



APPRENTICESHIP OUTLINE

APPRENTICESHIP TITLE: Operational Manager Apprenticeship

LEVEL: Level 5

Introduction

This apprenticeship is designed for Managers including Operational Managers. For experienced Managers completion time would be 12 months and for new Managers timescale for completion would be 18-24 months.

Who should take this qualification?

The apprenticeship is suitable for anyone who is responsible for managing people, in any sector.

Qualification Content and Assessment Information

Study Location: Work based with some taught workshops at a central location.

How is the qualification delivered? A qualification is not mandatory however a Level 5 Management qualification can be included. Where a qualification is not used there will be provision of underpinning knowledge and training in conjunction with the employer which is regularly assessed. There will be regular performance reviews between the apprentice and their line manager. The learner will develop a portfolio of evidence including feedback from line manager, peers, and stake holders. All standards lead to an end point assessment which is planned for by the training provider and the employer but assessed by an independent organisation.

Assessment and Exams: Functional skills level 2 Maths and English is a requirement unless the learner has proven exemption of GCSE A-C grade. The apprenticeship is an on- going assessment of learners work plus evidence of developing knowledge and skills in the following areas;

- Operations Management
- Project Management
- Finance
- Leading people
- Managing people
- Building relationships
- Communication
- Self-Awareness
- Management of self
- Decision Making

And can demonstrate the following behaviours;

- Taking responsibility
- Inclusivity
- Agility
- Professionalism

Evidence methods would include Observation, Discussion, Expert Witness, Assignments, and Employer Reports. Learners are allocated an experienced assessor who will have competency in your field and will support and guide the learner and ensure that the range of evidence produced fulfils the following criteria;

Valid is relevant to the standards for which competence is claimed

Authentic is produced by the learner

Reliable indicates that the learner can consistently perform at this level

Current is sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim

Sufficient fully meets the requirements of the standards

In addition, as this is an advanced apprenticeship each learner will achieve

Level 2 Functional skills Maths

Level 2 Functional skills English

Level 2 Functional skills IT is available for those who achieve well at initial assessment.

General Information

Payment Options: This apprenticeship is available via the employers Levy fund. Non-levy payers can contact us for the most up to date information.

Start Date: This is a rolling programme. Start date is by arrangement.

Entry requirements: There are no formal entry requirements although a good standard of English and Maths is necessary and initial assessments are offered to learners without prior achievement. From May 17 learners with previous Degrees are eligible providing the apprenticeship chosen demonstrates new knowledge, skills, and behaviour

Where could this lead?

Learners who achieve the Operational Manager Apprenticeship can progress to the

- Level 7 Strategic Management Qualification
- Level 5 Certificate in Education and Training
- Assessor Qualifications