

Apprentice Academy Training Sessions

1
Basics of Operational Management

2
Project Management

5
Relationship Management

4
Leading & Managing People

3
Financial Management

6
Communication Skills & Learning Styles

7
Self-awareness & Self-management

8
Preparation for Knowledge Test & Finalising Portfolio

10
End Point Assessment

9
Knowledge Test & Portfolio Submission

Operations / Departmental Apprenticeship

Level 5



PROFESSIONAL
APPRENTICESHIPS

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OPERATIONS / DEPARTMENTAL MANAGER APPRENTICESHIP STANDARD - LEVEL 5

Eligibility

- Must be an organised and driven individual
- Must be a minimum of 16 years old
- Must hold 5 GCSE's graded A* to C or 9-5 equivalent
- Must have been a resident in the EU for 3 years

Apprentices will complete the following during this apprenticeship

- A portfolio to showcase the managerial content created (See overleaf)
- Knowledge Test (See overleaf)
- Work-based Project (See overleaf)
- End Point Assessment (EPA) (See overleaf)

What is involved in this apprenticeship?

- 30 month apprenticeship
- 1 day per quarter delivery in the training academy (month 30 will be EPA)
- Interim assignments & learning (between each quarter)
- Regular employer engagement & updates on progression
- Reviews every 10 weeks employer, apprentice & Professional Apprenticeships

Expected from the Apprentice and the Employer

Apprentice

- Attend all academy training days
- Ensure 20% of their time every week is working on activities/tasks towards qualification
- Commitment & motivation
- Regular reviews with employer & Professional Apprenticeships
- Take responsibility for their own learning & development

Employer

- Support your apprentice's development
- Allow apprentices to attend training days
- Ensure a minimum of 20% of your apprentices time is spent learning, shadowing & working towards their qualification
- Regular reviews with your apprentice & Professional Apprenticeships
- Allow your apprentice to work on a wide range of managerial tasks

The Operations/Departmental Management qualification is ideal for someone who manages teams or projects from a senior and operational position. The government estimates that the UK wastes £84 Billion per year due to inadequate management and many businesses are utilising these qualifications to improve productivity.

This qualification covers; creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring. Often these qualifications are undertaken by existing managers but can be a progression from lower level management qualifications.

What will be in the Portfolio?

The portfolio gives the apprentice the opportunity to document not only how they have developed their leadership skills during the duration of their apprenticeship but also how they have applied their leadership skills and how those skills have impacted on their organisation. The development of the portfolio also gives the apprentice the opportunity to explore what potential future directions they may wish to explore in the realms of senior leadership and management.

What is involved in the Knowledge Test?

This part of the apprenticeship allows the apprentice to demonstrate their knowledge of Operational Management theory and behaviours.

What is involved in the Work Based Project?

The Work-Based Project is a real-life based scenario which gives apprentices the opportunity to demonstrate their learning & also their industry knowledge.

End Point Assessment

The End Point Assessment gives the apprentice an opportunity to demonstrate their knowledge & learning to an independent assessor to complete their apprenticeship.