



LEVEL 5 OPERATIONS/DEPARTMENTAL MANAGER PROGRAMME

Overview

High quality, high impact management development.

Programme Introduction

This development programme equips Operational Managers and others in similar roles with the skills, knowledge and behaviours to carry out their role with a high degree of capability and with confidence. The programme is pragmatic, focused around action and application to make tangible difference to personal performance, team delivery, career progression and business results.

The programme is delivered using a combination of workshop learning and pre and post course activity, using the Aspire Digital Learning Hub (DLH) to allow online self-study, added to which will be the ongoing support of 1-1 individual reviews with your programme lead.

The programme will be facilitated by experienced and highly qualified leadership development consultants from Aspire Development UK Ltd. They will bring the programme to life and link the programme to your organisation's vision, values and objectives.

The programme includes a combination of:

- eLearning modules,
- online face to face virtual workshops,
- self-study in the workplace,
- peer to peer working,
- 1-1 individual support.

On completion of the programme, Operational Managers will receive a Level 5 Operations/Departmental Manager qualification.

What are the Benefits for the Operations/ Departmental Manager?

- Individuals have an opportunity to work on the business as well as in the business.
- Individuals learn about the wider business.
- Individuals will strengthen internal business networks and relationships.
- Individuals will receive 1-1 coaching support throughout the programme from an accredited business coach.
- Individuals will receive 360 degree feedback, complete psychometrics and undertake personal and career development planning.
- Individuals will develop improved skills and confidence.
- Individuals will develop new life skills.
- Individuals will develop creative thinking skills and strategies enabling them to think outside the box.
- Individuals have a sense of achievement as they apply learning, develop their portfolio and deliver projects.



- They will receive lifetime access to Aspire's Alumni to continually develop their knowledge and skills. This equates to £500 a year and 11 1/2 hours Continuous Professional Development (CPD) a year.
- Free access to our Digital Learning Hub (DLH) which means that Managers can improve their leadership skills at a time to suit them from our extensive online collection.

What are the Benefits to your organisation?

- Cost savings for the business through the apprentice projects, improving productivity, efficiency, etc.
- Investing in an individual's development over the medium term can improve retention and therefore reduce recruitment cost.
- The programme will support with future business leader's succession planning.
- The programme will improve leadership capability within the business – your people will lead in new and improved ways.
- The topics covered increase the knowledge and skills of your people across a breadth of business priorities.
- Increased staff motivation through the investment in staff development.

"There has been a significant change in his confidence and belief as a result of this apprenticeship. This has been seen in a number of different areas that have benefited both our organisation and the customer."

- Line Manager of Programme Delegate

Apprenticeship Programme Essentials

This is a Government funded programme via the Apprenticeship Levy or Co-Investment. This means apprentices must:

- Complete mandatory registration forms.
- Commit to completing the 18 month development programme.
- Complete and maintain a personal development plan.
- Demonstrate evidence of learning and application in the workplace,
- Complete a minimum of 20% Off The Job Learning.
- Complete an End Point Assessment.
- Complete Level 2 qualification in Functional Skills English and Maths where required.

"The apprenticeship is a key part of my development into Senior Management."
- Programme Delegate

Apprenticeship Overview

Group name: Level 5 Open Programme Operations/Departmental Manager Apprenticeship

Start Date: 22/09/21 (Date of Launch)

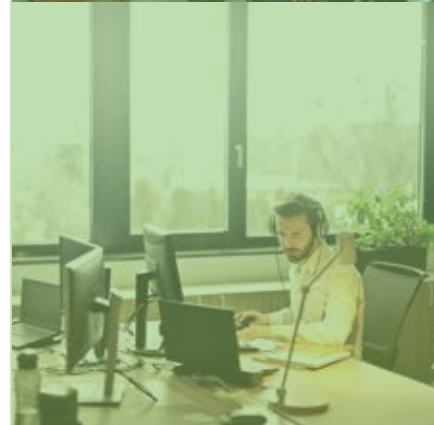
End Date: 04/23 (Month of EPA)

Qualification: Level 5 Operations/Departmental Manager Apprenticeship

Programme Leader: Liz O'Connell - 07912563019

Programme Details

Launch	Introduction to programme Apprenticeship Information and Programme Registration	1/2 day virtual meeting	Virtual Meeting: 22/09/21
1-1	Initial Development Planning meeting with (learner, line manager and Programme Lead)	2hrs per learner	w/c 27/09/21 Date to be agreed on a 1-1 basis
Module 1	Personal Effectiveness – self-awareness and self-management	Online learning during Sept/Oct, with 2-day virtual workshop	Virtual workshop: 13/10/21 and 14/10/21 Month 1
Module 2	Managing People – performance and productivity	Online learning during Nov, with 1-day virtual workshop	Virtual workshop: 25/11/21 Month 2
Free Learn Session	Protected personal time for study, with Programme Lead available for online coaching/support		09/12/21 Month 3
Module 3	Operational Management – strategic planning and leading change	Online learning during Dec, with 2-day virtual workshop	Virtual workshop: 2/01/22 and 13/01/22 Month 4
Module 4	Leading People – culture, vision and development	Online learning during Jan/Feb, with 1-day virtual workshop	Virtual workshop: 10/02/22 Month 5
Module 5	Decision Making – data analysis and problem solving	Online learning during Mar, with 1 day virtual workshop	Virtual workshop: 17/03/22 Month 6
Free Learn Session	Protected personal time for study, with Programme Lead available for online coaching/support		21/04/22 Month 7
Module 6	Project Management and Presentations – initiating and implementing improvement	Online learning during Apr/May, with 2-day virtual workshop	Virtual Workshop: 11/05/22 and 12/05/22 Month 8



