together elements of their learning from different parts of the programme and will contribute to the apprentice's End Point Assessment.

**Discover, Develop, Deliver.**

