

Operations or Departmental Manager Apprenticeship Standard Level 5

Location	Offsite
Course Type	Apprenticeships
Department	Apprenticeships
Start Date	Tuesday 1st August 2023
Duration	Part-time, 2 Years
Course Code	XAP-XD5X-1400

Course Overview

Overview

The Operations/Departmental Manager Apprenticeship is accredited by the Chartered Management Institute (CMI). Staff learn on the job, applying new skills to their existing role. It is ideal for those who are, or who wish to become, Operational/Departmental Managers, or existing managers who have practical management skills, but wish to develop their theoretical understanding further.

This flexible apprenticeship is delivered in partnership with Mindful Education, and combines online learning with face-to-face lessons in the classroom.

TCG workshops would be half day remote workshops x 8 over the duration of the programmes.

Study Method - Online

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college once every two weeks and will study online materials during allotted time at work.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further. Learners will be expected to dedicate 3-4 hours a week working on VLE-related activities.

www.mindful-education.co.uk

Course Requirements

Entry requirements

Individual employers will set the selection criteria for their apprentices though most will be expected to hold 5 GCSEs at grade 4 (C) or higher. Prior experience may also be considered. Apprentices should also have achieved qualifications in English and mathematics at a minimum of level 2 or equivalent. Where this is not the case, apprentices must complete these by the end of the apprenticeship. It is also recommended that the apprentice is supported to become digitally literate where this is important to their role.

Assessment

Apprentices must pass the end-point assessment to achieve the apprenticeship certificate.

The end-point assessment for the Operational/ Departmental Manager Apprenticeship involves a review of the apprentice's portfolio of evidence which is collated during their work/ study time; an externally set knowledge test; presentation of a work-based project and question/ answer session and an interview/ competency-based discussion relating to the apprentice's Continual Professional Development Log.

Progression

Upon successful completion of the apprenticeship, there is an opportunity to study CMI courses at higher levels up to level 8.

Career Options

Apprentices who successfully complete the programme will be awarded a Level 5 Diploma in Management and Leadership and will also be eligible to register as full members of the CMI.

Roles may include Operations Manager, Regional Manager, Divisional Manager, Department Manager and specialist managers.

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.

Mandatory Units

What will I learn?

The apprenticeship covers a wide range of business management skills and knowledge, including organisational performance, interpersonal skills and personal effectiveness.

Example modules

- ? Using Reflective Practice to Inform Personal and Professional Development
- ? Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success
- ? Managing Projects to Achieve Results
- ? Managing Change
- ? Managing Finance

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.