Programme Details			
Module 7	Finance – budgets and commercial awareness	Online learning during May/Jun, with 1-day virtual workshop	Virtual workshop: 16/06/22 Month 9
Module 8	Building Relationships – influencing, conflict, stakeholder management	Online learning during Jun/July, with virtual workshop	Virtual workshop: 14/07/22 Month 10
Free Learn Session	Protected personal time for study, with Programme Lead available for online coaching/support		08/09/22 Month 11
Module 9	Communication – meetings, presentations, impact	Online learning during Sept, with 1-day virtual workshop	Virtual workshop: 13/10/22 Month 12
Module 10	Programme Impact Finale – presenting to senior management	Online learning during Oct, with 1-day virtual workshop	Virtual workshop: 17/11/22 Month 13
	Final Workshop – Programme Conclusion and End Point Assessment Preparation	1 day virtual workshop	Month 15 Virtual workshop: 12/01/23 End of PP (+456 days)
	End Point Assessment Activities	1 day	Online Activity: Months 16-18 February - April 2023

Progress Reviews

Throughout your Apprenticeship you will be supported by your Programme Lead. You will catch up by phone/videocall every three months to discuss what you have been learning, how you are putting your learning into practice in your workplace and how you are capturing evidence of this via the Digital Learning Hub (see below).

Some of these calls will involve your line manager to make sure you're getting the right exposure to opportunities and the support you need to complete your programme successfully.

Progress Review	Duration	Date
Initial Development Planning Meeting	2 hrs	Month 0 – W/c 27/09/21 Date to be agreed on a 1-1 basis
Progress Review 1	1-2 hrs	Month 3 – 15-23/12/21 Date to be agreed on a 1-1 basis
Progress Review 2	1-2 hrs	Month 6 – W/c 28/03/22 Date to be agreed on a 1-1 basis
Progress Review 3	1-2 hrs	Month 9 – W/c 27/06/22 Date to be agreed on a 1-1 basis
Progress Review 4	1-2 hrs	Month 12 – W/c 19/09/22 Date to be agreed on a 1-1 basis
Progress Review 5	1-2 hrs	Month 15 – W/c 12/12/22 Date to be agreed on a 1-1 basis

Tracking your Development and Activity

By the end of your Apprenticeship, you will have learned a lot and applied it to make a difference in your role.

On an ongoing basis you will capture what you have learned and your learning time into a Timesheet to show your achievement of the 20% Off the Job learning time.

Following your workshops, you will use the Digital Learning Hub to complete your Skills Assessment and within this, write up and show evidence of how you are implementing your learning from the programme into the way you carry out your management role.

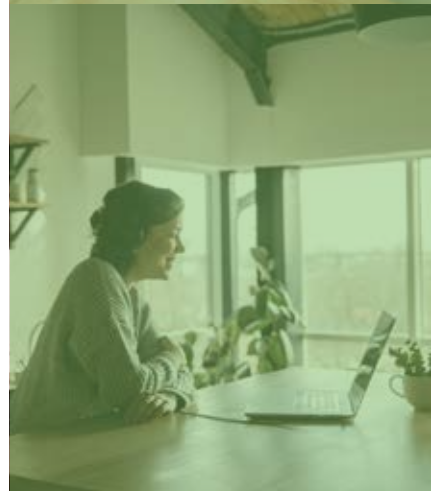
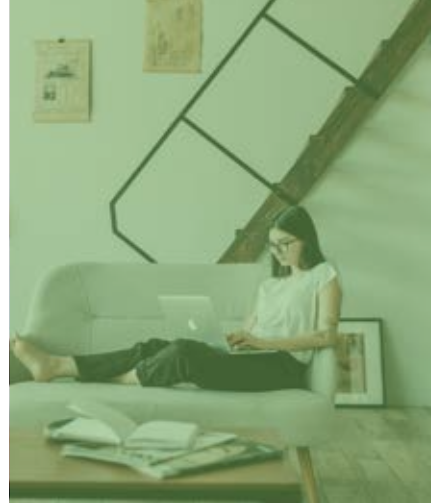
To help you keep on top of this we have outlined key milestone dates below to show when this will need to be completed. Your Programme Lead will tell you more about the specific details.

Skills Assessment Activity	Submission Date
Timesheet - Noting learning and application to workplace	30m per week
Self-Awareness and Self-Management skills examples	Month 3 – 31/12/21
Managing People and Operational Management skills examples	Month 6 – 31/03/22
Leading People and Decision-Making skills examples	Month 9 – 30/06/22
Finance and Building Relationships skills examples	Month 12 – 30/09/22
Finance and Building Relationships skills examples	Month 12 – 30/09/22
Communication and Project Management	Month 15 – 31/12/22

Cost

The cost is £7,000 per Learner.

This can be fully paid by ESFA drawdown or co-investment.



Contact us now to discuss your requirements



 office@aspiredevelopment.co.uk

 01422 241964



Education & Skills
Funding Agency