

Apprenticeship
**OPERATIONS/DEPARTMENTAL
MANAGER**
Level 5



train | grow | succeed

Apprenticeship OPERATIONS/DEPARTMENTAL MANAGER Level 5

Why study this course?

Do you want to progress in management?

Is there a requirement for you to help your organisation to work more effectively to achieve organisational objectives?

Are you currently in a role that would allow you to develop the skills and knowledge within this qualification?

Who is the course aimed at?

The course is aimed at care support workers in the following sectors:

- ▶ *Department leader or manager*
- ▶ *Operational manager*
- ▶ *Strategic manager*
- ▶ *Lead role in business or sector*

What will you study

- ▶ *Level 5 Diploma For Leaders and Managers*
- ▶ *Functional Skills In Maths And English Level 2 (exemptions apply)*

Knowledge and skills you will develop

- ▶ *Leading people*
- ▶ *Managing people*
- ▶ *Communication*
- ▶ *Operational Management*
- ▶ *Project Management*
- ▶ *Finance*
- ▶ *Problem solving and Decision making*

Behaviours you will develop

- ▶ *Professionalism*
- ▶ *Responsibility*
- ▶ *Inclusive*
- ▶ *Agile*

Entry requirements

- ▶ *5 GCSEs at Grade C (4) or above*
- ▶ *Level 1 qualification in English & maths or equivalent level through initial assessment*
- ▶ *Comprehensive skills scan*

How long will it last?

Typical duration: 24 - 30 months

How will it be delivered?

The Diploma will be delivered by your tutor on a fortnightly basis at an agreed location.

Coaching towards End Point Assessment will take place in the workplace by your assessor.

Maths and English will be delivered on a flexible basis.

20% off-the-job training during contracted hours.

How will it be assessed?

The Diploma will be assessed by portfolio.

The Standard will be assessed through End Point Assessment once the apprentice, employer and assessor have agreed that the apprentice is EPA Gateway ready for:

- ▶ *On-line knowledge test*
- ▶ *Portfolio evidence*
- ▶ *Competency based interview*
- ▶ *Presentation of work based project with Q&A*
- ▶ *Professional discussion relating to CPD*

Qualification gained

- ▶ *Level 5 Diploma For Leaders and Managers*
- ▶ *Institute for Apprenticeships (IFA) certificate*
- ▶ *Option for registration with professional bodies*
- ▶ *Level 2 Functional Skills in Maths and English (if required)*

Progression to further study

Successful apprentices can progress, if opportunity allows, onto:

- ▶ *BA (Hons) Business Management (Top Up)*

Further details

- ▶ *Further details on this standard can be found online at: www.instituteforApprenticeships.org*

Who to contact

- ▶ *For more information please contact our Workforce Development Team on 01704 392874*