



93%  
EMPLOYER  
SATISFACTION

\*FE Choices Employer  
Satisfaction Survey 2016/17

**Bradford** College Group

# APPRENTICESHIPS



## Management – Operations/Departmental Manager Apprenticeship Standard - Level 5

We are pleased to offer the Operations/Departmental Manager Apprenticeship Standard at level 5. This apprenticeship is suitable for employers looking to recruit and train people who manage teams or projects and are responsible for achieving operational or departmental goals and objectives as part of their organisation's strategy. The programme provides apprentices with the knowledge and skills required to create and deliver operational plans; manage projects; lead teams; and manage change, finance and resources. Working under the direction of a tutor/assessor, apprentices will gain and develop knowledge and skills vital to their roles.

### OVERVIEW

This qualification provides apprentices with the core knowledge and skills needed to work as operations or departmental managers. Apprentices will need to complete mandatory and optional units, an electronic portfolio of evidence demonstrating their competence and knowledge and an end point assessment.

Units include Understanding the Management Role to Improve Management Performance; Managing Improvement; Becoming an Effective Leader; Making a Financial Case; Analysing and Interpreting Statistics to Inform Management Decisions; Provide Leadership and Direction For Your Own Area of Responsibility.

### DURATION

Level 5 has a minimum duration of 30 months.

### TEACHING

The qualification is delivered as classroom based learning at Bradford College supported by virtual learning environments. The apprenticeship qualification runs on a day release basis with starts throughout the year. Apprentices attend classes at Bradford College 1 day per month.

### EMPLOYER COMMITMENTS

- Employers must pay apprentices at least the national minimum wage.
- Apprentices should be employed for at least 30 hours per week. Where the individual's circumstances or the particular nature of employment makes this impossible, then an absolute minimum of 16 hours must be met.
- An apprenticeship agreement must be signed by both the employer and the apprentice.
- Employers must ensure apprentices spend a minimum of 20% of their employment time doing off-the-job training.

EDUCATION  
ENTERPRISE  
EMPLOYMENT

## ENTRY REQUIREMENTS

- Aged 16 or over and eligible to study in the UK
- Typically 5 GCSEs at Grade 9-4 (A\*-C) but this is decided by the employer.

## ASSESSMENT

Every standard has an End Point Assessment (EPA) at the end of the apprenticeship. This means that the apprenticeship will be externally assessed, but not by the employer or the training provider, to ensure they meet the required standard.

## PROGRESSION OPPORTUNITIES

On successful completion of this programme, level 5 apprentices can progress to level 6 and 7 qualifications in leadership and management.

## BENEFITS TO EMPLOYERS

By combining the academic knowledge gained at Bradford College with the practical skills in the workplace, apprentices make valuable contributions to your business. Employers can either use apprenticeships to recruit into new vacancies at all levels, including graduate opportunities with a degree apprenticeship, or to develop current staff.

.....  
**82%**

**OF EMPLOYERS**  
take on apprentices to build the skills capacity in their businesses.

.....  
**75%**  
**OF APPRENTICE EMPLOYERS**

say the programme has helped to cut recruitment costs.

.....  
**81%**  
**OF APPRENTICE EMPLOYERS**

say that apprentices make their businesses more productive.

.....  
**80%**  
**OF EMPLOYERS**

feel that apprenticeships reduce staff turnover.\*

.....  
\*National Apprenticeship Service

To find out more, contact City Training Services, the apprenticeship lead for the Bradford College Group, on 01274 728316 or email [employerservices@citytraining.org.uk](mailto:employerservices@citytraining.org.uk)