



OPERATIONS/DEPARTMENT MANAGER (ODM) LEVEL 5 APPRENTICESHIP CMI L5 QUALIFICATION OPTION

This apprenticeship program caters to both current Operational/Departmental Managers and individuals aspiring to enter this role. It accommodates those at the outset of their careers as well as experienced managers seeking to enhance their expertise. A typical learner in this role would carry out a diverse range of responsibilities which could encompass operational planning, project management, team supervision, change management and mentorship. Potential job titles in this field span Operations Manager, Regional Manager, Divisional Manager, Department Manager, among others.

Training is delivered through a combination of engaging methods including self directed online learning, virtual tutor-led classroom sessions and personalised 1-2-1 workshops, this apprenticeship encompasses a diverse range of core management modules.

Learners will also have the opportunity to attain the CMI L5 Diploma, a widely recognised credential upon completion.

WHAT WILL BE COVERED?

Knowledge topics will include but is not limited to;

- Leading People
- Communication
- Study Skills
- Managing Change
- Finance
- Operational Management
- Networking and Relationships
- Project Management
- Managing Data
- Reflective Leadership

QUALIFICATION



This Apprenticeship offers learners the opportunity to gain the **Level 5 CMI Diploma in Management and Leadership** to gain Chartered Management Status (**CMger CMI**) which would normally cost over £700!

*(*Reg & Certificate fees of £137 +VAT apply)*

COURSE DETAILS

This 24-30 month apprenticeship imparts a diverse set of practical managerial expertise and abilities, equipping the learner with the necessary resources to advance in their managerial career. Learners will complete online self study modules at their convenience, accommodating both the learner and employer commitments. Following this, there will be a 3-hour live, tutor-led session on Zoom each month. Additionally, learners will benefit from one-on-one sessions with the tutor after each module, lasting approximately 1hr.

Throughout the course, learners will construct two distinct portfolios: one aligned with apprenticeship standards and the other focused on the CMI qualification. The latter portfolio involves the creation of essay-based reports and assignments, some of which may extend up to 2500 words.



ENTRY REQUIREMENTS

The learner must be exposed to relevant work experience in their current role to be able to meet the standards of the apprenticeship.

We require all candidates to hold (and show proof of) a minimum of a GCSE grade C/4/functional Skills level 2 in at least one of the following subject areas before enrolment; Maths and English.

For those who need to complete either Maths or English at grade C, **Functional Skills tuition** is available from our specialist tutors, who will support you to complete the final exam. The cost of this tuition is covered by the apprenticeship funding.

If a candidate requires functional skills support they will be required to take an initial assessment to determine whether they are eligible to be enrolled on programme.

Learners can start the apprenticeship programme at any time. Please contact us for details on how to enrol.
Call 07749705236 or email info@sptraininguk.com



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PROGRAMME DELIVERY

Learners will participate in a blended mix of tutor led sessions and online interactive learning via our bespoke platform **OLLIE**. The programme is underpinned with on the job “buddying”, where the learner gains practical on the job training.

Learners benefit from a structured induction session and regular reviews every 3 months.

Our delivery team will work with you to create the best possible program to suit your company and ensure specific modules are included that will add the most value to your employees.



Learners engaged with the ODM Apprenticeship will gain following skills;

- Organisational performance – delivering results
- Interpersonal excellence – managing people and developing relationships
- Personal effectiveness – *managing self*

ASSESSMENT METHODS

Learners will be subject to an End Point Assessment which will consist of;

A Project Proposal & Presentation with Q&A

This 4000 word project proposal's subject, title and scope will be agreed between the employer and the EPAO at the gateway. The project proposal should have a real business benefit and is a cost-effective assessment method. The presentation will typically last for 20 minutes and the questioning will typically last for 40 minutes in order to provide scope for the apprentice to demonstrate their full competence (A min of 8 questions will be asked).

A Professional discussion underpinned by a portfolio of evidence

The underpinning portfolio will have been submitted and must evidence all of the Knowledge, Skills and Behaviours mapped to this apprenticeship. The independent assessor can use the contents of the portfolio to identify key areas for the discussion. The professional discussion will last 60 minutes.

COSTS / APPRENTICESHIP LEVY

If your business pays into the **Apprenticeship Levy**, the cost of the training is fully funded. If you do not pay into the levy then the government still covers 95% of the costs so the course fees will only be £350

WHAT'S NEXT?

Upon successful completion of this **Level 5 apprenticeship** the learner may also wish to go on to study the **Level 6 Chartered Manager (Degree) Apprenticeship**



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