



Apprenticeship Operations/Departmental Manager - Level 5 (Higher)

2022/23

Inspiring Lives, Discovering Futures

The Course

In brief...

This apprenticeship is suitable for those who are, or wish to become, operations/departmental managers. This includes individuals who are at the start of their career as well as those aspiring or existing managers who may already have developed practical experience, but who wish to develop their theoretical understanding of management skills further.

An operations/departmental manager is someone who manages teams and/or projects, and achieves operational or departmental goals and objectives, as part of the delivery of the organisational strategy.

For employers, an Operations/Departmental Manager Higher Level Apprenticeship is an excellent way to upskill your workforce, or develop new people for management positions in your business. This is an appropriate route for someone who manages teams and/or projects, and is achieving operational or departmental goals and objectives as part of the delivery of the organisation's strategy. This manager is accountable to a more senior manager or business owner and could work in the private, public or third sector for any size organisation.

Validated by the Chartered Management Institute (CMI) and delivered by Bournemouth & Poole College in partnership with Mindful Education, the Apprenticeship combines workplace learning with on line and on campus study. <https://www.managers.org.uk> www.mindful-education.co.uk

Who is it for?

This apprenticeship is suitable for people who wish to or who are already 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.

Employers can access the Apprenticeship for developing existing staff. Please contact The BASE team on 01202 205500 for more information.

What the Course Leads to

What courses can I do after this?

You might want to progress to the CMI Level 7 Certificate or Diploma in Strategic Management & Leadership, Associate Project Manager Level 4 Apprenticeship or specialist HR professional qualification or apprenticeship.

What do I need to apply

To do this course you should have...

Five GCSEs at grades 9-4 (formerly A*-C), including English and maths. A demonstrable interest and possible experience in management and leadership. It would be beneficial to have achieved the Advanced Apprenticeship in Management or hold other relevant Level 3 qualifications.

Course costs

Key Information

Duration

24 Months

Attendance

Apprenticeship

Level

Level 5

Qualification Name

Apprenticeship Standard

Awarding Body

Chartered Management Institute (CMI)

Curriculum Area

Business, Digital, Leadership & ESOL - Business & Finance

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
BAX5HC0385	Various	TBC	TBC	TBC

* Please note fees are subject to change.

Costs

Please note start dates and times vary throughout the year. Please contact us to find out when the next start date is.

Course Content

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This qualification helps managers implement their own professional development plan and aims to support the development of their skills and competence in leading a departmental team, allocating work, meeting performance targets, setting individuals objectives, problem solving and decision making of their area.

Knowledge & Behaviours include:

- Self-Awareness
- Management of Self
- Decision Making
- Takes responsibility
- Inclusiveness
- Agility
- Professionalism

Management Content:

- Operational Management
- Project Management
- Finance
- Leading People
- Managing People
- Building Relationships
- Communication

Next Steps ...

Email: enquiries@thecollege.co.uk

Telephone: 01202 205205

Web: www.thecollege.co.uk

Live chat available on the website

