



**Group Horizon**  
LIGHTING UP YOUR FUTURE

# Operations/Departmental Manager

*The Operations/Departmental Manager Apprenticeship is suitable for someone who manages teams or projects and is responsible for achieving operational or departmental goals and objectives as part of their organisations strategy.*

## About this programme

The apprenticeship is suitable for those who are, or wish to become, Operational/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 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.

## Location and duration of training

This training programme will be delivered on your company site or through online sessions and can take up to 30 months to complete but can take less depending on the prior experience of the individual. ***NB - apprenticeships must take a minimum 12 months of learning.***

## Qualifications included

On successful completion of this programme individuals will receive;

- Operations/Departmental Manager Apprenticeship at Level 5
- CMI Level 5 Diploma in Management and Leadership
- Chartered Manager Professional Registration Status



GHL v3 April 2020



## What are the entry requirements?

Individual employers will set the criteria for their apprentices. Candidates should have achieved qualifications in English and mathematics at a minimum of level 2 or equivalent. Where this is not the case, Apprentices must complete these by the end of the programme.

## How is this Apprenticeship Assessed?

All Trailblazer apprenticeships are required to have an end-point assessment (EPA) that is carried out by an independent body. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate. The end-point assessment for the Operational/Departmental Manager Apprenticeship involves a review of the Apprentice's portfolio of evidence which is collated during their work/study time; an externally set knowledge test; presentation of a work-based project and question/answer session and an interview/competency-based discussion relating to the Apprentice's Continual Professional Development Log. At EPA learners will also be assessed against the criteria for the Chartered Manager Professional Registration status.

## Membership with Chartered Management Institute (CMI)

Apprentices will receive free Membership to the Chartered Management Institute (CMI) for the duration of this programme.

### *Membership benefits include;*

- **Access to information and guidance** - instant access to information through CMI's online multi-media knowledge base, ManagementDirect.
- **Professional Recognition** - CMI membership gives you a post nominal (Associate grade upwards) that signifies you are dedicated to your profession and continued profession development. Add this to your CV, business card and email signature.
- **Networking opportunities** – Make valuable business contacts at our frequent events around the UK.
- **News updates** - Receive the Professional Manager magazine and keep on top of everything that's going on.
- **Mentoring support** - Through CMI mentoring, experienced managers and leaders share their skills and experiences to help members further develop their management skills.

## Next Steps and Progression Pathway

Those that successfully complete this pathway may progress onto an advanced qualification or Apprenticeship.

## Why Group Horizon?

Group Horizon provide a specialist range of training and workforce development programmes. Our nationwide offer includes Apprenticeships, Functional Skills, Adult Short Courses and Skills Development Programmes. Group Horizon's training is designed to be hands-on, teaching transferrable skills that can be used immediately in the workplace.

**For further information please contact Group Horizon**

**Email: [info@grouphorizon.co.uk](mailto:info@grouphorizon.co.uk)**

**Telephone: 0800 002 9805 or 0191 497 7722**

