



Operations Department Manager

Course Overview

- ◆ This apprenticeship programme includes learning about the role of an operations/department manager, who looks after teams and manages projects to achieve operational and departmental goals/objectives in accordance with the organisation strategy.
- ◆ The apprentice will be accountable to senior managers or business owners, working in the private, public or not-for-profit sectors within all types of organisations. Specific roles and responsibilities will vary, but the knowledge, skills and behaviour needed within this managerial role will be the same.
- ◆ They will develop their skills by creating and delivering operational plans, managing projects, leading and managing teams, managing change in a team/organisation, financial/resource management, talent management, as well as coaching and mentoring a team of staff.
- ◆ Students will understand the operational management approaches and models used within modern organisations, to reach and deliver objectives strategised in a business plan to meet set KPI goals.
- ◆ Some of the core competencies the apprentice will learn include: knowing how to manage multiple teams, and develop high performing teams, understanding data security and management, and the effective use of technology in an organisation, knowing how to set up and manage a project using relevant tools and techniques, and understanding process management.

Who is it aimed at?

It's open to all ages - not just school or college leavers, employed adults are eligible too. The course is for anyone interested in the following job roles:

- ◆ Operations Manager
- ◆ Regional Manager
- ◆ Divisional Manager
- ◆ Department Manager

These roles can vary across all employment sectors for small, medium and large businesses.

Duration

- ◆ This apprenticeship takes approximately 30 months for the apprentice to fully complete.

How is this apprenticeship delivered?

- ◆ As part of this apprenticeship programme, the apprentice will learn and work on the employer premises, completing tasks for portfolio building and practical role-related projects.

Entry requirements

- ◆ Employers set their own entry specification but the apprentice will complete Maths and English functional skills if they did not achieve GCSE grade 4 or above.

Off-the-job funding rule

- ◆ The funding rules state that 20% of the apprentice's time must be spent completing off-the-job training, this may include different activities and is measured over the course of the apprenticeship.
- ◆ Apprentices will be required to undertake the equivalent of a day's training to meet this funding rule. This could be either attending BCoT, shadowing another department/role, online learning, or manufacturer training and will be fully documented in their portfolio.

Progression opportunities

- ◆ Upon completion of the apprenticeship, with the transferable skills gained, the apprentice can progress further and apply their knowledge within a wide range of roles across many sectors. You will also be eligible to register as a full member with the Chartered Management Institute and/or the Institute of Leadership & Management. Those with three years of management experience can apply for Chartered Manager status through the CMI.
- ◆ The apprentice may also progress their training further and work towards other relevant qualifications related to their role in the workplace.

Did you know?

- ◆ An apprentice can be a new or existing employee.
- ◆ Apprenticeships are open to anyone living in England over the age of 16 and not in full-time education.
- ◆ Apprenticeship programmes can go up to degree level.
- ◆ BCoT is one of the largest providers of apprenticeships in the region. We work with large and small employers across all industry sectors.
- ◆ BCoT is in the top 30% of colleges nationally for timely achievement of apprenticeships for all ages and levels - National Achievement Rate Tables 2017/18.

Get in touch

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