

Operations / Departmental Manager Apprenticeship

Level 5

BOOST YOUR BUSINESS WITH APPRENTICESHIPS

The new apprenticeship standards allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.



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Why the Operations/Departmental Manager apprenticeship is good for your business

An operations/departmental manager is someone who manages teams and/or projects, and achieving 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.

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.

Your apprentice will achieve:

- Level 5 Diploma in Management & Leadership

Typical job roles include:

Operations Manager
Regional Manager
Divisional Manager
Department Manager
Specialist managers

This approach will provide the apprentice with confidence and understanding in key areas such as:

Knowledge

- Understand operational management approaches and models
- Understand business development tools
- Management systems, processes and contingency planning
- Set up and manage a project
- Understand business finance: how to manage budgets, and financial forecasting.
- Manage multiple teams, and develop high performing teams
- Understand different leadership styles
- Time management techniques and tools

Skills

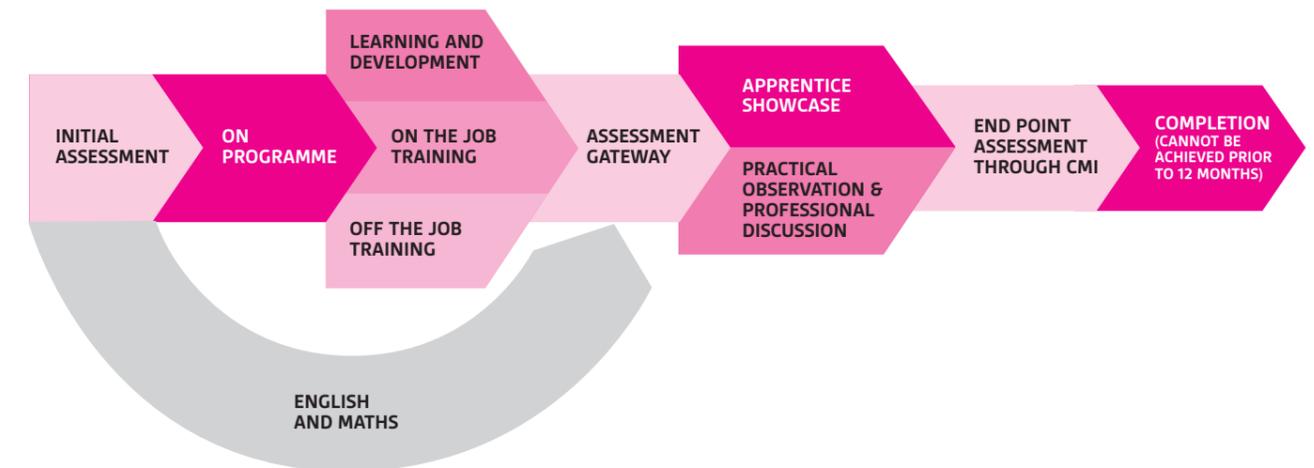
- Operational Management
- Project Management
- Leading People
- Managing People
- Building Relationships
- Communication

Behaviours

- Takes responsibility
- Inclusive
- Flexible to the needs of the organisation
- Creative, innovative and enterprising
- Sets an example
- Fair, consistent and impartial

The apprenticeship

Your step by step guide to taking on a apprentice



Your apprentice must:

- Be paid at least the national minimum wage
- Be an employee
- Work with experienced staff
- Learn job-specific skills
- Study during their working week (including attending our training centre)

Hiring your apprentice

There are several steps to taking on an apprentice:

- You can identify your own apprentices
- Advertise your apprenticeship - we will do this for you through the 'recruit an apprentice' service
- Select your apprentice and make an apprenticeship agreement and commitment statement with them

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Why apprenticeships?

Here are just a few of the benefits of hiring an apprentice:

- Apprenticeships are a great way of attracting enthusiastic talent with fresh ideas
- They can be tailored to specific job roles, making them flexible to the needs of the business
- Apprenticeships provide you with the skilled people you need for the future
- Apprenticeships can help reduce staff turnover, by increasing employee satisfaction and loyalty
- Apprenticeships are a tried and tested way to recruit new staff, re-train or upskill existing staff
- The average apprenticeship improves productivity by over £10,000 per year
- When you employ an apprentice below the age of 25, you are no longer required to pay employer National Insurance contributions for them

Whatever sector you're in, there are so many benefits that apprentices can bring to your business.

Apprenticeship Funding

Levy paying employers (employers with a paybill over £3m per year) – your levy funds can be used to pay for apprenticeships.

If you are a non-levy paying employer 90% of the apprenticeship training and assessment costs will be paid by the government and you will only have to contribute the remaining 10%.

Government incentives are available if you take on apprentices between 16 – 18 years of age.

To find out more
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