

LEVEL 5 – HIGHER APPRENTICESHIP STANDARD

Operations / Departmental Manager

An Operations and Departmental Manager is someone who manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisations' strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same. 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.

Who is this suitable for?

This course is designed for Operations managers, Regional managers, Divisional managers, Department managers and Specialist managers. wishing to upskill and gain recognition for their skills and knowledge.

What will apprentices learn?

This programme covers the following subject areas:

- » Leading & Managing People
- » Self-Awareness
- » Self-Management
- » Decision Making
- » Communication
- » Operational Strategy
- » Project Management
- » Finance
- » Communication
- » Building Relationships

End Point Assessment

- » Professional discussion, underpinned by a portfolio of evidence
- » Project proposal, presentation & questioning
- » You will be required to have or achieve English and maths to level 2 tests prior to completion of your Apprenticeship.

Progression

Completing this qualification will support progression to Level 5-7 qualifications including:

- » Level 5 HR Consultant Partner Standard
- » Level 6 Chartered Manager (degree)
- » Level 7 Senior Manager (degree)

Professional Recognition

Completion of this apprenticeship will lead to eligibility to join the Institute of Leadership & Management as an Individual member at Professional level



20% off the job training

Off-The-Job (OTJ) Learning is a rule set by the ESFA which states that the apprentice should spend at least 20% of their apprenticeship learning and developing. This will benefit not only the learner but also the employer who should end up with a skilled, well-rounded employee by the end of the apprenticeship.

Find out more: www.geasontraining.co.uk/view-t-119

Learner Journey



Length of
Apprenticeship

ENROLMENT

- Sign Up
- Initial Assessments
- Skills Scan

BESPOKE PROGRAMME DELIVERY

- Learning for Knowledge, Skills & Behaviours
- Off-The-Job-Training
- Gathering Evidence towards Portfolio
- Projects
- Maths and English Functional Skills

END POINT ASSESSMENT (EPA)

- Dependant on Awarding body requirements



START TO STUDY

- Induction modules
- Diagnostics
- IAG

GATEWAY

- Meeting with apprentice, employer & trainer
- Sign off Portfolio
- EPA Ready

Training and Mentoring

Your Apprenticeship will last around 12-15 months. This course contains an assessment carried out in the workplace, and online to underpin knowledge. Regional workshops are held monthly to disseminate knowledge and act as a study session. Geason will work with you and your employer to establish the timetable for your session.

Funding

This course qualifies to be funded using your Apprenticeship Levy, however, if you are not an Apprenticeship Levy payer, we have separate government funds available to help pay for the course. In addition, specific CITB Apprenticeship grants are available for this course and Geason have a dedicated team who will assist you to ensure you receive the maximum grants available.

Support and Guidance

We will give you information, advice and guidance so that you can get the most out of your Apprenticeship journey.

Geason will give you the skills to make the first few steps of your Apprenticeship journey as easy as possible.