

COURSE INFORMATION



University
Centre
Somerset

Part of Bridgwater & Taunton College

Level 5 Operations/Departmental Manager Apprenticeship

Subject:	Professional
Type:	Apprenticeship
Course Code:	G1090/AR1
Attendance:	Part Time
Location:	Taunton
Awarding body:	CMI

Description

As an operations/departmental manager you will be someone who manages teams and/or projects, and achieves operational or departmental goals and objectives, as part of the delivery of your organisation's strategy. You are accountable to a more senior manager or business owner. Your specific responsibilities and job title may vary, but the knowledge, skills and behaviours needed will be the same. Your 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.

As part of this apprenticeship standard you will study a CMI Level 5 Diploma in Management & Leadership which will cover the majority of the knowledge and skills elements required. This may include the following units:

- Using reflective practice to inform personal and professional development
- Principles of management and leadership in an organisational context
- Developing, managing and leading individuals and teams to success
- Creating and delivering operation plans
- Managing stakeholder relationships
- Managing projects to achieve results
- Managing change
- Managing finance

Teaching and Assessment

On-programme assessment will include regular assessment involving your employer and UCS, development of a portfolio demonstrating learning and development activities within the workplace, evidence of 360-degree feedback within the ongoing development portfolio.

Apprentices will attend monthly, one day face-to-face workshops from 9.30am - 4pm on Wednesdays at our Taunton campus. These workshops will cover skills coaching to develop leadership, management and communication skills on an individualised basis and enrichment activities to build skills in the areas of communication, presentations, interview and assignment writing.

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In addition to the workshops learners can access on line resources to support their learning activities.

Reviews will take place every 6 weeks in the workplace with the apprentice and employer.

The typical duration for this apprenticeship is 24 months, but will depend on the previous experience of the apprentice.

Progression Opportunities

On completion, apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership & Management, and those with 3 years' of management experience can apply for Chartered Manager status through the CMI.

Further development/progression routes will be available, which include higher level qualifications and professional development leading to Fellow or Chartered Fellow status.

Entry Requirements

Employer led but typically 5 GCSEs at grade 4 or above. Mature students without the stated entry requirements but with appropriate experience are encouraged to apply.

Information about other CMI Apprenticeships offered at UCS that may be of interest can be found at these links;

Level 3 Team Leader/Supervisor Apprenticeship

Level 6 Chartered Manager Degree Apprenticeship

Apprenticeships are termed, roll on roll off. This means there are a number of points in the year when an apprentice can start their course.

Who to contact with your questions

Whether you are a business owner/senior manager considering how CMI Apprenticeships could benefit your organisation, or an individual seeking to gain a recognised management qualification whilst earning a salary, please complete the enquiry form here and a member of the team will be in touch with more information.