

Level 5 Operations or Departmental Manager Apprenticeship



Course Overview

This qualification is for professionals who manage teams or projects and are responsible for achieving operational or departmental goals and objectives as part of their organisation's strategy. This apprenticeship will provide you with the management and leadership knowledge and skills to progress further in your career.

You will work with an assessor who will guide you through your programme of learning to produce a portfolio of evidence using e-portfolio, within your workplace. You will also be required to attend sessions to learn theoretical concepts relating to leadership and management.

A minimum of 20% of your working hours allocated for learning to take place, known as 'off-the-job' training.

What You Will Study

The CMI Level 5 Diploma in Management and Leadership encompasses these modules:

- Principles of management and leadership in an organisational context
- Principles of developing, managing and leading individuals and teams to achieve success
- Managing stakeholder relationships
- Managing projects to achieve results
- Managing change
- Creating and delivering operational plans
- Managing finance
- Using reflective practice to inform personal and professional development

Attendance Expectations

You will be required to attend for taught sessions of the CMI Level 5 Diploma.

If you are undertaking Functional Skills as part of your apprenticeship, you will be required to attend Castleford College for a week block of teaching, per Functional Skill subject. This will be discussed at your enrolment and induction.

Throughout your apprenticeship, you will be required to record the number of hours you spend learning and training. This will be equivalent to 20% of your working hours for the

START DATE	LEVEL
Various entry points	Level 5
STUDY MODE	DURATION
Full-time	2 years
AWARDING BODY	LOCATION
Chartered Management Institute (CMI)	Workplace Based



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website www.heartofyorkshire.ac.uk.

Quick Links



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whole duration of the apprenticeship.

This can be achieved through a range of methods, such as work-related training, or self-study within your usual working week.

This will be agreed with your employer at the start of your apprenticeship.

How You Will Be Assessed

Completion and achievement of the CMI Level 5 Diploma in Leadership & Management will cover the knowledge elements of the modules. You will build a portfolio of practical evidence, maintain a CPD log and have observations and professional discussions with your assessor in the workplace.

Prior to your apprenticeship commencing you will complete an induction, which includes an assessment of your Maths and English skills to determine your current abilities, and an introduction to your e-portfolio.

Once the qualification and functional skills are complete, this will lead to End Point Assessment. This consists of a professional discussion on the portfolio, and a project presentation with questioning. This will be conducted by an Independent End Point Assessor from an approved End Point Assessment Organisation (CMI).

Entry Requirements

For new managers, or managers progressing in their leadership and management career, who have operational responsibilities including finance and projects.

Certificate evidence of English and Maths at Level 2 or GCSE at Grade 9-4. If you do not have these, we can support the development of your English and Maths skills through completion of Functional Skills in the relevant subject and one-to-one support.

Fee Information

Please contact the Apprenticeship Recruitment Team on 01924 789469 or email apprenticeships@heartofyorkshire.ac.uk

