



University of Central Lancashire

Training 2000

INFORMATION FOR LEARNERS

Operations / Department Manager Apprenticeship Level 5

An operations/departmental manager is someone who manages teams and/or projects, 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.



Apprenticeships



www.training2000.co.uk | 01254 54659 | info@t2000.co.uk

Operations / Department Manager

Apprenticeship information

Duration

2 years - one day per month with Training 2000

Where will I study?

Training 2000 Blackburn

Entry requirements

A minimum of five GCSE at grade 4 (C) or above including Maths and English AND prior experience in a manager role. You may have to complete your English and Maths Functional Skills depending on your GCSE grades or if you cannot provide evidence of your GCSE results.

Our Apprenticeship includes:

- Flexible delivery comprising of knowledge and tutorial workshops for one to one development and support
- One-to-one tutorials
- Access to learning on e-portfolio
- Awarding body registration and certification
- Working with your employer to develop real life workplace projects
- Assessor visits

What you'll learn

Monthly masterclass topics - implementing the theory into your job:

- Management of self and others
 - Leading people & the role of the manager
 - Managing people
 - Building internal and external relationships
 - Communication
 - Operational management
 - Managing projects
 - Finance
 - Problem solving & decision making
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How you'll be assessed?

At the end of your Apprenticeship you'll go through an end-point assessment (EPA) and be graded based on a:

1. Project proposal, presentation and questions & answers
2. Professional discussion underpinned by a portfolio of evidence

The End Point Assessment requires apprentices to demonstrate they have achieved the Apprenticeship Standard.

Your Apprenticeship career path

Below is an example career path showing how you can earn, learn and study up to Degree level with an Apprenticeship. Training 2000 are part of the University of Central Lancashire which makes it easier than ever to progress on to a Degree Apprenticeship.



The opportunities are endless when you complete a Management Apprenticeship. There are no limits to what direction your career could take.

Interested? Apply now

www.training2000.co.uk

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Proud to be part of the



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Central Lancashire
UCLan